



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

NOTICE INVITING TENDER

NIT No. SDB/AGRIL./MS&PD/NIT 01(e) 2018-19

Memo No: 1601/SDB/IS-3/18

Dated, Kolkata, the 11th October, 2018

E-tender in two Bid system is invited by the Deputy Director of Agriculture, Sundarban Development Board from the experienced, bonafide, eligible, resourceful manufacturers having experience of relevant nature and magnitude specially in Govt./Govt. undertaking through e-procurement on the portal <https://wbtenders.gov.in>. for supply of **Phosphate Rich Organic Manure (PROM)** to different Growth Centres under area of activity of Sundarban Development Board in South 24-Parganas and North 24-Parganas districts.

- The details and the terms & conditions are mentioned in the tender document.
- The Tender Committee reserves all right to accept and reject the online tenders without giving any reason.

Sl. No.	Tentative Quantity required	Item & Its specifications	Time for Completion	Estimated value of the e-NIT (in Rs.)																																						
1.	30,000 units (@ 25 kg Bag per Unit)	Phosphate Rich Organic Manure (PROM) [Specification as per Part-A of Schedule – IV of FCO'85 & latest amendment]: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Moisture % by weight, maximum</td> <td style="width: 50%;">: 25.0</td> </tr> <tr> <td>(i) Particle Size</td> <td>: Minimum 90% material should pass through 4.0mm IS Sieve.</td> </tr> <tr> <td>(ii) Bulk density (g/cm³)</td> <td>: less than 1.6</td> </tr> <tr> <td>(iii) Total Organic Carbon, % by weight, minimum</td> <td>: 7.9</td> </tr> <tr> <td>(iv) Total Nitrogen (as N) per cent by weight, minimum</td> <td>: 0.4</td> </tr> <tr> <td>(v) Total phosphates (as P₂O₅) % by weight, minimum</td> <td>: 10.4</td> </tr> <tr> <td>(vi) C:N ratio</td> <td>: less than 20:1</td> </tr> <tr> <td>(vii) pH (1:5 solution), maximum</td> <td>: 6.7</td> </tr> <tr> <td>(viii) Conductivity (as dSm⁻¹) not more than</td> <td>: 8.2</td> </tr> <tr> <td>(ix) Heavy metal content (as mg/kg)</td> <td></td> </tr> <tr> <td style="text-align: center;">% by weight, maximum</td> <td></td> </tr> <tr> <td>Arsenic (as As₂O₃)</td> <td>: 10.00</td> </tr> <tr> <td>Cadmium (as Cd)</td> <td>: 5.00</td> </tr> <tr> <td>Chromium (as Cr)</td> <td>: 50.00</td> </tr> <tr> <td>Copper (as Cu)</td> <td>: 300.00</td> </tr> <tr> <td>Mercury (as Hg)</td> <td>: 0.15</td> </tr> <tr> <td>Nickel (as Ni)</td> <td>: 50.00</td> </tr> <tr> <td>Lead (as Pb)</td> <td>: 100.00</td> </tr> <tr> <td>Zinc (as Zn)</td> <td>: 1000.00</td> </tr> </table>	Moisture % by weight, maximum	: 25.0	(i) Particle Size	: Minimum 90% material should pass through 4.0mm IS Sieve.	(ii) Bulk density (g/cm ³)	: less than 1.6	(iii) Total Organic Carbon, % by weight, minimum	: 7.9	(iv) Total Nitrogen (as N) per cent by weight, minimum	: 0.4	(v) Total phosphates (as P ₂ O ₅) % by weight, minimum	: 10.4	(vi) C:N ratio	: less than 20:1	(vii) pH (1:5 solution), maximum	: 6.7	(viii) Conductivity (as dSm ⁻¹) not more than	: 8.2	(ix) Heavy metal content (as mg/kg)		% by weight, maximum		Arsenic (as As ₂ O ₃)	: 10.00	Cadmium (as Cd)	: 5.00	Chromium (as Cr)	: 50.00	Copper (as Cu)	: 300.00	Mercury (as Hg)	: 0.15	Nickel (as Ni)	: 50.00	Lead (as Pb)	: 100.00	Zinc (as Zn)	: 1000.00	60 Working days from issuance of supply order	Rs.1,54,50,000=00
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A. GENERAL TERMS AND CONDITIONS

1. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
2. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 32.
3. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found to be qualified by the 'Tender Committee' formed by the Sundarban Development Board, Government of West Bengal. The decision of the 'Tender Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
4. **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.

