

**West Bengal State Food Processing  
&  
Horticulture Development Corporation Ltd.**  
(A GOVT. OF WEST BENGAL ENTERPRISE)  
MAYUKH(2<sup>ND</sup> FLOOR)  
BIDHANNAGAR,KOLKATA-700091  
Phone: (033)23587357/23343973

No. 468/WBSFPDCL/1678/2018-19

Dated: 30.01.2019

NOTICE INVITING E-TENDER FOR SUPPLY OF QUALITY SEEDLINGS/SAPLINGS AT  
VETIVER NURSERY SCHEMES OF DIFFERENT GRAM PANCHAYETS UNDER  
ALIPURDUAR DISTRICT

On-line tenders are hereby invited in two bid system from reputed, experienced and bonafide **Agencies/Suppliers/Firms/Companies situated** within the territory of West Bengal or having its regional office in West Bengal for supply of **Vetiver Tiller at some specified locations of different Gram Panchayets of Alipurduar district under MGNREGA scheme .**

The **Tender processing Fee of Rs. 500/- (Rupees five hundred) only** and the **Earnest Money of Rs 25,000/- (Rupees twenty five thousand)only** are required to be delivered in person to the Accounts Section of this Corporation latest by the last date and time of bid submission.

TERMS & CONDITIONS

1. The intending tenderer will be required to participate in e-tendering and all the tenderers should have digital signature for the purpose of participation in e-tender process.
2. The successful tenderer shall have to supply the tendered item/s, at the specific location of different Gram Panchayets **within 10(ten) days from the date of communication of the approval of the Competent Authority.**
3. Participation in the bid shall amount to the bidder's acceptance of the terms & conditions of the e-tender .
4. Bidder shall submit on or before the last date given in the Notice Inviting e-tender the Technical bid and Financial bid on-line in the prescribed Format **given in the Website.**

5. The Technical bid should consist of the following documents in separate sealed cover-
- a) The Tender Processing Fee of Rs. 500/- (Rupees five hundred)only and the Earnest Money of an amount of Rs. 25,000/-(Rupees twenty five thousand) only in the form of Pay Order/ Demand Draft from any Nationalised Bank drawn in favour of West Bengal State Food Processing & Horticulture Development Corporation Limited payable at Kolkata issued after the date of issue of this e-tender and to be deposited to the Accounts Section of this Corporation on or before the closing date and time of tender.
  - b) Self attested copy of PAN Card
  - c) Income Tax Return of the last financial year
  - d) Valid Trade Licence
  - e) Self attested copies of GST Registration
  - f) Up to date Professional Tax Receipt.
  - g) The application must have the credential for supply of Vetiver Tillers or Horticultural saplings worth Rs. 2,00,000/- (Rupees two lakh)only to a Govt. / Semi Govt. Organization/Public Undertaking/Statutory bodies/Local Bodies/ Parastatals in a financial year within the preceding two years. Such supply must be supported by the payment certificate from the ordering authority.
  - h) Annual financial turnover for supply of quality seedlings/saplings and or for similar nature of work during the last three years, ending on 31<sup>st</sup> March of the previous financial year, duly audited by a registered Chartered Accountant Firm.
  - i) The tenderer must furnish the supporting documents on-line. Failure to furnish valid documents on-line may lead to rejection of e-tender summarily. The tender is liable to be ignored if complete information is not given therein.
  - j) The tender shall consist of two parts 1) Technical Bid and 2) Financial Bid. All information required to define the eligibility of intending tenderer should be furnished in Annexure-1.Financial Bid should consist of all the information sought in prescribed Format only.
  - k) The Technical Bid and Financial bid should be opened on-line only. The Financial Bid of only those bidders shall be opened who will qualify the technical bid evaluation criteria.

- l) The intending tenderer or his authorised representative may remain present at the time of opening of tender by the constituted Committee
  - m) The tenderer shall quote the rate in the prescribed form (Annexure-II) for price bid on a single responsibility basis and it should cover all obligations and liabilities of the tenderer. The rate **shall be inclusive of all kind of taxes including the delivery charges for supply of saplings at the specific locations of the Gram Panchayets.**
  - n) The Offered rate **shall remain valid for a period not exceeding one year, no enhancement in the approved rate shall be entertained by the Corporation during the financial year 2019-20.**
  - o) The tenderer is expected to examine all instructions, terms & conditions put in tender before participation in the On-Line tender.
  - p) The **quantity of the tendered item may increase or decrease as per field requirement for which no extra charges can be claimed by the tenderer.**
  - q) The **tenderer shall submit sample of the tendered item** as per specifications to the Head Quarter of this Corporation on or before the last date and time of submission of technical bid. Non submission of sample will lead to rejection of bid.
  - r) No transportation charges will be paid to the tenderer towards submission of samples.
  - s) Bid Security of the unsuccessful tenderer will be returned to them at the earliest. But it will be forfeited if the bidder intends to withdraw his bid within the period of tender validity. Also the bid security will be forfeited, if the successful tenderer fails to deliver or supply the tendered items within the specified time frame.
6. For e-Filing, the intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The scanned copies of earnest money and other documents are to be submitted through e-filing.
  7. Besides e-Filing, the EMD (Earnest Money Deposit) along with the copies of all documents as mentioning in SL. No. 5 (a to g) should be submitted physically to the office of the West Bengal State Food Processing & Horticulture Development Corporation Ltd. under sealed cover within the specified time before the bid opening. However the Corporation (Tender Inviting Authority) will not be held responsible for late delivery or loss of the DD/ pay order if mailed through post / courier.

