

**Bidding Document**

**For**

**Auction of**

**Paddy Seed (Grain)**

**at WBCADC, Nalhati-I Project**

**2016-17**

**(January, 2017)**

**West Bengal comprehensive Area Development Corporation  
Nalhati-I Project  
P.O. – Nalhati Dist- Birbhum  
(Under P & RD Department, Govt. of West Bengal)**

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## **LIST OF IMPORTANT DATES NOTICE INVITING TENDERS**

### **List of Important Dates of Bids**

- 1 Completion Period for Auction : 10 (Ten) days**
- 2 Date of Issue of Notice Inviting Bid : 09.01.2017 (Monday)**
- 3 Period downloading of Bidding Documents From**  
**[www.wbprd.nic.in/](http://www.wbprd.nic.in/) [www.wbprd.gov.in](http://www.wbprd.gov.in)portal From 10:30 Hours on 17.01.2017 (Tuesday) To 11:30 Hours on 30.01.2017 (Monday)**
- 4 Dead line for Receiving Bids Upto 14:00 Hours on 30.01.2017 (Tuesday)**
- 5 Time and Date and place for opening**  
**Technical Bids 15.00 Hours on 30.01.2017 (Tuesday)**  
**WBCADC, Nalhati-I Project office.**
- 6 Time and Date and of opening Financial Bids : To be informed latter on**
- 7 Place of opening Financial bids Do**
- 8 Bid Validity 180 days from the date of opening of Financial bid**
- 9. Officer inviting Bids/Tender Inviting Authority Officer in Charge, WBCADC, Nalhati-I Project**

WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION  
 Nalhati-I Project  
 P.O.- Nalhati , Dist- Birbhum  
 PIN- 731220  
 Under P & Rd Department, Govt. of West Bengal.  
 e-mail: wbcadcnalhati1project@rediffmail.com

**NOTICE INVITING AUCTION NO. 01 OF 2016-17 (2<sup>nd</sup> Call) OF  
 THE OFFICER IN CHARGE, WBCADC, Nalhati-I PROJECT.**

The Officer in Charge, WBCADC, Nalhati-I Project for and behalf of West Bengal Comprehensive Area Development Corporation invites item rate auction from the Bonafide Buyers in two fold envelop system( i.e. Techno commercial bid and Price bid) for sale of the items of WBCADC, Nalhati-I Project located at District Birbhum of West Bengal mentioned in the table below and **the sale will be made to the highest bidder** through Auction provided that **the highest bid obtained is higher than or equal to the Reserve Price fixed for the lots**. Collection (down loading) of tender documents should be made on line through the web-site [www.wbprd.nic.in/](http://www.wbprd.nic.in/) [www.wbprd.gov.in](http://www.wbprd.gov.in) from latest tender only and submission of offer should be made off line. **If it is found that the highest bid for any lot is less than the reserve price, the auction for that lot shall be cancelled.**

Sl. No .	Description of materials to be auctioned	Total quantity	Places from which the material to be lifted	Period by which lifting to be completed	Amount of Earnest Money to be deposited (Rs.)	Cost of Tender Documents (Rs.)	Place of submission of tender documents	Total reserve price of the materials (as per detail break up for different lots furnished in BOQ attached)
1	2	3	4	5	6	7	8	9
1	Different types of paddy seed(grains) as per BOQ attached herewith	<b>63750.00 kg</b>	WBCADC, Nalhati-I Project	<b>10(Ten)</b> days from the date of issue of lifting order	<b>86100.00</b>	<b>1000.00</b>	a)WBCADC, Nalhati-I Project b) Office of the BDO, Nalhati-I Block, District- Birbhum	<b>Rs. 860955.00</b>

- For participating in the above tender **Earnest Money Deposit (EMD)** and the **cost of Tender Documents** (Tender Fees) are to be submitted as mentioned in Cl. No 6 &7 of this N.I.A. **in the shape Demand Draft/Banker's cheque issued from any Natiolized/Schedule Bank in favour of WBCADC, Nalhati-I Project, payable at Nalhati** **No Cash payment for the purpose will be allowed.** Such demand draft/Banker's cheque towards cost of tender documents should be submitted by the tenderers in statutory cover under technical proposal. Cost of tender documents (tender fees) is non refundable.

