



**NCCF**

**भारतीय राष्ट्रीय उपभोक्ता  
सहकारी संघ मर्यादित**

**National Co-operative Consumers'  
Federation of India Ltd.**

27, मिर्जा गालिब स्ट्रीट, (चौथी मंजिल), कोलकाता - 700 016, 27, Mirza Ghalib Street, (4th Floor), Kolkata - 700 016

दूरभाष/Phone : 2252-2841, 2252-1839, फैक्स / FAX : 2252-6472

ई-मेल /E-mail : nccfkolkata@gmail.com

NCCF:KOL:GM:2021-22/

450

Dated : 25/10/2021

**E-TENDER NOTICE**

Sub. : E-Tender for supply of SANITARY ITEMS to  
WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

NCCF, Kolkata intends to participate in the e-Tender floated by the the Registrar, WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES, 68 K. B Sarani, Belgachia Kolkata- 700037, for supply of SANITARY ITEMS. NIT alongwith BOQ are enclosed for kind information please.

Interested enlisted, sound and well experienced Supplier(s) of NCCF are requested to contact with NCCF, Kolkata Branch immediately alongwith Credential / Work Completion Certificate of such supply for execution of the work on behalf of NCCF within 01/11/2021 (upto 12.00 pm) enabling us to submit the same within stipulated period.

- Rate is to be quoted for the items INCLUSIVE ALL.
- EMD of Rs. 10,000/- is to be submitted by way of RTGS/ NEFT in favour of NCCF OF INDIA LTD.
- Selection of Supplier will be made on the basis of Maximum Margin offered for NCCF and lowest rate quoted.
- Other terms and conditions are as per terms of NIT.
- NCCF, Kolkata may accept/ reject the offer without any reason whatsoever.

( B.B. Singh )

Branch Manager

Mob. 9883176918

Encl. : NIT & BOQ of e-Tender.



# WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

68, Kshudiram Bose Sarani, Belgachia, Kolkata-700 037, Phone: 25563123, Mob.- 9433330888, FAX- 91-33-2556 3123, web: [www.wbuafscs.ac.in](http://www.wbuafscs.ac.in), email: [wbuafs1995@gmail.com](mailto:wbuafs1995@gmail.com), [drsouravchandra1@gmail.com](mailto:drsouravchandra1@gmail.com)

**Dr. Sourav Chandra**  
Registrar

Memo No. WBUAFS/Admn/ET(21-22)/ 1708

Date: 08.10.2021

E-Tender Helpdesk: (033) 2546-9768  
Tele-fax: (033) 2556-3123 E-MAIL: [drsouravchandra1@gmail.com](mailto:drsouravchandra1@gmail.com)  
Log-on for submission: <http://www.wbtenders.gov.in>  
University Website: <http://www.wbuafscs.ac.in>

## NOTICE INVITING e-TENDER WBUAFS/ADMN/ET-021/2021-2022

The Registrar, West Bengal University of Animal & Fishery Sciences invites open e-tender for execution of **Supply of Sanitary Items** from eligible Bonafide **Authorized Distributor/Agencies/Contractors/Bidders at WBUAFS, Kolkata- 700 037** in three campuses of University in different district i.e. Nadia & Kolkata of West Bengal.

Detailed particulars may be obtained from the website <http://www.wbtenders.gov.in> and also be viewed from the Website <http://wbuafscs.ac.in>.

**Last date & time of submission of bid electronically is on 03.11.2021 at 12.30 Hours IST.**

- Name & Address of the site: West Bengal University of Animal & Fishery Sciences.
  - Belgachia Campus, 37 & 68 K. B. Sarani, Belgachia.
  - Chakgaria Campus, Faculty of Fishery Sciences, Chakgaria, Kolkata- 94
  - Mohanpur Campus, Faculty of Vety. & Animal Sciences & Faculty of Dairy Technology Mohanpur, Nadia.
- Controlling Officer: Registrar, West Bengal University of Animal & Fishery Sciences.
- Contact Number: 033 2556 – 3123.
- Tenders should be submitted in two bid systems. First bid shall be known as “Technical Bid” in which below stated documents must be kept. In case of lack of any document (Technical Bids), the tender shall be liable to be rejected and Financial Bids not to be considered. Second bid shall be known as “Financial Bid” in which only rates of items should be kept in prescribed BOQ only.
- The offered rate should be valid for 365 days but the period may be extended or curtailed at the discretion of the undersigned/ Tender committee & requirement.
- Earnest Money (EMD): -**