8. The documents submitted by the bidders should be properly indexed & digitally signed.
9. The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
10. During the scrutiny, if it comes to the notice of the Tender inviting authority that the credential(s) and/or any other paper(s) of any bidder is/are incorrect/ manufactured/ fabricated, that bidder will not be allowed to participate in the tender and that application will be rejected outright. The West Bengal State Food Processing & Horticulture Development Corporation Ltd. reserves the right to cancel the N.I.T. at any time without showing any reason for the interest of the public and no claim in this respect will be entertained.
11. Before issuance of the WORK ORDER, the tender inviting authority may verify the original documents of the credential(s) and/ or other document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the document(s) submitted by the lowest tenderer is/are either manufactured or fraudulently fabricated , the work order will not be issued in favour of the said Tenderer and earnest money will be forfeited.
12. The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and will not be bound to accept either the lowest tender or any of the tenders. The accepting authority reserves the right to split up the offer among L2, L3 and others on L1 price for completion of time bound programme.
13. Payment will be claimed by the tenderer on submission of Bill in duplicate along with the receipt challans from the competent Authority and it will be released to the supplier after getting mortality report and requisite fund from the requiring body.
14. The tenderer must have infrastructure to provide after sale service at district level in West Bengal. The list of service centre (district wise) is to be furnished in the Technical bid.
15. The undersigned reserves the right to call a separate E-Expression by superseding this Expression at any time as may be deemed necessary for public interest without assigning any reason thereof.

16. IMPORTANT DATE AND TIME SCHEDULE:

S1. No.	PARTICULARS	DATE & TIME
1.	Date of uploading (Publishing) of N.I.T. Documents (Online)	30.01.2019
2.	Documents download start date (Online)	30.01.2019 from 3 P.M.
3	Bid proposal submission start date (Online).	30.01.2019
4	Pre bid meeting	6.02.2019 at 14:00
4	Documents download end date (Online)	13.02.2019 upto 11 AM
5.	Bid proposal Submission end date (Online)	13.02.2019 upto 2 PM
6.	Last Date of Earnest Money Deposit (Off line)	13.02.2019 at 2 PM
7.	Date & Time of opening of technical bids (Online only)	15.02.2019 at 2 P.M.
8	Date & Time of opening of financial bids (Online only)	19.02.2019 at 2P.M.
9	Place of opening of bids	General Section of WBSFP&HDCL, Mayukh 2 <sup>nd</sup> floor, Bidhannagar, Kolkata- 700091
10	Address for communication	Managing Director, WBSFP&HDCL, Mayukh 2 <sup>nd</sup> floor, Bidhannagar, Kolkata- 700091

MANAGING DIRECTOR  
W.B.S.F.P.&H.D.C.Ltd

TECHNICAL BID

Sl.No.	Particulars	Details thereof
1.	Name of the Tenderer	
2.	a) Full Office address of Agency/Supplier/Firm/Company	
	b) E-Mail I.D.	
	c) Mobile No.	
3.	Location of the Nursery (in case of grower/supplier )	
4.	Name of the contact person with Mobile Number	
5.	Eligibility particulars of the Tenderer (Scanned copies to be uploaded)	
	a) PAN Number	
	b) Income Tax Return of the last financial year	
	c) Valid Trade License No.	
	d) G.S.T. Registration No.	
	e) Uptodate Professional Tax Receipt	
	f)Credential worth Rs. (as per Clause 5g)	
6.	Annual Financial Turnover for the last 3(three) years duly certified /audited by registered Chartered Accountant Firm	
7.	Amount of E.M.D. submitted	
8.	Any other points considered to furnish	

UNDERTAKING

1. I undertake that all of above statements given against the prescribed columns are true to the best of my knowledge and belief.
2. I have also gone through all terms & conditions meticulously and I undertake to comply with those terms and conditions sacrosanctly.
3. The rate quoted by me will be valid and binding upon me for the entire period of contract.

4. The Earnest Money and all other documents required for qualifying the technical bid will be submitted in hard copies to the office of the Corporation.
5. If I fail to complete the supply within the period stipulated in the work order due to my own fault, the Corporation shall reserve the right to forfeit the Earnest Money deposited by me in this regard.
6. I shall maintain the quality of the saplings which are to be delivered at different locations of Gram Panchayets and shall replace the saplings which will be of inferior quality (if any) at my own cost. Also, in case of mortality beyond 5%, the balance quantity of above 5% will be recouped at my own cost.

Date:

Proprietor

Place:

/Supplier/Firm/Company

Signature of the

Agency

ANNEXURE -II

FINANCIAL BID

The tenderer should quote rate which shall be inclusive of all taxes and delivery charges at the specified locations of different Gram Panchayets.

Sl.No.	Items	Average length of the Saplings.	Approximate quantity ( in nos)	Rate per Unit ( in figures as well as in words)
1.	Vetiver Tiller	8'' - 10''	1,11,500	

Date:

Proprietor

Place:

Agency/Supplier/Firm/Company

Signature of the