

WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION
KRISHI VIGYAN KENDRA
Vill.- Churamanipur, P.O.- Sonamukhi, Dist.- Bankura
Phone & FAX: 03244 275314

Memo No.: 05/2014-15

Dated: 14.10.2014

NOTICE INVITING TENDER

Sealed item rate tenders for auction sale under mentioned materials are invited by WBCADC,KVK, Sonamukhi from the reputed purchaser in two fold Envelope system (i.e. Techno Commercial Bid & Price Bid) for purchasing of Non Seed Paddy of WBCADC KVK, Sonamukhi, Bankura. **[The intending tenderers will have to collect the tender documents by downloading only through the website www.wbprd.gov.in]**

- | | | |
|--|---|---|
| 1a) Name of the Item | : | 67.0 MT(approx) Non Seed Paddy |
| b) Location(Lifting point) | : | Churamanipur, KVK godown |
| c) Cost of tender documents | | Rs 1050.00(Rupees one thousand fifty) only in the shape of Demand Draft /Banker's cheque issued from any Nationalized /Scheduled Bank in favour of WBCADC KVK, payable at Sonamukhi. |
| d) Earnest money to be deposited on lump sum basis | : | Rs90,000.00(Rupees ninety thousand) only in the shape of Demand Draft /Banker's cheque issued from any Nationalized /Scheduled Bank in favour of WBCADC KVK, payable at Sonamukhi |
| e) Time for completion | : | 10(Ten) days from the date of issue of lifting order |
| f) Date of publication of N.I.T. in website | : | 17.10.14 |
| g) Last date & limit for submission of tender(off line) | : | 27.10.14 up to 2.00 p.m. |
| h) Date and time for opening of the tender (Techno commercial bid) | : | 27.10.14 at 2.30 p.m. |

2. 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 at WBCADC, KVK,Sonamukhi, Bankura as well as in the website www.wbprd.gov.in However,**[The intending tenderers will have to collect the tender documents by downloading only through the website www.wbprd.gov.in]. No tender documents will directly be issued to any tenderer from this office under any circumstances].**

3. Tender documents shall consist of:-

- a. This Notice Inviting Tender hereinafter will be referred to as the Tender Notice.
- b. Instruction to Bidders (SECTION-A).
- c. Pre-qualification application [(SECTION-B), Form –I].
- d. Affidavit (“X”) [(SECTION-B)].
- e. Special terms and conditions.(Section-C)
- f. Bill of Quantities (BOQ) [SECTION-D)].

4. a) For participating in the above tender, the cost of tender documents (Tender fees) are to be remitted as mentioned in Sl. No.1© of this N.I.T. **in the shape Demand Draft/Banker's cheque issued from any Nationalized/Schedule Bank in favour of WBCADC, KVK payable at Sonamukhi. 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.**

b) Each tenderer shall submit tender documents duly filled up in a specified box kept in Ag. Cell, CADC KVK, Sonamukhi within the date and time mentioned here in earlier in Sl.. No.-1 (g) of this N.I.T.

5. Each tenderer will have to deposit earnest money of the amount specified in Sl.No.1(d) of this N.I.T. in favour of WBCADC KVK in the form of Demand Draft/Banker's cheque on any Nationalized/Schedule Bank payable at Sonamukhi which must be accompanied with the tender. 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.

6. Eligibility criteria for participation in the tender.

6.1. 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 tender.

[Non-statutory documents]

6.2. 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]

7. No interest on earnest money deposited by the tenderer and the security deposit (which will be deducted from the bill of the supplier) will be allowed under any circumstances.

8. **Conditional /in complete tender will not be accepted under any circumstances.**

9. List showing the Exact quantity of materials to be purchased will be provided along with lifting order.

10. Bids shall remain valid for a period not less than 120 (one hundred twenty) 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.

11. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

- 12 The Programme Coordinator WBCADC, KVK, Sonamukhi, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
13. 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.T.
 - b) Special Terms & Conditions
 - c) Technical Bid and
 - d) Financial Bid
14. **No. price preference and other concession will be allowed.**
15. 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.
16. On receipt of intimation from the appropriate authority, earnest money deposited by the unsuccessful tenderers will be refunded from the office of the undersigned. The earnest money of the tenderers other than 03(three) highest tenderers 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 tenderers out of 03(three) will be refunded within 07(seven) days after issuance of lifting order to the highest tenderers.
17. In case of successful tenderers, the deposited earnest money will be adjusted by the office of the undersigned, after completion of the satisfactory lifting in all respect
18. **There shall be no provision of arbitration.**
19. 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 Programme Coordinator, WBCADC, KVK, Sonamukhi 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 tenderer at the stage of bidding. Cost of tender documents (tender fees) submitted by the participant tenderers are non-refundable.
20. 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.
21. 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.
22. Canvassing in connection with the tender is strictly prohibited and the tenderer who resorts to this will render his tender liable to rejection
- 23..Tenderers should also study carefully the content of N.I.T. and other tender documents before submission of the tender in order to be conversant with the provision stipulated in the N.I.T., Special terms & conditions , etc. Subsequent ignorance of terms and conditions of the N.I.T. and other tender documents shall not constitute a ground for preferring a claim of any nature.
24. This N.I.T. shall form a part of the contract document

Sd/-
Programme Coordinator
WBCADC, KVK
Sonamukhi

Copy forwarded for information and necessary action to: -

- 1) The District Magistrate, Bankura District.
- 2) The Savdhipati, Bankura Zilla Parishad
- 3) Administrative Secretary, WBCADC, Kolkata-13
- 4) Project Director, DRD Cell, Bankura District
- 5) The District Engineer, Bankura Zilla Parishad, District Bankura
- 6) In-charge, Engg. Cell, CADC(HQ)
- 7) The Savapati, Sonamukhi Panchyat Samity,
- 8) The Executive Engineer, Agri Irrigation/ Agri-Mech, Bankura District
- 9) Officer in Charge, WBCADC, Sonamukhi Project
- 10) Branch Manager, United Bank of India, Sonamukhi Branch
- 11) Post Master, Sonamukhi Post Office
- 12) Convener, WBCADC KVK Office level Tender Committe
- 13) Jr. Accountant KVK, Sonamukhi
- 14) Office Notice Board, KVK, Sonamukhi

Sd/-
Programme Coordinator
WBCADC, KVK
Sonamukhi

SECTION-A INSTRUCTION TO BIDDERS

A. General guidance for Tendering

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

A.1 Collection of tender documents.

a) The tender documents should be collected by downloading through the website **www.wbprd.gov.in** 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 place mentioned in sl.no. 4(b) of this NIT in the Form of two envelope system before the specified date & time mentioned in sl.no.1(g) of this NIT 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 NIT [sl.no. 1(d)] drawn in favour of WBCADC KVK Sonamukhi payable at Sonamukhi.

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.T. [sl.no.1©] drawn in favour of WBCADC KVK Sonamukhi payable at Sonamukhi.

iv) N.I.T.

v) Special terms & conditions.

vi) BOQ(unpriced)- **No rate should be quoted**

vii) Instruction to bidders.

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

- (i) Attested copy /copies of Registration Certificate under Company Act. (if any).
- (ii) Registered Partnership Deed / Article of Association & Memorandum.
- (iii) Registered Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- (iv) Registered 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.
- v) Attested copy /copies of Valid trade license
- vi) Proof of financial soundness /capacity from bank or audited balance sheet of previous year or any other proof of financial capacity.
- vii) Affidavits (Ref.- format shown in “X”, Section – B)

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.

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).**

A.1.2. FINANCIAL PROPOSAL

A.1.2.1.

The financial proposal should contain the following document in one cover (folder) i.e. Bill of Quantities (BOQ). **The tenderer is to quote the rate in the space marked for quoting rate in the(BOQ).** The cover for technical 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 3rd Envelope which should be properly sealed and on which should be superscribed the name of the work and the name of the tender.

