



Government of West Bengal

DIRECTORATE OF ANIMAL RESOURCES & ANIMAL HEALTH
Office of the Jt. Director of ARD, Institute of Animal Health & Veterinary Biologicals (R&T),
37, Belgachia Road, Kolkata-700 037

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E-Tender Helpdesk: (033)2223-6236

Tele-fax: (033) 2556-5476

E-MAIL: iahvb.kolkata@rediffmail.com/erddl_kolkata@yahoo.co.in

Log-on for submission: <http://www.wbtenders.gov.in>

Departmental Website: [http:// www.darahwb.org](http://www.darahwb.org)

**SET OF TENDER DOCUMENTS FOR REPAIRING OF THE
INSTALLED PREFABRICATED BSL – III LABORATORY WITH
EXECUTION OF AMC**

Each set contains:-

- (1) Notice inviting e-tender.
- (2) Description of work.
- (3) Terms & conditions for submission of tender.
- (4) Annexure I to V.
- (5) Bill of quantities (BOQ).

LAST DATE FOR ONLINE SUBMISSION OF TENDER: 27.01.2022 (up to 5.00 PM)

Sd/-

(Dr. Animesh Sikder)

Joint Director ,ARD
IAH&VB(R&T),Kolkata



Government of West Bengal

DIRECTORATE OF ANIMAL RESOURCES & ANIMAL HEALTH

Office of the Jt. Director of ARD, Institute of Animal Health & Veterinary Biologicals(R&T),
37, Belgachia Road, Kolkata-700 037

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**NOTICE INVITING E-TENDER FOR REPAIRING OF THE INSTALLED
PREFABRICATED BSL – III LABORATORY WITH EXECUTION OF AMC
(Submission of bid through NIC e-tender portal <http://www.wbtenders.gov.in>)**

NIT No. WBARD/IAHVB/NIT 27/T-3/21-22

Date of Issue: 10.01.2022

The Joint Director, ARD, Institute of Animal Health and Veterinary Biologicals, 37, Belgachia Road, Kolkata – 700 037 on behalf of the Governor to the State of West Bengal is going for e-tender for preparing the rate schedule for repairing of the Installed Prefabricated BSL – III laboratory with execution of AMC .

Online bids are invited only from the OEM (Techcomp Limited, Hong Kong) or other eligible firms for repairing of the Prefabricated BSL – III laboratory installed at the RDDDL, ER, Kolkata with execution of AMC.

Name of the Works:

Sl. No.	Name of the Work	Value of EMD
1	Repairing of the installed Prefabricated BSL – III Laboratory with Execution of AMC	Rs.80.000/-

CATALOGUE OF DESCRIPTION OF WORKS

Sl. No.	Name of the Work	Description of work
1	Repairing of the installed Prefabricated BSL – III Laboratory with Execution of AMC	<p>The Prefabricated BSL – III Laboratory was supplied by Techcomp Limited, Hong Kong and installed at the RDDDL, ER.</p> <p>The tender is for repairing of the installed Prefabricated BSL – III Laboratory as an where basis to make the laboratory including DG set Re-functioning as per the specified condition while the laboratory was supplied along with Execution of AMC.</p> <p>A. <u>The repair of Pre-fabricated BSL-III Lab including</u> below components / equipment in the facility to maintain Temp. 22±2 degree, RH 55±10, and negative pressure gradient and working conditions in the facility. Following machinery / equipment are installed in the pre-fabricated BSL-III lab require repair/replacement</p> <ol style="list-style-type: none">1. Installation of new PLC control for BSL 3 lab operation & monitoring2. Supply& Installation of AHU with Pre & Fine filters3. Exhaust AHU motor repair4. Supply & installation of Supply Terminal GEL SEAL MINI PLEAT HEPA FILTERS H13 – 5 No5. Supply & installation of Exhaust Terminal GEL SEAL MINI PLEAT HEPA FILTERS H13-04No

6. Service & maintenance of Double Door Autoclave
7. Replacement of Air cooled Chiller with 11 TR condensing unit.
8. Replacement of AHU water pipes with condensing unit coil
9. Repair of Cassette AC 2 Ton 01 No
10. Repair of 1.5 Ton Split Ac – 03 No
11. Repair of Biosafety Cabinet B2 Type -01 No
12. Replacement /Repair of 20 KVA UPS
13. Supply & installation of 20 KVA UPS Batteries
14. Supply & Installation of Temp/RH/DP monitor with alarm for the facility – 02 NO
15. Supply & Installation of differential pressure gauges – 06 No
16. Smoke detectors and alarm system:
17. Replacement of faulty Ceiling lights
18. Repair of Static Pass Box – 02 No
19. Repair and replacement of CCTV Cameras- 04Camera, DVR and monitor
20. Service/maintenance of DG set
21. Repair & maintenance of Decontamination system
22. Repair of Refrigerator
23. Repair of -80 deep freezer
24. Air balancing for maintaining negative pressure gradient inside the facility.

Validation of the laboratory condition by another qualified agency (3rd party – to be engaged by the successful bidder) after repair has to be done and satisfactory report thereof shall constitute completion of the work.

B. Execution of AMC :

1. The AMC of the **Prefabricated BSL – III Laboratory supplied by Techcomp Limited, Hong Kong installed at the RDDI, ER, Kolkata** together with annual maintenance of the supplied 200 KVA silent Power DG Set (Cummins Engine Model) and also the equipments / instruments supplied along with the laboratory like High Speed Centrifuge Micro-Centrifuge, CO₂ Incubator, -86⁰C (Ultra Low Freezer), Biosafety Cabinets, Double Door Autoclave, all the air conditioners (supplied in the laboratory) etc.
- 2.. A trained Technician shall be made available at the laboratory as and when required for emergency for routine operation/ maintenance of the laboratory and the above mentioned equipments.
3. The contract contemplates that the concerned firm will undertake any number of emergency and break down calls for maintenance works as and when the system breaks down. Service Engineer will be deputed for fixing the breakdown within 48 hours from the receipt of the calls. The repair will be done at the site of the laboratory.
4. Preventive maintenance is required to be provided at reasonably spaced intervals. The inspection should consist of complete check of the instrument alignment and calibration when considered necessary by the service engineer.
5. Validation of the laboratory condition by another qualified agency (3rd Party - to be engaged by the successful bidder) has to be done 9 (nine) months (or more) after execution of the AMC and satisfactory report thereof shall have to be produced.
6. The required spares / consumables shall be supplied by the Institute on receiving specific requisition by the Service Engineer for ensuring smooth functioning of the laboratory

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1. The bidders are advised to acquaint themselves with the work involved, visit the site to understand the site and to assess the work requirement and scope by taking prior appointment (contact person Dr. Gourhari Mondal, Assistant Director, ARD (M -7908596657), before submission of Bids.
2. **The bidder Should quote for both the repairing work & AMC charges. Total cost (i.e. Repairing cost + AMC charge) shall be the only deciding factor of L1 bidder.**
3. **The bidder has to validate the final mechanical and system software validation of BSL III facility by another qualified agency (3rd party – to be engaged by the successful bidder) after repair and satisfactory report thereof shall constitute completion of the work.**
4. The bidder is required to handover the laboratory in fully functional condition after repair.
5. **The bidder should provide warranty for all the above mentioned services and spare parts for minimum of one year.**
6. **The tendering firm should quote the AMC charges for a period of One year after expiry of warranty period.**
7. Offered rate should remain valid for a period of **Two years from the date of acceptance of the tender** and any extended period, if situation arises.
8. Necessary Earnest Money Deposit or valid exemption certificate along with mandatory documents in Statutory & non-statutory cover are to be uploaded for participation in the tender.
9. After publication of the N.I.T. in the newspapers, detailed catalogue along with terms & conditions, BOQ (Bill of Quantities) may be obtained from the Website <http://www.wbtenders.gov.in> at free of cost.
10. Tenders will be floated in two parts – one Technical Bid for technical proposal (mandatory documents in Statutory & non-statutory cover) and other for Financial Bid for quoting rate in BOQ's in dedicated column.
11. Submission of on-line tender may be made by the bidder with the help of Digital Signature Certificate (DSC).
12. The software shall make automatic encryption of the technical bid as well as financial bid. No one will be able to open these two bids prior to schedule date & time as fixed by the undersigned.
13. After evaluation of technical bid, those who will technically qualify, their financial bid will be opened for evaluation.
8. Disclosure of rate other than BOQ will disqualify the bidder.
9. On-line bid submission will start on 10.01.2022 after 3 PM in the e-tender portal viz. <http://wbtenders.gov.in>.
10. A pre-bid meeting will be held on 14.01.2022 at 3-00 pm at Meeting Hall of this office.
11. Online bids in two parts i.e. Technical Bid (Part-I) & Financial Bid (Part-II) are to be submitted **up to 5pm on 27.01.2022** for the aforementioned N.I.T.

12. Technical Bid Opening Date is tentatively fixed at **11am on 31.01.2022**. Other activities i.e. date of uploading List of Technically qualified bidders, date of opening of financial bid etc. will be communicated later on.
13. The above schedule is fixed, however, the undersigned reserves the right to change the date of activities in case of any exigencies through a notice in the departmental website viz. www.darahwb.org & Notice Board at above addressed office.
14. Online Receipt and Refund of EMD through State Govt. E bid portal: Please follow G.O. No. 3975-F(Y) dated 28.07.2016 available in www.wbfin.nic.in.

The entire tender documents including N.I.T, terms & conditions for submission of tender and BOQs are part & parcel of the tender.

The Bidder should abide by all the tender terms & condition and upload the same as a token of acceptance.

The undersigned reserves the right to reject and/or cancel all tenders at any stage without assigning any reason thereof and will not bound to accept lowest bid.

Sd/-
(*Dr. Animesh Sikder*)
Joint Director ,ARD
IAH&VB(R&T),Kolkata

ANNEXURE-I**Application Format**

(To be furnished in the Company's Official Letter Head Pad with full Address with contact no. Phone/Mobile no. FAX No., e-mail Address, Website etc.)