The tender document and other relevant particulars may be seen by the intending tenderers on any working day between 11.30 a.m. to 3.30 p.m. in the Notice Board of this office as well as in the website [www.wbprd.nic.in/](http://www.wbprd.nic.in/) [www.wbprd.gov.in](http://www.wbprd.gov.in) on and from 17.01.2017 to 30.01.2017 upto 11-30 A.M. However, **the intending tenderers will have to collect the tender documents by downloading only through the website stated above. No tender documents will be issued to any tenderer from this office under any circumstances.**

2. Intending Tenderers should download the Tender Documents from the website [www.wbprd.nic.in/](http://www.wbprd.nic.in/) [www.wbprd.gov.in](http://www.wbprd.gov.in) directly.
3. In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and address (es) of the partner / partners who is/are authorized to pledge the same as per valid partnership deed(s) for claiming EMD exemption.
4. **Submission of Tenders:**  
The Tenders are to be submitted in original i.e. downloaded copies (**off line**) in sealed envelope as described below:

The Tenderers should submit their tenders in the place mentioned in cl. no. 8 of this NIA in the Form of two envelope system before the specified date & time mentioned in this NIA in the manner described herein under without which the tender is liable for rejection.

5. **The FINANCIAL OFFERS** of the prospective Bidders will be considered only if their **TECHNICAL BIDS** are found qualified by the 'Tender Evaluation Committee' formed by the Competent Authority of the Corporation. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of qualified bidders will be displayed in the office Notice Board of Project.
6. Tender documents shall consist of:-
  - a) This Notice Inviting Auction hereinafter will be referred to as the Auction Notice.
  - b) Instructions to Bidder (SECTION-A).
  - c) Pre-qualification application (SECTION-B, FORM -1).
  - d) Affidavit ('X') SECTION-B.
  - e) Special Terms & Conditions (SECTION-C)
  - f) Bill of Quantities (BOQ).
7. **Eligibility criteria for participation in the auction**
  - 7.1 Income Tax Acknowledgement Receipt for the latest Assessment year, P.Tax., Deposit Challan for the year 2015-16, Pan Card, VAT Registration Certificate are to be accompanied with the Technical Bid Documents.
  - 7.2. Registered Partnership Deed for Partnership Firm is to be submitted. The company shall furnish the Article of Association and Memorandum.

Where an individual person signs the tender in his own name against the company or the firm which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably **submit a copy**

**of registered power of attorney showing clear authorization in his favour**, by the rest of the directors of such company or the partners of such firm, to submit such bidder.

[Non-statutory documents]

- 7.3. Registered Unemployed Engineers' Co-operative Societies / Labour Co- operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M. along with other relevant supporting papers.

[Non-statutory documents]

8. **No interest on earnest money deposited by the bidders will be allowed under any circumstances.**
9. **Conditional /in complete offer will not be accepted under any circumstances.**
10. List showing the exact quantity of materials to be purchased will be provided along with lifting order.
11. Bids shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
12. During scrutiny, if it comes to the notice of the auction inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the auction and that application will be rejected without any prejudice.
13. The Officer in Charge WBCADC, Nalhati-I Project, reserves the right to cancel the N.I.A. due to unavoidable circumstances and no claim in this respect will be entertained.
14. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:-
  - a) N.I.A.
  - b) Special Terms & Conditions
  - c) Technical Bid and
  - d) Financial Bid
15. **No price preference and other concession will be allowed.**
16. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in “ **instruction to bidders**” stated in Section – ‘A’ before tendering the bids.
17. On receipt of intimation from the appropriate authority, earnest money deposited by the unsuccessful bidders will be refunded from the office of the undersigned. The earnest money of the bidders other than 03(three) highest bidders will be refunded within 10(ten) days after the comparative statement of rates obtained has been prepared checked and approved by the competent authority. The earnest money of 02(two) highest bidders out of 03(three) will be refunded within 07(seven) days after issuance of lifting order to the highest bidders.
18. In case of successful bidders, the deposited earnest money will be refunded/ adjusted with other dues payable to Project by the office of the undersigned, after completion of the satisfactory lifting in all respect.
19. **There shall be no provision of arbitration.**

