



Government of West Bengal
West Bengal State Haj Coommittee

Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat-700 160

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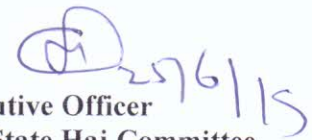
Memo No. WBSHC-2027/19

dated :25/06/2019

QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR SEWAGE TREATMENT PLANT (STP)

West Bengal State Haj Committee----- invites sealed tenders under three -bid system from reputed and experienced agencies for '**Annual Maintenance Contract (AMC) for SEWAGE TREATMENT PLANT (STP)**' at the above address.

1. The interested agencies/firms are required to submit the Technical and Financial bid separately. The bids in Sealed Cover-I containing "Technical Quotation" and Sealed Cover-II containing "Financial Quotation" should be placed in a third sealed cover superscripted "Quotation for Annual Maintenance Contract (AMC) For SEWAGE TREATMENT PLANT (STP) " and should reach WBSHC Office on or before 10.07.2019 during office hours from 11.00 A.M. to 03.00 P.M. Tender will be opened on 10.07.2019 at 4.00 PM at West Bengal State Haj Coommittee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata-700 160.
2. **No quotation will be accepted after last date of submission of quotation.**
- 3 The Technical Quotation (Annexure-I) and Financial Quotation (Annexure- II) duly singed by the firm/agency should contain in the Envelope-3 super-scribed with "Quotation FOR Annual Maintenance Contract (AMC) For SEWAGE TREATMENT PLANT (STP)".
3. Amount of Earnest Money to be Deposited as Rs. 7,000/-/- (Rupees Seven Thousand) Only in the shape of Demand draft, in favour of West Bengal State Haj Committee payable at kolkata
4. The quotation shall remain valid for 90 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through '**Tenders**' Section on the Office website wbhaj.com


Executive Officer
West Bengal State Haj Committee



**APPLICATION LETTER
(Specimen)**

To,
The Executive Officer
West Bengal State Haj Committee
Madinat-ul-Hujjaj,
Kolkata.

Subject: **COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR SEWAGE
TREATMENT PLANT (STP)**

Dear Sir,

In response to your Quotation Notice for the above mentioned contract, I/We, a Private/Public Ltd Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars:

S. No.	Description	Particular
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	a. Tele.no. b. Fax No. c. Mobile No. d. Website address, if any	
6.	Address of Branches, if any.	
7.	a. Name and address of Directors, in case of Company b. Name and address of Sole Proprietor c. Name and address of partners, in case of partnership firm	
8.	a. Name and designation of authorized signatory b. Address for communication c. Contact details:- 1) Phone:- 2) Mobile:- 3) Email 4) Fax:-	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as affecting the tender invited by on behalf of the WBSHC, I/We, the undersigned hereby offer for **SEWAGE TREATMENT PLANT (STP)**, in accordance with the terms and conditions as indicated by you in the said document. We also agree to submit the bill on quarterly basis. I/We will always keep the WBSHC indemnified of any claim/damages that WBSHC may have to pay with respect to the service.

I/We understand that the WBSHC reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The WBSHC further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Date

Signature
Name
Firm's Seal

Terms and Conditions

The firm/bidder will depute full time experienced and qualified Resident Engineer to rectify the faults instantly.

The other terms and conditions will be regulated as per the Terms and Conditions of the Model Maintenance Agreement attached with this letter of Invitation for Quotation.

1. Amount of Earnest Money to be Deposited as Rs.7,000/- (Rupees Seven Thousand) Only in the shape of Demand draft, in favour of the West Bengal State Haj Committee, payable at Kolkata.
2. Security deposit equal to 5% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of pay order/demand draft in favour of WBSHC or FDR pledged in favour of WBSHC shall be furnished at the time of awarding of AMC.
3. Payment will be made on quarterly basis, on production of bill and only after the completion of three monthly visits for rendering maintenance service. Payment shall be made on the basis of the number of visits made and no payment shall be made for more than 12 visits per month except for visits made at the behest of WBSHC.
4. In case of breach of any conditions of the contract and for all type of losses caused on the part of Contractor, WBSHC for from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the WBSHC.
5. The WBSHC under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him/her as herein provided or to endanger forfeiture of deposit mentioned under clause above.
6. The prices should be quoted in Indian Rupees only
7. Each bidder shall submit only one quotation;
8. Telex or Facsimile quotations are not acceptable
9. The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.
10. This office will evaluate and compare the quotations determined to be substantially responsive i.e. which are: Properly signed and Conform to the terms and conditions and specifications.
11. The Competent Authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.
12. Notwithstanding the above, the Competent Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
13. GST/other levies to be charged should be specifically indicated.
14. Incomplete bids are liable to be ignored.
15. The decision of the WBSHC, Kolkata shall be binding on all issued relating to quotation.

16. Submission of quotations: Sealed quotation super scribed on the envelope as Quotation for Comprehensive Annual Maintenance Contract (CAMC) for various brands of “SEWAGE TREATMENT PLANT (STP)” should be dispatched by registered post or delivered by hand to the following address:

**Executive officer
WBSHC**

I hereby agree with the above terms and conditions.

Name of the Firm/Agency _____

Signature with seal _____

Date: _____

Envelope-2 : FINANCIAL QUOTATION**FORMAT FOR SCHEDULE OF QUOTATION/RATES**

Sl. No.	Name of the item	Quantity	Unit Rate (RS.)	Total Amount without tax	Taxes if any	Total amount with taxes
1.						

Note:- The firm/bidder will depute full time experienced and qualified Resident Engineer in WBSHC to rectify the faults instantly.

Name:.....

Signature:.....

Date _____

Firm's Seal:

