



WEST BENGAL LIVESTOCK DEVELOPMENT CORPORATION LIMITED

(A Govt. Of West Bengal Undertaking)

LB-2, Sector-III, Salt Lake City, Kolkata – 700 106

Telefax: (033)-2335 5298 E-mail: info@wbldc.in

Website: www.wbldc.in Toll Free No. 18001208243

NIT No: WBARD/WBLDC/NIT-576e/2023-24

Date of Issue: 26/09/2023

SET OF TENDER DOCUMENTS

For

Consultancy Services for Competitive Landscape for Business Development and Marketing Report of Contract Research Organization (CRO) at Centre for Laboratory Animal Research and Training (CLART), Kalyani, Nadia-741235 under West Bengal Livestock Development Corporation Limited , LB-2, Sector-III, Salt Lake City , Kolkata-700106 .

Each Set Contains:-

1. Notice Inviting e-Tender.
2. General Instruction to Bidders.
3. Eligibility Criteria for Participation in the Tender.
4. Scope of Work.
5. Tender Terms & Conditions.
6. Forms-I, II, III, IV, V & Check List - VI.

DATE OF PUBLICATION OF e-TENDER (ONLINE): 26/09/2023 FROM 03:00 P.M.

STARTING OF BID SUBMISSION (ONLINE): 26/09/2023 FROM 06:55 P.M.

PRE BID MEETING (Mandatory) TO BE HELD ON 04/10/2023 at 2:00 P.M.,H.Q.

LAST DATE FOR ON LINE SUBMISSION OF TENDER: 10/10/2023 UP TO 11:30 A.M.

OPENING OF TECHNICAL BID: 12/10/2023 FROM 11:30 A.M. onwards.

OPENING OF FINANCIAL BID: TO BE NOTIFIED LATER ON.

TENDER FEES: NIL

EARNEST MONEY DEPOSIT: 10,000/- (FIXED)


(Dr. Gouri Shankar Koner)
Managing Director
W.B.L.D.C. Ltd.



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NOTICE INVITING e-TENDER

The Managing Director, West Bengal Livestock Development Corporation Ltd., LB-2, Sector-III, Salt Lake City, Kolkata–700106 invites on line bids (in two bid system) from Original Software Company /Firms/ reputed resourceful, bonafide State level working agencies, having adequate experience and expertise in similar nature of work specially in Govt./Semi Govt./ Public sector Undertakings, registered under the relevant certifications and fulfilling requisite eligibility criteria as stated in the e-NIT for **“e-Tender on Consultancy Services for Competitive Landscape for Business Development and Market Report of Contract Research Organization (CRO) at Centre for Laboratory Animal Research and Training (CLART), Kalyani, Nadia-741235 under West Bengal Livestock Development Corporation Limited , LB-2, Sector-III, Salt Lake City , Kolkata-700106”**.

- 1) Earnest Money **₹.10,000/- (Ten Thousand)** only is to be remitted online through Govt. of West Bengal e-Tender portal (<https://wbtenders.gov.in>). The payment transaction slip / receipt in pdf format is to be uploaded along with the statutory documents for tender submission.
- 2) In case bidder wants to be exempted from EMD submission, a valid Exemption certificate is to be scanned & uploaded along with the statutory documents in the e-tender portal for participation in the tender.
- 3) After publication of e-tender Notice in the Medias, detailed terms & conditions, BOQ (Bill of Quantities) may be obtained from the website <https://wbtenders.gov.in> at free of cost. Submission of tender by the bidder can be made with the help of Class- 3DSC (Digital Signature Certificate) in this website <https://wbtenders.gov.in>. Notice inviting e-tender will **only be viewed** in the Corporations website www.wbldc.in simultaneously.
- 4) Tenders should normally be floated in two parts one Technical Bid (BID-A) and other Financial Bid (BID-B).
- 5) Tender must be supported by:
A. TECHNICAL BID : ‘BID-A’

- (a) **STATUTORY COVER** containing the following documents:
PART 1 (SINGLE FILE MULTIPLE PAGES SCANNED):

1	Transaction Slip / Receipt challan for EMD amount of ₹ 10,000/- only in favor of ICICI Payment Gateway OR Valid Exemption Certificate issued by the Competent Authority claiming EMD exemption.
2	Scanned Application in the prescribed format (Form - I)
3.	Declaration by the Tenderer (Form - II)
4.	Certificate from Chartered Firm in the official pad (Form - III)
5.	Affidavit Proforma(Form - IV)
6.	Working (Credential) Format (Form-V)
7.	Scanned Check List in the prescribed format (Form-VI)
8.	Upload All Documents / Certificates