Ref. No. _____

Dated _____

To

The Joint Director, ARD,
IAH & VB (R&T)
37, Belgachia Road,
Kolkata-700 037

Sub: NIT for Repairing of the installed Prefabricated BSL – III Laboratory with Execution of AMC

Sir,

With reference to your **NIT NO. WBARD/IAHVB/NIT 27/T-3/21-22 dated 10.01.2022**, I am/We are furnishing my/our rates for the work tendered for as per your specification, terms & conditions.

Should this tender be accepted, I/We hereby agree to abide by & fulfil all the terms & conditions laid down in the N.I.T. and the particulars available in the Tender Notice & the details given in the specification/ Description or in default thereof to forfeit & pay the Governor of the state of West Bengal, or his successor in office the penalties/sums/or of money that may be imposed by the Joint Director, ARD,IAH & VB (R&T), Kolkata, the earnest money deposited herewith or from other money deposited by me/us or from the bills that will be payable to me/us for the supplies to be made.

I/We also agree that the decision of the Joint Director, ARD, IAH & VB(R&T), Kolkata in all matters in respect of this tender will be final & binding on me.

I/We also agree to execute on being called upon to enter into a formal agreement embodying the terms & conditions contained herein &/or on usual terms & conditions & on default on my/our doing so, the Earnest Money deposited by me/us will liable to be forfeited.

Yours faithfully,

Date:

Signature & office seal:

Name of the Firm:

Address with PIN:

ANNEXURE-II**CHECK-LIST**

Sl.No	Name of the documents	Yes/No	Page NO.
1.	Name of the Bidder		
2.	Registered address with PIN, Phone No. Fax, e-mail, website etc.		
3.	Application form duly signed whether uploaded (ANNEXURE-I).		
4.	Check List duly signed whether uploaded (ANNEXURE-II).		
5.	EMD deposited or Valid Exemption Certificate for Earnest Money Deposit <u>only for listed items</u> issued under Price Preference Rules & Registration Certificate for SSI units of WB from DIC whether uploaded		
6.	The Original Manufacturer (OEM) i.e. Techcomp Limited, Hong Kong may participate directly in this Tender.		
Or	In case, the bidder itself is not the Original Manufacturer (OEM), documentary evidence from the OEM with regards to authorized service provider has to be uploaded		
Or	In case, the bidder (3 rd Party) has been authorized by an Authorized service provider (2 nd Party) of an OEM (1 st Party) for participating in this Tender, concerned Certificate of Authorized service provider-ship of the 2 nd Party from the OEM (1 st Party) shall have to be uploaded		
Or	For the Indian Companies claiming as local Indian counterpart of the OEM, documentary evidence of such claim has to be established		
Or	Other concerns providing such services successfully in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private Govt. of India/Corporations of Govt. of India/reputed public or private organizations		
7.	Self declaration of past experiences (having 5 (Five) years experience)for providing such services whether uploaded(Annexure-V)		
8.	ORIGINAL IT Return for 3 years i.e. AY 2018-19 ,2019-20 & 2020-21 and the Balance sheet & Profit and loss account for the same (i.e. FY 2017-2018, 2018-19 & 2019-20) whether uploaded.		
9.	Affidavit of Self-declaration of the bidder for neither blacklisted nor suspended for quoted items (ANNEXURE-III).		
10.	Certificate (ANNEXURE-IV) issued by Registered Chartered Accountant stating Average Annual Turnover at least Rs. 1,50,00,000/- (Rupees One crore Fifty Lakh) in last three consecutive financial years (2017- 18,2018-19 & 2019-20). For MSME Rs.80,00,000 (Rs. Eighty Lakh)		
11.	ISO& /Or GMP certificate, if any whether uploaded.		
12.	Scanned original Trade License / Incorporation Certificate whether uploaded.		
13.	Scanned original PAN whether uploaded.		
14.	GSTN Certificate		
15.	Credentials for performing the tendered work in State Govt. or its organization or PSU at least once in last five years		
16.	Name & Specimen Signature of office of the company who is authorized to make correspondence	Name Specimen Signature	

 Signature of the bidder with official seal

ANNEXURE- III

AFFIDAVIT

D E C L A R A T I O N

- I/We _____ the Proprietor/Authorized nominee(s) of the Firm M/s. _____ hereby declare that our firm /Products have not been either blacklisted nor debarred to participate in tender by any Government /Authority for the Assessment Year,2018-2019 , 2019-2020 and 2020-2021 and till date.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Joint Director, ARD, IAH&VB(R&T), Kolkata.
- Certified that I have applied in the Tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
- I, the undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found/ ascertain to be incorrect/ fabricated/ misrepresented/fraudulent etc. accordingly tender will be liable to be cancelled/ terminated immediately & I/ my firm/ company shall also be liable to prosecuted under relevant Section of Indian Penal Code, 1860 along with Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/ Security Deposit.

Place:

Date:

Signature of the Bidder with

Seal

NB: DECLARATION IS TO BE UPLOADED IN THE FORM OF AFFIDAVIT FROM CLASS-

1 MAGISTRATE / NOTARY

ANNEXURE-IV**ANNUAL TURNOVER CERTIFICATE (BIDDER)**
(Certificate from Chartered Accountant Firm in the official pad)

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/s. _____
Having its office at _____ for the past three financial years are given below and certified that the statement is correct as per the records.

