



Government of West Bengal
Sundarban Development Board
Sundarban Affairs Department
Mayukh Bhavan, Salt Lake, Kolkata - 700091
Ph: 033-2337-1102/1052; Telefax: 033-2334-8195

Memo No. 1303/SDB/Fish/2M-9/16

Dated: 08/08/2018

NOTICE INVITING E-TENDER

NIT No – SDB/Fish/MS&PD/NIT-02(e)2018-2019

E-tender in two Bid system is invited by the Deputy Project Director (Fisheries), Sundarban Development Board for the supply of a) Floating fish feed for Brackish Water Fish Species: Parsia b) Fish fingerling of Brackish Water Fish Species: Parsia from eligible and resourceful Suppliers having sufficient credential and financial capability for execution of works of similar nature.

- 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.
- The tenders for the said work is available online <https://wbtenders.gov.in>

SI	Name of the Work	Specific ations	Description of 1 Unit & Total No. of Units to be supplied	Required Quantity	Estimated amount with all applicable taxes (Rs.)	Earnest Money to be deposited (Rs.)	Period of Completion of whole supply from date of putting supply order to the selected agency	Date of release of tender through e portal	Last date & time for online submission of tender
1	Supply of Floating Fish Feed	As per the Table in	50 kgs per unit; Total 540 unit	27 MT	12,15,000	24,300	90 days	10 th August 2018	31 th August 2018
2	Supply of fish fingerlings of Brackish Water Fish Species (Parsia)	Sl. No. 23	1000 piece per Unit: Total 540 unit	5,40,000 nos	32,40,000	64,800	90 days		

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. 24.
3. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Committee' formed by the Sundarban

Development Board. 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. Eligibility for participation:

- a. Manufacturers/ Suppliers/ Co-operative Societies/ Consortiums and Partnership firms may apply. The Bidder must be well established & experienced and having credential in similar nature of work @40% of the value of the proposed works in any financial year for any Government Department/ PSU/Government Companies in last 3 (three) years. Capability statement in separate sheet should be submitted along with Technical Bid. Bidder whose tender is accepted shall supply the item within 60 days from the date of issue of the supply order ensuring quality and description as per tender BOQ. Supply shall however be placed in different Block/location of North 24 Parganasa/South 24 Parganas district of West Bengal as per requirement of the authority.
 - b. Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.
 - c. Completion Certificates for fully (100%) completed works in any Government Office during the current year and in the last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.
 - d. Completion Certificate of work executed in any Government Organisation must be supported by Certificate(s) from the competent authority.
 - e. The bidder or any of their constituent partners shall neither have abandoned any work nor have any of their supplies been rescinded in the last 5 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.
5. The bidder / tenderer, has to supply Floating fish feed & fingerling- Brackishwater (Parsia) fish as per schedule of requirement to the Delivery Points.
 6. The unit rate of the Floating fish feed / fish fingerling- Brackishwater (Parsia) should include, delivery charges, handling charges 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.
 7. The quality of ingredients used for preparation of Floating fish feed and the quality of fish fingerling- Brackishwater (Parsia) should be good and conform to the specification. The authorities of Sundarban Development Board may verify the sources and records of procurement of Floating fish feed/ fish fingerling- Brackishwater (Parsia) for authentication of quality of the product. No Floating fish feed/ fish fingerling- Brackishwater (Parsia) will be accepted if it does not match the specification mentioned in the tender.
 8. 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 Floating fish feed / fish fingerling- Brackishwater (Parsia).
 9. An inspecting team of the Sundarban Development Board may visit the office factory/ nursery pond of the successful bidder/ tenderer to inspect the quality of the Floating fish feed / fish fingerling- Brackishwater (Parsia) in conformity with the specification 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.
10. 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.
 11. 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.
 12. 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.
 13. 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.
 14. 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.
 15. 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.
 16. 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 Member Secretary & Project Director, 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.
 17. 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.
 18. 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.
 19. 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.
 20. Earnest Money: The amount of Earnest Money have to submit @ 2% (two percent) of the Estimated Amount for every work.
 21. Performance Security: Within 5(five) days from the date of receipt of selection letter, the successful bidder shall have to furnish performance Security to the tune of 5% 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 of the 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 Floating fish feed / fish fingerling- Brackishwater (Parsia) supplied or ingredients used in preparing Floating fish feed are not at par with the specification 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

