

Mother Dairy Calcutta
P.O. - D.C.C. , Dist. - Hooghly, Pin - 712310

Ref No.: WBMD/PUR/25-26/TENDER-010

Date : 17.06.2025

E – NOTICE INVITING TENDER

E-Tender for ONE year contract for Servicing & Maintenance of Room Air Conditioners installed at Mother Dairy Calcutta, Dakuni & Salt Lake offices

A. **PREFACE :** Mother Dairy Calcutta invites e-tender offers in prescribed forms for TWO years contract for Servicing & Maintenance of Room Air Conditioners. (Submission of Bid through online). Detailed information / specifications and Terms & Conditions will be available in the **Tender Document from e-portal:** www.wbtenders.gov.in

B. SCHEDULE -

Sl. No	Nature of Work	Eligibility of Contractors / Suppliers for Participation	Earnest Money Deposit (Rs.)	Rate Validity of Bid	Time Allowed for Completion of job	Cost of Tender Fees	Estimated Tender Value (Rs)
01	ONE year contract for Servicing & Maintenance of Room Air Conditioners installed at Dankuni and Salt Lake Offices of Mother Dairy Calcutta	Bidder should have sufficient working experience in any Govt. / reputed organization of similar nature of work and it should be supported by current certificate issued by competent authority / photocopy of work order / photocopy of job completion certificate etc.	5000.00 (Rupees five thousand only)	120 days	365 days	525/- (including GST)	2,49,920.00 (excluding GST)

C. APPLICATION -

In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate as per Time Schedule stated herein under Sl. No- D. Necessary Earnest Money & Tender Fee will have to be submitted through **online** in favor of **MOTHER DAIRY CALCUTTA' payable at Kolkata** and also to be documented through e-filling. **The scanned copy of successful submission supporting copy of EMD & Tender fees should be submitted in online bid.**

a. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non- Statutory) and financial folder concurrently duly digitally signed in the **website** <http://wbtenders.gov.in>.

b. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the TECHNICAL Document of the tenderer is found qualified by the 'Tender Committee'. The decision of the 'Tender Committee' will be final and absolute in this respect.

c. The tenderers shall adopt the item rate / percentage and required to quote his rate item-wise or percentage-wise as specified in tender schedule (B.O.Q).

- d.** The acceptance of lowest tender is not obligatory and the authority reserves the right to accept or reject any of all the tenders without assigning any reason whatsoever.
- e.** Conditional and / or incomplete tender will be rejected summarily.
- f.** This notice shall form part of terms & conditions of the tender and the tenderer is bound to abide by them.
- g.** The firm who submitted false credentials / set back from the work after bidding lowest rate and acceptance / withdrawn from the job/ not completed the work after token start earlier in this organization should be barred from participation in the tender.
- h.** Firms black listed by any Govt. / Semi-Govt. organization are not eligible to participate in the tender. Contractors shall give an undertaking in this regard.
- i.** Contractors should not have a conflict of interest.
- j.** Duly attested / certified copies of the following documents are to be enclosed in the tender along with the e-application with authorized address & contact details of the tenderer. The originals are to be shown on demand :
- GST Registration Certificate, PAN card, I. Tax Return certificate for AY 2024-25 / current, Current valid trade license
 - Credentials / PO copy of supply / perform of similar job as specified above to any dairies/ Govt. / Govt. Undertaking / Co-operative Sector / any other Reputed Sectors.
 - Partnership Deed in the case of Partnership Firm or relevant part of the Constitution in the case of Registered Company. M.O.A. for Limited / Pvt. Limited Company.
 - Valid Registration Certificate in the case of Firm / Engineers' Co-operative Societies.
- k.** In the event of the application being submitted by a Firm, it must be signed separately by each Member of the Board of Directors / Partners or in the event of absence of any Partner, it must be signed on his / her behalf by a person holding a Power of Attorney authorizing him / her to do so.
- l.** Tenderers are requested to submit their e-tender forms along with all relevant documents as mentioned above. Tender will be treated as invalid if any of the required documents is not enclosed.
- m.** Chief General Manager reserves the right to place order(s) on one or more bidder(s) for required quantity and may accept any or reject any or all tenders without assigning any reason whatsoever.

D: IMPORTANT INFORMATION

Date & Time Schedule –

Sl.	Particulars	Date
01.	Date of Publishing of tender (our official website)	18.06.2025
02.	Date of Publishing in Newspapers & Govt.e-Tender Portal	18.06.2025
03.	Documents download end date (Online)	28.06.2025
04.	Pre-bid meeting at Dairy office at Dankuni (at 12.00 pm)	23.06.2025
05.	Bid submission start date (Online)	18.06.2025
06.	Bid submission Closing (Online) (at 2 pm)	28.06.2025
07.	Bid Opening date (Online) (at 2 pm)	30.06.2025

Chief General Manager

INSTRUCTION TO BIDDERS

General guidance for e-Tendering

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

Registration of Contractor: Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of WBHIDCO the contractor is to click on the link for e-Tendering site as given on the web portal).

Digital Signature certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

Submission of Tenders

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal -

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory cover containing the following documents**1) COST OF TENDER (FEES) and EMD**

Online Payment towards cost of Tender and EMD as prescribed in the **TENDER DOCUMENT** against each of the serial of work in **favor** of the **Mother Dairy Calcutta, "ONLINE" MODE**.

2) Tender Document

N.I.T. (NIT, Tender Document, and All Corrigendum, if any, downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

(b) Non-statutory cover containing the following documents

- (i) Trade License, Pan Card, IT Receipt for the Assessment year 2024-25 / current, GST Registration Certificate / acknowledgement
- (ii) Registration Certificate under Company Act. (if any).
- (iii) Registered Deed of partnership Firm / Article of Association & Memorandum of Article, if any. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- (iv) Credentials / PO copy of supply / perform of similar job as specified above to any dairies / Govt. / Govt. Undertaking / Co-operative Sector / any other Reputed Sectors.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. (a) and Sl. No. (b) will render the tenderer liable to be rejected for both statutory & non statutory cover.

Financial Proposal

The financial proposal should contain in two folders -

B.O.Q (Bill of Quantity)

The total rate is to be quoted at F.O.R. Dankuni basis in the B.O.Q excluding GST, TCS (if applicable) and all relevant charges. Quoted rate will be encrypted in the B.O.Q under financial Bid.

Price Breakup

It contains the scanned filled copy duly signed, sealed of Annexure A for detail price breakup of quoted rate with all applicable taxes (all inclusive).

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER -

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	Goods & Services Tax Registration Certificate / Acknowledgement. PAN copy, Trade License IT Receipt for Assessment year 2024-25 / current
B	Company Detail(s)	Company Details	Proprietorship Firm (Trade License) -Structure & Org.] Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License), Power of Attorney, Memorandum of Association and Articles of Association of the Company, Credentials / PO copy of supply of above / perform of similar job as specified above to any dairies / Govt. / Govt. Undertaking / Co-operative Sector / any other Reputed Sectors.

INSTRUCTION OF ONLINE PAYMENT FOR PARTICIPATING E-TENDER

1. www.wbtenders.gov.in
2. Right Hand Side – Last Option – Click on Bidders Manual Kit
3. Download the PDF file and read it carefully before starting your bid.
4. There are two online payment options – (a) Net Banking (ICICI Bank) (b) NEFT
5. If anyone chooses NEFT option for online payment, it is mandatory to start your bidding process at least four bank working days before the date of closing tender. Otherwise you have only option to pay online through Net Banking.