



**SUNDARBAN DEVELOPMENT BOARD
DEPARTMENT OF SUNDARBAN AFFAIRS
GOVERNMENT OF WEST BENGAL
MAYUKH, 1ST FLOOR, SALT LAKE,
KOLKATA-700 091**

NOTICE INVITING TENDER

NIT No. 13 /SDB/AGRIL./MS&PD/NIT 2018-19

Memo No: 325 /SDB/Agri/2R-3/13 Pt.-I Dated, Kolkata, the 13th February, 2019

Sealed Tender is hereby invited by the Deputy Director of Agriculture, Sundarban Development Board from bonafide and resourceful Company/Vendors including Government Co-operatives, Co-operative Marketing Societies, Apex Bodies, etc. having valid license (as per norms of the Govt.) and experience of relevant nature and magnitude in Govt./Govt. undertaking for the supply of 31 (Thirty-one) units of **Office Almirah** to different Offices of Sundarban Development Board at different locations of Sundarban region. The details and the terms & conditions are mentioned in the tender document.

- The Tender Committee reserves all right to accept and reject the sealed tenders without giving any reason.

Sl. No.	Tentative Quantity required	Item & Its specifications	Time for Completion	Estimated value of the NIT(Rs.)
1.	31 Units	Office Almirah: 1) Dimension: 900 mm(W) X 507 mm(D) X 1950mm(H) 2) Construction & Material: Aesthetically appealing, completely knockdown construction. Removable Skirting to cover integrallegs. Legs fitted with screw type lever. Made from combination of CRCA 0.8 mm & 0.6 mm thickness and Steel Hinged Door. 3) Main Door Locking/Handle: Handle & Base aesthetically appealing. Ergonomic, flush with door made from Zinc alloy. Three-way 90-degree Removable key type Cam Lock & Locking mechanism.	20 days from issuance of supply order	Rs.4,76,600.00

		<p>4) Shelve: Height wise adjustable shelves.</p> <p>5) Body finish: Epoxy Powder Coated to the thickness of 50 micron (+/- 10).</p>		
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A. GENERAL TERMS AND CONDITIONS

1. The Tender Notice can be **downloaded** from the departmental Website on & from **18.02.2019 (11 AM)**. The Tender documents are to be submitted to the Office of the Deputy Director of Agriculture, Sundarban Development Board, Mayukh (1st Floor), Salt Lake City, Kolkata-700091. The **last date of submission of Tender documents is 27.02.2019 upto 3:00 PM**

2. Bid Price

a) The contract shall be for the quantity as per supply order/work order. b) All duties, taxes and other levies payable on the raw materials and components shall be included in the price. c) Cost of carriage of all items shall be included in the price. d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account (except in emergency like natural calamity etc.). e) The Prices shall be quoted in Indian Rupees only.

3. Eligibility for participation:

A. Technical credential:

Each bidder in its name should have completion certificate from appropriate authority (only in Govt. / Govt. undertaking/Apex Co-operative Bodies) for works of similar nature and for supply of similar magnitude (Supply of furniture, etc) which was satisfactorily completed in the last 5(five) financial years in either of the following cases.

(1) A similar nature of supply having a magnitude of minimum 40% of the tentative estimated amount put to tender of this NIT during last 5(five) financial years prior to the date of issue of this NIT.

or

(2) 2(two) similar nature of having a magnitude of minimum 30% of the tentative estimated amount put to tender of this NIT during last 5(five) financial years prior to the date of issue of this NIT.

Even if the bidders meeting the above qualifying criteria are subject to be disqualified if they have:

i) Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements and/or

ii) Record of poor performance such as abandoning the supply order, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc. and/or

iii) Participated in the previous bidding for the same work and had quoted unreasonably high/low bid prices and could not furnish rational justification to the Purchaser.

A declaration on antecedents and performance has to be submitted by the prospective bidder in Form no. 3.

a) Completion Certificate(s) submitted by the bidder should indicate the gross value of the

100% completed supply only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

- b) Completion Certificates for fully (100%) completed supply in any Government Office during the current year and in the last 4(four) financial years will only be accepted. Certificates issued for partly completed supply will not be considered.
- c) Completion Certificate of supply executed in any Government Organizations must be supported by Certificate(s) from the competent authority.
- d) The bidder or any of their constituent partners should neither have abandoned any supply nor has any of their supply been rescinded in the last 5(five) financial years. Such abandonment or recession will be considered as disqualification towards eligibility. A self declaration, in the form of an affidavit is required to be submitted in this regard.
- e) No supply orders/Work Orders will be considered as financial credentials.

B. Financial Criteria:

Average Gross Annual Turn Over of the bidder for three Financial Years should be at least Rs.10,00,000.00 (Rupees Ten Lakh). Bidder's net worth in three preceding financial year within zone of preceding five financial year should be determined from Audited Profit & loss Accounts and corresponding audited balance sheets.

6. The bidder / tenderer, has to supply the **Office Almirah** as per schedule of requirement to the Delivery Points.

7. The unit rate of the **Office Almirah** should include, delivery charges, handling charges, loading & unloading charges, freight charges, GST etc. Rates quoted are to be stated both in figures and in words. In case of any discrepancy between figure and words, the rate quoted in words will prevail. In case of any discrepancy between unit price and total price, the unit price shall prevail. No alternative rate or specification is acceptable.

8. The quality of **Office Almirah** should be good and conform to the specifications mentioned in the NIT. The authorities of Sundarban Development Board may verify the sources and records of procurement. The payment will be withheld and legal action will be initiated if the **Office Almirah** are found to be below standard. The vendor shall take away the delivered materials from the points at his own cost.

9. The Deputy Director of Agriculture, Sundarban Development Board or his authorized representative has the right to verify copies of relevant papers in connection with sources and records for procurement of **Office Almirah**.

10. The bidder/tenderer shall have to submit copy of Pan card, current trade license, GST registration certificate, upto date income tax return certificate, Professional Tax clearance certificate.

11. The Bidder Company must have NABCB accredited ISO 9001-2015, ISO 18001:2007, ISO 14001-2015, UL Green guard and Green CO Platinum Certification.

12. Bid not submitted as per prescribed procedures and guidelines will be liable for cancellation and will be termed as **Non-Responsive** and hence will not be considered for evaluation. However, the purchasing authority's decision in this regard is final.

13. The bidder/tenderer selected for the contract will be informed by an award letter of which the

acceptance has to be submitted to the authority within 3 (three) working days from the date of receipt of award letter, failing which the next responsive selected bidder will be approached for the contract.

14. The bidder/ tenderer have to deliver all the **Office Almirah** at the ultimate destination of the users as mentioned under "Delivery Points". No delivery charge, transportation charge (road/ river) or loading/unloading will be provided by the purchaser over and above the quoted price.

15. Each bidder shall submit only one bid/tender. Bidder shall not contact other Bidders in matters relating to this NIT. A bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

16. The bidder shall bear all costs associated with the preparation and submission of his Bid, and the Purchaser will in no case be responsible and liable for those costs.

17. At any time prior the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. The amendment if any will be notified in the portal.

18. In order to allow prospective bidders reasonable time to take the amendment into account while preparing their bid, the purchaser at its discretion, may extend the deadline for the submission of bids.

19. The Department reserves the right to order for any number of the units either on lower side or higher side irrespective of the number of units mentioned in the tender schedule depending on the fund availability.

20. The rates offered in the tender shall not exceed the M.R.P. listed price (inclusive of Taxes) If such incidences of quoting higher rates to this Board come to the notice at any time, during the course of the rate contract period, the Sundarban Development Board reserves the right to initiate an appropriate action against such firms including black listing them in addition to the forfeiting the EMD and security deposit.

21. The delivery must be completed at the destination point within stipulated date which shall be mentioned in purchase order. The failure to supply within the stipulated date may invite recovery of Liquidated damages @ 2% of the order value and shall be charged for a maximum grace period of delivery 1 day after stipulated date of delivery (except in case of Govt. Notified severe natural calamity); thereafter the delivery order shall automatically be cancelled.

22. Penalty shall be imposed for any kind of supply that is inferior or late or undelivered. Any deficiency seen in the above respect shall attract penal measures including black listing for the next three years and legal action against such offenders/defaulters.

23. If artificially low rates are quoted, the tender committee reserves the right to cross verify them and ignore them from consideration in order to prevent unethical trade practice.

24. In case of any dispute the purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation. If such informal negotiation fails, either party may require that the dispute be referred for resolution to the formal mechanisms.

25. Within seven (07) days of receipt of the Letter of Acceptance and after submitting the proper amount of performance security (as per Clause No. 7.3) the successful Bidder shall execute agreement with the undersigned and proceed with the work onwards. Draft Agreement available from office of the undersigned at any working day.

26. The evaluation of bid will be made as per existing rules & regulations of the Government of West Bengal. It is not obligatory to accept the lowest bid /rate.

27. **GUARANTEE:** i) The Bidder must provide one-year warranty for the **Office Almirah**.

28. **Earnest Money has to be submitted @ 2% (two percent) of the Estimated Amount.** Any bidder seeking exemption from payment of EMD must provide supporting documents (Government Order) in favour of such exemption.

The earnest money @ 2% of the estimated value has to be deposited by the intending bidder through Demand Draft in favour of **Member Secretary & Project Director, Sundarban Development Board.**

29. **Performance Security:** Within 7(seven) days from the date of receipt of award letter, the successful bidder shall have to furnish performance Security to the tune of 10% of the value of the order placed with the bidder/ tenderer. The proceeds of the performance security are required for compensation in case of any loss or otherwise resulting from the tenderer's failure to complete its obligation under the contract. The performance security will be discharged and returned to the successful bidder after satisfactory completion of the performance obligation failing which the same will be forfeited. The earnest money submitted by the successful bidder will be adjusted with the performance security. The remaining amount (8%) of the **Security/ Performance Security** will have to be deposited through Demand Draft / Bank Guarantee in favour of **Member Secretary & Project Director, Sundarban Development Board.**

The Performance security of the successful bidder will be forfeited in full in the event of failure to execute the contract in full or part within the stipulated time frame without sufficient and reasonable ground acceptable to the purchaser or any adverse report received in connection with quality of the **Office Almirah** being not at par with the specifications mentioned in the tender document. Apart from forfeiture of Performance Security, no payment against supplied materials will be made. In this connection the decision of the purchaser will be final and binding upon the bidder.

30. No mobilization advance and secured advance will be allowed.

31. Schedule of Dates for Tendering:

Sl. No.	Activity	Date & time
1.	<i>Publishing Date</i>	18.02.2019
2.	<i>Document Download start date/ Hard copy received from office</i>	18.02.2019, 11:00 AM
3.	<i>Bid submission start date</i>	18.02.2019, 12:00 Noon
4.	<i>Bid submission end date</i>	27.02.2019, 3:00 PM

A. Submission of Tenders: Tender documents may be submitted to the Office of the Deputy Director of Agriculture, Sundarban Development Board, Mayukh (1st Floor), Salt Lake City, Kolkata-700091 on working days within 10:30 AM to 5:00 PM.

I. Verification of original copies of documents of Tender

The Bidder may be asked to submit the Original documents for verification. If the bidder fails to submit the original copies within the due time, his tender will not be opened and his bid will stand rejected.

II. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the submitted copies or if there is any suppression, the tenderer may be suspended from participating in the tenders on of the Sundarban Affairs Department for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Government. Besides, Sundarban Affairs Department may take appropriate legal action against such defaulting tenderer.

III. Taxes & duties

The Offered rate by the Tenderer should be inclusive of all applicable Taxes & Charges (including GST), Transportation Cost, Handling charges, freight charges, loading & unloading charges etc.

IV. Site inspection before submission of tender

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of the Purchaser or his authorized representative, concerned with the work between 11.00 hours to 16.00 hours on any working day prior to date of submission of tenders.

V. Conditional and incomplete tender

Conditional and incomplete tenders are liable for summary rejection.

VI. Opening and evaluation of tender

- i. Tender will be opened by the Deputy Director of Agriculture, SD Board or his authorized representative. The prospective Bidders or their authorized representative may remain present at the Office of Sundarban Development Board, Mayukh, Kolkata-91 at the time of opening of Bid.
- ii. Proposals complete in all respect will only be accepted. Proposals corresponding to which the Tender cost & EMD have not been received will stand rejected.

a) Evaluation of Tender

Tender Committee, already constituted for acceptance of tender papers for Agriculture Division, Sundarban Development Board, will evaluate Technical Proposals of the tenderers, until further order.

b) Notifications of summary list of qualified tenderers

- i. Pursuant to scrutiny and decision of the Tender Committee, the name of successful tenderers will be notified in Office Notice Board.
- ii. During evaluation, the Committee may summon of the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

c) Provision for appeal and its disposal

- i. Intending tenderer who is not satisfied with the decision of the Tender Committee regarding evaluation may prefer an appeal to the Secretary, Sundarban Affairs department in writing (through facsimile / e- mail or speed post) within two working

days after the date of notification of the summary list of the successful tenderers. Copy of such appeal should also be sent to the Tender Inviting Authority.

- ii. The Appellate Authority i.e. the Secretary, Sundarban Affairs Department will dispose such appeals by hearing the aggrieved tenderers as well as consulting the Tender Committee within next three working days and the tenderer will be communicated accordingly.

d) Final publication of summary list of qualified tenderers

In case, the Appellate Authority asks the Tender Inviting Authority to consider tender of any of the aggrieved tenderers, who may have preferred appeal, the process of uploading of qualified tenderers will be re-done, through issuing necessary corrigendum. Date of opening of financial bid is to be intimated in the final summary list.

- e) **Bid Validity:** The Bid will be valid for six months from the date of opening of the bid and validity may be extended beyond the stipulated period on mutual agreement between both parties.

f) Acceptance of Tender:

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

g) Delivery points

Sl. No.	Office of Sundarban Development Board	Quantity
1.	Mayukh (1 st Floor), Sundarban Development Board, Salt Lake City, Kolkata-91.	01
2.	Canning Branch, Sundarban Development Board Canning Town,24Pgns(S)	11
3.	Kakdwip Branch, Sundarban Development Board Kakdwip,24Pgns(S)	10
4.	Nazat Branch, Sundarban Development Board Nazat,24Pgns(N)	09
TOTAL:		31

h) Payment Terms

- The payment towards this contract will be made after satisfactory completion of the entire performance obligation. The payment of final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.
- Necessary deductions such as Income Tax/GST/any other taxes/charges as per Government norms will be made from the billed amount at the time of payment to the supplier.
- Bill is to be prepared in favour of the Member Secretary & Project Director, Sundarban Development Board in quadruplicate, duly marked Original, Duplicate, Triplicate & quadruplicate and to be submitted along with duly receipted challans under cover of a letter. The Successful Bidder/Manufacturer can raise Challan/Bill/GST Invoice etc. of his own or his authorized distributor (Affidavit required to be submitted) to S.D. Board against supply of indented materials.
- A photocopy of the work order has also to be submitted with the bill.

- No advance payment towards cost of Office Almirah or for any other thing will be made to the approved Bidder.
- The Security deposit can only be refunded after satisfactory completion of supply of Office Almirah as per contract.
- No interest shall be given on money deposited by tenderer in form of security deposit.
- No extra work beyond the scope of the Agreement shall be allowed without prior permission from competent authority.

- **Forfeiture of Security Deposit:**

Security amount in full or part may be forfeited in the following case:

- ✓ When any of the terms and conditions of the contract is breached.
- ✓ When the tenderer fails to make complete supply satisfactorily except in cases when Government notifies Natural Calamity.
- ✓ Notice of fifteen days will be given in case of forfeiture of security deposit. The decision of the purchase officer in this regard shall be final.