22. No mobilisation advance and secured advance will be allowed.

23. Technical Parameters:

Sl.	Name of the item	Specification	Quantity
1	Floating Fish Feed	Pelleted Floating Fish Feed, 3 mm size. Content of the Feed: Crude Protein: 25-30% (Minimum) ; Crude Fibre 8-10% (Maximum) Moisture 10% to 12% (Maximum); Acid insoluble ash: 2-4%	27 MT
2	L. <i>parsia</i> (Beng.- Parsia) fingerling	1-2 inch size	5,40,000 nos

24. Schedule of Dates for e-Tendering

Sl	Activity	Date & Time
1	Publishing Date	10/08/2018
2	Document Download Start Date	10/08/2018, 2 pm
3	Bid Submission Start Date	10/08/2018, 2 pm
4	Bid Submission End Date	31/08/2018, 5 pm
5	Technical Bid Opening Date	04/09/2018, 12.30 pm
6	Uploading of Technical Bid Evaluation Sheet	To be announced later
7	Opening of Financial Bid	To be announced later
8	Uploading of Financial Bid Evaluation Sheet	To be announced later

B. SUBMISSION OF TENDERS

General process of submission:

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.

I. Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardised formats in two covers (folders).

a) Technical File (Statutory Cover) containing

- i. Application for Tender - (Vide Form-1) (to be submitted in "Forms" folder)
- ii. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded and then uploaded and digitally signed (to be submitted in "NIT" folder).
- iii. Tender Fee- NIL
- iv. Earnest Money Deposit (EMD) – The EMD should be submitted by Net banking online (any of the banks listed in the ICICI Bank Payment Gateway). The Bidder may refer the GO of the Finance Department, Government of West Bengal vide Memo No. 3975 –F (Y) dated 28/07/2016. The value of EMD would be Rs. 24,300/- for Floating Fish Feed, Rs. 64,800/- for Fish Fingerlings.
- v. Average annual turnover from contracting business- Scanned copy of Summary statement of average annual turnover from contracting business for a period of last three financial years 2015-2016, 2016-2017 & 2017-2018 or for the period since formation of the Firm, if it was set up during the last 3- year period. (Vide Form-2). (to be submitted in "Forms" folder)
- vi. The EMD of the unsuccessful bidder/ tenderer will be refunded after evaluation and issuance of award letter to the selected tenderer.
- vii. Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant.
- viii. Credential Certificate: Scanned copy of credential certificate of completed works (after full delivery) of similar nature. (to be submitted in "credential" folder)
- ix. Declaration of not having common interest in the same serial- (Vide Form-3). (to be submitted in "Forms" folder.
- x. The bidder has to bear all cost associated with the preparation and submission of its bid, the authority inviting the bid will in no case be responsible or liable for these costs regardless of the consequence or outcome of the bidding.

Note: Tenders will be summarily rejected if any item in the statutory cover is missing

b) My Document (Non-Statutory Cover) Containing

- i. Certificates
 - a. Professional Tax (PT) Certificates and IT PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.
 - b. GST last updated Certificate.
- ii. Company Details:
 - a. Trade Licence for Proprietorship Firms.
 - b. Memorandum of Articles for Limited Companies.
 - c. Society Registration, Audit report, ARCS Certificate and Bye-Laws for Cooperative Societies.
- iii. Balance Sheet

Audited Balance Sheet of the last three financial years (2015-16, 2016-17 & 2017-18). Bidders whose annual turnover is less than 10 Lakhs shall need to submit

payment certificates obtained from clients and IT submission certificates for the corresponding years if audited balance sheets are unavailable.

(If the company was set up less than three years ago, audited balance sheet for the no of years since inception is to be submitted)

- iv. Addenda/Corrigenda: if published

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.

- v. 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.

II. **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) 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).*

III. **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.

IV. **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.

V. **Taxes & duties**

The Offered rate by the Tenderer should be inclusive of all applicable Taxes & Charges, Transportation Cost, Handling charges etc. GST, if any, is to be shown separately.

VI. **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

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07/08/18

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 Member Secretary & Project Director, SD Board 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.

VII. Conditional and incomplete tender:

Conditional and incomplete tenders are liable for summary rejection.

VIII. Opening and evaluation of tender:

a) Opening of Technical Proposal:

1. Technical proposals will be opened by the Deputy Project Director (Fisheries), SD Board as the representative of Member Secretary & Project Director, SD Board electronically from the website stated in Clause 1, using his Digital Signature Certificate.
2. 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.
3. 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.
4. 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

Tender Committees, already constituted for acceptance of tender papers for Fisheries Division, Sundarban Development Board, will continue to function for evaluation of Technical Proposals of the tenderers, until further order.

c) Uploading of summary list of technically qualified tenderers:

- i. Pursuant to scrutiny and decision of the Tender Committee, 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 may prefer an appeal to the Member Secretary & Project Director, Sundarban Development Board 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 Member Secretary & Project Director, Sundarban Development Board will dispose such appeals by hearing the aggrieved tenderers as well as consulting the Tender Evaluation 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 Evaluation 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.
- g) Bid Validity:
The Bid will be valid for 240 days from the date of opening of the financial bid.
- 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) Execution of Formal tender after acceptance of tender:
The tenderer, whose tender is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender accepting authority in quadruplicate copies of W.B.F. No. 2911.
- j) Delivery points
North 24 Parganas: Haroa, Sandeskhal, Minakhan, Mahispukur, Murarisha, Bhebia, Dulduli.
South 24 Parganas: Canning, Ghutiary Sharif, Basanti, Gosaba, Choto Molla Khali, Deuli, Dk Barasat, Natun Hat, Jamtala, Jalaberia, Madhya Gurguria, Kakdwip, Namkhana, Rudranagar, Bamankhali, Madhabnagar, Kuemuri, Patharpratima, Jadabpur & Raidighi
- k) Payment Terms
 - The payment towards this contract will be made after satisfactory completion of the entire performance obligation. Part payment may be allowed after approval of the Member Secretary & Project Director, SD Board.
 - 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 receipted 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 feed, fish fingerling, lime 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 fish feed, fish fingerling and lime 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:-
 - i. When any of the terms and conditions of the contract is breached.
 - ii. When the tenderer fails to make complete supply satisfactorily except in cases Government notifies Natural Calamity.
 - iii. 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.
 - i. When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
 - ii. When tenderer does not execute the agreement, if any, prescribed within the specified time.
 - iii. 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.
 - iv. 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.

l) 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

m) 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 indented to be done in pursuance of tender.

S. S. S. 08/08/18
Deputy Project Director (Fisheries)
Sundarban Development Board

Memo No.1303/1 (4)

Dated 08/08/2018

Copy forwarded for kind information to:

1. Additional Project Director (Admin), Sundarban Development Board.
2. Additional Project Director (M & E), Sundarban Development Board.
3. Senior Joint Project Director (Accounts), Sundarban Development Board.
4. Deputy Project Director (Accounts) & DDO, Sundarban Development Board.

S. S. S. 08/08/18
Deputy Project Director (Fisheries)
Sundarban Development Board

FORM-1

Application for e-Tender

To
The Deputy Project Director (Fisheries)
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.

Signature of the bidder

*Actual
08/08/18*

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

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08/08/18

CHECK LIST

Sl. No.	Particulars of Documents Uploaded
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 Updated 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 Registration Certificate has Been uploaded

Done
02/05/18