

West Bengal Infrastructure Development Finance Corporation Ltd.

Admn. Office: Mangalam Building, Block A, 1st floor,

24, Hemanta Basu Sarani, Kolkata-700001

(Formerly Old Court House Street)

Regd. Office: 36A, Hemanta Basu Sarani, Kolkata - 700001

Contact No: 033-22105436/22422305

CIN: U74040WB1997SGC084422

WBIDFC/AEM/2016/2017/09

Date:30.01.2017

QUOTATION CALL NOTICE

Sealed quotations are hereby invited from reputed vendors/enlisted vendors engagement of **"Supply and Maintenance of Flower&Plant"** for the Administrative office of WBIDFC Ltd. The sealed envelope comprising Financial Bid according to the Scope/Technical Specification as mentioned in Annexure-I shall reach the Administrative Office of WBIDFC, Block-A, Mangalam Building, 1st Floor, 24 Hemanta Basu Sarani, Kolkata-700001, on or before on 13th February,2017. The Format for Technical Specification of the work /Vendors Details is mentioned in Annexure-1, which should be submitted along with documents in Annexure-II & Annexure III.

General Terms and Conditions:

1. Submission of Quotation: The sealed quotation should be addressed to The Managing Director. West Bengal Infrastructure Development Finance Corporation Ltd, 'Mangalam Building' Block A, 1st Floor, 24 Hemanta Basu Sarani, Kolkata-700001 and should be sent through courier or may be dropped in the designated tender box at the administrative office of WBIDFC on or before 3.00pm on 13th February ,2017. The company will not be responsible for any delay in receipt/ non-receipt of documents sent by post/couriers.
2. The quotation should reach this office by 3.00p.m. on 13th February,2017 as per this notice.
The Quotation/bids will be opened on 13th February,2017 at 3.30pm or soon after at the administrative office of WBIDFC, Block -A 'Mangalam Building', Block A, 1st Floor, 24 Hemanta Basu Sarani, Kolkata-700001.
3. Only authorized representatives of the vendors will be allowed to attend the quotation opening process. They should also bring an authorisation from the firm/Company with an undertaking that any decision/negotiation taken by them would be accepted by the firm/company.
4. Quotation received after the due date and time is liable to be rejected. Quotation by FAX/e-mail will not be entertained,



5. Quotations received incomplete in any respect are liable to be summarily rejected. Further if any information furnished in the quotation is found incorrect, the quotation will be cancelled forthwith.
6. If the last date submission of quotation happens to be a holiday, it will be automatically extended to the next working day, time will be unchanged.
7. The Bids will be evaluated on the basis of price quoted by the eligible Vendors and the vendor quoting L-1 price may be awarded with the Job, subject to compliance with other applicable terms & conditions. Any additional information which the agency wishes to provide, may be attached.
8. WBIDFC reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract without assigning any reason and without incurring any liability to the participated Bidder.
9. The Financial Bid will be opened if the following criteria are complied by:
(not required for prequalified/enlisted vendor)

Sl no	Type of Contract	Technical Requirement
	Nursery and flower supplier	1) The Vendor should have experience of similar works/services for at least 3 years. 2) Vendor must have successfully executed at least one similar work of single order value not less than Rs.4000p.m in the last 3 years starting from 01.04.2013. Documentary proof (Copy of the W.O) duly attested must be submitted. 3) Holding Trade License with endorsement of gardening jobs

The applicant should submit the following documents in proof of satisfying the above pre-fix criteria.

- (i) Copies of the work order / letter of acceptance / telex of acceptance / agreements / Schedule of rates / other documents of work completed.
 - (ii) Completion certificates for final bill value and date of completion of work from competent authority, if required.
 - (iii) Balance sheet and profit & loss A/c of the preceding **3years(Financial Year 2013-2014 onwards)** in proof of turnover supported by Income Tax Return for the relevant years, if applicable and required.
 - (iv) Ownership details indicating the nature of firm – whether sole proprietor, partnership, private limited, public limited etc. with contact person and telephone / telex / fax number, local office address, if any etc.
- Copies of item (i), (ii), (iii) and (iv) should be duly stamped and counter signed on all pages by the proprietor/partner/director/authorized signatory, as token of genuineness, shall also be submitted along with the application form. The original of above documents are to be produced for verification, if so required by WBIDFC.