- **Forfeiture of Earnest Money:**

Earnest Money will be forfeited in the following cases:

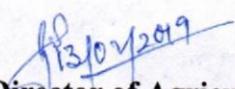
- ✓ When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- ✓ When tenderer does not execute the agreement, if any, prescribed within the specified time.
- ✓ When he fails to commence / complete the supply of the items as per supply order within the time prescribed. The Time limit may be extended by the competent authority in case of Natural Calamity.
- ✓ The tenderer will not claim anything in any shape from the Government if the work is curtailed or stopped at any stage for any reason. This will form a part of the contract.

i) **No Claim of Compensation for submission of Tender.**

No bidder shall be entitled to claim any expenses / charges incurred by him or incidental therein connection with submission of Tender

j) **Saving Clause**

No suit, prosecution or any legal proceedings shall lie against anybody under Sundarban Development Board or Sundarban Affairs Department, Government of West Bengal, or any person for anything which is done in good faith or intended to be done in pursuance of tender.

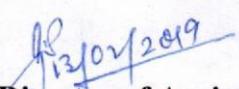

Deputy Director of Agriculture
Sundarban Development Board

Memo No: 325 /1(8)/SDB/Agril/2R-3/13 Pt.-I

Dated, the 13th February, 2019

Copy forwarded for information to the:

1. Secretary, Department of Sundarban Affairs, Mayukh, Salt Lake, Kolkata-91.
2. Member Secretary & Project Director, Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
3. Addl. Project Director (Admin.), Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
4. Sr. Jt. Project Director (Accounts), Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
5. Dy. Project Director (Accounts), Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
6. Dy. Project Director (Fisheries), Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
7. Forest Officer, Social Forestry Division, Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
8. Guard File.


Deputy Director of Agriculture
Sundarban Development Board

FORM-1

**APPLICATION FOR
TENDER**

**To
The Deputy Director of Agriculture
Sundarban Development Board**

NIT No:-

.....

Amount put to tender: Rs

Dear Sir,

Having examined the Statutory, Non-statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the supply as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, of quantities and addenda.

Dated this _____ day of _____ 201__

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids
For & on behalf of (Name of Firm): _____
(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

FORM-2

Certificate regarding Summary Statement of Yearly Turnover from Supply Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from supply business in favour of

.....
for the 3 (three) financial years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No	Financial		Remarks
		Turnover rounded up to Rs in lakh (two digit after decimal)	
1.			
2.			
3.			
Total			

Average Turnover: In Rs

Note:

1. Year preceding the current financial year is to be considered as Year-1.
2. Average turnover is to be expressed in lakh of Rupees, rounded up to two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In Case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' Column.

Signature of the bidder

FORM-3

Declaration on antecedents and performance

(To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature, which shall be treated as the self declaration of the bidder)

Ref: NIT No.....

To
The Deputy Director of Agriculture
Sundarban Development Board
Mayukh (1st Floor), Salt Lake City, Kolkata-700091.

I/We,Sri/Smt.....,the authorized signatory on behalf of do hereby affirm that I/We/any of the member of bidding against e-NIT no..... are not black listed or debarred from participation in state government procurements and tenders in the Sundarban Affairs department, Government of West Bengal, other department of the State Government and Government of India on the date of publication of this Notice Inviting Tender (NIT).

If at a latest stage this submission is found incorrect, the bidder company along with all its contingent members/owners/partners would be liable to penal actions as decided by the Government under the rules.

Dated this day of 2019

Full name of Bidder/Tenderer.....

Authorised Signatory:.....

In the capacity of :

Duly authorized to sign bid

For & on behalf of (Name of Firm) :.....

(In Block Capital letters or typed)

Office address with seal:

Telephone no(s)(Office).....

Mobile No:.....

Fax No:.....

E-mail ID:

(Signature of the Bidder)