20. The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, cost of bidding shall not be reimbursed by the Corporation. The Officer in Charge, WBCADC, Nalhati-I Project, reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any bidder at the stage of bidding. **Costs of bidding documents (tender fees) submitted by the participant bidders are non-refundable.**
21. **It may clearly be understood that the quantity of implements as indicated in the BOQ are approximate only and may be appreciably decreased /increased at the desires of the Authority during the actual execution. The contract shall remain unaffected by such deviations.**
22. If the day on which the tender is due has been or is declared a closed holiday of Government offices under the Govt. of West Bengal, the offer shall remain open for acceptance till the same hour of the next working day.
23. Canvassing in connection with the tender is strictly prohibited and the bidder who resorts to this will render his bid liable to rejection
- 24.. Bidders should also study carefully the content of N.I.A. and other bidding documents before submission of the bid in order to be conversant with the provision stipulated in the N.I.A., Special terms & conditions , etc. Subsequent ignorance of terms and conditions of the N.I.A. and other bidding documents shall not constitute a ground for preferring a claim of any nature.
25. This N.I.A. shall form a part of the contract document
26. **Date and time Schedule**

Sl.No.	Particulars	Date & Time
1	Date of Publishing of NIT online through the website <a href="http://www.wbprd.nic.in/">www.wbprd.nic.in/</a> <a href="http://www.wbprd.gov.in">www.wbprd.gov.in</a>	<b>16.01.2017 at 15-30 hrs</b>
2	Date and Time for downloading of Tender Documents from the website <a href="http://www.wbprd.nic.in/">www.wbprd.nic.in/</a> <a href="http://www.wbprd.gov.in">www.wbprd.gov.in</a>	<b>Start : 17.01.2017 at 10-30 hrs</b>
		<b>End : 30.01.2017 at 11-30 hrs</b>
3	Date and Time of Submission of Tender through off line	<b>Start : 17.01.2017 at 12-30 hrs</b>
		<b>End: 30.01.2017 at 14-00 hrs</b>
4	Date, Time and Place of Opening of Technical Bid	<b>30.01.2017 at 15-00 hrs at the office of the WBCADC, Nalhati-I Project</b>
5	Date of uploading the List of Technically Qualified Bidders after Technical Bid Evaluation on notice board	<b>02.02.2017 at 15-00 hrs</b>
6	Date, Time and Place of Opening of Financial Bid	<b>to be informed later on</b>

Sd/-  
OFFICER-IN CHARGE  
WBCADC, Nalhati-I PROJECT

Copy forwarded for information and necessary action to: -

- 1) The District Magistrate, Birbhum District.
- 2) The Savadhipati, Birbhum Zilla Parishad.
- 3) Administrative Secretary, WBCADC, Kolkata-13
- 4) Project Director, DRD Cell, Birbhum District.
- 5) The District Engineer, Birbhum Zilla Parishad.
- 6) TO (Engg) & In-Charge, Engg. Cell, CADC(HQ).
- 7) The Savapati, Nalhati-I PanchyatSamity.
- 8) BDO, Nalhati-I Block
- 9) Chairman, Nalhati-I Municipality
- 10) The Executive Engineer, Birbhum Zilla Parishad.
- 11) The Executive Engineer, Agri Irrigation, Birbhum Division.
- 12) The Executive Engineer, Agri-Mech, Birbhum Division.
- 13) Branch Manager, UCO Bank, Nalhat Branch.
- 14) Officer-in-Charge, WBCADC, Berhampur Project
- 15) Post Master, Sub Post Office, Nalhati.
- 16) Convener, WBCADC Nalhati-I Project Tender Committee.
- 17) JTO(AG) WBCADC, Nalhati-I Project.
- 18) Jr. Accountant WBCADC, Nalhati-I Project.
- 19) Office Notice Board WBCADC, Nalhati-I Project.

Sd/-  
OFFICER-IN CHARGE  
WBCADC  
Nalhati-I PROJECT



## **SECTION-A INSTRUCTION TO BIDDERS**

### **A. General guidance for Auction**

Instructions/ Guidelines for tenders for off line submission of the tenders have been annexed for assisting the tenderers to participate in Auction.