In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. Payment for earnest money of Rs. 10,000.00 (Rupees ten thousand) only to be made either by Net Banking through ICICI Bank Payment Gateway or through RTGS/NEFT as detailed below:

### **a) Payment by NET Banking (any listed bank) through ICICI Bank Payment Gateway:**

- On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

**b) Payment through RTGS/NEFT:**

- i) On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.

7. For availing exemption of EMD: -

- 1) Bidders are requested to upload the NSIC / MSME Registered Certificate for getting exemption of EMD. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.

***N.B.: during evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.***

**8. Bid 1: Technical bid:**

Sl. No.	Particulars	To be submitted to the inviting authority and same to be uploaded to the site of <a href="http://www.wbtenders.gov.in">http://www.wbtenders.gov.in</a>
1.	EMD	Documentary evidence for Payment of earnest money Rs. 10,000.00 (Rupees ten thousand) only made either by Net Banking through ICICI Bank Payment Gateway OR NIFT / RTGS. If any agency/ Organisation is exempted from payment of EMD, copy of relevant Government Order ( <b>only</b> *Registered Labour Co-operative Societies will be exempted from paying the Earnest Money Deposit) is to be furnished i.e. Uploaded without fail.
2.	Tender Copy	Notice Inviting Tender Digitally Signed and Uploaded
3.	Application Form	Original
4.	PAN	Valid PAN Card in the name of bidder/organization
5.	Valid Trade License	Valid up-to-date Tread License in the name of bidder/organization
6.	Valid GST Registration Certificate	Valid GSTIN applicable under GST Acts & Rules.
7.	Constitution of Company/ Company details	For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society, valid Joint Venture or Consortiums (Valid Trade License/ acknowledgement/ Receipt of application for Trade License/ Revalidation applicable under the Rules) OTHER
8.	Solvency Certificate	Issued by the Bank in current year.
9.	Credential of work	BOQ and Work Order/ Award of Contract duly authenticated by issuing authority since last three years.
10.	Income Tax Return copy	Income Tax Return copy for 3 years (latest)
11.	Professional Tax ( if applicable)	Latest Professional Tax Payment Certificate (PTPC) or, PT payment challan for current financial year or Government Order for exemption in other States, where applicable.
12.	Financial Credential of	<b>1. P/L and audited Balance sheet for 3 years.</b>

	bidder	(Profit & Loss accounts and audited balance sheets along with relevant annexure containing the designated Forms 3CA/ 3CB/3CD, as applicable, under IT Act, having Average Annual Turn Over above Rs 10 lakhs)
13.	Others	If necessary.

**9. Bid 2: Financial bid:**

- Financial bid will be opened only when technical bid is found to be qualified.
- In the BOQ of this bid only rates of items (prescribed format) will be entered/upload. Do not submit any separate envelop for financial bid in this office.
- Price can be quoted only in INR.
- Validity of tender: Quoted rate shall remain valid for a period of at least 365days from the last date of submission of tender.
- All duties, taxes and other levies payable by the supplier/manufacturer under the contract shall be included in the total price.
- No conditional financial bid shall be entertained / accepted.
- Conditional quotation will not be accepted.
- Quoting zero rate will be considered as non-responsive and will be summarily rejected.

**10. Schedule of important dates of this e-Tender**

Sl. No	Activity	Date & Time
1.	e-tender Publishing Date	12.10.2021 at 17.30 Hrs
2.	Document Download start date	13.10.2021 at 12.30 Hrs
4.	Bid submission start date	13.10.2021 at 17.30 Hrs
6.	Bid submission end date	03.11.2021 at 12.30 Hrs
7.	Technical Bid opening date	05.11.2021 at 12.30 Hrs
8.	Technical Bid opening Summary sheet (TBO) containing Preliminary Technical Bid Evaluation Summary uploading date	To be notify later
9.	Uploading Technical Bid Evaluation Sheet (TBE)	-do-
10.	Financial Bid opening date	-do-
11.	Uploading of Financial Bid evaluation sheet	-do-
12.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-
13.	Uploading of Award of Contract (AOC) (Supply order/ Work Order)	-do-

