



# 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-817e/2024-25

Date of Issue: 14/11/2024

## SET OF TENDER DOCUMENTS

For

**Printing and Supply of Single Page Coloured Wall Calendar, Coloured Desk Calendar and Note Book for the Year-2025 at West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake, Kolkata-700106.**

Each Set Contains:-

1. Notice Inviting e-Tender.
2. General Instruction to Bidders.
3. Eligibility Criteria for Participation in the Tender.
4. Evaluation of Tender.
5. Tender Terms & Conditions.
6. Scope of Work / Job Schedule (Annexure – A)
7. Forms-I, II, III & Check List.

DATE OF PUBLICATION OF e-TENDER (ONLINE) : 14/11/2024 FROM 2:30 P.M.

STARTING OF BID SUBMISSION (ONLINE) : 14/11/2024 FROM 6:00 P.M.

PRE BID MEETING (Mandatory) TO BE HELD ON 20/11/2024 at 12:30 P.M., H.Q.


LAST DATE FOR ON LINE SUBMISSION OF TENDER : 27/11/2024 UP TO 02:30 P.M.

OPENING OF TECHNICAL BID : 29/11/2024 FROM 02:30 P.M. onwards.

OPENING OF FINANCIAL BID: TO BE NOTIFIED LATER ON.

TENDER FEES: NIL

EARNEST MONEY DEPOSIT: Rs. 10,000/- (Fixed)

  
(Dr. Utpal Kumar Karmakar)  
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 Manufacturers / Authorized Dealers / Distributors / Bonafide Suppliers for **“Printing and Supply of Single Page Coloured Wall Calendar, Coloured Desk Calendar and Note Book for the Year-2025 at West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake, Kolkata-700106”**

- 1) Earnest Money **Rs. 10,000/-** 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- 3 DSC (Digital Signature Certificate) in this website <https://wbtenders.gov.in>. Notice inviting e-tender will **only be viewed** in the Corporations website [www.wblfdc.in](http://www.wblfdc.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 Rs. 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.	Agreement in non-Judicial Stamp Paper ( Form-III)
5.	Scanned Check List in the prescribed format (Form-IV)
6.	Upload All Documents / Certificates

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

Sl. No.	Category	Sub Category Description
1	CERTIFICATES – ✓ All valid up to date. ✓ All certificates are to be furnished in English Vernacular ✓ Affidavit are not valid ✓ Scanned original copy	✓ PAN Card of the authorized signatory ✓ Prof. Tax clearance certificate with challan valid up to <b>31/12/2024</b> ✓ GST Registration certificate. ✓ IT returns of 2023 – 2024 Assessment year. ✓ Trade License valid upto 31/12/2024. ✓ Valid documentary proof of: ✓ The agency / company should have minimum annual turnover of Rs. 10 lakh ✓ <b>Proof of Office Address in Kolkata</b> ✓ Work experience including work of Government of West Bengal in last two years.(mandatory)
2	COMPANY DETAILS (valid up to Date), scanned original copy	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	Credential	Credential for satisfactorily completion as a prime agency during last 2 (Two) years prior to the date of issue of this tender notice, execution of work of similar nature for the Government Organization/Private. Completion certificate indicating value of work done, date of completion of the work and detailed communicational address along with contact number of the client ( <b>within West Bengal</b> ) should be submitted by the tenderer if required.
4	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	Declaration in this regard by the authorized signatory of the bidder.

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.



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

- i) **Intending bidder has to offer rate positively for all the items (B.O.Q. Sl. No. 1 to 3). If rate is not offered for all the items, the bid will summarily be rejected.**
- ii) The Agency is to quote the rate **on Item-wise BOQ format** of the components as specified in the BOQ. **The rate should be quoted per Pc. Basis** in the BOQ in one cover (folder) encrypted in the B.O.Q. under Financial Bid.
- iii) If the bidder(s) fail to attend mandatory Pre-bid Meeting held on 20.11.2024 from 12.30 P.M to 1.30 P.M at HQ , His/her bid will be summarily rejected without showing any reason.
- iv) Rate should be opened only technically qualified bidder(s) based on supplied credential , sample submission along with other documents.
- iii) **Rate quoted shall be including GST other taxes and all other charges.**

Only downloaded copy of the B.O.Q. is / are to be uploaded quoting the rate, virus scanned and digitally signed by the Agency.

N.B.: ALL STATUTORY & NON STATUTORY DOCUMENTS(S) ARE REQUIRED TO BE UPLOADED IN ORIGINAL. Neither Photocopy nor cyclostyled literature/Brochure will be accepted.

- 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](http://www.wbtenders.gov.in).

(Dr. Utpal Kumar Karmakar)

Managing Director

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## **GENERAL INSTRUCTIONS TO BIDDER**

- ❖ 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.
- ❖ The EMD will be remitted through online gateway only. After successful transaction of EMD amount, a transaction slip / receipt will be generated. Bidder will have to save the screenshot / receipt as PDF format and upload along with Statutory documents under BID-A. In case where bidder intends to claim EMD exemption, a valid exemption certificate issued by competent authority / department must be attached in place of EMD receipt, failing which the bid will be summarily rejected.
- ❖ After evaluation of Technical Bid, those who will qualify, their Financial Bid shall only be opened only. The technical proposal (BID-A) will be opened on line. There is no need to be present of Bidders or authorized representatives in the office of the undersigned at the time of opening of the Technical Proposal (BID-A).
- ❖ Total work is to be completed positively **within stipulated time frame (within 14 days)** / specified in the work order from the date of issue of order.
- ❖ For further information, the bidders are requested to please contact the undersigned.
- ❖ No Tender will be accepted across the table and no such receipt will be issued thereon.
- ❖ 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.
- ❖ N.I.T. *to be downloaded properly and to be uploaded duly digitally signed by a **Class-3 Digital Signature Certificate**.*
- ❖ **In case quoting the rate anywhere other than BOQ, the tender is liable to be summarily rejected.**
- ❖ THE OFFERED RATES SHOULD BE VALID FOR AT LEAST 3 (Three) MONTHS FROM THE DATE OF APPROVAL OF RATE, which may be extended for a period on mutual discussion/agreement.
- ❖ 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.
- ❖ The undersigned reserves the right to reject any tender/all tenders at any stage without assigning any reason thereof.
- ❖ **Intending bidder have to attend Pre-Bid Meeting on 20.11.2024 at 12.30 P.M at the office of the undersigned.** Technical Bid will be rejected or as decided by the tender Inviting authority if any bidder takes part in said tender without attending the Pre-Bid Meeting.



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### **ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER**

- 1) The supplier(s) who have been delisted or debarred by any government department shall not be eligible in any way.
- 2) Bidder must submit all the statutory documents in the prescribed format (Form-I, Form-II, Form-III-Check List) under the letter head of the company / firm duly sealed & signed by the authorized signatory and EMD transaction slip / exemption certificate as desired under Statutory Cover.
- 3) Valid up to date clearance of Income Tax Return / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / PAN Card / G.S.T. Registration Certificate, Trade License, Local Office Address, / Declaration with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents]
- 4) Bidder must have submit the specimen sample copy of every items (Sl.No.1 to 3) one piece each (Non-refundable) as per specification which will have to be supplied if Award of Contract (AOC) issued against him **on or before 26.11.2024 at 2.00 PM** . If any bidder fails to submit the above or intimate the undersign as per the satisfaction of Tender Inviting Authority (TIA) , his/her technical bid will be rejected .
- 5) *Intending Bidder must have to attend Prebid Meeting on 20.11.2024 at 12.30 PM. Physical Sample as per specifications will be displayed/narrated /viewed on Pre-Bid Meeting only . Sample verification restricted on **20.11.2024 from 12.30 PM to 4.30 PM only** . Any Updates/ Clarification/Modification will be submitted on written by 21.11.2024 within 12.30 P.M. Corrigendum/Addendum if any will be published on website within 21.11.2024 at 5.30 P.M.*



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## EVALUATION OF TENDERS

### EVALUATION METHODOLOGY OF PROPOSALS

Bids will be evaluated on Quality and Credential Basis to ensure a fair and transparent method of selection.

#### Evaluation of Technical Proposal

Pursuant to the qualification of Bidders as per the Minimum Eligibility Criteria, and Responsiveness of the bids, the Evaluation Committee intends to evaluate the Technical Proposals, by applying the evaluation criteria as detailed below. Each responsive Proposal for Credential as well as quality of submitted sample shall be given an importance to accept the bid.

### PROCESS OF EVALUATION AND SELECTION

Bids will be evaluated on Quality and Credential Basis 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 /parts of the submitted sample (from S.No.1 to 3) .In case a bidder does not meet the criteria for eligibility of the all submitted item(s), his Financial Bids will not be opened as Technically Rejected. If partially not qualified , then the technical bid will be opened but the Financial Bid for such items will be rejected/ not disclosed.**
- Credential only considering the submission/ supplying the same ( Calendar/Dirry/ Note Book) to Govt. Organization / Semi-Govt /Undertaking / Parastatal only within last 5 Years . ( credential / work order to be uploaded online).
- Technical bid also be rejected if
  - i) Due to Non submission / part submission of Statutory & Non-Statutory documents .( up to the satisfaction of TIA).
  - ii) Non submission of Sample as required .
  - iii) Non-attending the Pre-Bid Meeting.

**Final selection will be based on Item-wise Lowest Rate. But ,Intending bidder has to offer rate positively for all the items (B.O.Q. Sl. No. 1 to 3). If rate is not offered for all the items, the bid will summarily be rejected.**

Considering the urgent nature of work, the tender inviting authority may decide to offer the bidders who qualified the technical evaluation but could not become the L1 bidder, an opportunity to express their willingness to execute the work at the L1 rate. In case of such an exercise, the tender inviting authority reserves all rights to distribute the work as per administrative convenience.

  
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Managing Director

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## **TENDER TERMS & CONDITION**

### **PENALTY FOR SUPPRESSION / DISTORTION OF FACTS:-**

If any bidder fails to produce the original hard copies of the documents (specially Completion Certificates) 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. **In addition, After selection ( as L-1 Agency) supplied items differ from submitted sample as per specifications his/her Earnest Money Deposit may stand forfeited.**

### **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 Award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or 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. 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 of the Contract Documents.

### **AGREEMENT**

The successful bidder will have to enter into a contractual agreement with the Corporation in the standard format (Proforma of draft agreement already uploaded along with NIT) embodying the tender terms & conditions in Non-judicial Stamp Paper worth Rs.100/- (Rupees One Hundred) only to be provided by the successful bidder. Prescribed Agreement must be signed also by the Authorized Signatory of the Tendering firm concerned.

### **SECURITY MONEY DEPOSIT**

- ❖ The successful bidder will have to deposit Security Money @ 10% ad-valorem and is to be deducted from their bills.
- ❖ The Security Money will not carry interest. This Corporation is not liable for deposition of excess Security Money.
- ❖ Security Money will be refunded after 3 months of satisfactory completion of the work. No proportionate refund of security money will be allowed.

### **PENAL MEASURE**

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 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. **In addition, after selection ( as L-1 Agency) supplied items differ from submitted sample as per specifications his/her Earnest Money Deposit may stand forfeited .** Such firms prayer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.



1. The security money deposit furnished by a bidder is liable to be forfeited 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.
2. 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.
3. 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.
4. Any legal dispute arising during the tender process shall be dealt only under the jurisdiction of Calcutta High Court.
5. **Total work / supply is to be completed positively within 14 (Fourteen Days) or the time specified in the order from the date of issue of order.**

## **PAYMENT**

Any request for Advance Payment will not be entertained.

1. Bills to be produced in DUPLICATE.
2. Payment shall be made after executing the order satisfactorily in all respect. 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.
3. No arbitration for the work will admissible and any mobilization/secured advance will not be allowed.

The Agency shall be capable to establish field testing laboratory equipped with requisite instruments and technical staff. The Applicant must inspect the site of work and get acquainted with site condition, facility available and problems to be faced during works and take into account all such factors before quoting rate.

## **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.

## **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
- (c) General specifications
- (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.

## **OFFICER-IN-CHARGE AND COMMENCEMENT OF WORK:**

The word "Officer-In-Charge" means the Manager, 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 Concerned Officer. The work shall have to be taken up within two 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.

**CONDITION IN EXTENDED PERIOD:**

When an extension of time for completion of work is authorized by the Managing Director, 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.

**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 road/building users and occupants, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants etc. The Agency must see that all damages to any property which, in the opinion of the Engineer-In-Charge are due to the negligence of the Agency are promptly rectified by the Agency at his own cost and expenses and according to the direction and satisfaction of the Engineer-In-Charge.

**TRANSPORTATION ARRANGEMENT:**

The Agency shall arrange for all means of transport including Railways Wagons required for carriage and supply of materials and also the materials required for the construction work. The Department may however, at their own discretion grant necessary certificates, if required, for procurement of railways Wagons. But, in case of failure of the Department to help the Agency in this respect, the Agency will have to procure wagons at his own initiative and no claim whatever on the ground of non-availability of wagons shall be entertained under any circumstances.

If Railways Wagons are not available, the Agency will have to depend on transport of materials by road as necessary to complete the work in time and the Agency must consider this aspect while quoting rate.

**INCIDENTAL AND OTHER CHARGES:**

The cost of all materials, hire charges to Tools and plants, Labour, Corporation/Municipal Fees for water supply, Royalty or road materials (if any), Electricity and other charges of Municipalities or statutory Bodies, Ferry charges, Toll Charges, Loading and unloading charges, Handling charges overhead charges etc. will be deemed to have been covered by the rates quoted by the Agency inclusive of Sales Tax (Central and/or State), Income Tax, Octroi Duty/Terminal Tax, Turnover Tax etc., all other charges for the execution of the complete or finished work or in case of supply of materials and for carriage to the entire satisfaction of the Officer-In-charge of the work. No claim whatsoever in this respect will be entertained.

**POWER OF ATTORNEY:**

The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the WBLDC Ltd. shall not be bound to take cognizance of such of attorney.

**EXTENSION OF TIME:**

For cogent reasons over which the Agency will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the Agency before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & Plants etc., would be entertained under any circumstances. The Agency should consider the above factor while quoting his rate. Applications for such extension of time should be submitted by the Agency.

**MATERIALS TO BE USED:**

Suggested approved quality/ names of different type of materials are to be use for this supply as specified in Sample or as per direction of Officer-In-Charge only be accepted.

### **APPROVAL OF SAMPLE:**

Samples of all materials to be supplied by the Agency and to be used in the work shall have to be approved by the Officer-in-charge and checking the quality of such materials shall have to be done by the concerned Department prior to utilization in work.

### **DESIGN:**

All works shall be carried out in conformity with the design supplied by this Department. The Agency shall have to carry out all the works according to the departmental general arrangement design and detail working designs to be supplied by the Department from time to time (Soft copy).

### **Quantity:**

Quantity of items (Sl.No.1 to 3) which are given in the tender schedule / Annexure – A is provisional (**TENTATIVE**) and actual quantity will be indicated in the orders for supply.

### **Non -Supply:**

In the event of non-supply, the Corporation shall at its discretion resort to either of the following option or a combination of these.

#### a) **Risk Purchase:**

In the event of supplier/s failing to effect the supply according to the delivery schedule of the Purchase order / Contract, the corporation at its discretion may make risk purchase from the open market or from other participant suppliers (other than the defaulter) or in any manner as may be found suitable by it and the supplier/s shall be liable for payment of the difference in price, if any, between the price for the purchase made and the contracted price. This may be realized from the security money and / or from the bills ready for payment against this contract / order or any other contract / order by informing the concerned supplier/s and, they may be liable to be blacklisted. In the event of risk purchase, the defaulter/s shall not be allowed to participate in the tender / quotation / enquiry related to the said risk purchase.

#### b) **Penalty:**

In the event of suppliers failing to effect the supply according to the delivery schedule of the purchase order / contract the Corporation may at its discretion deduct / forfeit 2% of the value of the undelivered quantity as penalty for non-compliance of the order in full from the suppliers security money / bills pending for payment and treat the defaulted order as cancelled for undelivered quantity.

### **UNSERVICEABLE MATERIALS:**

The Agency shall remove all unserviceable materials, obtained during execution at place as directed. The Agency shall dressed up and clear the supplied site after completion of work as per direction of the Officer-in-Charge. No extra payment will be made on this account.

### **CHARGES AND FEES PAYABLE BY AGENCY:**

- a) The Agency shall be all notices and pay all fees required to be given or paid by any statute or any regulation or by law and any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liability of every kinds for breach of such statute regulation or law.
- b) The Agency shall have save harmless and indemnify the department from and against all claims demands suit and proceedings for or an account of infringement of any patent rights design, trade mark of name of other Protected write in respect of any constructional Plant machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

### **COMMENCEMENT OF WORK:**

The work must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in Work Order.

