



**WEST BENGAL STATE FOOD PROCESSING  
&  
HORTICULTURE DEVELOPMENT CORPORATION LIMITED  
(A GOVT. OF WEST BENGAL ENTERPRISE)  
BENFISH TOWER (6<sup>th</sup> Floor)  
31, G.N. Block, Sector-V  
KOLKATA - 700091**

No: 440/WBSFPHDCL/1712/2019-20

Date: 02.08.2019.

**NOTICE INVITING E-TENDER**

**1. Invitation**

On line tenders are hereby invited in two bid system from the reputed, experienced, bonafide Nurseries having sufficient credential and financial capabilities for supplying the following Forestry plants to the different Gram Panchayets of any district in the State of West Bengal.

**STATEMENT OF SUPPLY**

Name of the Item	Character s & Specificati ons	Quantity	Place of delivery	Earnest Money	Period of Completion of work	Eligibility of supplier
Neem	As enclosed in Annexure-1	1 Lakh (approx.) which may increase or decrease by 20% as per field require.	At any destination of any Gram Panchaye t of West Bengal	Rs.10,000/-	15 days from the date of issue of supply order	Experienced, Bonafide nursery having necessary credentials.

- Intending tenderer may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of the Digital Signature Certificate and submit the Technical Bid as well as Financial Bid online on or before the last date and time given in the Notice Inviting e-tender.
- The prospective applicant must have to deposit Rs.10,000/- as Earnest Money by Pay Order / Demand Draft drawn in favour of the West Bengal State Food Processing & Horticulture Development Corporation Ltd (WBSFP&HDCL) from any Nationalized Bank. The scanned copy of EMD must be uploaded in technical folder.
- The Earnest Money Deposit (EMD) may be submitted physically/sent through post to the office of the West Bengal State Food Processing & Horticulture Development Corporation Ltd. under sealed cover so as to reach this office before opening date of the technical bid.  
( Financial quote must not be sent through post / physically )

### **Date and Time Schedule**

Sl.No.	PARTICULARS	DATE & TIME
1.	Date of uploading (Publishing) of N.I.T. and other Documents(Online)	02.08.2019
2.	Documents download start date (Online)	02.08.2019
3.	Bid proposal submission start date (Online)	02.08.2019
4.	Documents download end date(Online)	09.08.19 up to 3.00 p.m.
5.	Bid proposal Submission end date(Online)	09.08.19 up to 4.00 p.m.
6.	Last date of Earnest Money Deposit(Off line)	09.08.19 up to 4.00 p.m.
7.	Date & Time of opening of technical bids(Online)	13.08.19 at 12.00 p.m.

### **2. Eligibility criteria for participation in the Tender**

- i. Experienced, bonafide Bidders having Nurseries should have(in the name of the Bidder) availability of at least 50,000 nos. of plants of the requisitioned variety.
- ii. The prospective Bidder should have credential for supply of Horticultural saplings/ Forestry plants of any variety to a State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals of an amount of Rs.1 Lakh (Rupees one lakh) only within the last two consecutive financial years from the date of issue of this Notice.
- iii. The tenderer must submit the copy of the Payment Certificate or Work Completion Certificate, as the case may be, under the signature of Competent Authority for supplying the horticultural saplings/ Forestry plants. The said Certificate should contain the particulars of the items, period of supply and the total value of supply.
- iv. The Responding Tenderer shall have adequate capacity to supply at least 90% of the capacity as mentioned above.
- v. Location of the Nursery and the available quantity ready to supply should be furnished by the Tenderer in Annexure - II.
- vi. Copies of the Certified/ Audited Annual Accounts along with Income Tax Return for any two financial years from the F.Y 2015-2016 to 2018 -2019 should be produced.
- vii. Copies of PAN Card, P.Tax Deposit Challan for the year 2018-19/ 2019-20, Trade License (valid on the last date of submission of Tender) should be submitted by the Tenderers.

### **3. Collection of Bid Documents**

The tenderer can search and download NIT and Tender Documents electronically from computer once he logs on to the website, as mentioned, using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **4. Submission of Tender**

Tenders are to be submitted through online to the website as stated in two folders, one is Technical bid and the other is Financial bid, before the scheduled date and time using the Digital Signature Certificate.