(b) NON-STATUTORY COVER/MY SPACE containing the following documents:

Sl. No.	Category	Sub Category Description
1	<p>CERTIFICATES –</p> <ul style="list-style-type: none"> ✓ All valid up to date. ✓ All certificates are to be furnished in English Vernacular ✓ Affidavit are not valid ✓ Scanned original copy 	<ul style="list-style-type: none"> ✓ PAN Card of the authorized signatory ✓ Prof. Tax clearance certificate with challan valid up to 31/03/2024. ✓ GST Registration certificate. ✓ IT returns of 2012– 2022 Financial year. ✓ Trade License/ Certification of incorporation / Lease Agreement/Deed valid upto 31/03/2024. ✓ Valid documentary proof of: ✓ The agency / company should have minimum annual turnover of Rs. 200 lakh ✓ Audited balance sheet for the last 3 years. ✓ Experience in maintaining, Design, Development and related services using frontend framework software & backend database
2	<p>COMPANY DETAILS (valid up to Date), scanned original copy</p>	<ul style="list-style-type: none"> i) Registration Certificate under Company Act. (if any). ii) Registered Deed of partnership Firm, Trade License / Article of Association & Memorandum. iii) In Case Proprietorship & Partnership Firms, the Tax Audited Report in 3CD Form along with Balance Sheet & Profit and Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year-1). The balance sheet, Profit & Loss account should be in favor of applicant's name only. iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any). v) List of Technical staffs along with structure & organization.
3	<p>Credential</p>	<ul style="list-style-type: none"> (i) Intending tenderers should produce credentials of a similar nature of work (Consultancy Services related to Business Development and marketing services within India) of the minimum value of 5 Lakhs in Single job during 5 (five) years within 31.03.2022 Or, (ii) Intending tenderers should produce credentials of 2 (two) similar nature of work Consultancy Services related to Business Development and marketing services within India) each of the minimum value of 3 Lakh during 5 (five) years within 31.03.2022. Or, (iii) Intending tenderers should produce credentials of 3 (three) similar nature of work (Consultancy Services related to Business Development and marketing services within India) each of the minimum value of 2 Lakh during 5 (five) years within 31.03.2022. <p>N.B:- Estimated amount, tendered amount, date of commencement, date of completion of project and details communicational address of the client (within West Bengal if any also) must be indicated in the Credential Certificate.</p>
4	<p>The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.</p>	<p>Declaration in this regard by the authorized signatory of the bidder.</p>

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria. **The WBLDCL is not bound to award contracts at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders.**

B. FINANCIAL BID : 'BID-B' (BOQ)

- i) The Agency is to quote the **rate on unit job basis in BOQ format** of the components as specified in the BOQ. **The Offered rate** will be quoted in the BOQ in one cover (folder) encrypted in the B.O.Q. under Financial Bid.
- ii) **Rate quoted shall be including GST, Cess, other taxes / all other charges.**
- iii) **Scope of work As per NIT & Annexure-A.**
- iv) Bids will be evaluated on Quality-cum-Cost Basis (QCBS) to ensure a fair and transparent method of selection. The credentials of the bidders as uploaded online will be examined first. The credentials will broadly cover the following areas –
 - Competence in all the credential activities and sectors noted in the campaign outline at invitation for bid section of this document, in case a bidder does not meet the criteria for eligibility, his Technical Bids will not be opened. **Final selection based on Lowest Scoring in Financial bid . Financial bid will be opened only technically qualified bidders.**
- v) Only downloaded copy of the B.O.Q. is / are to be uploaded quoting the rate, virus scanned and digitally signed by the contractor.

No Hard copy of bid documents will be entertained for consideration for selection of this tender. Bidders must have to participate the tender through online only at www.wbtenders.gov.in.

MANAGING DIRECTOR, W.B.L.D.C. LTD., RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES. No objection in this respect will be entertained raised by any Bidder. **Bidders or their authorized representatives need not to be present in the office of the undersigned at the time of opening of the Technical or Financial Bid (BID-B). Decision of Tender committee at every stages of evaluation shall be intimated and uploaded on the website (<https://wbtenders.gov.in>) portal.**

No informal bidder will be entertained in the bid further.

However, at any stage before awarding the contract, the Tender Selection Committee reserves the right to cancel the tender process due to unavoidable circumstances and no claim in this respect will be entertained.