**TIMELY COMPLETION OF WORK:**

All the supply and the 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.

**REJECTION MATERIALS:**

All materials brought to the Office must be approved by the Officer in-charge . Rejected materials must be removed by the Agency from the site within 24 hours of the issue of order to that effect. In case of non-compliance of such order, the Officer-In-Charge shall have the authority to cause such removal at the cost and expense of the Agency and the Agency shall not be entitled to claim for any loss or damage of that account.

**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 for various other items of works as shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site conditions, those have to be done by the Agency at the time of execution at the rate prescribed in the tender clause. No conditional rate will be allowed in any case.

**DELAY DUE TO MODIFICATION OF DESIGN:**

The Agency shall not be entitled for any compensation for any loss suffered by him due to delays arising out of modification of the work due to non-delivery of design.



*(Dr. Utpal Kumar Karmakar)*  
**Managing Director**  
W.B.L.D.C. Ltd.



# 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@wblde.in

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

NIT No: WBARD/WBLDC/NIT-817e/2024-25


Date of Issue: 14/11/2024

## ANNEXURE – A

### SCOPE OF WORK / JOB SCHEDULE

Sl. No.	Description of items	Specification of items	Tentative required Qty.(in Pcs.)
1.	Single Page Coloured Wall Calendar (as per Sample)	<b>130 GSM ; Art Paper</b> <b>Size : 20 inch x 30 inch , Multicolor Single side print</b> <b>Tin Mounting in Upper &amp; Lower bottom</b> <b>Including designing (approved)</b>	3000 Pcs.
2.	Coloured Desk Calendar (As per Sample)	300 GSM (ITC) art paper (13 pages) both side multicolor printing; Page size : 11"x 8" (Landscape) Mount : 100 GSM art paper; matt lamination; mount size : 10"x7.5"; War o ( <b>Black</b> ) binding, Including Designing (ALL PAGES WITH FRONT & BACK COVER WILL BE PRINTED AS PER SPECIFICATION GIVEN BY THE CORPORATION)	3000 Pcs.
3.	NOTE BOOK (as per Sample)	<b>SIZE : 5.5"X 8"   80 GSM Natural Shade Paper   160 Pages with standard 12-14 pages insertion   Hand Binding (Foam) with Logo embossing rounded corner , Elastic Lock on imported Cuppa Board Single Color Print Logo.</b> <b>Page Separator (SIZE : 5.5"X8")   130 GSM Art Paper, 4 Color Printed</b>	1500 Pcs.

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 / Financial Bid (BID-B). No informal bidder will be entertained in the bid further. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

  
(Dr. Utpal Kumar Karmakar)  
Managing Director  
W.B.L.D.C. Ltd.



**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 inspected/acknowledged the work and have made myself/ourselves fully acquainted with local conditions in and around the 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'.

My/Our tender is offered taking due consideration of all factors regarding the local conditions stated in this Detailed Notice Inviting e-Tender to complete the proposed preparation as per designs 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 Officer-In-Charge.

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

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

**FORM-III ( To be uploaded after signing in Rs.100/-Non-Judicial stamp paper)**

**AGREEMENT OF CONTRACTUAL CONTRACT**

This Agreement is signed and executed on this ..... day of....., 2024 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 **“Printing and Supply of Single Page Coloured Wall Calendar, Coloured Desk Calendar and Note Book for the Year-2025 at West Bengal Livestock Development Corporation Limited, LB-2, Sector-III, Salt Lake, 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.

That all disputes shall be subject to the jurisdiction of the Calcutta High Court.

In witnesseth whereof:

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

Agency

Seal

Witness and address: –

1.

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

Seal

Witness and address: –

1.



## **CHECK LIST (FORM – IV)**

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

<b>Sl.</b>	<b>Description</b>	<b>Particulars</b>
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	Original PAN Card whether uploaded.	
6	Original Prof. Tax Clearance Cert./Paid Challan (valid up to 31/12/2024) whether uploaded	
7	Original GST registration Certificate whether uploaded.	
8	IT returns of <b>2023 – 2024 Assessment year</b> whether uploaded.	
9	Trade License valid up to 31/12/2024 whether uploaded	
10	Credential of similar nature of work whether uploaded.	
11	Proof of Office Address in Kolkata whether uploaded.	
12	Uploading of Format -I, Format-II and Format-III Yes/No.	

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