

10/1-

Notice

NOTICE FOR INVITING QUOTATION

Sealed quotation is invited by **West Bengal Infrastructure Development Finance Corporation limited (WBIDFC Ltd.)** from eligible enlisted/reputed vendors for

1. ***“Maintenance of Flower & Plant”***,

Last date of submission of quotation is 10.09.2015 within 4.00 p.m.

2. details of the items will be available at our website www.wbidfc.co.in > Tenders & News > Tenders.


Estate Manager
(For WBIDFC Ltd.)

West Bengal Infrastructure Development Finance Corporation Limited
(Wholly-owned by the Govt. of West Bengal)
36A, Hemanta Basu Sarani, Kolkata - 700001
CIN : U74140WB1997SGC084422
Ph: 033-22105436, Fax: 033-22105437
E-mail: wbidfc@wbidfc.co.in, Website: www.wbidfc.co.in

QUOTATION CALL NOTICE

Sealed Quotations are hereby invited from reputed vendors and enlisted vendors of the Corporation for supply and '**Maintenance of Flower & Plant**' for all the offices of WBIDFC Ltd. The sealed envelope comprising of Financial bid (according to the 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 **10.09.2015** till 4:00 p.m. The Format for Technical Specification of the work is mentioned in **Annexure-I, which should be submitted along with requisite documents in Annexure-II.**

Terms and Conditions:

Quotations are invited in a sealed envelope on the following terms & conditions from reputed vendors and enlisted vendors of our Corporation dealing in supply and services of '**Maintenance of Flower & Plant**'

Interested Participants are advised to quote their rate after careful study of technical specifications enclosed as Annexure to this notice and on the **following terms and conditions:-**

1. The Quotation should reach this office by 4:00 p.m. on **10.09.2015** as per quotation notice.
2. The Quotation /Bids will be opened on **10.09.2015** at 4.30 p.m. 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 Letter-Head of the firm/company with an undertaking that any decision/negotiation taken by them would be accepted by firm/company.
4. The Bids will be evaluated on the basis of price quoted by the eligible Vendors and the Vendor quoting L-1 price will be awarded with the job, subject to compliance with other applicable terms & conditions. Any additional information you wish to provide, may be attached.
5. Quotation received after the due date & time is liable to be rejected. **Quotation by FAX/e-mail will not be entertained.**
6. **Payment terms:** All payments will be released based on separate invoices submitted to the WBIDFC by the supplier and after making statutory deductions.
7. All quoted rate shall include the cost of material, labour charges, all taxes such as a Service Tax / TDS, and other duties as leviable. 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.
8. Before quoting the rates the Interested Participants may visit the site and assess the scope & condition of work including risk factor etc. under prior intimation to WBIDFC.
9. The Firm/Contractor will have to handover the premises to WBIDFC in neat and clean condition and remove all dust material from the office premises of WBIDFC.
10. **SPECIAL CONDITONS**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 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 of standard quality.

c) If the party fails to undertake the job satisfactorily or violates any terms and conditions or not attending the work effectively, WBIDFC has every right to cancel the contract and forfeit the security deposit without assigning any reason whatsoever.

10. 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.

11. WBIDFC reserves the right to call the firms and to conduct negotiations, if necessary.

12. 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 quotationer.

13. 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.

14. The Firm/Contractor shall quote quality specifications of the Materials, unit price and taxes and other duties leviable.

15. The period of warranty of services/replacement, if any, shall be indicated clearly.

16. No mobilization/secured advance will be allowed except as mentioned in Payment terms. No price preference will be allowed to any category of bidder.

17. 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 a shorter period may be rejected by the competent authority of WBIDFC.

18. **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 **10.09.2015** till 4:00 p.m. The Company will not be responsible for any delay in receipt/non-receipt of documents sent by post/couriers.

19. If information furnished in the Tender Form is found incorrect, the quotation will be rejected/ cancelled forthwith.

20. Bids incomplete in any respect are liable to be summarily rejected.

21. WBIDFC reserves the right to terminate the contract in full or 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.

22. In case, there is a holiday on the specified day, the same time on the next working day will be considered.

23. Any kind of canvassing is strictly prohibited.

24. **Interested Participants has to put his signature with rubber stamp, if any, in all the pages of Tender notice and submit as enclosure of the quotation.**

25. Important information:-

Sl. No.	Particulars	Date	Time
1.	Starting date and time of Tender	31.08.2015	10.30 A.M
2.	Last date and time of Tender Submission	10.09.2015	04:00P.M
3.	Date and time of opening of bids	10.09.2015	04:30P.M

26. Disclaimer:

- a) WBIDFC, its officials, including its Directors, shall be in no way responsible for relying on the information / data provided by the Bidders.
- b) Also, WBIDFC is in no way binding itself or its officials / successors on reaching any agreement on the basis of this NOTICE.
- c) 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 and / the forfeiture of its Bid Security.

Sd/-
Estate Manager
WBIDFC LTD.

1/2

Technical Specification of the work

**Supply and Maintenance of Flower & Plant of the office premises of WBIDFC Ltd.
Administrative Office:**

1. Supply of 40 nos. of Plants & its maintenance.
2. Supply of flowers 03 times in a week.
 - a) Big Flower Vase - 04 Nos.
 - b) Small Flower Vase - 04 Nos.
3. Maintenance of Flower Vases

Special Attention:

"Scope of works may be enlarged at the quoted rates, if requires, with the consent of vendors."

Ma

Vendor's General Details/Information

Annexure-II

To
The Managing Director
WBIDFC Ltd.
36A, Hemanta Basu Sarani
Kolkata - 700 001

1. Name of the Agency/Company
2. Constitution of the Bidder
3. Numbers of Years of operation
4. Registered Address
5. Office Address
6. Names & Address of the Directors/Promoters
7. Telephone Number
8. E-Mail address of the Directors/Promoters
9. Telefax Number
10. Contact Person
11. VAT Registration Certificate
12. Service Tax
13. PAN/TAN No.
14. Trade Licence
15. Certificate of incorporation
16. MOA, in case of Ltd. company

Authorised Signatories

**NOTICE INVITING TENDER FOR 'MAINTENANCE OF
FLOWER & PLANT' (NIT: EM/AUG/15-16/ 01)**

Sealed quotation is invited by **West Bengal Infrastructure Development Finance Corporation limited (WBIDFC Ltd.)** from eligible enlisted/reputed vendors for **"Maintenance of Flower & Plant"** of WBIDFC Ltd. for Registered Office & Administrative Office situated at 36 A, Hemanta Basu Sarani, Kolkata - 700 001 and 24&26, Hemanta Basu Sarani, Mangalam Building, Block A&B, Kolkata - 700 001 respectively. **Last date of submission of quotation is 10.09.2015 within 4.00 p.m.** details of the items will be available at our website www.wbidfc.co.in > Tenders & News > Tenders.

**Estate Manager
(For WBIDFC Ltd.)**

M/a