[Handwritten signature]

Special Terms & Condition

1. All quoted rate shall include the cost of material, labour charges, all taxes such as Service Tax/TDS and other duties as liveable. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
2. The Firm/ Company will have to hand over the premises to WBIDFC in neat and clean condition and remove all dust materials from the office premises to entire satisfaction of WBIDFC.
3. **Payment terms:** All payments will be released based on separate invoices submitted to the WBIDFC by the supplier and after making statutory deductions.
 - a) The Firm/Contractor shall make good all such damages at his own cost and no claim on this account will be entertained.
 - b) The work has to be carried out in neat and tidy manner to the full satisfaction of the Corporation and all care has to be taken to ensure that no part of the premises gets damaged during execution of works. Materials used for carrying out the work shall be standard and approved quality.
 - c) If the agency fails to undertake the job satisfactorily or violates any terms and conditions or does not attend the work effectively, WBIDFC has every right to cancel the contract and without assigning any reason whatsoever.
4. WBIDFC reserves the right to call the firms and to conduct negotiations, if necessary.
5. WBIDFC reserves the right to cancel the work order if the material supplied by the Firm/Contractor and finishing of the work, fail to meet the specifications mentioned in the order.
6. WBIDFC may cancel the order if it is found that the agency is black listed on previous occasions by any of the departments/institutions/ local bodies etc of West Bengal.
7. The period of warranty of services/replacement, if any shall be indicated clearly.
8. No mobilization/ secured advance will be allowed except as mentioned in payment terms. No price preference will be allowed to any category of bidder.
9. Bids shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of sealed bid. Bid valid for shorter period may be rejected by the competent authority of WBIDFC.
10. If any information furnished in the Tender Form is found incorrect, the quotation will be rejected/ cancelled forthwith.
11. Bids incomplete in any respect are liable to be summarily rejected.
12. WBIDFC reserves the right to terminate the contract in full or on part at any point of time without assigning any reason whatsoever. The decision of the competent Authority of WBIDFC will be final and absolute in this respect.
13. In case, there is a holiday on the specified day, the same time on the next working day will be considered.
14. Participants are to put their signature with rubber stamp, if any, in all the pages of Tender notice and submit as enclosure of the quotation.



15. Important Information:-

Sl No	Particulars	Date	Time
1.	Starting date and time of Tender	30.01.2017	10.30am
2.	Last date and time of Tender Submission	13.02.2017	3.00pm
3.	Date and time of opening of bids	13.02.2017	3.30pm

16. Disclaimer:

- WBIDFC, its officials, including its Directors, shall be in no way responsible for relying on the information/data provided by the bidders.
- Also WBIDFC is in no way binding itself or its officials/ successors on reaching any agreement on the basis this NOTICE.
- The bidders are prohibited from any form of collusion or arrangement in an attempt to influence the selection and aware process of the bid. Any such act shall render the Bidder to such liability/ penalty as the competent authority in WBIDFC may deem fit and proper, including but not limited to rejection of the Bid of the Bidder.
- The contract shall be for a period of one year from the date of work order.

Abinandan Mukherjee
**Acting Estate Manager
FOR WBIDFC LTD**

Annexure I

Scope/Technical Specification of the Work

Supply of Flower & Maintenance of Plant of the office premises of Administrative office WBIDFC Ltd. Block-A, 'Mangalam Building, 1st Floor, 24, Hemanta Basu Sarani, Kolkata-700001 Mangalam Building

- Supply of 15 nos of Plants & its maintenance.
- Supply of flowers 03 times in a week including maintenance of flower vases in
 - Big Flower Vase-04 nos
 - Small Flower Vase-04 nos

Special Attention:

"Scope of Works may be enlarged at the quoted rates on *pro rata* basis, if required, with the consent of vendors"

Signature of the Tenderer with Official Seal

Page no 4 of 6



Annexure-II

VENDOR'S GENERAL DETAILS/INFORMATION(not required for prequalified/enlisted vendors)

To
The Managing Director
WBIDFC Ltd
24 HemantaBasuSarani
Kolkata: 700001

1. NAME OF THE AGENCY/COMPANY
2. CONSTITUTION OF THE BIDDER
3. NUMBER OF YEARS IN OPERATION
4. REGISTERED ADDRESS
5. OFFICE ADDRESS
6. NAME&ADDRESS OF THE DIRECTORS/ PROMOTERS
7. TELEPHONE NUMBER
8. E-MAIL ADDRESS &WEBSITE(if any)
9. TELEFAX NUMBER
10. CONTACT PERSON
11. VAT REGISTRATION CERTIFICATE
12. SERVICE TAX REGISTRATION
13. PAN/TAN NO
14. TRADE LICENCE
15. CERTIFICATE OF INCORPORATION, IN CASE OF LTD COMPANY
16. MOA, and AOA IN CASE OF LTD. COMPANY

Note: In each of the above cases where applicable please attach self attested copy of the certificates

Signature of the Tenderer with Official Seal



[Handwritten signature]