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A. GENERAL INSTRUCTION TO BIDDERS

- 1) Total work is to be completed positively ***within 90 (Ninety) Days*** or the time specified in the order from the date of issue of order.
- 2) The intending bidders are requested to submit their tender along with prescribed application form in e-tender portal <https://wbtenders.gov.in> . The software shall make automatic encryption of the Technical as well as Financial Bid and no one shall be allowed to open two Bids prior to the date and time earmarked for opening by the Tendering Authority.
- 3) PRE-BID MEETING TO BE HELD AT HQ, LB-2, SECTOR-III, SALT LAKE, KOLKATA-700106 on ***04.10.2023 at 02.00 PM .No alternative date will be provided for Pre-Bid meeting as well as demonstration . Both Pre-bid Meeting and Demonstration is Mandatory . If any bidder(s) fails to attend Pre-Bid meeting and upload site visit report / no site visit his/her bid will be rejected technically.***
- 4) After evaluation of Technical Bid, those who will qualify, their Financial Bid shall only be opened. The technical proposal (BID-A) will be opened on line **as per evaluation procedure**.
- 5) Evaluation summary report of technical evaluation will be uploaded online to the portal from the office of the undersigned immediately after committee arrives at a decision regarding the same.
- 6) ***The bidder or its group shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies and the bidder will not Sub-Contract the work/contract awarded, an undertaking to this effect has to be submitted by the intending Bidder.***
- 7) The Financial bid may be opened within a very short notice (on the same day afternoon or next day forenoon), once technical evaluation is completed.
- 8) Bidders having any query / objection / claim regarding the evaluation or any decision taken by the tender selection committee may communicate in writing to the Corporation's official mail id info@wbldc.in within 48 hrs of taking such decision. Communications received after the due time, will not be entertained for consideration in any way.
- 9) For further information, the bidders are requested to please contact the undersigned.
- 10) **No Tender will be accepted across the table and no such receipt will be issued thereon.**
- 11) In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.



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- 12) N.I.T. to be downloaded properly and to be uploaded duly digitally signed as a token of acceptance by the bidder with all the general & special (if any) terms & conditions laid down in the tender document.
- 13) **In case quoting the rate anywhere other than BOQ, the tender is liable to be summarily rejected.**
- 14) The Bidder is required to carefully study all the tender documents and prepare his tender to comply with all the provisions thereof. Submission of a Tender shall be taken as evidence and confirmation that the Bidder has acknowledged all the provisions of the Tender Documents and has fully acquainted himself with site conditions and all factors which may influence the preparation of his Tender. Negligence of the Bidder to observe instructions in the matter of preparation of his Tender shall be attributable to him and shall not be a ground for securing relief from any error as may be found or discrepancies as may be contained in his Tender and would not give him any liberty to withdraw his Tender after the same being opened.
- 15) All the tender documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.
- 16) The undersigned reserves the right to cancel the tender at any stage without assigning any reason thereof.
- 17) The offer shall remain valid for **90 (Ninety)** days from the date of opening of the financial bid.
- 18) Test certificate of cable and other equipment shall have to be submitted at site with the supply.


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ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

- 1) The Organization/Agency/Firms who have been delisted or debarred by any government department shall not be eligible in any way.
- 2) Agency must have work credentials of **similar nature of work (Consultancy service related ,Design, Business Development , Market Report survey and Marketing services using frontend framework) with at least 5years experience in the field.**
- 3) **Intending bidder must have the enough manpower strength with qualified support Officers having thorough knowledge of Consultancy service related ,Design, Business Development , Market Report survey and Marketing services. The bidders must have a team on its own with experience of designing and developing database using the above technology.**
- 4) **Intending Bidder(s) Agency , Firm/ Limited Company/Private Limited Company / Proprietorship Company/ Partnership Company Having experience to minimum 5 years (ending year 31/03/2022) in maintaining Consultancy and related Development services in specialized field like CRO at Govt/ Semi Govt. /PSU Organization/ Private Organization within India .**
- 5) **Credentials** for Business Development , **Market Report survey** and Marketing related to CRO like as Prime agency will only be taken into account. That means tie up with one or more company for execution of similar nature of work cannot be claimed as a sole credential of the claimant company.
- 6) **Approve rate (percentage BOQ on put to tender amount) based on Final Selection as per criteria including GST , labour Cess, all taxes and Charges . If any changes in GST and other Govt. Taxes as well as charges as per latest Govt. Circular occur during implementation period (Job progressive period) , it will be taken juristically as per Govt rules as decided by the Tender Inviting Authority .**
- 7) Valid up to date clearance of Income Tax return, Professional Tax Clearance Certificate, P.T. (Deposit Challan), PAN Card, GST Registration Certificate, Valid Trade License with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents].
- 8) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application, if applicable. (Non-Statutory documents)
- 9) Registered Unemployed Officers' Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Current N.O.C. from A.R.C.S., Minutes of last A.G.M. and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Officering.
- 10) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.


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SCOPE OF WORK(ANNEXURE-A)

Introduction : Established on 29th December 2017, the Centre for Laboratory Animal Research and Training (CLART) [erstwhile State Centre for Laboratory Animal Breeding] under West Bengal Livestock Development Corporation Ltd. at Buddhapark, Kalyani, Nadia, West Bengal which is established for aiming to “Research for education purpose, Research for commercial purpose, Breeding for in-house use and Breeding for the purpose of trade on small animals” under the CPCSEA of Ministry of Environment, Forests and Climate Change, GOI. A preclinical CRO, support center that provides the research and development skills needed to guide a drug candidate or agrochemical compound through animal testing and into the clinical stage / marketing stage. Increased early research efforts in the drug development process, as well as increased outsourcing for preclinical CRO services, are driving the market growth. Preclinical CRO services are critical components of successful drug development or agrochemical registration process that is expected to help meet market demand.

OBJECTIVES OF BUSINESS DEVELOPMENT & STRATEGIES :

Below are some elements must consider while making strategic business development plan.

- SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis
- Competitive Landscape & Competitive Analysis
- Identification of Target Markets
- Business Alliances – Strategic Partnerships
- Marketing Effectiveness
- Sales Effectiveness
- Financials- Budgeting, Costs, Revenues, CAGR (Compound Annual Growth Rate).

ESSENTIAL SUPPORT TO BE PROVIDED BY THE SELECTED AGENCY :

- To develop competitive landscape and competitive analysis for CLART
- Comprehensive Indian CRO market report preparation
- Consultancy on site audit,
- Preparation of gap analysis with report,
- GLP feasibility report preparation
- Providing expert advice on regional Outlook,
- Providing report on growth potential and market share of CRO
- Providing support on scientific writing service
- Create strategy plan for business positioning in target market
- Cultivate strong, long-term relationships with clients and sponsors, and develop in-depth knowledge about their organizations and needs
- Closely work with CLART team to help in strategic and tactical account planning and execution
- Help in data organization and archive services
- Help CLART team in Regulatory Affairs matters



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- Assist CLART's key contractual documents with clients, partners and sponsors
- Identify and analyse business opportunities, and formulate plans to capture opportunities
- Possibility of bringing business for CLART from tradeshows and networking events.

SCOPE OF WORK :

Rate to be quoted based on the following scope of work within scheduled period of time . Offered rate included the GST , all other taxes & charges and expenses related to travel (i.e., airfare, hotel, accommodation, meals, parking, taxis, mileage, etc.) also.

1. **Comprehensive Indian CRO Market Report:** The report will provide insight on key business questions such as: How big is the India CRO market size? What are the major applications of India CRO market? What are the limitations of market growth? What are the major companies and their market share with projected forecast? In-depth Business Market Insights for India CRO Market Report. Here, report will provide comprehensive detailed information on the India CRO Market and the key market strengths.
2. **Consultant site audit:** It is related to consultant's site visit for assessing the possibilities of implementation of GLP principles and ISO 17025 standards, CCSEA registration, accreditation with AAALAC and this visit include expenses such as travel i.e., airfare, hotel, accommodation, meals, and other related expenses. Site visit is for two days with option of one day for GLP training which will be one day introductory training.
3. **Gap Analysis with Report:** Assessing the performance of a business unit to determine whether business requirements or objectives are being met and, if not, what steps should be taken to meet them. The prime goal is to help the concern to get detailed business insight of India CRO Market Growth and Forecast 2030 with risk assessment that will enable the concern to make key business decisions towards accelerated growth.
4. **GLP Feasibility:** Complete GLP implementation services is needed that covers expert advise for establishment of GLP facility, full range of quality assurance, regulatory compliance consulting, pre-clinical study support, Comprehensive GLP and Quality Assurance Training programmes for senior management and employees.
5. **Expert Advice on Regional Outlook:** The report will cover CRO Market Overview, Growth Drivers, SWOT Analysis, Opportunities, Restraints, Pitfalls and Challenges, Segmentation Analysis by region, therapeutic application, and competitive landscape. Report will also highlight key market players, company profile and landscape, culmination of dynamics. Client will appoint Officers to coordinate with Consultant Unit team for all internal and external communications, strategic planning and execution.
6. **Growth Potential:** Report will be with projected financials and figures. The advisor should appreciate and back concern's decision to choose the report with projected financials and figures to make strong business decisions. These services is needed for this companies and research laboratories to support its striving for growth, expansion, and improvements and may need support in areas such as – plan, design, set up, and establish new laboratories, departments, and animal research facilities, purchase of laboratory and husbandry equipment, implementation of GLP principles and ISO 17025 standards, CPCSEA registration, accreditation with AAALAC, hiring of qualified and experienced staff, and other related research activities. In liaison with the client, it is needed to facilitate time-sensitive, cost-effective and efficient project and business outcomes without disturbing their existing and ongoing activities.