**11. THE UNDERSIGNED RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE & NOTICE BOARD.**

**12. List of Items:**

Sl. No.	Name of instrument for Tender	Qty.
1	Phenyl (white, perfumed; chemical; 5 L)	5 unit
2	Phenyl (Black, perfumed; chemical; 5 L)	5 unit
3	Muriatic acid (5 L)	5 unit
4	Toilet Cleaning Reagent (500 ml.)	5 unit
5	Naphthalene Balls (5 kg.)	1 unit
6	Jhul Jharu	5 unit
7	Toilet Pan Brush	5 unit
8	Coconut Broom stick (readymade; 1 kg)	5 unit
9	Full Jharu	5 unit
10	Soap small	5 unit
11	Detergent powder 1 kg	5 unit

12	Tile Cleaning Brush	5 unit
13	Water Mop	5 unit
14	Wiper	5 unit
15	Bleaching Powder (5 kg.)	5 unit
16	Hand Wash Liquid	5 unit
17	Harpic (large)	5 unit
18	Plastic Bucket (20 ltr.)	5 unit
19	Garden Delivery Pipe Roll (100 ft.)	1 unit
20	Liquid Soap (1 Ltr.)	5 unit
21	Plastic Mug big	5 unit
22	Basin Cleaning Brush	5 unit
23	Plastic Belcha	5 unit
24	Carbolic acid (5 L)	5 unit
25	Soap dispenser (500 ml capacity)	5 unit
26	Gum boot (pairs)	1 unit
27	Toilet freshener (75 g)	5 unit
28	Spray crawling insect killer (400 ml)	5 unit
29	First aid kit (Standard)	1 unit
30	Plastic Mug small	5 unit
31.	Dust bins (small)	1 unit
32.	Dust bins (big)	1 unit

**Memo No. WBUAFS/Admn/ET(20-21)/1708/1(10)**

**Copy forwarded for information and wide circulation to:**

- 1) Vice-Chancellor Secretariat's, WBUAFS.
- 2) The Finance Officer, WBUAFS.
- 3) The Dean, Faculty of \_\_\_\_\_, WBAUFS.
- 4) The DSU, WBUAFS. 5) The DREF, WBUAFS.
- 6) The Controller of Examination, WBUAFS.
- 7) The Campus In-Charge, Mohanpur, WBUAFS,
- 8) The In-Charge, University Website.
- 9) Office Copy.



**Registrar (Actg.)**

**Date: 08.10.2021**



**Registrar (Actg.)**

### **13. General Terms & Conditions of e-tender**

- a. Rate quoted should be inclusive of all charges for the said work at Belgachia, Kolkata-37 or Mohanpur, Nadia or Chakgaria, Kolkata.
- b. No Agency Charge / Commission shall be entertained.
- c. University Authority reserves the right to accept or reject any tender without assigning any reason / reasons what so ever.
- d. WBUAFS, Kolkata is exempted for excise duty payment.
- e. Payment shall be made within a reasonable period after completion of work, submission of bills and final Quality Approval.
- f. No Tender will be accepted, if the same is not supported with all the above documents.
- g. The offered rate should be valid for 365 days but the period may be extended or curtailed at the discretion of the undersigned/ Appropriate Committee/ Tendering Authority and requirement.
- h. The bidder must abide by the terms and conditions as laid down by this University.
- i. Any further clarification on the specifications / schedule of the work prior to the submission of tender, the firms may contact the undersigned.

### **14. EARNEST MONEY DEPOSIT & OTHER FEES**

- i. The Earnest Money Deposit shall not carry interest. This university is not liable for deposition of excess of Earnest Money.
- ii. The onus of proving that a Bidder is exempted from depositing Earnest Money will be on the Bidder & must be proved by submission of valid documents to that effect e.g., Co-operative Societies of this State should furnish Registration Certificate from the State Register of Co-Operative Societies.
- iii. Withdrawal of bid in a Tender Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission and has been accepted for further processing, is not allowed. EMD will be forfeited by the Government and the L1 bidder/contractor.