5. 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 agricultural inputs) which was satisfactorily completed in the last three financial years in either of the following cases.

(1) One similar nature of supply (as per or likely to be similar to items of supply of BOQ of this e-NIT) having a magnitude of minimum 40% of the tentative estimated amount put to tender of this e-NIT during last 3(three) financial years prior to the date of issue of this NIT.

or

(2) 2(two) similar nature of supply (as per or likely to be similar to items of supply of BOQ of this e-NIT) having a magnitude of minimum 30% of the tentative estimated amount put to tender of this e-NIT during last 3(three) financial years prior to the date of issue of this NIT.

Credential for supply of agricultural inputs will only be considered as valid financial credential. Even though 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 financially 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. 4.

- 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 three 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 3 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 order 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 100% of the amount put to tender amounting to **Rs.1,54,50,000=00**. Bidder's Net Worth in any three preceding financial year within a 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 **P.R.O.M.** as per schedule of requirement to the Delivery Points.

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

8. The quality of **P.R.O.M.** should be good and conform to the specifications mentioned in the e-NIT. The authorities of Sundarban Development Board may verify the sources and records of procurement and may send sample of **P.R.O.M.** to standard testing Institution for testing. The sample may be drawn from Growth Centre points (delivery points) in presence of the vendor or its authorized representative. The entire cost of sampling and testing will be borne by the vendor. The payment will be withheld and legal action will be initiated if the test result of the **P.R.O.M.** comes to be negative/below standard. The vendor shall take away the delivered materials from the Growth Centre points at his own cost.

9. The bidder/tenderer has to submit attested copy of test certificate of the **P.R.O.M.**

10. The Member Secretary & Project Director, 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 **P.R.O.M.**

11. The bidder/tenderer shall has to submit copy of PAN card, current trade license, GST registration certificate, upto date Income Tax Return Certificate, Professional Tax Clearance Certificate, Bank Solvency Certificate.

12. An inspecting team of the Sundarban Development Board may visit the office factory/Godown of the successful bidder/ tenderer to inspect the quality of the **P.R.O.M.** in conformity with the specifications mentioned in the tender document. In the event of adverse Inspection Report, the work order placed upon bidder / tenderer will be cancelled forthwith and the bid Security (Earnest Money) will be forfeited. The bidder/ tenderer may also be charged with compensation for the damage / loss caused to the Sundarban Development Board.

13. The intending bidder/tenderer has to submit a physical sample (specimen) of the **P.R.O.M.** at the Head Quarter of Sundarban Development Board, Mayukh(1st Floor), Salt Lake City, Kolkata-91. This sample will be kept under the custody of the Sundarban Development Board till the completion of entire supply of the **P.R.O.M.**

14. 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.

15. 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.

16. The bidder/ tenderer has to deliver all the goods 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.

17. Each bidder shall submit only one bid/tender. Bidder shall not contact other Bidders in matters relating to this e-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. The bidder shall submit tender only on the e-procurement portal <https://wbtenders.gov.in>. Tender submitted through any other mode shall not be accepted. The Bidders are requested to go through the electronic process of Bid submission, available in the help manual on the e-procurement portal <https://wbtenders.gov.in>.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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(except under emergency like severe natural calamity) 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; thereafter the delivery order shall automatically be cancelled.

24. 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.

25. 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.

26. 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.

27. Within seven (07) days of receipt of the Letter of Acceptance and after submitting the proper amount of performance security 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.

28. 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.

29. Earnest Money: 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.

Earnest Money Deposit (EMD):- On line submission of EMD is mandatory. It is the pre-condition through which bidder can take part in e-procurement procedure. Details guidelines of the same may be obtained from Finance Department G.O. No. 3975-F(Y) Dated 28th July, 2016.

Procedure to be adopted for deposit of EMD/Bid Security related to e-procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc.:-

Login by bidder :-

- a) A bidder desirous of taking part in a tender invited by a State Government office /PSU/Autonomous Body/ Local Body/ PRIs etc. shall logon to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank payment Gateway.
 - ii. RTGS/NEFT in case of offline payment through bank account in any bank.

Payment procedure :-

- a) **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:-**
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

- ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/ PRIs, etc. Maintained with the Focal Point Branch of ICICI at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

(b) Payment through RTGS/NEFT:-

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

30. Performance Security: Within 5(five) 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 is 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 or security/ performances security to be deducted from running account bills.**

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 **P.R.O.M.** 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.