Sl. No.	Year(FY)	Turnover (Rs.)	Rupees in words
1.	2017-2018		
2.	2018-2019		
3.	2019-2020		

Date:

Signature of the Chartered Firm with Registration No

Seal:

Signature of the authorised signatory (bidder)

Seal:

ANNEXURE-V
DETAILS OF PAST EXPERIENCES

Sl. No.	Name of the Deptt. /Organization & Name of contact Person with Ph.No.	Type of the facility (provide details)	Period	Remarks (including the amount of the contract)
1				
2				
3				
4				
5				

Signature of the Bidder with seal

Name of Firm:

Date:

Place:



Government of West Bengal

DIRECTORATE OF ANIMAL RESOURCES & ANIMAL HEALTH
Office of the Jt. Director of ARD, Institute of Animal Health & Veterinary Biologicals(R&T),
37, Belgachia Road, Kolkata-700 037

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TERMS & CONDITIONS FOR SUBMISSION OF ONLINE BID FOR PREPARATION OF RATE SCHEDULE FOR REPAIRING OF THE INSTALLED PRE-FABRICATED BSL III LABORATORY WITH EXECUTION OF AMC AGAINST NIT NO. WBARD/IAHVB/NIT 27/T-3/21-22 DATED 10.01.2022

1. ACTIVITIES

- 1.1. On-line bid submission will start on 10.01.2022 after **3 PM** in the e-tender portal viz. <http://wbtenders.gov.in>
- 1.2. Online bids in two parts i.e. Technical Bid (Part-I) & Financial Bid (Part-II) are to be submitted up to **5 PM on 27.01.2022** for the aforementioned N.I.T.
- 1.3. Technical bid opening date is tentatively fixed at **11am on 31.01.2022** Other activities i.e. corrigendum, if any, date of uploading list of technically qualified bidders, date of opening of financial bid etc. will be communicated later on.
- 1.4. The above schedule is fixed, however, the undersigned reserves the right to change the date of activities in case of any exigencies through a notice in the departmental website viz. www.darahwb.org & Notice Board at above addressed office.

2. INSTRUCTION TO BIDDERS

- 2.1. Intending bidders may download & upload the tender documents free of cost from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 2.2. Intending bidder may obtain Digital Signature Certificate from the approved service provider of Govt. of India.
- 2.3. The bidders are advised to acquaint themselves with the work involved, visit the site to understand the site and to assess the work requirement and scope by taking prior appointment (contact person Dr. Gourhari Mondal, Assistant Director, ARD (M -7908596657), before submission of Bids.
- 2.4. **The bidder Should quote for both the repairing work & AMC Charge. Total cost (i.e. Repairing cost + AMC Charge) shall be the only deciding factor of L1 bidder.**
- 2.5. **The bidder has to validate the final mechanical and system software validation of BSL III facility by another qualified agency (3rd party – to be engaged by the successful bidder) after repair and satisfactory report thereof shall constitute completion of the work.**
- 2.6. The bidder is required to handover the laboratory in fully functional condition after repair.

3. WARRANTY

- 3.1. Warranty period should be at least one year for the services and spare parts (Mentioned in the NIT). Bidder must provide one (01) year comprehensive on-site Warranty and it will commence from the date of the satisfactory Installation /commissioning/handing over the laboratory . No offer of the vendor will be accepted without warranty /guarantee of their supplied/installed/ repaired goods.

4. ANNUAL MAINTENANCE CHARGE

- 4.1. The tendering firm should quote for the AMC for a period of One year after expiry of warranty period.

5. ELIGIBILITY CRITERION

- 5.1. The Original Manufacturer (OEM) i.e. Techcomp Limited, Hong Kong may participate directly in this Tender.
- 5.2. Other concerns possessing documentary evidence from the OEM with regards to authorized service provider are also eligible for participation.
- 5.3. For the Indian Companies claiming as local Indian counterpart of the OEM, documentary evidence of such claim has to be established for participation.
- 5.4. Other concerns providing such services successfully in Central Govt. establishments / Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private Govt. of India/Corporations of Govt. of India/reputed public or private organizations are also eligible for participation.

6. SUBMISSION OF ON-LINE TENDER

- 6.1. Tenders have to be submitted Online in two parts i.e. Technical Bid (Part-I) & Financial Bid (Part-II) in e-tender portal <http://wbtenders.gov.in> by using DSC.
- 6.2. All the desired documents have to be uploaded in Technical Bid (Part-I).
- 6.3. Eligibility of opening the Financial Bid (Part-II) for finalization of firms & rates will depend on the outcome of the documents uploaded in the Technical Bid (Part-I).
- 6.4. The Financial Bid shall consist of only the details of rates offered.
- 6.5. The intending bidders may pl. note that all the columns in the technical bid are to be filled meticulously with precision with documentary evidence wherever necessary.

7. APPLICATION FORMAT & CHECK-LIST

- 7.1. Prescribed application format is to be uploaded (ANNEXURE-I) duly filled in, signed and affixed with the seal of firm by indicating full communicating address with PIN, Telephone, Fax, E-mail address, Website, NIT number and date.
- 7.2. Prescribed Check-list (ANNEXURE-II) should be properly filled in & uploaded.

8. DOCUMENTS TO BE UPLOADED IN TECHNICAL BID

- 8.1. All the required documents are to be arranged serially. Serial Number of each document should be indicated on the right side top corner and uploaded in e-tender portal <http://wbtenders.gov.in>.
- 8.2. All the uploaded documents shall be English or Hindi. If any document produced in language other than English and Hindi, translation copies of such document in English shall be uploaded duly attested along with the seal by a Gazetted Officer. Failure to submit English Translation shall make the tender invalid.
- 8.3. All original documents are to be produced at the time of scrutiny, when asked for.
- 8.4. In the event of failure to upload any required document, the bid shall become invalid. No documents will be accepted physically.
- 8.5. Disclosure of rate/discounts/special offers in the Technical Bid will be treated as disqualification & such offers will be rejected.

8.6.The bidder should sign every page of tender terms & conditions & upload in the e-tender portal as a token of acceptance.

8.7. **Intending bidders should upload the following documents.**

Sl.	Name of the documents	Yes/ No	Page No.
1.	Name of the Bidder		
2.	Registered address with PIN, Phone No. Fax, e-mail, website etc.		
3.	Application form duly signed whether uploaded (ANNEXURE-I).		
4.	Check List duly signed whether uploaded (ANNEXURE-II).		
5.	EMD deposited or Valid Exemption Certificate for Earnest Money Deposit <u>only for listed items</u> issued under Price Preference Rules & Registration Certificate for SSI units of WB from DIC whether uploaded		
6.	The Original Manufacturer (OEM) i.e. Techcomp Limited, Hong Kong may participate directly in this Tender.		
Or	In case, the bidder itself is not the Original Manufacturer (OEM), documentary evidence from the OEM with regards to authorized service provider has to be uploaded		
Or	In case, the bidder (3 rd Party) has been authorized by an Authorized service provider (2 nd Party) of an OEM (1 st Party) for participating in this Tender, concerned Certificate of Authorized service provider-ship of the 2 nd Party from the OEM (1 st Party) shall have to be uploaded		
Or	For the Indian Companies claiming as local Indian counterpart of the OEM, documentary evidence of such claim has to be established		
Or	Other concerns providing such services successfully in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private Govt. of India/Corporations of Govt. of India/reputed public or private organizations		
7.	Self declaration of past experiences (having 5 (Five) years experience)for providing such services whether uploaded(Annexure-V)		
8.	ORIGINAL IT Return for 3 years i.e. AY 2018-19 ,2019-20 & 2020-21 and the Balance sheet & Profit and loss account for the same (i.e. FY 2017-2018, 2018-19 & 2019-20) whether uploaded.		
9.	Affidavit of Self-declaration of the bidder for neither blacklisted nor suspended for quoted items (ANNEXURE-III).		
10.	Certificate (ANNEXURE-IV) issued by Registered Chartered Accountant stating Average Annual Turnover at least Rs. 1,50,00,000/- (Rupees One crore Fifty Lakh) in last three consecutive financial years (2017- 18,2018-19 & 2019-20). For MSME Rs.80,00,000 (Rs. Eighty Lakh)		
11.	ISO &/Or GMP certificate, if any whether uploaded.		

ON STATUTORY DOCUMENTS

12.	Scanned original Trade License / Incorporation Certificate whether uploaded.		
13.	Scanned original PAN whether uploaded.		
14.	GSTN certificate		
15.	Digitally signed N.I.T. as a token of acceptance whether uploaded		
16.	Credentials for performing the tendered work in State Govt. or its organization or PSU at least once in last five years.		

9.SUBMISSION OF FINANCIAL BID

9.1.The offered rate should be quoted in BOQ (Bill of Quantities) i.e. Financial Bid (Part-II) in the dedicated column & to be uploaded separately.

10.EARNEST MONEY DEPOSIT

- 10.1. Unless the bidder is exempted under existing orders of the Govt. of West Bengal or Govt. of India, Earnest Money Deposit RS.80,000/- (Rupees Eighty thousand only) will have to be uploaded to the e- procurement portal of the government of West Bengal <http://wbtenders.gov.in> in using his login ID and pass word.
- 10.1. Those who are exempted from depositing of earnest money, will have to upload the ORIGINAL exemption certificate issued by the competent authority. Onus of proving that a bidder is exempted from deposition of earnest money will be on the bidder & MUST be proved by submission of valid document to that effect e.g. Small Scale Industries of the State of WB should furnish EM (Part-II), Acknowledgement thereof and Declaration of Product, Plant & Machinery Investment issued by D.I.C., Govt. of West Bengal or NSIC Certificate issued by Govt. of India etc.
- 10.2. The list of product manufactured & approved by NSIC/SSI Registration authority will **only** be considered for exemption from depositing of earnest money and those listed items will **only** come under zone of consideration of price preference. If any bidder quoted products other than those covered under NSIC/SSI Registration should accompany EMD. Authorized Officers of the undersigned may visit factory.
- 10.3. In no circumstances Cash, G.P. Notes, Account Payee Cheque, Savings Bank Pass Book, Fixed/Term/Special Term Deposit Receipt, Token of RBI etc. will be accepted.
- 10.4. The Earnest Money Deposit shall not carry interest and Earnest Money Deposit of previous tender will not be adjusted or considered for this tender. Earnest Money Deposited before the date of issue of this N.I.T. will not be accepted. Tender uploaded without earnest money deposit or valid exemption certificate will be summarily rejected. Tender received without EMD will be rejected.
- 10.5. Earnest Money of successful bidder will be retained during the tenure of tender and extension, if there be any, and for such retention no interest shall be payable.
- 10.6. If the validity of SSI registration is going to expire within tender/contract period, the bidder should produce the certificate to this effect to the undersigned. Registration of SSI unit after the submission of tender will not entitled the bidder to exemption from payment of Earnest Money.