### **15. Other Terms & Conditions:**

1. The EMD of the L1 bidder will be returned after 06 (six) months from the date of issue of the letter as treated as security deposit.
2. Rate should be mentioned as format of BOQ.
3. If the Agency fails to start or complete the work/ supply and installation within the stipulated period, the Authority reserves the right to cancel the work/Supply order and no claim shall be entertained.
4. All applicants will strictly follow the instructions given above. Application which does not fulfill the above mentioned points may be liable for rejection. Any sort of canvassing will also make the applicant liable for rejection.
5. All legal matters will be settled within the jurisdiction of Kolkata High Court.
6. The areas to be covered under this assignment as given in the enclosures are only illustrative but not exhaustive.

### **16. PAYMENT**

- (i) No advance payment (Part or full) will be entertained in any case.
- (ii) Tax Invoice is to be sent in TRIPLICATE along with relevant Order, bearing satisfactory completion certificate from competent authority of WBUAFS.



**Registrar (Actg.)**

**CHECK – LIST**

**Information about Bidders  
(To be furnished online with the Technical bid)**

<b>SI No.</b>	<b>Description</b>	<b>Particulars</b>	<b>Page Number</b>
1.	EMD		
2.	Tender Copy		
3.	Application Form		
4.	PAN		
5.	Valid Trade License		
6.	OEM / authorization Certificate		
7.	Valid GST Registration Certificate		
8.	Constitution of Company/ Company details		
9.	Solvency Certificate		
10.	Credential of work		
11.	Income Tax Return copy		
12.	Professional Tax		
13.	Financial Credential of bidder		
14.	Declaration Affidavit (Y)		
16.	Others.		

**Application Format**

**(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.)**

Ref. No. -----

Dated.....

To

The Registrar,

West Bengal University of Animal & Fishery Sciences

68, K.B. Sarani

Kolkata-700037

**Sub: NIT for ..... for the year 2021-2022.**

Sir,

With reference to your online advertisement no. \_\_\_\_\_, dated \_\_\_\_\_/2021,I /

We.....the Proprietor/Authorized Nominee/s (of the Firm ..... ) are hereby furnishing my/our rates for the item tendered for, as per your specification, terms & conditions to the West Bengal University of Animal & Fishery Sciences for the year 2021-2022.

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

I/We also agree that the decision of the Registrar, West Bengal University of Animal & Fishery Sciences in all matters in respect of this online tender will be final & binding on me.

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

I am/We are well acquainted with the facts about the firm and the information provided in the tender is true & correct.

Yours faithfully,

Date:

Signature & office seal:

Name of the Firm:

Address with PIN:



**SECTION – B**  
**AFFIDAVIT – “Y”**

**(To be furnished in Non – Judicial Stamp paper  
of appropriate value duly notarized)**

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1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
2. The under-signed also hereby certifies that our firm M/S  
.....  
.....had neither blacklisted or debarred by any Government /Authority in last 5 (five) years from the date of issue of N.I.T.
3. The undersigned would authorize and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by The Registrar, West Bengal University of Animal & Fishery Science to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Registrar, West Bengal University of Animal & Fishery Science
5. Certify that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
6. Certify that the rates have been offered for carrying out and completing the work to the satisfaction of the The Registrar, West Bengal University of Animal & Fishery Science by taking due consideration of all factors after inspection of the work site and going through the detailed Notice Inviting e-Tender and schedule of probable items of work with approximate quantities and other documents.

.....  
Signed by an authorized officer of the firm.

.....  
Title of the officer

.....  
Name of the Firm with Seal

Date: \_\_\_\_\_

**SECTION – B**  
**FORM – III**  
**STRUCTURE AND ORGANISATION**

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A. 1 Name of Applicant :

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A. 2 Office Address :

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Telephone No. :

.....

Fax No. :

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A. 3 Name and Address of Bankers :

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A. 4 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

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Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

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Signature of applicant including title

and capacity in which application is made.

**Signature Not Verified**

Digitally signed by Ratan Kumar Sarkar  
Date: 2021.10.12 14:29:24 IST  
Location: West Bengal-WB