Each and every pages of tender documents to be submitted as mentioned above shall be duly signed by the tenderer with official seal failure of which the tender shall be liable for rejection.

The tenderer is requested to quote strictly as per the terms and conditions, specification, standards given in the tender document and not to stipulate any deviations. However deviations, if unavoidable, should be indicated in a separate sheet indicating the back ground against which the deviations are taken.

Rates to be quoted

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

Filling of tender form and other documents shall clearly and legibly be written and whole writing must be by the hand of person signing tender and with same pen and ink. Failure to do so makes the tender invalid. Erasing or overwriting shall not be allowed. Correction of the said writing should be avoided and if this becomes unavoidable, the entire quotation and not a portion only shall be scored out and signed by the tenderer in token of such cancellation. A fresh quotation shall then be written correctly.

Addenda to this tender document if issued must be signed and submitted along with the tender document. The tenderer should write clearly the revised quantities in 'Schedule of purchase' of Tender document and should price the work based on the revised quantities when amendment for quantities are issued in addenda.

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 purchasers.

A.1.3.2. Opening & evaluation of tender:

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

A.1.3.3. Opening of Technical Proposal:

Technical proposals will be opened by the Programme Coordinator, WBCADC, KVK, Sonamukhi and his authorized representatives on date & time schedule mentioned in Sl.No(1) .of this N.I.T.

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

A.1.3.5. 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.1.3.6. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers will be displayed in the Notice Board of this office at WBCADC, KVK, Sonamukhi, Churamanipure, P.O.- Sonamukhi, Dist.- Bankura.

A.1.3.7. 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.1.3.8. Opening of Financial Proposal

The price bid of the eligible tenderers (mentioned in Sl.A. 1,3.6.) will only be opened in a Suitable date & time. Such Date & time will be intimate to them in due course. Concerned Tenderers may remain present at the time of opening if they so desire.

A.2.1.. 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.2.2. 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 in contract documents will incorporate all

agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & 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 [**Rs.1050.00 (Rupees one thousand fifty) only** through Demand Draft / Banker's cheque issued from any nationalized /scheduled bank in favour of the WBCADC, KVK sonamukhi payable at Sonamukhi within time limit to be set in the letter of acceptance. Failing to comply of the above within the specified time, the Purchaser shall render his contracts liable to termination with forfeiture of earnest money.

Sd/-
Programme Coordinator
WBCADC, KVK
Sonamukhi

SECTION – B
FORM – I
PRE-QUALIFICATION APPLICATION

To
Programme Coordinator
WBCADC, KVK, Sonamukhi
Dist.- Bankura

Ref : Tender for auction sale of non seed paddy
(Name of work)-- N.I.T. nodated issued under Memo No.:
..... dated..... by The Programme Coordinator
WBCADC, KVK, Sonamukhi

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. 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 capacityduly 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 purchase 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):

- 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 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.T.
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 tenderer may visit the concerned godown for physical verification of the quality of paddy seed 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 tenderer within Ten days from the date of receipt of the lifting order on making the **full payment of the stock**, failure which KVK authorities have entire right to cancel the lifting order alongwith forfeiture the earnest money.
3. The total quantities of stock to be sold may increase or decrease at the desire of the authority and the tenderer will bound to lift the entire stock without assigning any reason whatsoever.
4. The successful tenderer 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 KVK 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/-
Programme Coordinator
WBCADC, KVK
Sonamukhi

SECTION – D

Schedule for different varieties Non Paddy Seed

Sl no	Variety of non paddy Seed	Grad	Quantity (approx) in Kg	Rate to be quoted (Rs)	Amount to be quoted (Rs)
1	Gobindabhog	I	330.0 Kg		
2	MTU- 7029	II	2000.0 Kg		
3	Annada, MTU-1010, CR- 1017, IR -36, MTU- 1001, PD- 10, PD- 12	III	45,810.0 Kg		
4	GB-I, Jarava, Mixture Paddy	IV	18,550.0 Kg		
Total					Rs

(Rupees)

Date
Place

Signature of Auctioneer
with seal