#### **A.1 Collection of tender documents**

a) The tender documents should be downloaded through the website [www.wbprd.nic.in/](http://www.wbprd.nic.in/) [www.wbprd.gov.in](http://www.wbprd.gov.in) from the latest tender only. No hard copies in this regard will be provided by this Office.

#### **b) Submission of Tenders:**

The Tenders are to be submitted in original i.e. downloaded copies (**off line**) in sealed envelope as described below:

The Tenderers should submit their tenders in the places mentioned in cl .no. 8 of this NIA in the Form of two envelope system before the specified date & time mentioned in this NIA in the manner described herein under without which the tender is liable for rejection.

#### **A.1. 1. Technical Proposal:**

The Technical proposal should contain the followings in two covers (folders).

##### **A.1.1.1. Statutory Cover Containing the following documents:**

(i) Prequalification Application (Sec-B, Form – I).

ii) Demand Draft / Bankers Cheque towards earnest money (EMD) as prescribed in the NIA drawn in favour of WBCADC Nalhati-I Project payable at Nalhati

In case of non submission of earnest money authenticated copy/copies of documentary evidence/Govt. order etc, in support of the entitlement of the tenderer for exemption to deposit any earnest money for participating in tender should invariably be submitted failing which the tender will be treated as informal and liable to be rejected.

iii) Demand Draft / Bankers Cheque towards the cost of tender documents (Tender fees) as prescribed in the N.I.A. drawn in favour of WBCADC Nalhati-I Project payable at Nalhati

iv) Instruction to bidders.

iv) N.I.A. along with Unpriced BOQ should be submitted in this cover. (**The rate should be quoted in the B.O.Q.. under Financial proposal**)

(v) Special terms & conditions of the auction in Section-C

##### **A.1.1.2. Non-statutory Cover Containing the following documents:**

- (i) Latest Professional Tax (PT) deposit receipt challan , Pan Card, IT, Saral for the latest Assessment year, VAT, Registration Certificate.
- (ii) Registration Certificate under Company Act. (if any).

- (iii) Registered Deed of partnership Firm / Article of Association & Memorandum.
- (iv) Power of Attorney (For Partnership Firm / Private Limited Company, (if any).
- (v) Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-operative Society.

vi) Valid trade license/latest manufacturer license

vii) Proof of financial soundness /capacity from bank or audited balance sheet of previous year or any other proof of financial capacity.

viii) Affidavit (Ref: - format shown in "X", Section - B).

ix) Both the statutory and non-statutory cover shall be duly sealed and then be put in a large envelope sealed and super scribed with **Envelope -I (Technical Proposal)**.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.1.1.1. and Sl. No. A.1.1.2. will render the tenderer liable to be rejected for both statutory & non statutory cover.

**Cover (folder) for Statutory Documents (Ref. Sl. No. A.1.1.1.) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.1.1.2.) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.**

#### A.1.2. FINANCIAL PROPOSAL

##### A.1.2.1.

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). **Participant bidder will quote their rates in this folder properly.**

The cover for Financial proposal shall be duly sealed and super scribed with **Envelope-II (Financial Proposal)**.

Both the sealed Envelopes for Technical & Financial Proposal should then be put in a larger 3<sup>rd</sup> Envelope which should be properly sealed and on which should be superscribed the name of the work and the name of the Bidder.

Each and every page of auction documents to be submitted as mentioned above shall be duly signed by the bidder with official seal failure of which the offer shall be liable for rejection.

The bidder should quote in English both in figures as well as in words the rate and amount offered by him and in such a way that interpolation is not possible.

##### A.1.3. Tender Evaluation Committee (TEC).

A.1.3.1. Evaluation Committee constituted by the competent authority will function as Evaluation Committee for selection of technically qualified bidders.

##### A.1.3.2. Opening & evaluation of tender:

If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

**A.1.3.3. Opening of Technical & Financial Proposal:**

Technical & Financial proposals will be opened by the Officer-in-Charge, Nalhati-I Project .

A.1.3.4. Intending tenderers may remain present during such opening if they so desire.

