

WEST BENGAL TRANSPORT CORPORATION LTD.
12, R. N.MUKHERJEE ROAD, KOLKATA – 700 001.



Ref:- e-Tender No. – WBTC/JMD/NIT-332/2020-21

e-TENDER DOCUMENT

FOR

**Submission of offer of rate of price of COVID – 19
materials like:**

- Sodium Hypochloride
- Hand Sanitizer
- P.P.E. Kit
- Dettol / Savlon
- Reusable Face Musk
- Face Shield

WEST BENGAL TRANSPORT CORPORATION LTD.

12, R. N. MUKHERJEE ROAD, KOLKATA – 700 001.

e-Tenders are invited by Joint Managing Director, WBTC Ltd. from experienced bonafide and financially sound agencies for submission of offer of rate of price of undermentioned COVID – 19 materials.

1. Prospective suppliers shall have to supply following materials as per following monthly requirements.

SL. NO.	NAME OF THE ITEM	MOTHYLY REQUIREMENTS (Approx)
1	Reusuable face mask	9000 pcs.
2.	Face Shield	12000 pcs.
3.	Hand Sanitizer 50 ml having minimum 70 % alcohol (certificate to be provided as per WHO standard)	7000 pcs.
4.	Hand Sanitizer 100 ml having minimum 70 % alcohol (certificate to be provided as per WHO standard)	7000 pcs
5.	Hand Sanitizer 500 ml having minimum 70 % alcohol(certificate to be provided as per WHO standard)	1500 pcs.
6.	Room Disinfectant like Dettol / Savlon	730 lit.
7.	Sodium Hypochloride (5%) (sample to be provided with chemical test certificate)	2000 ltr.
8.	Sodium Hypochloride (10%) (sample to be provided with chemical test certificate)	1500 ltr.
9.	Personal Protection Equipment (PPE) kit	6000 nos.

2. a) The prospective bidders shall have to deposit earnest money @ 2% of the quoted value with sealed quotations by RTGS/NEFT in the following Bank Account :

Name : West Bengal Transport Corporation Ltd.
Bank name : State Bank of India
Branch Name : Dalhousie Square Branch
Account No. : 11175159061
IFSC Code : SBIN0001401

alongwith the e-tender. This amount of EMD would be refunded to him after issuance of supply order against claim.

b) Any tender not accompanied by the earnest money shall be summarily rejected.

c) Earnest Money Deposited (EMD) by the unsuccessful tenders / bidders shall be refunded to him without any interest and on specific written request from the tenderers / bidders after issuance of supply order to the successful tenderers / bidders.

3. Eligibility Criteria to be fulfilled for participation in the tender:

- a. Tenderer / bidder should be enlisted supplier of any Government Department / Undertaking or any bonafide contractor / supplier of repute. They will have to submit documents in their support.

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- b. The Tenderer / bidder shall have experience of at least 04 (four) months in supplying such type of materials in any Government Department / undertaking or any Corporate House.
- c. Material must be supplied complying Govt. norms for COVID – 19.

4. Documents:

A. Statutory

a. Technical

- i) N.I.e-T
- ii) Annexure – I
- iii) Scan copy of EMD,

b. Financial

Annexure - II

B. Non-Statutory

The tenderer shall provide satisfactory evidence to the WBTC of his eligibility and adequacy of resources to supply of such type of material. He shall also furnish following particulars/documents.

- Details of the current business along with necessary certificates of registration with competent authorities as per Annexure – I of the Technical Part.
 - Details of activities carried out by the tenderer during last three years.
 - Audited Turn over for last three years.
 - Audited Balance Sheets along with Profit and Loss accounts certified by Chartered Accountant for the last three financial years in case of companies. In other cases tax audit report alongwith Balance Sheet and Profit and Loss accounts, duly certified by Chartered Accountant in terms of section 44 AB of I.T. Act for last three years, along with copy of Income Tax Acknowledgement.
- a) The tenderer has not been black listed by the Government or any other organization for failure to pay any other reason.
 - b) The tenderer has not been adjudged by any court as involving moral turpitude or any criminal activities.