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

32. Schedule of Dates for e-Tendering

Sl no	Activity	Date & time
1.	<i>Publishing Date</i>	12.10.2018
2.	<i>Document Download start date</i>	12.10.2018, 1.00 P.M
3.	<i>Bid submission start date</i>	12.10.2018, 10.0P.M
4.	<i>Pre-bid meeting date</i>	30.10.2018, 2:00 PM
5.	<i>Bid submission end date</i>	02.11.2018, 12 Noon
6.	<i>Physical sample submission date</i>	01.11.2018, 2:PM to 4:00 PM
7.	<i>Technical Bid opening date</i>	02.11.2018, after 03:00PM
8.	<i>Uploading of Technical Bid Evaluation sheet</i>	To be announced later
9.	<i>Financial Bid opening date</i>	To be announced later
10.	<i>Uploading of Financial Bid evaluation sheet</i>	To be announced later

B. Submission of Tenders:

1. General Guidance for e-tendering:

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

i. Registration of Contractor:

Any contractor/bidder 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://etender.wb.nic.in> (the web portal of Public Works Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature certificate (DSC):

Each contractor/bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders/quotations 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 B.1. above. DSC is given as a USB e-Token.

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

iv. Submission of Tenders/Quotation:

Tenders/Quotations are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one is 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).

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded should be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

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

(a). Statutory Cover Containing the following documents:

i) N.I.T/N.I.Q. (*download 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. **In case quoting any rate in N.I.T/N.I.Q., the tender is liable to be summarily rejected.**

(b). Non-statutory Cover Containing the following documents:

- i. Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, VAT /G.S.TIN
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum, if applicable.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Tax Audited Report of Financial Statement in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 5 (*five*) years (year just preceding the current Financial Year will be considered as year – I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS) and relevant bye laws are to be submitted

vii. Valid Trade Licence.

Note: Suppliers are to keep track of all the Addendum/ Corrigendum issued with a particular NIT and upload the downloaded copies of the above documents and merge the Addenda/ Corrigenda with respective NIT in the NIT folder. Tenders submitted without the Addendum / Corrigendum will be rejected.

- i) Others: Any other documents found necessary

Note : Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.

Sl. No	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	<p>i) Valid GSTIN applicable under GST Acts.</p> <p>ii) Valid PAN Card in the name of bidder.</p> <p>iii) Valid Professional Tax Payment Certificate (Challan) (2017-18).</p> <p>iv) Latest IT Return.</p> <p>V) Valid 'Certificate of Manufacture' from Registering Authority in case of Manufacturers.</p> <p>Vi) Valid 'Letter of Authorization' in case of marketing of PROM</p>
B.	Company Detail (s)	Company Detail	<p>i) Proprietorship Firm (Valid Trade License/acknowledgement/receipt of application for trade license/Revalidation applicable under the rules)</p> <p>ii) Partnership Firm (Partnership Deed, Form-VIII/Memorandum of Registration of Registrar of Firms as applicable, Valid Trade License/acknowledgement/receipt of application for trade license/Revalidation applicable under the rules)</p> <p>iii) Ltd. Company (Incorporation Certificate, Valid Trade License/acknowledgement/receipt of application for trade license/Revalidation applicable under the rules, Memorandum of Articles of ROC ,List of current owners/Directors/Board Members)</p> <p>iv) Society (Society Registration certificate Copy, Society By-laws, latest available Auditor's report of Directorate of Cooperative Audit within preceding 5 years as per societies Acts & Rules Valid Trade License/ acknowledgement/ receipt of application for trade license/ Revalidation applicable under the rules)</p> <p>v) Power of Attorney.</p>
C.	Credential	Credential – 1	Similar nature of supply of goods done & completion certificate which is applicable for eligibility in this tender.
D.	Financial Credential	P/L and audited Balance Sheet for year 1pdf.1 P/L and audited Balance Sheet for year 2pdf.2 P/L and audited Balance Sheet for year 3pdf.3	Profit and Loss accounts and audited balance sheets along with relevant annexure containing the designated Forms 3CA/3CB/3CD,as applicable under IT Act, having Average Annual Turn Over above Rs.1,54,50,000=00 only. Audited Profit & Loss Accounts for last three years within the zone of preceding three financial years from date of publication of e-NIT is required.
E.	Man Power	Technical Personnel	List of Technical Staffs alongwith Structures & Organization (as per N.I.Q.)

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. B.2.(a). and Sl. No. B.2.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

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.

3. Financial Proposal

The financial proposal should contain the following document in one cover (folder).

Bill of Quantities (BOQ): The bidder is to quote the rate (item rate)(above, below or at par) online through computer in the space marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, & these should be virus scanned and digitally signed by the bidder)*

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 uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform 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

a) Opening of Technical Proposal

- i. Technical proposals will be opened by the Member Secretary & Project Director, SD Board or his authorized representative electronically from the website stated in Clause 1, using their Digital Signature Certificate. The prospective Bidders or their authorized representatives may remain present at the Office of Sundarban Development Board, Mayukh, Kolkata-91 at the time of opening of Technical Bid.
- ii. Technical proposals complete in all respect will only be accepted. Proposals corresponding to which the Tender cost & EMD have not been received will not be opened and will stand rejected.
- iii. Cover (Folder) for Statutory Documents would be opened first and if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

- iv. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee.

b) Tender Committee (TC)

Tender Committee, already constituted for acceptance of tender papers for Agriculture Division, Sundarban Development Board, will continue to function as Tender Committee (TC), for evaluation of Technical Proposals of the tenderers, until further order.

c) Uploading of summary list of technically qualified tenderers (1st round)

- i. Pursuant to scrutiny and decision of the Tender Committee (TC), the summary list of eligible tenderers whose Financial Proposals will be considered will be uploaded in the web portals.
- 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.

d) Provision for appeal and its disposal

- i. Intending tenderer who is not satisfied with the decision of the Tender Committee (TC) 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 uploading 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.

e) Final publication of summary list of technically 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.

f) Opening and evaluation of Financial Proposal

- i. Financial proposals of the tenderers declared technically eligible by the Tender Committee will be opened electronically from the web portal stated in Clause 1 on the prescribed date.
- ii. The Financial Evaluation will be uploaded in the web portal.
- iii. The prospective Bidders or their authorized representatives may remain present at the Office of Sundarban Development Board, Mayukh, Kolkata-91 at the time of opening of Financial Bid.

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

h) 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.

i) Delivery points

North 24 Parganas:

Sl. No.	Growth Centre Office of Sundarban Development Board	Block
1.	Haroa	Haroa
2.	Kalinagar	Sandeshkahli-I
3.	Bhangatushkhali	Sandeshkahli-II
4.	Minakhan	Minakhan
5.	Mahishpukur	Hasnabad
6.	Murarisha	Hasnabad

7.	Bhebia	Hasnabad
8.	Dulduli	Hingalgunj

South 24 Parganas:

Sl. No.	Growth Centre Office of Sundarban Development Board	Block
1.	Canning	Canning-I
2.	Ghutiary Sariff	Canning-I
3.	Deuli	Canning-II
4.	Basanti	Basanti
5.	Gosaba	Gosaba
6.	Chhoto Mollakhali	Gosaba
7.	Dakshin Barasat	Joynagar-I
8.	Natun Hat	Joynagar-II
9.	Madhya Gurguria	Kultali
10.	Jamtala Jalaberia	Kultali
11.	Ganeshpur	Kakdwip
12.	Rudranagar	Sagar
13.	Bamankhali	Sagar
14.	Namkhana	Namkhana
15.	Jadavpur	Mathurapur-I
16.	Mathurapur	Mathurapur-I
17.	Raidighi	Mathurapur-II
18.	Kuemuri	Patharpratima
19.	Madhavnagar	Patharpratima

j) 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/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 received challans under cover of a letter.
- A photocopy of the work order has also to be submitted with the bill.
- No advance payment towards cost of double geared paddled paddy thresher 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 double geared paddled paddy thresher 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: the 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.

k) **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

l) **Saving Clause**

No suit, prosecution or any legal proceedings shall lie against WB (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: _____/SDB/IS-3/18

Dated, Kolkata, the _____ October, 2018

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 against Common Interest

I/We, Sri/Smt. _____, the authorized signatory on behalf

do hereby affirm that I/We/any of the member of
..... bidding against NIT No.....

Sl. No do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date:

Signature of bidder

FORM-4

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:e-NIT No.....

e-tender ID 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 2017

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)

CHECK LIST

Sl. No.	Particulars of Documents Uploaded	Yes/ No
1	Whether Bid Security (EMD) has been Uploaded	
2	Whether copy of Trade License is uploaded	
3	Whether copy of PAN card submitted	
4	Whether Income Tax, and VAT Clearance Certificate/ GST Certificate uploaded	
5	Whether Audit report has been uploaded	
6	Whether Credentials uploaded	
7	Whether rate has been offered in prescribed proforma mentioned in the Tender Document	
8	Whether Certificate of Manufacture from Registration Authority has Been uploaded	
9	Whether 'Letter of Authorization' in case of marketing of PROM has Been uploaded	