c.



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7. **Market share analysis service:**

1. In-depth revenue market analysis of India region.
2. Revenue related Market analysis segment wise - pharmaceutical, medical device, cosmetics, industrial chemicals including Agro-chemicals.
3. Revenue related to GLP certified test facilities in India
4. APAC (Asia-Pacific) Toxicology service revenue, by In-vitro, by industry, by country.
5. Revenue from Major players of Indian companies

8. **Scientific Writing Services:**

1. Assessment of your research publications.
2. Assessment of your Study Plan, Protocols and Reports.
3. Experience in IND filing and regulatory compliance documents.
4. Assessment of staff competencies for scientific writing.


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TENDER TERMS & CONDITIONS

01. OPENING OF THE TECHNICAL PROPOSAL:

- (a) Technical proposal will be opened by the authorized officer of the undersigned, electronically from the website using their Digital Signature Certificate (DSC).
- (b) Cover (folder) for Statutory Documents and non statutory documents will be opened. If there is any deficiency in the **Statutory Documents** the tender will summarily be rejected.
- (c) Decrypted (transformed into readable formats) documents of the Statutory & Non statutory Cover will be downloaded and handed over to the Tender Evaluation Committee.
- (d) Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be uploaded in the web portals.
- (e) The Financial Cover (BID-B) of those bidders passing the technical requirements will only be opened. **THE DECISION OF UNDERSIGNED/TENDER COMMITTEE WILL BE FINAL & BINDING UPON THE BIDDER IN THIS RESPECT.**

02. PENALTY FOR SUPPRESSION / DISTORTION OF FACTS:-

If any bidder fails to produce the original hard copies of the documents (specially Completion Certificates or Work Orders as proof of credential) or any other documents on demand of the Tender Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the tenders on e-Tender platform for 3 (three) years.

03. AWARD OF CONTRACT:-

The Tender Inviting Authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time and prior to the issue of Award of Contract without incurring any liability to the affected Tenderer or Tenderers thereby or shall have any obligation to inform the affected Bidder or Bidders of the ground for Employer's action. The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter cum Award of Contract.

04. PERFORMANCE GUARANTY:

- (i) Upon selection of the bidder in the Financial evaluation and after issuance of 'Letter of Acceptance' the successful bidder have to produce a Performance guaranty in shape of Bank Guarantee (as per specimen format) **for 1 (one) Year** of an amount of **3 % of the Tender Value**, payable to the West Bengal Livestock Development Corporation Ltd., Kolkata.
- (ii) It may be noted by the intending bidders that, deposit of Performance guaranty is a pre-requisite for executing the agreement and issuance of 'Award of Contract' thereafter.

05. AGREEMENT

The corporation will execute an agreement with the successful bidder *as per the prescribed format or as will deem fit as per the condition in a Non-judicial Stamp Paper worth Rs.100/-* (Rupees One Hundred) only to be provided by the successful bidder. The notification of award will constitute the formation of the Contract or the agreement between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part & parcel of the Contract Documents. Prescribed Agreement must be signed by the both parties, the Authorized Signatories of the Corporation & Tendering firm concerned. The Original agreement will be retained by the Corporation in the concerned case file and the photocopy of the same will be provided to the concerned firm.

06. SECURITY MONEY DEPOSIT

Successful tenderer shall be required to deposit Security Money at the rate of 3% (Three P.C.) of the contract value. However earnest money of the successful tenderer may be converted/adjusted with the Security Money and the balance Security Money (1% of contract value) to be deducted from each and every submission of "running" bill to make 3% security deposit as per terms of the contract. (As per G'o. No. 201-F(Y) Dated-18/01/2021 of Finance Department Govt. of WB. The Security Money will not carry any interest.

In the event of non-completion or defective work by the Agency the Corporation will have the right to get the work done through any agency at the risk and cost of the Agency and also the Corporation will have the right to forfeit the security money in full or part at its discretion which will be binding upon the contractor.

The security money will be released **on one month after the satisfactory completion** of the defect liability period and satisfactory remedy or rectification or amendment or modification or all, and settlement of accounts.

07. PENAL MEASURE

If the firm withdraws tender as a whole or for any particular item at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all items(s) is/are accepted within the time specified when requested to do so by this Corporation. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.

- i) The security money deposit furnished by a bidder is liable to forfeit in full along with cancellation of order without prejudice in the event of failure/refusal to maintain the terms & conditions of tender and/or contracted specification and/or quality/quantity and the authority will be at liberty to terminate the contract as a whole or part.
- ii) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on shall liable to be Black Listed for 3 (three) years.
- iii) Quoting absurdly high or low rate in opinion of tender selection committee, with the intention to vitiate the tender process will be dealt with in the context of existing tender rules/norms under Govt. of W.B.
- iv) Any legal dispute arising during the tender process shall be dealt only under the jurisdiction of Calcutta High Court.
- v) **Total work including supply is to be completed positively within 90 (Thirty) Days or the time specified in the order from the date of issue of order.**

08. PAYMENT

Any request for Advance Payment will not be entertained

1. Bills to be produced in DUPLICATE.
2. **The payment shall be made as per projected Scope of works implemented in due time .**
3. Payment shall be made after executing the order satisfactory in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons.



WEST BENGAL LIVESTOCK DEVELOPMENT CORPORATION LIMITED

(A Govt. Of West Bengal Undertaking)

LB-2, Sector-III, Salt Lake City, Kolkata – 700 106
Telefax: (033)-2335 5298 E-mail: wblddl_kol@yahoo.co.in
Website: www.wbldc.in Toll Free No. 18002000823

NIT No: WBARD/WBLDC/NIT-576e/2023-24

Date of Issue: 26/09/2023

4. The payment of bills shall be withheld in case of violation of any tender terms & conditions. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. The payment of bills shall be withheld in case of violation of any tender terms & conditions. **Tender Inviting Authority reserves the right to negotiate the quoted price with the successful Agency to arrive at the fair and reasonable price.**

09. GENERAL:

Unless otherwise stipulated all the works are to be done as per general conditions and general Specifications of the "Departmental Schedule" which means the Public Works Department, Schedule of Rates for works in West Bengal for the working area including up to date addenda and corrigenda, if any. The project should be executed as per IS code/IRC/MOST/MORTH standards regarding the quality of materials and various item of works. For general conditions and general specifications of items of works related to supply and carriage works, not appearing in the aforesaid Schedule of Rates in force including up-to-date addenda and corrigenda, if any, issued by the competent authority as applicable for the working at the time of submission of tender for the working area will be considered.

10. TERMS & CONDITIONS IN ORDER TO PRECEDENCE:

If the stipulations of the various components of the contract documents be at variance in any respect, one will override the other (only in so far as those are at variance) in the order of precedence as given below:

- (a) Special terms and conditions
- (b) Special specifications (Scope of work)
- (c) General instructions.
- (d) Notice Inviting e-Tender
- (e) Schedule of probable items with approximate quantities
- (f) Tender Form.

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

11. OFFICER-IN-CHARGE AND COMMENCEMENT OF WORK:

The word "Officer-In-Charge" means the Officer, WBLDC Ltd. The word "Department" appearing anywhere in the tender documents mean WBLDC Ltd. (A Government of West Bengal Undertaking). The word "approved" appearing anywhere in the documents means approved by the Officer-In-Charge. The work shall have to be taken up within seven days of the receipt of the work order. Failure to do so will constitute a violation of the contract stipulation as regards proportionate progress and timely completion of work and the Agency will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

12. CONDITION IN EXTENDED PERIOD:

When an extension of time for completion of work is authorized by the Officer-in-charge , it will be taken for granted that the validity of the contract is extended automatically up to the extended period with all terms and conditions rates , etc. remaining unaltered , i.e the tender is revalidated up to the extended period .

13. CO-OPERATION AND DAMAGES AND COMPLETION OF WORK:

All works are to be carried out in close co-operation with the Department and other contract or contracts that may be working in the area of work. The work should also be carried out with due regard to the convenience of the users and occupants, if any. All arrangements and programme of work must be adjusted accordingly.

14. AGENCY'S SITE OFFICE:

The Agency shall have an office adjacent to the work as may be approved by the Officer-In-Charge where all directions and notice of any kind whatsoever which the Officer-In-Charge or his representative may desire to give to the Agency in connection with the contract may be left and same when left at or sent by post to such office or delivered to the Contractor's authorized agent or representative shall be deemed to be sufficiently served upon the contractor. ***The Agency shall have Site Lab/demo facilities with all necessary Logistics .***

15. TIMELY COMPLETION OF WORK:

All the survey, report , analysis, feedback as per Scope of Work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

16. TENDER'S RATE:

The Agency should note that the tender is strictly based on the rates quoted by the Agency on the priced schedule of probable item of work. The quantities/Scope for various aspect of works as shown in the schedule of probable works are based on the scope of works prepared by the Department. No conditional rate will be allowed in any case. **Corporation reserves the right to negotiate the quoted price with the successful Agency to arrive at the fair and reasonable price.**

17. During opening of bid Managing Director may call open bid/ sealed bid after opening of the said bid to obtain the suitable rate further, if it is required. No objection in this respect will be entertained if raised by any bidder present or absent during opening of tender.

18. The Earnest Money may be forfeited if :-

a) If the Bidder withdraws the Bid during the period of Bid validity.

b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.

c) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other document which were uploaded & digitally signed by the Bidder are incorrect / manufactured / fabricated.

19. All intending bidders should be appointed one Executing Officer during execution of work as the case may be.


(Dr. Gouri Shankar Koner)
Managing Director
W.B.L.D.C. Ltd



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APPLICATION FORMAT (FORM – I)

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

To
Managing Director
West Bengal Livestock Development
Corporation Limited,
LB-2, Sector-III, Salt Lake City,
Kolkata – 700 106.

Sub: “e -Tender on **Consultancy Services for Competitive Landscape for Business Development and Marketing Report of Contract Research Organization (CRO) at Centre for Laboratory Animal Research and Training (CLART), Kalyani, Nadia-741235 under West Bengal Livestock Development Corporation Limited , LB-2, Sector-III, Salt Lake City , Kolkata-700106 .**”

Ref: NIT No: WBARD/WBLDC/NIT-576e/2023-24 Date of Issue: 26/09/2023

Dear Sir,

With reference to your NIT under reference, I am/we are furnishing my/our rates tendered for as per your specification, terms & conditions.

Should this tender be accepted, the work shall be completed within stipulated period from the date of work order.

I/We further declare that I/we have inspected the site and are fully conversant with all aspects of the site and appraised the condition of the site in regards to the execution of this contract.

I / We understand that: -

- Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this NIT.
- Tender Inviting and Accepting Authority reserve the right to reject any tender without assigning any reason.

I/We also agree that the decision of the Managing Director, West Bengal Livestock Development Corporation Ltd. in all matters in respect of this tender will be final & binding on me.

Yours faithfully,

Date: Signature & office seal:

Name of the Firm:

Address with PIN:

DECLARATION BY THE TENDERER
(FORM-II)

(To be uploaded under Company letter head with full address, phone no., mail id etc., duly signed & sealed)

I/We have visited the Institution and comply with Scope of Work and have made myself/ourselves fully acquainted with local conditions in and around the scope of work. I /We have carefully gone through the Notice Inviting e-Tender and other tender documents mentioned therein along with the drawing attached if any. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

I/We must have to ***submit all report, feedback ,database as well as survey documents as per the scope of work mentioned on tender document in due time after execution of Job if selected as Lowest One Bidder.***

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e-Tender to complete the proposed construction as per Scope referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and to carry out and complete the work to the full satisfaction of the Tender Inviting Authority.

I/We also agree to procure tools and plants, at my/our own cost required for the work.

***Signature & Seal of the Bidder
with Date***

Certificate from Chartered Firm

(To be furnished in the Chartered Firm Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

(FORM – III)

This is to certify that I/We have examined the audited Balance Sheet & P/L accounts and other records of M/S having its official address at It is also certified that Annual Turnover of the firm for the Financial years 2020-21, 2021-2022 & 2022-2023 are Rs.....lakh.,Rs.....lakh. & Rs.....lakh respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorized signatory (bidder)

Affidavit Proforma
(On Non Judicial Paper worth Rs. 100/-)
(FORM – IV)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Quotation Notice)

I, Sri/Smt. the Managing Director/Proprietor (etc.) of the Firm. ,
(Name of the firm)

At (address).....

P.O... ..

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States .
3. That my firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the quotation submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this quotation are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature of the Deponent(s).

Name in Block letters :

Designation :

(FORM-V)

(To be furnished in the Official Letter Head of Firm/Bidder with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

WORKING (CREDENTIAL) DETAIL
(Mandatory)

1. Name of Applicant:

2. List of similar type of work completed / ongoing:

Name of Employer	Name, location and nature of work	Reference of Work Order (Memo. No. and Date)	Contract Value	Date of Start of Work	Present Status (If completed, please mention date of completion)

Note :Copy of Work Order or Completion Certificate from the employer to be attached.

Signature of applicant including title and capacity in which applicant is made

CHECK LIST (FORM – VI)

Information about Bidders under Company Letter-Head (To be uploaded with the Technical Bid)

Sl.	Description	Particulars
1	Name of the Firm	
2	Registered Address with PIN, Phone No, Fax No. E-mail address etc. Sole owner or Partnership Firm/Company	
3	Name of the Person authorized to enter into & execute contractual agreement	
4	Earnest Money Transaction slip, whether uploaded, if not, Exemption Certificate to be uploaded	
5	Application Form as per FORM-I whether uploaded.	
6	Self-declaration as per FORM-II whether uploaded.	
7	Original PAN Card whether uploaded.	
8	Original Prof. Tax Clearance Cert./Paid Challan (valid up to 31/10/2024) whether uploaded	
9	Original GST registration Certificate whether uploaded.	
10	IT returns of 2021 – 2022 Financial year whether uploaded.	
11	Trade License valid up to 31/03/2024 whether uploaded	
12	Credential of similar nature of work whether uploaded.(FORM-V)	
13	Audited balance sheet for the last 3 years whether uploaded.	
14	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency whether uploaded.(FORM-IV)	

Signature & Seal of the Bidder with Date

PROFORMA FOR AGREEMENT OF CONTRACTUAL CONTRACT

This Agreement is signed and executed on this day of....., 2023 At Kolkata.

BY AND BETWEEN

West Bengal Livestock Development Corporation Limited, A Company registered under the Companies Act, 1956 and having its registered office at LB-2, Sector-III, Salt Lake City, Kolkata – 700106 represented by its Managing Director unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of WBLDCL hereinafter referred to as the **First Party** (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the **ONE PART.**

A N D

....., a company registered under the Company's Act/a partnership firm/Proprietorship Firm (delete whichever is not applicable) having its Registered Office at represented by its unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of..... hereinafter referred to as the **Second Party** (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the **OTHER PART.**

WHEREAS the **First Party** is desirous that the work of **“e -Tender on Consultancy Services for Competitive Landscape for Business Development and Marketing Report of Contract Research Organization (CRO) at Centre for Laboratory Animal Research and Training (CLART), Kalyani, Nadia-741235 under West Bengal Livestock Development Corporation Limited , LB-2, Sector-III, Salt Lake City , Kolkata-700106”** wanted to execute the said work and for the purpose floated open Tender on line.

A N D

WHEREAS the **Second Party** offered his price against the said Tender and being eligible, his Tender having been accepted agreed to execute and complete the said work as detailed in the tender document along with bill of quantities and all other conditions.

Now, therefore, this agreement witnessed as follows:-

That the word and expression shall have same meanings as are respectively assigned to them in the general condition of the contract hereinafter referred to.

That the **Second Party** shall abide by all statutory obligations and payment statutory dues as are obligatory on the part of the **Second Party** and that any failure on his part if attracts any liability on the **First Party** the **Second Party** will, on intimation from the **First Party**, immediately compensate the same.

If any dispute or question arises any time between the parties about the rights and liabilities of each of them relating to the terms and conditions stated hereinabove shall unless and otherwise mutually resolved between the parties, the aggrieved party may refer the matter to the sole Arbitrator as may be appointed by the Govt. of West Bengal, ARD Department on reference from either Party for arbitration and the decision of the Arbitrator shall be final and binding on both the parties.

In witnesseth whereof:

The parties have set and subscribed their hands on this Agreement on the day, month and year first written.

Contractor

Managing Director.
W.B.L.D.C.Ltd.

Seal

Seal

Witness and address: –

Witness and address: –

1.

1.

2.

2.