11.IT RETURN & ANNUAL TURNOVER REQUIREMENT

- 12.1. ORIGINAL IT Return for Three AY: i.e. 2018-19,2019-20 & 2020-21 are to be uploaded.
- 12.2. ANNEXURE-IV issued by Registered Chartered Accountant stating Average Annual Turnover of OEM/or Authorised Distributor Rs. 1,50, 00, 000/- (Rupees One Crore Fifty Lakhs) & for MSME Rs. 80,00,000/- (Rs. Eighty Lakhs) is to be uploaded.
- 12.3. Participants below the said stricture are not eligible and their offer will be rejected.

12.G.M.P. &/or ISO CERTIFICATE

- 12.1. The bidder has to upload scanned ORIGINAL valid and latest Good Manufacturing Practice Certificate/ or ISO certificate.

14.PERIOD OF RATE CONTRACT

- 14.1 The duration of the Job contract shall be Two years, extendable for further period of one year subject to satisfactory services and on the same rates and terms and conditions on mutual agreement.

15. TRADE LICENSE AND GSTN REGISTRATION CERTIFICATE

- 15.1. Each bidder should upload Trade License of their firm. Incorporation certificate issued by the Competent Authority will be accepted if bidder fails to upload Trade License.
- 15.1. Each bidder should upload Original Valid 15 Digit Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017.If the bidder is exempted from Tax they should upload exemption Certificate obtained from competent authority.

16. PAN

- 16.1. Original PAN card issued by competent authority is to be uploaded.

17.SELF-DECLARATION

- 17.1. Self declaration having 5 (Five) years experiences of providing such services in other Institutes shall have to be uploaded in stipulated Annexure V.
- 17.2. Each bidder should upload self-declaration regarding 'NEITHER BLACKLISTED NOR SUSPENDED' as per ANNEXURE-III.

18.RATE

- 18.1. Rate should be quoted item wise only in BOQ (Bill of Quantities).**
- 18.2. Rates of each and every item have to be quoted.**
- 18.3. Rate will be decided on basis of both the Repair rate and the execution of AMC .Total cost (i.e. Repairing cost + AMC Charge)shall be the ONLY deciding factor of L-1 bidder.**
- 18.4. Rate has to be quoted inclusive of delivery of spares at F.O.R .destination together with excise duty, entry tax and all other incidental charges e.g. loading/unloading, installation, insurance, packaging etc at the RDDDL, ER, IAH&VB,Kolkata .No additional cost on these stated purposes will be entertained subsequently.
- 18.5. GST/ Service Tax etc. should be mentioned separately in whole amount in the dedicated column of BOQ.
- 18.6. Enhancement of rate, under no circumstances, will be accepted after date of closing of on-line bid submission, whatever the reason thereafter except any tax imposed by the Govt. Self-attested photocopy of Govt. Order in this respect is to be submitted while claiming such increase. However, such claim will be decided by the undersigned based upon the merit of each case.
- 18.7. If there is any reduction of duties, such as excise duties or Govt. Tax imposed by Govt. or statutory bodies and or Price compared to the rate as on the date of tender, the benefit will accrue to the Govt.
- 18.8. Abnormally low rate of any items quoted by the bidder in the offer without sufficient reason of such low rate, if detected will not be accepted. The undersigned reserves the right to reject any or all of the tenders at any stage without assigning any reason thereof.
- 18.9. The rate(s) quoted by the bidder shall not exceed the controlled rate(s) if the Govt.

controlled rate(s) are in force on the date of uploading of tender. In the absence of controlled price, the bidder shall quote reasonable price applicable to bulk purchases. Quantity ordered is not likely to be enough to consider as Truck Load & the bidder must execute supply of any small quantity of ordered item.

- 18.10. If required, Price Negotiations may be carried out with the Lowest bidder considered for award of work, before placement of order.

19.AGREEMENT

- 19.1. The successful bidder will have to enter into a contractual agreement with the Govt. as per standard enclosed format embodying the tender terms & conditions in Non-judicial Stamp paper worth Rs.10/- (Rupees Ten only).
- 19.2. The agreement should be typed only on one side of the Stamp paper duly signed by the authorised signatory on each page. The continuing pages should be typed on conquest paper.
- 19.3. In the event of failure to execute agreement in prescribed manner within the stipulated period by the successful bidder, such bidder's earnest money deposit will be forfeited in full. Such defaulters will forgo the right to participate in future tenders for period of minimum three years.

20.SECURITY MONEY DEPOSIT

- 20.1. The successful bidder will have to deposit security money @ 3% (Three Percent) ad-valorem subject to maximum of Rs.1,00,000/- (Rupees One Lakh) only in Term/Fixed Deposit receipt on any Nationalized Bank in favour of the Joint Director, ARD, Institute of Animal Health & Veterinary Biologicals, Kolkata /order placing officer A/c. _____ (Name of the firm) within 7 (seven) days from the date of issue of order failing which order will be cancelled along with forfeiture of EMD & no further correspondence will be entertained.
- 20.2. The security money deposit is liable to be forfeited for non/short supply of ordered item in stipulated timeframe.
- 20.3. Partial deposit and/or previous deposit of security money will not be accepted.
- 20.4. Security money deposit will be refunded after satisfactory completion of supply. No proportionate refund of security money will be allowed if the supplied quantity falls below the ordered quantity.

21.PAYMENT

- 21.1. No advance payment shall be made under any circumstances.
- 21.2. Tax invoice with challans for supply of spares, if any is/are to be submitted in triplicate for payment. For imported spares, copies of Bill of Entry/Lading, Invoice of overseas supplier & Certificate of Origin shall be produced .
- 21.3. Payment of AMC will be made at 2 (Two) instances after each half year. After production of Invoice for the first half year by the concerned firm, payment for the first half will be made. Accordingly the second and the last payment will be made after receipt of the invoice for the 2nd half year.
- 21.4. Payment shall be made after executing the order satisfactory in all respect. However, no interest shall be paid to the firm in the event of delay in making payment due to whatsoever reasons. In no circumstances, delivery schedule should be affected and/or linked with the payment of outstanding bills. The payment of bills shall be withheld in case of violation of any tender clause.
- 21.5. The rates quoted shall be exclusive of Sales Tax. The Sales Tax/GST will be

paid in accordance with the Government orders from time to time.
21.6. Income Tax will be deducted from the admissible payments as per rule.

22. SUPPLY & DELIVERY

- 22.1 For repairing work, the specific spares must be packed suitably to avoid transit loss and weathering to maintain quality. The supply must comport to the given specification in the tender. Any loss, damage, or breakage or leakage or shortage observed on receipt of supplies & reported by the receiving officer, it will be the responsibility of the supplier who shall be required to replenish the loss positively within 15 (fifteen) days from the date of intimation. No extra cost shall be admissible for the same. Failure to replenish the above losses shall be liable for deduction of the corresponding amount from bills which shall be final and binding.
- 22.2 Supply will normally be accepted on all working days between 11 am & 3 pm. Successful bidder must provide the requisite number of labour to store /install the materials in the respective stores/places as will be indicated from time to time without additional charges. No supply will be accepted on Saturday, Sundays and Govt. holidays unless otherwise desired by the receiving authority.

23. PENAL MEASURE

- 23.1. The Earnest Money Deposit furnished by a firm will be liable to be forfeited in full (including excess amount of Earnest Money, if deposited), if the firm withdraws tender as a whole or for any particular work at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all item/s is/are accepted within the time specified when requested to do so by this Directorate &/or refuses to deposit Security Money. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.
- 23.2. The Security Money Deposit furnished by a Bidder is liable for forfeiture in full (including excess amount of Security Money, if deposited) along with cancellation of order without prejudice in the event of failure/refusal to maintain the delivery schedule and/or non-observance of terms & conditions of tender and/or contracted specification &/or quality/quantity and the authority will be at liberty to terminate the contract as a whole or part.
- 23.3. The price, at which the bidder executes the work of identical description to any other Govt. Directorate, Organization etc., shall not exceed the quoted rate. If such incident of quoting higher rate comes to the notice, the authority reserves the right to initiate legal/penal action against such firms.
- 23.4. In case, the work schedule is not followed & the competent authority is compelled to execute the work from the open market at a higher rate than the accepted price in tender, in that case the excess cost incurred on the account will have to be borne by the firm which will deducted from their outstanding bill

apart from forfeiture of Security Money in full. Besides, failure to maintain the work schedule may lead to termination of contract along with forfeiture of Security Money Deposit in full and such firms shall liable to be Black Listed for 3 (three) years.

- 23.5. The Tendering Authority reserve the right to test the supplied spares in reputed organisation having facilities for such under Public Sector and the Test Report will binding for taking positive action/cancellation of order against the bidder and/or its suppliers. The tendering authority reserves the right not to disclose the intensity of the Test House.
- 23.6. In case of laboratory remaining non functional for more than 2 (two) weeks for reason on the part of the firm, AMC will be extended proportionately.
- 23.7. The approved firm shall be responsible for any damage to the equipments caused due to faulty operation/poor servicing/mishandling etc. by their staff and shall rectify the defects free of cost. Decision of this Institute shall be final in this matter.
- 23.8. The approved firm shall ensure compliance of all statutory laws and bye laws of the Central Govt./State Govt./Municipal Authorities related to the employment of their staff and all such obligations under Wage Act, Workmen Compensation Act, ESI Act, Provident Fund and Miscellaneous Provision Act and Contract Labour Act, 1970 etc. The Institute will in no way be held responsible for such purposes.
- 23.9. The Institute reserves the right to discontinue the AMC service at any time, if the services are found unsatisfactory, by giving show-cause to be replied within a week and also the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from security deposit or pending bills or by raising a separate claim.
- 23.10. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- 23.11. Non-compliance to any terms & conditions laid herein shall constitute a breach of contract & penalty for non-compliance shall be enforced very rigidly.

24. GENERAL

- 24.1 No Tender/Tender pre-requisites such as Earnest Money Deposit etc. will be accepted after date & time of scheduled closing.
- 24.2 Conditional Tenders and Tenders not accompanied with the documents as stipulated shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained.
- 24.3. Submission of hard copy of financial bid (BOQ) is totally prohibited & only be uploaded through e-tender portal. Disclosure of rate in the technical bid will

lead to rejection of bid.

- 24.4. Any addendum/corrigendum/extension of validity period will be notified at the concerned e-procurement portal of Government of West Bengal as it is not possible to inform each.
- 24.5. The uploaded document in the tender without containing necessary enclosures and incomplete or tampered documents shall be rejected at the time of evaluation without any further notice to the bidder.
- 24.6. The offer may go to the next bidder, if the successful bidder fails to perform the contract.
- 24.7. No negotiation/enquiry/subsequent representation regarding rate/quantity/quality or otherwise will be entertained after scheduled closing time. No import license, any sort of permit etc. in respect of any item will be provided from this Directorate and the tendering firm should have rely on their own resources.
- 24.8. The undersigned reserves the right to reject any or the entire tender at any stage without assigning any reason thereof and will not be bound to accept lowest tender rate.

25.MISCELLANEOUS

- 25.1. **The bidder shall offer guarantee to the effect that the spares supplied in connection with the repairing work would continue to conform to the description and quality as specified that is covered under warranty for at least 1 (one) year from the date of delivery.**
- 25.2. While execution of AMC, the approved firm shall maintain a log book of the details of servicing and maintenance works carried out in connection with smooth functioning of the laboratory. The log book has to be countersigned by the Officer-in-Charge of the laboratory.
- 25.3. The Institute shall not bear any extra charge on any account whatsoever i.e. Salary of deployed technician, EPF & ESI contributions, Uniform, Liveries, OTA etc. The approved firm will discharge all his legal obligations in respect of the workers to be employed/deployed for execution of the work in respect of their wages under Minimum Wages Act. Statutory deductions like EPF, ESI and service tax etc. and service conditions shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time
- 25.4. The approved firm shall be responsible for all injury/accident to persons employed by him while on duty. It is desirable that all employees are covered under Insurance cover.
- 25.5. Any dispute/difference arising out of this Tender will be referred to the sole arbitrator to be appointed by A.R.D. Dept. and the same will be held at Kolkata. Arbitrator will have the power to pass interim order and will be guided by the Arbitration & Conciliation Act, 1996
- 25.6. When a Tendering Firm submitted their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, term & conditions of this tender. No extra payment will be made on the pretext that the Tendering Firm did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Tendering Authority will constitute a contract between the parties.
- 25.7. A Help Desk for implementation of e-tender is available at National Informatics Centre (NIC), Jal Sampad Bhavan, Office of the Executive Engineer, DVC Cell, Irrigation & Waterways Dept., 7th Floor, Salt Lake, Kolkata-91 to help and guide the prospective bidders about their registration, digital signature certificate and allied matter. The intending bidders may contact personally or over Phone # (033) 2223 6236
- 25.8. All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Registered post to the address mentioned in the tender or by any other process permissible under civil law.

- 25.9. All instructions given either in the catalogue of items, tender notice, tender and /order form are binding on the bidder and are parts of terms & conditions.
- 25.10. In the event of delay/non-availability/garbled printout/inconvenience in getting access to the Website for downloading tender documents, the authority will not be held responsible. Every document uploaded by the bidder should be clear, legible otherwise it will not be considered for acceptance

DATES & INFORMATION

Sl.	Activity	Date, Time & Venue
1.	Date of Publishing of N.I.T. & other Documents (Online)	10.01.2022 after 3 pm
2.	Starting Date of Downloading Documents (Online)	10.01.2022 after 3 pm
3.	Bid submission date (Online)	10.01.2022 after 3 pm onwards.
4.	Date of hosting of documents at departmental Website	10.01.2022 after 3 pm
5.	Closing date of downloading documents & online bid submission	27.01.2022 up to 5pm
6.	Bid opening date for Technical bid (Online)	31.01.2022 at 11am onwards
7.	Date of uploading list for Technically Qualified Bidder(Online)	To be notified later on
8.	Date for opening of Financial bid (Online)	To be notified later on
9.	Date of uploading of list of Bidders alongwith the approved rate	To be notified later on.

Sd/-
(Dr. Animesh Sikder)
 Joint Director ,ARD
 IAH&VB(R&T),Kolkata