#### **a) Technical proposal**

The technical proposal shall contain the scanned copies of the following-

- NIT with all terms & conditions (Download and Upload the same digitally signed).
- Application in Annexure-II.
- Credentials for supply of horticultural saplings/ Forestry plants
- **Copies of-**
  - i) PAN Card
  - ii) P. Tax Deposit Challan for the financial year 2018-19/2019-20
  - iii) Trade License (valid on the last date of submission of the Tender)
  - iv) EMD
- Certified/Audited Annual Accounts along with Income Tax Return for any two financial years from the F.Y 2015-2016 to 2018 -2019 .

**The requisite documents are to be submitted in the respective folder of the E-Tender portal.**

**Failure in submission of any of the above documents may render the tenderer liable to be rejected.**

#### **b) Financial Proposal**

The Financial proposal should contain-

Bill of Quantity (BOQ):-The supplier is to quote the rate online in the space marked for quoting Zone-wise rate per piece in the BOQ against the indicative price assessed by the Corporation. The rate is to be quoted in figure as well as in words.

**The participant will be rejected in case it is uploaded in the Technical Bid.**

## **GENERAL TERMS AND CONDITIONS**

### **I. Deposition of Earnest money**

The prospective applicant must have to deposit Rs.10,000/- as Earnest Money by Pay Order / Demand Draft drawn in favour of the West Bengal State Food Processing & Horticulture Development Corporation Ltd (WBSFP&HDCL) from any Nationalized Bank. The scanned copy of EMD must be uploaded in technical folder.

### **II. Refund of Earnest Money deposit**

The Earnest Money of all unsuccessful tenderers will be refunded by the WBSFPHDCL within 30 days from the date of finalization of tender on receipt of application from the tenderers. In case of successful tenderer, the Earnest Money deposit will be released after 90 days counted from the date of completion of supply. No interest on Earnest Money will be paid by the Corporation.

### **III. Forfeiture of Earnest Money deposit**

Earnest Money deposit is liable for forfeiture in the event of:

- a) Withdrawal of offers, while offers are under consideration during the validity period.
- b) Non acceptance of supply order.
- c) Any unilateral revision made by the tenderer during the valid period of the offer.
- d) Failure to execute supply of the entire order or part thereof.

#### ***2. Responsive Tenderer***

Prospective applicants are advised to note carefully the minimum qualification criteria before tendering the bids.

Conditional/ incomplete tender will not be accepted under any circumstances.

Tenderers fulfilling all conditions and criteria set forth and qualifying in the Technical Bid as well as making submission of Financial Bid in stipulated manner shall be considered responsive.

#### ***3. Quoting the rates in BOQ***

- a. The intending tenderers are required to quote the rate online. No offline Tender will be entertained.
- b. Tenderers are to quote the Zone – wise rate per piece for supplying the planting materials at any destination of the Gram Panchayats of the District falling under that particular Zone.
- c. All Tender prices shall have to be quoted in the BOQ inclusive of all kind of Taxes including packaging, loading, unloading and carrying cost for delivery up to any destination of any Gram Panchayat of any district in West Bengal as required in the BOQ.
- d. The price should be firm, final and irrevocable and not subject to any change whatsoever even due to increase in cost of raising of planting materials, other components, Labour cost etc. and any changes or imposition of statutory levies till the completion of supply as per order.

**4. Rate Validity**

The rate shall remain effective ordinarily up to 31.3.2020 which may be extended further with mutual consent between the bidder and WBSFPHDCL unless terminated prematurely at its discretion and satisfaction.

**5. Evaluation of Tenders for qualifying in Technical Bid**

All Tenders will be evaluated and compared on the basis of the submitted documents.

The Tender Inviting and Accepting Authority will determine the eligibility of each bidder through a Tender Committee. The bidders shall have to satisfy all the clauses specified in eligibility criteria

During scrutiny and before issuing work order, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper is incorrect / manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

**6. Evaluation of Tender for qualifying in Financial Bid**

Evaluation will be done on the basis of qualified technical bids and Zone wise Rate / piece quoted in BOQ for the Tendered item.

