



West Bengal Tourism Development Corporation Limited
(A Government of WestBengalUndertaking)
DG Block, Sector- II, Salt Lake City, Kolkata-700091

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Memo No: - 723/WBTDCL/Computer No: 143051

Date: 14.09.2021

NOTICE INVITING e-QUOTATION

e-NIQ No-15/WBTDCL of 2021-22(Technical) 2nd Call

Sub: e-Quotation invited for "Supply of Housekeeping Items"

e-Quotation is invited by the Executive Engineer, West Bengal Tourism Development Corporation Limited (WBTDCL) from the reputed bonafide and financially sound manufacturers/ Dealers /suppliers having at least 03 (Three) years' experience & credentials in successfully executing similar nature / value of works for various units of WBTDCL / other Central/ State Government/PSU's and star category hotels in execution of "Supply of Housekeeping Guest Supplies"

Intending Tenderers must apply online with documentary evidence in support of their experience and competence to execute such type of supplies/materials supported by valid documents related to I.T. & Authorized Dealership License proof, GST, IT and Professional Tax, etc. The intending bidder may download the Tenderers documents from the website <http://wbtenders.gov.in> & www.wbtdcl.com directly with the help of Digital Signature Certificate.

Sd/-
Executive Engineer
WBTDCL Ltd.

Date and Time Schedule:

Sl No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. Documents (online) (Publishing Date)	20.09.2021; 10.30 Hrs
2	Documents download/sell start date (Online)	20.09.2021; 11.00 Hrs
3	Documents download/sell end date (Online)	04.10.2021; 16.00 Hrs
4	Bid submission start date (On line)	20.09.2021; 11.00 Hrs
5	Bid Submission closing (On line)	04.10.2021; 16.00 Hrs
6	Bid opening date for Technical Proposals (Online)	06.10.2021; 16.00 Hrs
7	Pre-Bid Meeting	To be Notified later

**QUOTATION FOR "Supply of Housekeeping Items" to
WEST BENGAL TOURISM DEVELOPMENT CORPORATION LIMITED
DG BLOCK, SECTOR II, 1st Floor, SALT LAKE, KOLKATA- 700091**

(TO BE WRITTEN ON TENDERER'S LETTERHEAD)

To
The Executive Engineer
WBTDC
UDAYACHAL TOURISM PROPERTY (1ST FLOOR),
DG BLOCK, SECTOR II,
SALT LAKE, KOLKATA- 700091

Dear Sir,

1. I / we, the undersigned having gone through the Tender Documents, understood the requirements and having read all the terms and conditions therein, submit the following:
 - a. Particulars of the tenderer/ TECHNICAL BID (Annexure-I)
 - b. The information and instructions duly signed by me / us as token of having read and understood the terms and conditions. (enclosed as Annexure- II)
 - c. Draft Agreement duly signed by me/us as token of having read and understood the comments (enclosed as Annexure-III).
 - d. Financial Bid (Annexure - IV)to be quoted in the scheduled BOQ
 - e. Item Schedule (Annexure V)
 - f. Delivery Locations (Annexure VI)

2. My / our offer is valid for a period of 2 (Two) years (subject to an assessment after initial one (01) year from the date of issuing work order. I/we are fully aware that no change in the rates or terms and conditions of the Quotation is permitted due to any reason. In case, I/ we withdraw this tender before this period or delay in delivering the materials at the exact delivery point within the stipulated period, the Earnest Money Deposit and bills for already completed job shall stand forfeited or any other penalty as declared in Terms and Conditions may be levied upon.

3. I/we agree to abide by all the Terms and Conditions as contained in the Tender Documents as well as the Agreement. I/we have understood that the conditional tender will be liable for rejection. Further, I/we have understood that the decision of the Management of the Corporation is final and Management is not bound to accept the lowest or any other Quotation it may receive. Expenses incurred by the tenderer in presenting or submitting this Quotation or preparation etc will not be reimbursed / refunded in the event of rejection.
4. I/we agree to allow the committee constituted by the Managing Director of Corporation to inspect my/our shop and manufacturing unit.
5. I/we agree that the tenderer has to make a presentation of sample of items to a Committee constituted by Managing Director of the Corporation before opening the Financial Bid.
6. I/we agree to accept the payment upon 'supply done satisfactorily' certificate from the competent authority of the Corporation/Tourism Properties /Unit of WBTDC, where Housekeeping amenities to be supplied by me/us.
7. I/we understand that the materials are to be supplied as per the standards laid down by the Corporation and should be fitting of a Corporation of high status and glamour and I/We agree to abide by all the terms & conditions and undertake to maintain the requisite standards in this regard.