5. Schedule of Dates for e-tendering:

SI. No.	Activity	Date & Time
i)	Publishing date	26.06.2020
ii)	Document Download start date	26.06.2020
iii)	Bid submission start date	26.06.2020
iv)	Pre bid meeting date	07.07.2020
v)	Document Download end date	17.07.2020 upto 10.00 AM
vi)	Bid submission end date	17.07.2020 12 noon
vii)	Last date of physical submission of cost of documents including EMD	17.07.2020 upto 12 noon

Sl. No.	Activity	Date & Time
viii)	Technical Bid opening date	20.07.2020
ix)	Uploading of preliminary list of Technically qualified bidders	22.07.2020
x)	Uploading of final list of Technically qualified bidders	22.07.2020
xi)	Financial Bid opening date	To be notified later

**6. The tender document would consist of two separate parts namely
1) Technical Part. 2) Financial Part.**

7. The tenderer is expected to examine carefully all instructions, terms and conditions of this e- tender. Failure to comply with the requirement of the tender documents at his risk.

8. CLARIFICATIONS :

In case any clarification or explanation is required by the tenderer he may obtain it in writing well in advance from WBTC provided that such request must be received before or at the time of pre-bid discussion, if considered necessary by the authority.

9. AMENDMENTS TO TENDER DOCUMENT:

At any time prior to the dead line for submission of tender the WBTC Ltd. may, for any reason whether at it's own initiative or in response to a clarification requested by intending tenderer, modify the tender document by issuance of an addendum, which will be uploaded in the e-tender document for incorporation in the tender and it will be binding on them to comply with the addendum.

10. In case any holiday announced by the Government of West Bengal, submission and opening of Tender would be on the next working day at the same time.

11. The successful Tenderer shall have to supply of COVID 19 materials within 03 (three) days from the date of receipt of the supply order.

TERMS & CONDITIONS FOR SUBMISSION OF OFFER

12. VALIDITY :

Validity of the offer shall be 60 (sixty) days from the date of acceptance of Tender. Thereafter it shall be treated as valid until the tender is withdrawn in writing on expiry of 60 (sixty) days.

13. CLARIFICATION OF OFFER:

To assist in examination and evaluation of the lowest offer, the WBTC may ask the offerer individually for clarification of their offer including break up of cost, reasons in case of very high / very low offer etc. The response thereof shall be in writing.

14. RIGHT TO REJECT :

WBTC reserves the right to accept or reject any offer and to annul or suspend the offer process and reject all the offers, without assigning any reason, at any time prior to award of contract without any assurance for costs or consequences on the part of the offers.

15. The rate should be quoted by the tenderer exclusive of all taxes, duties, royalties and other charges,
16. Rates must be quoted in words as well as in figures. In case of any discrepancies between word & figure, the rate quoted in words will prevail.
17. Tender must be signed by the authorized officers / persons supported by power of attorney or any such authority.

18. SUBMISSION OF OFFER:

The prospective tenderers / bidders shall submit their offer according to the schedule of dates for **e-tendering as mentioned in Para 05) in page no. 2.**

The bidders shall have to submit sealed technical bid into which he would submit his "company profile" as per Annexure-I and the sample of the materials for which he submits his offer of rate in financial bid (Annexure – II).

The bidders shall have to submit sealed financial bid into which he would submit his offer of rates in both figure and word for which he submits the sample of the materials in "technical bid".

The bidders shall have to submit their technical & financial bid through e-Tender system and the sample for each item is to be submitted in a sealed container / envelope to Sri Ranjan Dutta, D.M. (Marine), WBTC / Sri Dipankar Saha, Administrative Officer, WBTC at the ground floor Paribahan Bhawan-I, 12, R.N. Mukherjee Road, Kolkata- 700 001.

The financial bids of those bidders would be opened of which sample (s) has / have been approved by the Committee.

19. FINAL EVALUATION:

Final Evaluation of the financial part, evaluation and comparison of offers and recommendations concerning the award of contract shall be made by the TAC after conclusion of the process stated above. None of the tenderer / representative of the tender would be allowed to remain present at the time of evaluation by TAC.

Any effort by any tenderer to exert unfair influence in process of examination, clarification, evaluation and comparison of offers and to influence decision concerning award of contract may result in rejection of his offer.

20. TENDER LIABLE FOR REJECTION:

The offer is likely to be rejected if on opening it is found that :

- a) the tender has not strictly followed the procedure laid down for submission of offer.
- b) the tenderer has proposed additional conditions.

- c) Addendum are not taken into consideration.
- d) the tenderer has not signed the offer.
- f) the tenderer has made misleading or false representations in any of the forms / statements and attachments submitted in support of his fulfillment of eligibility criteria.

21. CORRECTION OF ERRORS:

If there is any discrepancy between the offer quoted in figures and in words, the offer in words will be treated as offer.

22. AWARD CRITERIA.

- a. WBTC shall award the contract to an offerer whose offer has been found to satisfy all the requirements of the offer / document and whose offer has been adjudged most beneficial to the WBTC.

- b. WBTC reserves the right to accept and award the job to one or more than one tenderer / bidder.

23. NOTIFICATION OF AWARD:

Letter of acceptance (LOA), to be treated as supply, to be issued on finalization of tender intimating the tenderer, that he would be required to execute an agreement, copy of which will be enclosed with the LOA, within 10 days from the date of issue of LOA and requesting the selected tenderer to submit the bank guarantee within 10 days.

24. Transport:

The tenderer shall make his own arrangements for supplying the materials at his own cost and by his own transport.

25. Service of Notice:

Any Notice, correspondence etc. issued to the authorized representative or left to his address, will be deemed to have been issued to the tenderer himself.

26. Indemnity:

The tenderer shall indemnify the WBTC in respect of any damage or compensation payable by law in respect of or in consequence of any accident or injury, willful or otherwise, to any workmen or other persons or property during execution of supply and must have all inclusive insurance for payment of such damages and or compensation.

**Jt. Managing Director,
WBTC Ltd.**

Annexure-I

PROFILE:

1. Name of the company / supplier of repute:
2. Address of office with telephone No. Fax No.: -
Mobile No.
3. Nature of the company (partnership /proprietorship
/ Pvt. limited/ Public limited): (Enclose supporting documents)
4. Details of previous experience in supply of COVID-19 materials during last 04
(four) months.

(Attach supporting documents)

5. Current work in hand:(Attach supporting documents)
6. IT, ST, PTRegistration nos. (Enclose latest certificates)
7. G.S.T. Registration no.:

**Signature of the tenderer / bidder
with office seal**

ANNEXURE - II**FINANCIAL BID FORMAT**

Date :

From : M/s _____

 Phone No. _____
 Mobile No. : _____

To : The Joint Managing Director
 West Bengal Transport Corporation Ltd.
 12, R. N. Mukherjee Road
 Kolkata - 700 001.

**Sub: Financial Bid for Supply of undermentioned COVID - 19
materials.**

S i r,

I do hereby submit quotations of rates of price of the undermentioned materials of COVID - 19.

Sl. No.	Name of the Material	Rate Offered		Sample Provided (Yes / No)
		Per Unit	Rate exclusive of all taxes	
1.	Reusable face mask	Nos.		
2.	Face Shield	Nos.		
3.	Hand Sanitizer 50 ml having minimum 70 % alcohol (certificate to be provided as per WHO standard)	Nos.		
4.	Hand Sanitizer 100 ml having minimum 70 % alcohol (certificate to be provided as per WHO standard)	Nos.		
5.	Hand Sanitizer 500 ml having minimum 70 % alcohol (certificate to be provided as per WHO standard)	Nos.		
6.	Room Disinfectant like Dettol / Savlon	Ltr.		
7.	Sodium Hypochloride (5%) (sample to be provided with chemical test certificate)	Ltr.		
8.	Sodium Hypochloride (10%) (sample to be provided with chemical test certificate)	Ltr.		
9.	Personal Protection Equipment (PPE) kit	Nos.		

Yours faithfully,

Date :

(Name & Designation of the authorized signatory with office seal)