A.1.3.5. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers will be published in the office Notice Board. No individual correspondence with the participant bidders will be made under any circumstances.

A.1.3.6. During evaluation the committee may summon of the tenderers & seek clarification /information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**A.1.4. Penalty for suppression / distortion of facts:**

If any Bidder 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 Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the Bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**A.1.5. Rejection of Bid:**

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without there by incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**A.1.6. Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement will incorporate between the Tender Accepting Authority and the successful bidder. All the bidding documents including N.I.A. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite cost of Rs. 1000.00 (Rupees one thousand) only through Demand Draft / Pay Order issued from any nationalised / scheduled bank in favour of the WBCADC Nalhati-I Project within time limit to be set in the letter of acceptance.

Sd/-  
OFFICER-IN CHARGE  
WBCADC, Nalhati-I PROJECT

**SECTION – B**  
**FORM – I**  
**PRE-QUALIFICATION APPLICATION**

To  
OFFICER-IN CHARGE  
Nalhat-I PROJECT  
DISTRICT: Birbhum

Ref : Tender for auction of Paddy seed(grain)-- N.I.A. No.: 01 of 2016-17(2<sup>nd</sup> Call) of the  
OFFICER-IN CHARGE, Nalhati-I PROJECT, WBCADC

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.A. documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of..... in the capacity .....duly authorized to submit the offer.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the supply given in Enclosure to this letter. We understand that:

- (a) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid.
- (b) Tender Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

**Enclosure(s): e-Filling:-**

- 1. Statutory Documents.
- 2. Non Statutory Documents.

Date: .....

.....  
Signature of applicant including title and  
capacity in which application is made.

**SECTION – B**  
**AFFIDAVIT – “X”**  
**(To be furnished in Non – Judicial Stamp paper**  
**of appropriate value duly notarized)**

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under- signed.
2. The under-signed also hereby certifies that neither our firm M/S...  
..... nor any of constituent partner had been debarred to participate in tender by the West Bengal Comprehensive Area Development Corporation during the last 5 (five) years prior to the date of this N.I.A.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department agrees to furnish any such information at the request of the Department.
5. Certified that I have applied in the tender in the capacity of individual as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm.

Title of the officer  
Name of the Firm with Seal  
Date:

## **SECTION-C**

### **SPECIAL TERMS AND CONDITIONS**

1. The intending bidder may visit the concerned godown for physical verification of the quality of paddy seed(grain) on any working days between 11-00 am to 3-30 pm before submission of their offer.

**2. The entire stock should be lifted by the successful bidder within ten days from the date of receipt of the lifting order on making the full payment of the stock, failure which Project authorities have entire right to cancel the lifting order along with forfeiture of the earnest money deposited by him.**

3. The total quantities of stock to be sold may increase or decrease at the desire of the authority and the bidder will bound to lift the entire stock without assigning any reason whatsoever.

**4. The successful bidder will have to lift the total quantity of stock by his own arrangement, i.e. for bagging, weighing, loading, transportation etc. nothing will be paid by the Project authority.**

5. Change of Address:-

If there be any change of original postal address (mentioned at the time of tender) during the execution and finalization of the lifting order that should be communicated to the authority immediately after such changes.

Sd/-  
OFFICER-IN CHARGE  
WBCADC  
Nalhati-I PROJECT

## **B O Q**

### **BILL OF QUANTITIES FOR THE PADDY SEED (GRAIN) TO BE AUCTIONED UNDER NALHATI-I PROJECT, WBCADC IN THE DISTRICT OF BIBHUM**

Sl no	Description of Paddy Seed(Grains) to be auctioned	Quantity (Kg)	Reserve Price		Price to be quoted by the bidder	
			Rate per Kg(Rs)	Amount (Rs)	Rate per Kg(Rs)	Amount (Rs)
1	MTU-1010	660.00	14.00	9240.00		
2	SS-I	16920.00	13.50	228420.00		
3	Pratiksha	33420.00	13.50	451170.00		
	GB-I	12750.00	13.50	172125.00		
	<b>Total</b>	<b>63750.00 Kg</b>		<b>860955.00</b>		

Date & Place

Name & Signature of the bidder with seal