8. I/we agree that the Corporation reserves the right to reject any or all tenders without assigning any reason thereof.

Signature of Authorized Signatory

Address :

Seal :

Tele no(s) :

Dated: _____

Annexure I

Quotation for Supply of Housekeeping Items

TECHNICAL BID

(PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE)

1. Name of the Tenderer :

Son / Wife / Daughter of Shri :

Age /D.O.B :

2. Name of the Establishment :

Permanent Address :

Registered Office (if any) :

Telephone No. (Office/Shop/Mobile) :
(Residence) :

3. Business Address :

4. Email id :

5. Status of tenderer (Whether Sole
Proprietor/HUF Business/
Partnership/Limited Company) :

6. Status of the Signatory of this
tender in case of HUF Business/
Partnership/Limited Company) :

7. Names and Address of the Bankers :

8. Details of licenses :
a. Trade License :
b. P. Tax :
c. GST Registration :
(Photocopies to be enclosed)

9. Past Experience in the Trade
(A brief/certificates to be enclosed) :

10. Particulars of Income Tax, last
Assessment with Permanent Account
Number (photocopy to be enclosed) :

11. Particulars of Earnest Money Deposit :
12. Particulars of cost of tender documents,
if downloaded from website :

SIGNATURE OF THE TENDERER with SEAL

NOTE:

- a. In case of sole proprietary concern, the name of the proprietor, father's/husband's name, age, residential address and office & residence phone numbers are to be indicated.
- b. In case of Partnership Concern, the Attested Photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm/Company. Certified Photocopy of the Income Tax assessment of the Partnership Firm as well as Individual Partners (for last 3 years) is to be enclosed.
- c. In the case of HUF Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).
- d. In all cases, Income Tax Clearance Certificate of the applicant / tenderer (valid as on date of submission of tender) should be enclosed.
- e. This covering letter written **on company's letter-head** must be attached with the Annexure as mentioned in Terms and Conditions to form part of technical Bid.

Annexure II

WEST BENGAL TOURISM DEVELOPMENT CORPORATION LIMITED TERMS AND CONDITIONS

APPLICATION:

1. As the tender is through e- tender site, there is no cost of documents.
2. **Earnest Money (EMD) of @2%** of the quoted amount should be submitted at the time of agreement of the accepted Bidder. In the event of e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money has to be deposited by the bidder through the following payment mode as per Memorandum of Finance Department vide No. 3975- F (Y) dated 28th July, 2016.
 - a. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
 - b. RTGS/ NEFT in case of offline payment through bank account in any bank.
3. Earnest money will be treated as Security Deposit for the successful bidder and would be refunded to the successful bidder after executing the total order. Bidders exempted of Tender Fee/EMD, if selected, will deposit equivalent amount of EMD as Security Deposit within 7(Seven) days of announcement of the job award, on receipt of which, WO would be issued to the concerned party. The Security Deposit would be refunded after the final Bill settlement or Warranty period whichever is later, in case there is no deduction/penalty as would be deemed fit by Authority.
4. The quantities are and shall be deemed to be only approximate and will not in any manner whatsoever binding on WBTDCL.

PRE- BID MEETING:

5. The intended supplier should be present with samples at the office for a pre-bid meet as on the specific day to be notified by the management to check on the samples of which the quotes are sought.

ELIGIBILITY CRITERIA:

6. The intended supplier should have experience of at least 03(Three) years in similar / other business with credential to supplies at any sector. Preferably at State/Central Govt departments/Corporations/PSUs or reputed star rated Public/Private organizations/hotels and have average annual turnover of last 3 financial years being Rs 30 Lakhs and over (Certified proof to be attached).
7. The prospective bidder will be considered as priority if any establishment/workshop/manufacturing unit/outlet in West Bengal, preferably in or around Kolkata &/or Siliguri.
8. Experience of similar nature of work with WBTDCL may be given as priority.

SUBMISSION:

9. As per scheduled date mentioned in the NIT Page 1.
9. Every Tenderer should give separate rate for the materials as specified in the Annexure IV (BOQ). **The rates would be inclusive of GST or any other applicable Govt. taxes, delivery charges and incidental charges.**
10. Delivery Locations may vary & will be instructed by WBTDCL through supply order time to time.
11. Taxes and/or duties as may be applicable would be deducted from the gross value of the bills as per rules extant at the time of payment.
12. The latest Income Tax assessment order and the Income Tax Return will accompany each Quotation.
13. Quotations from suppliers with sound financial standing and capacity will only be considered. No interest will be payable on Earnest Money/Security Deposit. Tenderer withdrawing before the announcement of successful Tenderer shall be liable to have his earnest money forfeited.
14. Bidder shall have to quote for individual item hence the total rate will be granted.
15. Quotations received after stipulated time and period for any reason will not be entertained in any circumstance.

16. **The Financial bid of only those Tenderers would be opened who will qualify in Scrutiny of samples at Pre-bid meeting & Technical Bid evaluation. In this regard the decision of the Management of WBTDCL will be final.**
17. The Corporation reserves the right to accept whole or part of the Quotation. Corporation also reserves the right to split the Quotation and award the contract item wise.
18. An agreement (copy attached) is to be signed with the Corporation embodying all terms and conditions of the Quotation before the order are placed by the Corporation, after the receipt of acceptance letter from the Corporation. The cost of the stamp papers of appropriate value shall be borne by the supplier.
19. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of WBTDCL, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
20. An assessment regarding performance of the successful bidder will be done after completion of one year from the issuance of Work order.

SUPPLY/PENALTY/MISCELLANEOUS:

21. The quantities are and shall be deemed to be only approximate and will not be in any manner what so ever binding on the Corporation.
22. The quantity mentioned in the tender are indicative and may vary as per actual requirement.
23. **If the successful bidder backs out after issuance of Work Order for any reason whatsoever, the management has the right to confiscate the Security Deposit and/or blacklist the Company for a minimum of 5(Five) years.**
24. The supplier shall be liable to provide, furnish and deliver the supplies at the Tourism Properties/units/delivery locations as mentioned in supply order time to times within a stipulated time frame during the contract, unless it is terminated earlier. The nature of the material as submitted by the selected supplier and description specified in the Quotation form, hereto shall be taken as part of this contract, in such number and quantity as may vary from time to time be required for and on behalf of the Corporation at rates and prices agreed to within a period of two years from the date of opening of the financial bid.
25.
 - a. The material shall be of the best quality and of the exact kind, quality and description as demanded in the specifications and if at any stage these are found unsuitable/sub-standard shall be liable to be rejected by the Corporation& the company shall be responsible to exchange the item if required by WBTDCL. **The Tenderer must physically submit samples of material at the WBTDCL HO at the time of uploading the Quotation/ during pre -bid meeting or subsequently when called for.** According to the qualified suppliers at Pre-bid meeting, financial bid will be opened. The decision of the Corporation in this regard shall be final and binding on the Tenderer.
 - b. In case of specification change, post maturity of tender, if the bidder opt for increase of rate, the matter will be subject to the approval of competent authority.
 - c. In case the material or any part thereof has been rejected, the Corporation shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being supplied as aforesaid, the Corporation shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the Corporation all such extra costs, charges and expenses as shall or may be incurred or sustained in procuring the same and/or the extra amount spent by the Corporation on account of such purchases, shall be deducted from the security/running bills. In case of repeated defaults, the Corporation reserves the right to terminate the contract and the supplier shall have no right to any compensation or damages in this regard.
 - d. As 100% inspection of the material is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material, which are on inspection/opening/checking/use found unsuitable or below the standards quality of the sample supplied and approved by the Corporation. In case of failure of the Supplier to do so, the Corporation shall have the right to reject the entire supply order.

e. The quantities shown in the 'Schedule' are only estimated requirements. The Corporation reserves the right to increase/decrease the quantities. The Corporation also reserves the right to place orders for any item/items of the purchase order throughout the currency of the contract and the supplier shall not be entitled to claim any compensation or damage.

f. The supplier shall maintain proper date wise record of all indents placed on them by the Corporation for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents.

g. The supplies must be accompanied by proper dated challans/advices mentioning therein separately, the quantity ordered and quantity supplied in respect of each item.

h. In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein, the Corporation shall have the right to make alternative arrangement at the cost and risk of the supplier. The supplier shall reimburse the extra cost to the Corporation and in case of his failure to do so the Corporation shall have the right to recover the amount from the security deposit of the supplier any dues owed to the Corporation by the supplier. It should be clearly understood that the Corporation's right and the supplier's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and the Corporation shall have the right to proceed against the supplier for the recovery of its claim in excess of the security deposit and/or the dues available with the Corporation. The Corporation has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the supplier are fully settled.

i. Agreement will be valid for all House Keeping & Safety Items but the safety item will be required as per requirement and may be omitted depending on situation.

j. In case of dispute or complaint received from Customers/ Properties /WBTDCL Unit, the bidder will be responsible for change of item without objection.

26. a) The bills for the supplies as aforesaid may be preferred by the supplier to the Corporation after supply of material to Corporation and/or Tourism Properties. The bills should be supplied in the form of proper printed Tax Invoice, serially numbered and in no case on letterheads. The bills should be submitted along with duplicate challans having signature of concerned official/Manager as "Received". Upon receiving the bill Corporation will process the bill for payment on supplies already supplied subject to satisfactory certificate from the concerned official/Manager of Lodge.

b) No excess amount other than the quoted amount as per schedule will be admissible for payment.

c) Any over payment of the Supplier's bills for the supplies supplied under these terms and conditions shall be recovered from the supplier's bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the supplier the amount so recovered will be refunded to the supplier. The Corporation shall have the right to recover the overcharges, from the security deposit as well.

PAYMENT

27. The Corporation shall pay for such approved material as shall be supplied by the supplier and accepted by the said committee/officers for and on behalf of the Managing Director of the Corporation under or by virtue of these Terms and Conditions at the rates and prices which will be specified and contained in the Schedule after the Quotation has been approved.

28. Housekeeping amenities are required for various Tourism Properties/Unit under WBTDCL. Successful bidder must submit bills, Property wise, along with Certified Challan (by concerned TP/Unit Managers/appropriate authority) for supplying such items to various tourism Properties/ Unit under WBTDCL at the HO after completion of the work successfully for payment.

VALIDITY

27. Maximum period for each Quotation that will hold well must be mentioned. The Quotation must hold good for **two years** after opening of the financial bid.
28. Rate will not be increased in any manner during the tenure of the Tender, 02 years from the date of Work order.
29. (i) In the event of the agreement being extended, the Management reserves the right to call upon the supplier to continue the supplies for a further period of one year in excess of the contracted period at the rates of the immediately preceding month, provided such an extension is supplied before next year's Quotations are accepted by the Corporation and communicated to the concerned supplier. Similarly, the Management reserves the right to defer the commencement of the supply period by three months.
30. (ii) The Management also reserves the right of reducing the validity period to any extent, owing to any quality/service related issues or without citing any reason whatsoever.

ADMIN ISSUES/CONFLICT/JURISDICTION:

28. In case of breach of any of the conditions stipulated herein the Corporation shall be at liberty to terminate the contract without prejudice to the right of the Corporation to claim damages on account of breaches thereof in the same manner as at (8) above.
29. The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the Corporation in making the supplies hereby/contracted for, nor shall be the suppliers either directly or indirectly, give or promise to pay or give, or permitted to be given to any person or persons or in any department under the Corporation, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.
30. The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the Corporation.
31. In the event of a dispute arising between the supplier and the Corporation during the currency of the contract or after the conclusion thereof, the same shall be referred to the Sole Arbitration of the Chairman, Board of Directors or the Officer appointed by him and his award shall be final and legally binding on both the parties and there will be no objection to this effect that the officer who has been appointed by the Chairman is an employee of the Corporation or that in course of his dealing with official matter he has expressed any opinion on this subject.
 - a. Subject to the above, COURTS in Kolkata alone will have the jurisdiction in this regard.
32. The following terms used in the foregoing paragraphs shall have the meaning given against each: -
 - a. 'Corporation' means WEST BENGAL TOURISM DEVELOPMENT CORPORATION LIMITED.
 - b. 'Supplier' means the successful Tenderer to whom the contract is awarded.
 - c. 'Officer' means the officer named by the MANAGING DIRECTOR of the Corporation to receive and inspect the supplies.
 - d. 'Chairman' means the Chairman of the Board of Directors of the Corporation.

SIGNATURE OF THE TENDERER with SEAL

Annexure III

DRAFT AGREEMENT

THIS AGREEMENT supplied this day of Two Thousand *between* (herein called the supplier) which term shall, unless excluded by or its repugnant to the context, be deemed to include his heirs, representations, successors and assignees) having its office at of the one part and the **West Bengal Tourism Development Corporation Limited, Udayachal Tourism Property (1st Floor), DG Block, Sector II, Salt lake, Kolkata- 700091**, herein after called the Purchaser (which term shall unless excluded by/or repugnant to the context, be deemed to include its Managing Director, members of Board of Directors, Officers or any of them specified by the Chairman in this behalf, & shall also include its successors and assignee) of the other party. Whereas the Corporation wishes to purchase Housekeeping Amenities for its Tourism Properties situated at different places of West Bengal for which Quotations were invited and where as the Supplier has submitted the Quotation which has been accepted by the Purchaser.

Now it is hereby agreed between the parties as follows: -

1. The supplier agrees commencement of supplies from the date of signing of the agreement and shall remain in force (unless terminated earlier as provided hereinafter) for the period up to two years (subject to an assessment after completion of initial one year). The Corporation also reserves the right to terminate the contract at any time and without assigning any reasons, by giving to the Supplier seven days' notice in writing of its intention to do so and the Supplier shall not be entitled to any compensation by reasons of such earlier termination.
2. The supplier agrees to be responsible for performing all or any of the services detailed in and arising out of the contract at all hours of the day & night without any additional remuneration or claim & without any demur when so directed by the purchaser or by any officer authorized on his behalf.
3. The purchaser reserves the right to place the contract for supply simultaneously or at any time during this period with one or more suppliers. Mere mention of any articles or quantity does not by itself confer a right on the supplier and the supplier shall not have a claim to exclusively supply such an item.
4. The supplier agrees to provide, furnish and deliver at the premises of Corporation or at any place advised by Managing Director of Corporation during the period of this contract the articles of the nature and description specified in Annexure 'II & V' hereto annexed and subject to the conditions contained in the said schedule which shall be taken as part of this contract, in such number quantity and specified quality as may from time to time be required for and on behalf of the Corporation by any officer duly authorized on behalf at the rates and prices mentioned in the said schedule.
 - a. The articles shall be of the best quality, and of the exact kind, quality and description demanded and shall be liable to be rejected by the Company or any officer authorized by Managing Director on his behalf by the purchaser to inspect and reject goods supplied by the party, if any, item is not up to the required standards.
 - b. The supplier understood that in case, the said articles or any of them shall be so rejected, the said officer shall not be required to assign or give any reason for such rejection and the decision of the officer shall be final, conclusive and binding upon the purchaser. In case any of the said articles are rejected or not supplied on time as aforesaid, the Corporation shall be at liberty to procure the same or such other articles as may be required on that behalf, at the cost and expenses of the Supplier and the Supplier shall, upon demand pay to the Corporation all such costs and charges and expenses and interests as shall or may be incurred or sustained in procuring the same. The Corporation shall be at liberty to retain the said sums from the amount of any bills that may or shall become due to the supplier or the amount of Security Deposit submitted by the supplier for the due performance of this contract.
 - c. The Supplier agrees to maintain proper date-wise record of all indents placed on him by the Corporation for effecting supplies. If the Corporation places telephone indents at any time,

- the Supplier shall maintain similar record for the same. They shall ensure that such telephonic indents are followed by written indents at the earliest.
- d. Supplies must be accompanied by a proper and dated challan/advice mentioning there in separately the quantity ordered and quantity supplied in respect of each item.
 5. No guarantee can be given by the Corporation as to the definite volume of supply which the Supplier will be required to supply at any time throughout the period of contract.
 6. The EMD will be converted to Security Deposit (as in Annexure II, Sl No. 3), for the successful bidder. In the event of the supplier committing any breach of the terms and conditions of the agreement, the purchaser may without prejudicing the other rights and remedies are entitled to forfeit the security deposit or any part thereof. In such an event the supplier shall pay in the same manner such additional sum immediately as he may be called upon by the purchaser to pay so that the security deposit shall at all times during the continuance of these presents, be the same amount. On the expiration of earlier determination of the contract, the purchaser shall return the security deposit or part thereof which has not been forfeited as aforesaid to him, without interest.
 7. The supplier understood that in case of breach of any of the conditions of this agreement and the terms and conditions of the contract, which shall form part of this agreement, the Corporation shall be at liberty to terminate this contract forthwith without prejudice to the right of the Corporation to claim damages on account of antecedent breaches thereof.
 8. The Supplier agrees not to be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the Corporation in making the supplies hereby contracted for, nor shall the Supplier either directly give or promise to pay or give or permitted to be given to any person in any department under the Corporation, money or gratuity, fee or reward for any matter or thing in any way relating to the performance of the contract.
 9. The Supplier agrees not to assign the present contract or in any manner allow any other person or persons to interfere in without the special permission in writing of the said officer on behalf of the Corporation.
 10. The bills for the articles supplied as aforesaid may be preferred by the Supplier to the Corporation within a month from the date of actual delivery of the articles, Lodge wise. Any other payment of the Supplier's bill for the material supplied under these terms and conditions shall be recovered from the Suppliers from his bills subsequently submitted for payment and if such overpayments or any portion thereof is thereafter remitted by the Supplier the Corporation shall have the right to recover the overcharges from the security deposit as well. The bills shall be supplied on proper printed Tax Invoice serially numbered and not on letterheads.
 11. The Corporation agrees to pay or cause to be paid for approved articles as shall be supplied by the Supplier and accepted by the officer on behalf of the Corporation under or by virtue of this agreement at the rates and prices for particulars specified and contained in the schedule 'II' hereto Annex IV. In case there is any rise of prices in the market, the Supplier will under no circumstances charge higher rates than the contracted rates. No excess amount other than the quoted amount as per schedule will be admissible for payment. Only the Govt Tax component if altered/changed/newly introduced during the period of Contract, will be implemented as per actual.
 12. The Supplier agrees that in the event of a dispute arising between the Supplier and Corporation during the currency of the contract or after the conclusion thereof, the same shall be referred to the sole Arbitration of the Chairman, Board of Directors of the Corporation or any Officer appointed by him and the decision given by him shall be final and legally binding on the parties and there will be no objection to this effect that the officer who has been appointed by the Chairman is an employee of the Corporation or that in course of his dealing with official matters he has expressed any opinion on this subject.
 13. The Supplier agrees to supply the contracted items for three months or above, till a year more, in excess of contract year on the contract rates, if required by the above officer to do so.

14. The Security deposit shall be retained by the Corporation and shall be refundable to the extent not appropriated or adjusted by the Corporation in terms of this agreement, after successful performance of the contract, without interest.
15. The Supplier agrees that in the event of the contract being extended, the Management reserves the right to call upon the Suppliers to continue the supplies for another year in excess of the contracted period at the same rate, terms and condition. The Management reserves the right to defer this commencement of the supply period by three months.
16. The supplier understood that all documents in this Quotation including annexure I, II, III, IV & V will form part of this agreement.
17. Rates received for bundled / multiple items wherein the rate of certain item/s are higher shall not qualify for consideration or acceptance even if the other item/s qualify for consideration/acceptance.
18. Subject to Clause 12, COURTS at Kolkata alone will have jurisdiction. Cost of stamp paper shall be borne by the Supplier.
19. Housekeeping amenities are required for various Tourism Properties/Unit under WBTDCL. Successful bidder must submit bills, Property wise, along with Certified Challan (by concerned TP/Unit Managers/appropriate authority) for supplying such items to various tourism Properties/ Unit under WBTDCL at the HO after completion of the work successfully for payment.
20. The supplier shall be liable to provide, furnish and deliver the supplies at the Tourism Properties/units/delivery locations as mentioned in supply order time to times within a stipulated time frame during the contract, unless it is terminated earlier. The nature of the material as submitted by the selected supplier and description specified in the Quotation form, hereto shall be taken as part of this contract, in such number and quantity as may vary from time to time be required for and on behalf of the Corporation at rates and prices agreed to within a period of two years from the date of opening of the financial bid.

IN WITNESS TO THIS parties above mentioned have signed the contract on the date and year first stated above.

IN PRESENCE OF

Signed and delivered by the

1. above named Supplier/supplier
- 2.

IN WITNESS OF

Signed and delivered by

1. Managing Director
2. WBTDCL

Note:

1. 'WBTDCL' means 'West Bengal Tourism development Corporation Ltd
2. 'Supplier' means the successful tenderer to whom the contract is awarded.
3. 'Contractor' means the successful tenderer to whom the contract is awarded.
4. 'Officer' means the officer named by the Principal/Secretary of the Institute to receive and inspect the supplies.
5. 'Chairman' means the Chairman of Board of Governors of the Institute/Society.

Signature of Tenderer with sea sea

ANNEXURE V

SPECIFICATIONS OF HOUSEKEEPING ITEM

- i. The quantities provided are indicative. Actual quantities will be based on requisitions from individual Tourist Lodges, which may be more or less than the indicated ones. The requirement from the lodges would be intimated in writing and needs to be delivered within 07 days notice or as required.
- ii. The quantities supplied should be inspected, weighed etc, by the supplier before delivery of same.
- iii. The quality supplied should match the given specification all the time.
- iv. 'WBTDc' reserves the right to reject any supplies for not confirming to the final approved sample/required standard /specification &/or after expiry of usage date at its discretion and such a decision shall be final and binding on the Tenderer. The Tenderer shall have to collect the rejected goods from the Delivery point failing which WBTDc reserves the right to purchase the goods from any other source and recover the cost from the Tenderer.
- v. The samples shall be submitted to WBTDc free of charge with the quotation or when called for. It is of utmost importance that the supplies conform strictly to the final approved sample and specifications.
- vi. The tenderer has to ensure that the material have packing/ expiry date, wherever applicable.
- vii. Timely Supply will be the essence of the contract and if the material is not delivered within the specified period, 'WBTDc' reserves the right to purchase the goods from alternate source at the 'cost & risk' of defaulting tenderer/supplier.
- viii. The exact daily / weekly / monthly / requirements in case of term contracts will be communicated 12 hours in advance either in writing to the supplier. However, the successful tenderer should be prepared to make delivery at a shorter notice.
- ix. In case of delay in supply order, the supplier shall be liable to provide item with a mail confirmation on urgent basis.

- ix. The prospective bidder need to apply for the Tender as a whole and NO part bidding would be admissible

- x. Prospective bidder need to apply for all the Lodges. Moreover the bidder needs to supply all the items as given in the price bid list.

- xi. Logo of WBTDc and other relevant details as approved by WBTDc needs to be inscribed in the containers/Packets

Specification of Items

Tentative Half-yearly requirement of Housekeeping Item as & when required basis

SI No	Name of the item/specifications	Quantity
1.	Shampoo 20ml Pet bottle with Black Flip Top cap in Biodegradable paper pouch (Good branded)	40,000
2	Moisturizer / Body Lotion 20ml in Pet bottle with Black Flip Top cap in Biodegradable paper pouch (Good branded)	40,000
3	Dental Kits in Biodegradable paper pouch with branding and logo single color.(Good branded)	40,000
4	Comb packed in Biodegradable paper pouch with branding and logo single colour .	40,000
5	Shower cap packed in Biodegradable paper pouch with branding and logo single colour .	40,000
6	Shaving Kit and saving gel packed in Biodegradable paper pouch with branding logo single Colour (Good Branded)	40,000
7	Wooden Pencil with printing	20,000
8	Note pad: 5in X 8 in with 6 pages inside with name and logo inscribed	20,000
9	Brown paper bag size 12x9x3 with colour branding and offset printing (Good quality)	40,000
10	Shoe Shine Strip: Fusing Paper Strip Size 12x4(Approx) With Print.	40,000
11	Shower gel 20 ml pet bottle with black flip top cap packed in Biodegradable paper pouch.(Good Branded)	40,000
12	Glass Lid: Plastic Glass Lid With Dia -65mm, Height-7.5mm Lid Thickness-1.25mm.	20,000
13	Laundry Bag (Nonwoven) 45-50 gsm with single colour print	20,000
14	W. C. Band:	40,000
15	Coaster: Paper Coster, Round/Square With Print & Logo.	20000
16	Glass Cover oil paper Envelope with printing and logo	20000
17	Slipper Closed Toe 4-5 mm Paper with sticker	40000

Note:: -

- i. Designs to be approved from office of WBTDCL.
- ii. Sample may vary as per the instruction of the Management of WBTDCL. In case of upgradation of sample rate, the decision of the Management of WBTDCL will be full and final.
- iii. The above mentioned quantities are indicative only and are subject to increase/decrease depending upon the actual operational requirements prevailing from time to time.

Signature: _____

Name & Designation: _____

Co Name & Seal: _____

Date: _____

Place: _____

ANNEXURE VI

Delivery Locations:

1. Meghbalika TP, Darjeeling
2. Roudra Chaya, Kurseong
3. Hilltop TP, Kalimpong
4. Morgan House, Kalimpong
5. Morgan House Annexe, Tashiding
6. Mainak TP, Siliguri
7. Aranya TP, Jaldapara
8. Bonolokkhi TP, Malbazar
9. Murti TP, Jalpaiguri
10. BhorerAlo, Jalpaiguri
11. Teesta Sundari TP, Jalpaiguri
12. Tilottama TP, Tilabari
13. Batabari TP
14. Dinante TP, Raigunje
15. Amrapali TP, Malda
16. Baharampur TP, Murshidabad
17. Santobitan TP, Santiniketan
18. Bishnupur TP
19. Muktheadhara TP, Maithon
20. Shoilpik TP, Durgapur
21. Nataraj TP, Tarakeswar
22. JhargramRajbari TP, Jhargram
23. Rangabitan TP, Santinikeatan
24. Balutot TP, Bakkhali
25. Dighali I TP, Digha
26. Dighali II TP, Digha
27. Rupmanjari TP, Gadiara
28. Sagarika TP, Diamond Harbour
29. Mrittika TP, West Midnapore
30. Mangaldhara TP, Barackpore
31. Matla TP, Sajnekhali
32. Udayachal TP, Kolkata
33. Kalighat PFC, Kolkata
34. any other locations as instructed by WBTDCL time to time.

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

- Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <http://wbtenders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.

- Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. Above. DSC is given as a USB e-Token.

- The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. Using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

- Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

- Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following:

(a). Statutory Cover Containing the following Primary documents:

- Pre-qualification Application
- N.I.Q. (*download properly and upload the same digitally Signed*). **The rate will be quoted in the B.O.Q.** (Annexure IV) as per Price Schedule (Annexure V) will be encrypted in the B.O.Q. under Financial Bid.
- NIQ with Special terms & conditions and specification of works.

(b). Statutory Cover Containing the following Secondary documents:

- i. Professional Tax (P.T.) deposit receipt challan for the financial year 2019-20/20-21, Pan Card, IT, Saral for the Assessment year 2019-20/20-21, GST No.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Statutory audit report or Tax Audited Report in 3 CD/ 3 CA form along with Balance Sheet & Profit & Loss A/c. for the last 3 (*three*) years (year just preceding the current Financial Year will be considered as year - I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.
- vii. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill of this N.I.T. (if relevant with particular tender)
- viii. List of Technical staffs along with structure & organization
- ix. Financial Statement.
- x. Company Credentials in Similar Woks & others - Work orders/Certificates/Completion Certificate/any other credential document, issued to the bidder in the letterhead/sealed documents by the appointing company /Government Departments/ PSUs at different point of his business tenure.

Sd/-
Executive Engineer
WBTDCLtd.