**7. Inspection of the Nurseries of the valid Tenderer**

The Nursery may be inspected by an official before issuance of supply order. During the visit of Nursery of the valid Tenderer, if it is found that the characteristics of the existing planting materials are not compatible to the specifications of the requisitioned variety, then no supply order will be issued in favour of the Tenderer, even if he is qualified in all other Technical aspects.

**8. Issue of supply order**

The supply order will be issued to the L1 Bidder for supplying the planting materials upto the available stock subject to clause 2(i).

Further, the total requirement may increase / decrease by 20% or substantially more/ less of the quantity as mentioned above from time to time.

Before issuance of supply order, the Tender Inviting Authority may physically verify the credentials and other documents of the lowest tenderer if found necessary. After verification, if it is found that the documents submitted by the lowest tenderer are either manufactured or false, in that case supply order will not be issued in favour of the said tenderer under any circumstances and the Earnest Money deposited to this effect will be forfeited.

**9. Splitting of Orders**

The Corporation may decide to split the order amongst two or more tenderers according to exigencies of the cases at L1 rate.

**10. Completion period of supply**

The Supplier shall undertake to complete the supply within 15 days from the date of placing the supply order.

**11. Changes in Specifications**

The Corporation may require any changes in specifications; the supplier shall use his best endeavour to comply with the Corporation's requirement in respect of specifications.

**12. Adherence to the prescribed Specifications**

No deviation from the specifications prescribed by the Corporation will be accepted by the Authority.

**13. Right to accept any bid and/ or to reject any or all bids**

The Corporation reserves the right to accept or reject any or all bids and to annul the tendering process and all bids prior to issue supply order, without thereby, incurring any liability to the affected tenderer or tenderers or any liability to inform the tenderer of the ground for such action.

**14. Delay in supply**

It is emphasized by the Corporation and understood by the supplier that the period of delivery, stipulated in the supply order is the essence of the work. It is admitted by the supplier that any delay in delivery may obviate the necessity of supply and thereby affect the interest of the Corporation. If the reason of delay is beyond the control of the Tenderer, then it should be communicated to the Corporation in writing for its necessary intervention.

**15. Defaults**

If the Tenderer fails to deliver any or all of the planting materials within the time specified in the supply order due to his own fault or insufficiency, a sum equivalent to 2.5% of the price of the delayed materials will be deducted for each week of delay or fraction thereof until actual delivery upto maximum 5% of the price of delayed materials.. Once the maximum is reached, the Corporation may by written Notice to the Tenderer, terminate the Tenderer to proceed with any or all of the necessary part of the supply. Such failure on the part of the Tenderer will result in the forfeiture of Earnest Money and debar him to take part in the Tender process of the Corporation for the next three consecutive years.

Such deduction will not be applicable to those supplier/s, who can submit the documents in respect of delay beyond their control.

**16. Delivery upto Gram Panchayat Level**

The Tenderer has to supply the indented item up to G.P. level of the concerned District within 15 days (fifteen) from the date of issue of supply order. The delivery time will be within 10 a.m. to 5 p.m.. The materials will be checked by the recipient Authority at the point of delivery. Sufficient time will be provided by the Bidder for checking the quality of the supplied materials at delivery point. It is estimated that more or less one hour will be required for checking of one thousand plants approximately.

In case of any substandard supply/ mortality, the Recipient Authority will send the report within 60 days from the date of delivery of planting materials and the supplier will have to replace the said quantity within 7 (seven) days from the date of communication, otherwise the value of this quantity will be deducted from their Bill. No extra claim will be entertained for such replacements.

### **17. Disputes**

Any dispute arising out of noncompliance of any Terms and Conditions of the Tender, it shall be referred to sole Arbitrator, who shall be appointed by the Corporation in accordance and subject to the provision of the Arbitration and Conciliation Act, 1996. The place of Arbitration will be Kolkata and the language shall be English. The Award of the Arbitrator shall be binding on both the parties. All disputes and Court cases are subject to the Jurisdiction of the Calcutta High Court only.

