

Sl. No.	Issued to M/s. _____	M.R. No.
	_____	Date

TENDER DOCUMENTS

For Plant & Machineries for KALYANI UNIT

BOD INCUBATOR WITH SHAKERS

Advertisement Number: 20 Dated 23.09.2015

TENDER NO. : **20/4/ BOD INCUBATOR WITH SHAKERS**

DATE : **23rd September 2015**

LAST DATE & TIME OF SUBMISSION : **13th October 2015 up to 4.00PM**

DATE & TIME OF OPENING : **14th October 2015 up to 12.30 PM**



West Bengal Pharmaceutical & Phytochemical Development Corporation Limited

(A Government of West Bengal Undertaking)

Regd. Office : Ilaco House, second floor, 1, B.T. Maharaj Sarani, Kolkata-700 001
Phones : EPABX lines : 033-2230-6355 * Fax No. 033-2230-1518 * E-mail No. wbppdcl@gmail.com
Procurement Deptt. 033-2230-6355 Extn.:34

PRICE-Rs100/-

Contd.2

Tender Notice No: PPDC/

Date : 23.09.2015

Sealed Tender is being invited from reputed Manufacturers having experience in manufacturing of the following items as detailed in ANNEXURE-1:
under following Terms & Conditions

Item No	Description	Quantity
4	As per ANNEXURE-I	1

Tenderer will have the liberty to present the best possible suggestive design drawing considering the above aspects along with offer beside our specifications mentioned in the Tender Documents. The drawing should be signed by the Tenderer.

A. BASIC POINTS

1. Important dates/general points:

- i. Sale of Tender document: **Up to 3 PM, 09th October 2015**
- ii. Cost of Tender documents: **Rs.100/- (Rupees One Hundred only)** each by cash or D.D drawn in favour of WEST BENGAL PHARMACEUTICAL & PHYTOCHEMICAL DEV. CORPN. LTD., payable at Kolkata. If downloaded form is used Rs100/- as cost of tender document has to be paid along with EMD or separately in cash with a separate certificate in its support. If tender form is purchased from office, copy of money receipt has to be attached.
- iii. Last date and time of submission of Tender: 04.00 PM on **13th October 2015**
- iv. Venue for Pre-bid meeting/submission /opening of tender: as noted in para 3 below.
- v. Date of opening of TENDER : 12.30 PM on **14th October 2015**
- vi. Earnest Money Deposit(EMD): as per **Instruction to the Tenderers**
- vii. Security Deposit: as per **Instruction to the Tenderers**
- viii. Performance Bank Guarantee: as per **Instruction to the Tenderers**
- ix. Pre-bid meeting: **3.00pm dated 01st October 2015(Thursday)**
- x. General
 - a) The offer should be submitted in envelope superscribed with Tender Notice No., date, name of the Item, Name of the Tenderer and the same must reach our office on or before the due date and time
 - b) The offer should be typed and without any corrections and erasures. Representative attending the tender opening should bring authorization letter from their respective authority.
 - c) Photo copy of cash receipt for purchase of Tender documents should be accompanied with the Offer.

2. The Tenderer will have to confirm the detailed specification; the Tenderer may, however, offer alternate design/specification with drawing, if any, if he can improve on the specification/drawing suggested in the present Tender document.
3. The envelope containing the Tender Document as well as all subsequent communications should be addressed and delivered to the office at :-

**PROCUREMENT DEPARTMENT
WEST BENGAL PHARMACEUTICAL & PHYTOCHEMICAL DEV.CORPN.
LTD.
ILACO HOUSE ,2ND FLOOR, 1, B.T.MAHARAJ SARANI
KOLKATA-700 001**

B. GENERAL INFORMATION

1. Submission of Offer

Units having the own manufacturing & fabrication facility with adequate experience for manufacturing of Tendered items are only eligible to submit offer. The offer should be a **TURN KEY OFFER** including transportation, delivery, installation & commissioning and training at our site. The offer must be submitted in sealed cover, superscribing the tender notice No. and date so as to reach this office on or before due date and time.

2. Validity of Offer

The offer shall remain valid for 180(one hundred and eighty) days from the date of closing of the Tender.

3. Eligibility of Tender

Tenderer shall enclose detailed information regarding his experience of fabricating such items with client list and brief details for the supply of Tendered items in last five years. It is reiterated that **original manufacturers only** should submit offer.

4. Price

The **prices should be indicated** as per the instructions given in the "Instruction to the Tenderers"

5. Delivery

The Tenderer should abide by the delivery schedule given in the Purchase Order. The WBPPDCL will consider forfeiture of EMD wholly in case of failure of order terms.

6. Payment Terms

Payment will be made as per terms mentioned in the "Instruction to the Tenderers."

7. General Lien

Whenever under this contract any sum of money is recoverable from and payable by the supplier, WBPPDCL Shall be entitled to recover such sum by appropriating in part or in full from the EMD /Security Deposit / Performance Bank Guarantee of the tenderer.

8. Penalty Clause

- a) It is a condition of this Tender that the supplier will strictly adhere to delivery schedule as committed by the supplier in the offer and accepted by WBPPDCL. In the event of failure to do so liquidated damages at the rate of 5% of the cost (basic price) of Tendered items for each fortnight's delay will be recovered from the EMD deposited by the Tenderer.
- b) The Tenderer must not indulge in any corrupt /unlawful practice while executing the contract. If any such attempt is reported and established, WBPPDCL shall have full right to forfeit the EMD in addition to taking other legal steps.
- c) Copy of Trade Licence, Sales Tax and Income Tax clearance Certificate or Xerox copies of last return submitted shall be furnished invariably along with the offer. Offers will not be considered in absence of these documents.
- d) The Offer must be carefully completed and submitted duly signed by the Tenderer with his stamp/seal.

**Procurement Supervisor
West Bengal Pharmaceutical &
Phytochemical Dev. Corpn. Ltd.**

I/We have carefully gone through the above Terms & Conditions of the Contract and I/We declare that I/We shall abide by the same in case the contract is awarded to me /us.

**Signature of tenderer
With Office Seal
(Mentioning capacity in which he signs)**

Date _____

C. INSTRUCTION TO THE TENDERERS

1. Quality

The offer for the Tender Items shall conform to the detailed Specifications as mentioned in our website www.wbppdcl.com herewith or to the improved design drawing which a Tenderer may suggest as advised in INTRODUCTION TO TENDERER in second page of this Tender Document to achieve the desired output. Certificate for the material used for construction and bought out items as described in the Tender documents should be provided at the time of supply of the machines.

2. Prices

- a) Price should be quoted firm in figures and in words on FOR Destination basis at KALYANI. The Offer should be on Turnkey basis. The cost break up should be shown separately in the Price Bid Format.
- b) No change in price during the validity period of offer and the order shall be acceptable except for changes in statutory Duties/Taxes which will be as per Rule/Law at the time of delivery.
- c) No taxes or duties shall be payable by WBPPDCL unless payment of the same is clearly indicated by the supplier in their quotation. Vague Terms like "As Applicable" will not be entertained. Central Sales Tax should be at concessional rate against Declaration Form. In case Excise Duty is charged both Customer and Transporter copies in original will have to be provided.

3. Earnest Money Deposit (EMD) and Security Deposit

- a) The Tenderer shall have to submit EMD along with his offer for **Rs.5000/-** crossed D/D in favour of "**West Bengal Pharmaceutical & Phytochemical Development Corporation Limited**" payable at Kolkata. The EMD shall be released after installation, commissioning and handing over of the ordered item/items at Kalyani unit having complied with the condition at Para-5 below.

TENDER RECEIVED WITHOUT EMD SHALL BE IGNORED

- b) However, SSI units claiming relief from payment of EMD should provide copy of the SSI Registration Certificate (Permanent). (Xerox copy of valid registration certificate together with necessary enclosures should be appended with the offer.) No adjustment of amount from previous EMD pending bills is permissible in any case. The enclosure "DECLARATION BY THE TENDERER" should be submitted duly signed and stamped along with the offer.
- c) If Tenderer is a SSI Unit and order is awarded to them, they have to provide Security Deposit for Rs. 5,000/- by DD or by Bank Guarantee which will be retained till handing over of the ordered items.
- d) The selected tenderer will have to submit a security deposit amounting to 10% of the finalized amount (without taxes) to get supply/work order.

4. Settlement of Disputes

All disputes arising in connection with the execution of the Contract against this Tender will be subject to the jurisdiction of the courts in KOLKATA only.

5. Quality Inspection

WBPPDCL may make final inspection of the ordered Items at manufacturer's site before delivery. However, performance of the supplied item/items should be shown after installation & commissioning at Company's site by producing sufficient number of trial run before final handing over.

6. Warranty

The supplied item/items must carry all comprehensive warranty regarding materials used and performance for one year from the date of handing over of the Ordered Item/Items.

7. Payment Term

- a) Payment will be released in two phases –
 - i. 50% on delivery, 30% after installation and commissioning to the satisfaction of the authority in WBPPDCL. Advance payment of any amount limited to 80% of final value may be released on submission of bank guarantee of similar amount valid for a period till completion installation and commissioning.
 - ii. 20% on submission of performance Bank Guarantee of the similar amount valid for the warrantee period OR after satisfactory completion of the warrantee period.
- b) Terms & Conditions as detailed in paragraph 8 of **GENERAL INFORMATION** shall be integral part of the Payment Terms

8. Price Bid Format

Tenderers are advised to submit their offers in the **Price Bid Format** enclosed duly incorporating the various details as provided in the PBF.

9. General

- a) The offer should be submitted in envelope superscribed with Tender Notice No., date, name of the Item, Name of the Tenderer and the same must reach our office on or before the due date and time
 - b) The offer should be typed and without any corrections and erasures. Representative attending the tender opening should bring authorization letter from their respective authority.
 - c) Photo copy of cash receipt for purchase of Tender documents should be accompanied with the Offer.
- 10. WBPPDCL reserves the right to accept or reject any or all offers received or accept any offer wholly or in part or increase /decrease the tendered quantity either in full or in part without assigning any reason thereof. LATE TENDERS WILL BE REJECTED**
- 11. No further advertisement will be published in newspaper/media. All corrections/ modifications /additions / deletions etc. will be published only in the website of this Corporation – wbppdcl.com.**

D. QUESTIONNAIRE FORM

Tender Notice No.PPDC/

Date.

Tenderer must carefully fill up all the points of this questionnaire Form . Vague Term like As per Offer” shall not be entertained. Tenderers are being advised to go through all the Terms/ Conditions/General Instructions provided in earlier chapters before submitting the offer

1.	<u>Name of the Firm</u>	<u>Address</u>	<u>Phone</u>	<u>Fax</u>	<u>Mail ID</u>
2.	Is your Firm a Proprietary Concern ? If so, Pl. give full name & address of proprietor.				
3.	Is your Firm Registered under?				
A)	Indian Partnership Act1922, if so, give full name , address , Phone No, of all the partners				
B)	Is your Firm Registered under? The Company’s Act,1956, if so, give full name , address , Phone No, of all the Directors and also copy of the Registration Certificate under Company’s Act.				
4	<u>Name of the contact Person</u>	<u>Designation</u>	<u>Address</u>	<u>Phone No.</u>	
	a) Factory				
	b) Kolkata Office				
	c) Other than Kolkata Office				
5	Whether offered material of construction and Bought out items conform to the approved specification?				
6.	Are you agreeable to provide all comprehensive warranty?		Yes / No Vide Paragraph-6		
7.	Please indicate your Delivery Period.				
8.	Please indicate the period for erecting-commissioning, demonstration & handing over.				
9.	Have you enclosed Photo copy of latest IT clearance Certificate ?		Yes / No.		
10	Have you enclosed Photo copy of Sales Tax Registration Certificate?		Yes / No.		
11.	Have you enclosed a photo copy of the Firm’s Trade License?		Yes / No,		
12.	Have you enclosed the documents in proof of your experience and Customers’ List./CREDENTIALS?		Yes / No.		

Date _____

**Full Signature with Office Seal of the Tenderer
alongwith Full name & Designation**

E. DECLARATION BY THE TENDERER

The undersigned on behalf of M/s. _____

Situated at _____

District _____ State _____

Under P.S. _____ Pin Code _____

Confirm that , I/We have gone through the 'INSTRUCTION TO THE TENDERER' including SPECIFICATION ,GENERAL INFORMATION, INSTRUCTIONTO THE TENDERER & TERMS & CONDITIONS of the proposed contract which forms part of the TENDER DOCUMENTS and I/We declare that I/We shall abide by the same in case the contract is awarded to me/us.

Date

Office Seal

**Signature of the Tenderer
alongwith full name & Designation**

ANNEXURE – I**SPECIFICATIONS FOR BOD Incubators with shaker of 25-30 nos. flask capacity**

Capacity	Approx. 1000 L
Temperature Range	Ambient +5°C to +80°C
Temperature Uniformity	±0.1 °C
Temperature Control	±0.1°C
Chamber	Stainless steel
No. of Shelves	4 -6
Shelves	Perforated stainless steel
Overall L W H	Approx. 80cm Approx. 80cm Approx. 180cm(not more than 200cm)
Number of doors (ea.)	1-2
Load per rack (kg)	25-60
Light Facility	Door side/wall sides
Inside door	Transparent acrylic
Outside door	Well insulated
Display	Digital display
Power	AC