### **18. Negotiations**

It is clarified that normally no rate negotiation will be done and therefore the Tenderer should quote their lowest prices only, however, the Corporation may negotiate the rates in exigencies, if required to do so.

### **19. Payment of Bill**

Payment will be claimed by the Tenderer on submission of the Bill in duplicate along with receipt challans duly certified by the recipient Authority. Payment will be released to the Supplier within a period of maximum 12 months. Concerned Statutory deduction, if any, will be deducted from the supplier's bill. No Mobilization Advance and Secured Advance will be allowed.

**MANAGING DIRECTOR**

No: 440/WBSFPHDCL/1712/2019-20

Copy forwarded for kind information to :-

1. The Financial Advisor, Deptt. of FPI&H, Govt. of West Bengal
2. The Director (Technical), Directorate of Horticulture, Govt. of West Bengal
3. The Deputy Secretary, Deptt. of FPI&H., Govt. of West Bengal
4. P.S. to the Principal Secretary, Deptt. of FPI&H., Govt. of West Bengal
5. P.A. to the Joint Secretary, Deptt. of FPI&H., Govt. of West Bengal
6. Office website
7. Office Notice Board

**MANAGING DIRECTOR**

**Annexure – I**

Name of the Item: Neem Plant

**Quantity - 1,00,000 (approx.)**

**Desirable technical characteristics:**

<b>Sl. No.</b>	<b>Characters</b>	<b>Specifications</b>
1	Type of Sapling	Planting materials should be true to type & healthy
2	Root system	Well established sufficient roots which are properly secured in earthen ball
3	Height of plant	Not less than 45 cm
4	Diameter of stem	7 to 12 mm
5	Disease / pest (Health standard)	Healthy and free from pest and diseases
6	Packaging	Well settled in Poly-pack
7	Age of the Plants	2 years



**Annexure -II**

**Application for participation in Technical bid**

To,  
The Managing Director  
WBSFP&HDCL  
Benfish Tower (6<sup>th</sup> floor)  
31, G.N, Salt Lake  
Kolkata- 700091

Sub: Supply of planting materials  
Ref. No.    NIT No. ....Dated .....

Sir/Madam

Having examined the terms & conditions of the above NIT, I do hereby submit the following information and relevant documents for furtherance of my proposal for participation in the tender -

**Eligibility Particulars**

Sl.No.	Particulars	Details thereof
1.	Name of the Tenderer	
2.	a) Full Office address	
	b) E-Mail I.D.	
	c) Mobile No.	
3.	Name of the contact person with Mobile Number	
4	Location of the Nursery	Location:
5.	Available quantity ready to supply	Quantity ready to supply:
6.	Eligibility particulars of the Tenderer (Scanned copies to be uploaded)	
	a) E.M.D. submitted	Yes/No
	b) Credential	i.     Rs.           of 2017-18
		ii.    Rs.           of 2018-19
	c) PAN Number	
	d) P.Tax receipt for 2018-19/19-20	Whether submitted - Yes/No
	e) Trade License	Valid up to-
f) Certified/ Audited Annual Accounts along with Income Tax Return for the any two financial years from the F.Y 2015-2016 to 2018 -2019	Whether submitted –Yes/No.	
7	Any other points considered to furnish	

## UNDERTAKING

1. I undertake that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.
2. I have also gone through all the terms & conditions meticulously and I undertake to comply with same sacrosanctly.
3. The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the NIT.
4. If I fail to complete the supply within the period stipulated in the supply order due to my own fault/ inconvenience, the Corporation shall reserve the right to impose penalty and forfeit the Earnest Money deposited by me in this regard and also debar me from participation in the Tender process of the Corporation for the following 3(three) consecutive years.
5. I shall maintain the characteristics and specifications of the saplings as per NIT and shall replace the sub-standard materials at my own cost within the stipulated period of supply.
6. I undertake that I have not been debarred/ delisted by any State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals during the last three consecutive years up to the last date of submission of Tender.

Date:

Signature of the Applicant

Place: