

Society for Training & Research on Panchayats & Rural Development
(STARPARD),

Department of Panchayats & Rural Development,
Government of West Bengal

ICMARD Building 6th Floor,
Block-14/2, CIT Scheme VIII (M),
Kolkata, West Bengal.
PIN: 700067

Telefax: (033) 2356-6986/ 87
E-mail: starpard.procurement@gmail.com
Website: <https://www.wbprd.gov.in>

Bidding Document

for

Carriage Charges for

Learning Materials /& Training Kits Across the West Bengal (Off Line)

NIQ No. 04/2019-2020

Dated 20. 02.2020

Society for Training & Research on Panchayats & Rural Development

Department of Panchayats & Rural Development,
Government of West Bengal
ICMARD Building 6th Floor, Block-14/2, CIT Scheme VIII (M), Kolkata-700067.

NIQ No. 04/2019-2020

Dated 20.02.2020

Notice Inviting Quotation (NIQ)

2019-2020

The Society for Training & Research on Panchayats & Rural Development (STARPARD) under Department of Panchayats & Rural Development, Government of West Bengal invites the sealed quotation for **Carriage Charges for Learning Materials /& Training Kits Across the West Bengal** from reputed eligible and bonafied bidders.

This Invitation for Bids is open to all eligible reputed, experienced and established bidders meeting the eligibility criteria as defined in this notice. The applicant should be a private or government-owned legal entity Bidders shall not be under any declaration of ineligibility for corrupt and fraudulent practices by the Government of India, the Government of West Bengal or, and any public undertaking, autonomous body, authority by whatever name called under the Government of India or, the Government of West Bengal.

The intending resourceful and bonafied bidder who must have experience carriage related jobs in Central /& State Govt. Offices, Training and Research Institutes, Universities etc. within the last financial year may submit their bid. The Bidder should have experience of successful completion of carriage of works at least value of Rs. 2, 00,000/- (Rupees Two Lakh) within last financial year.

Bidder should submit their offer as per specimen of Bill of Quantity (BOQ) of this notice.

Bidder offer shall remain valid till 31.03.2022.

Bid validity for a shorter period shall be rejected by the STARPARD authority.

The Bidder should furnish the Bid Security an amount of Rs.10,000/- (Rupees Ten Thousand) only. Earnest money should be in demand draft in favour of "**STARPARD A/C PEAS FUND**" from a scheduled commercial bank. Any bid not accompanied by an acceptable Earnest Money shall be rejected by the STARPARD authority as non-responsive.

In case of successful bidder Earnest Money will be converted to security money & will be released after successful completion of the work and release of final bill. Unsuccessful bidder(s) Earnest Money will be returned.

Each Eligible Bidder must produce:

(a) Self-attested photocopy of:

- (i) Up-to-date Trade Licenses/ Registration/ Authorization Certificate or, equivalent document authoring to do such business;
- (ii) PAN Card issued by Income Tax Authorities;
- (iii) Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017;
- (iv) Up-to-date Professional Tax clearance Certificate;
- (v) Income Tax Return of last financial year
- (vi) Bidder organisational details, signatories authorisation document, contact details; [As per Annexure I]
- (vi) Credential(s), Work Completion certificate(s)

(b) Earnest Money Deposit

The quoted rate should include all charges (like loading, unloading, fuel, toll charges, taxes, etc. etc.) PER KM basis from source point to destination/ delivery location only.

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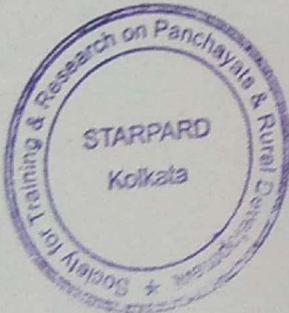
The schedule may be downloaded from the website of the Department of Panchayats & Rural Development, Govt. of West Bengal www.wbprd.gov.in from 20.02.2020(Thursday) to 04.03.2020(Wednesday) up to 2PM and will be opened on the 04.03.2020(Wednesday) by the authorised official(s) of STARPARD after 3PM.

The quotation should be submitted offline at the Work office of STARPARD, ICMARD Bldg. 6th Floor, Block-14/2, CIT Scheme VIII (M), Kolkata-700067.

General Terms and Conditions:

- I. Preconditioned quotation will not be accepted.
- II. In case of any day, meant for this quotation, appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.
- III. Escalation claimed by the bidders will not be entertained by the authority.
- IV. No advance payment will be entertained by the STARPARD. Final payment will be made after successful delivery at delivery site/ point(s)
- V. Bidder should follow the West Bengal Financial Rules
- VI. Bidder should submit their offer as per specimen of BOQ of this notice.

The Member Secretary, STARPARD, reserves the right to accept/ reject/ cancel of any /all quotations without assigning any reasons what's ever the case may be.



Member Secretary,
Society for Training & Research on Panchayats & Rural Development
Department of Panchayats & Rural Development,
Government of West Bengal

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Schedule of Work
(SOQ)

Carriage Charges for Learning Materials /& Training Kits Across the West Bengal

Type of materials for carry: Learning materials /& Training kits

Delivery Locations: Across the West Bengal

Delivery time: Regular working day & hours at the delivery location/ site/ point(s)

Bidder offer shall remain valid till 31.03.2022 (Thursday).

Carriage Charges will be PER KM basis from source to destination/ delivery location(s) with shortest road distance (Including loading, unloading, fuel, toll charges, taxes, etc. etc.)

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Bill of Quantity
(BOQ)

Name of Work: Carriage Charges for Learning Materials & Training Kits Across the West Bengal

Bidder Name :			
Item Description	Offered Value (in Rs.) (In Figure)	Offered Value (in Rs.)(In Words)	
Carriage Charges PER KM basis from source to destination/ delivery location(s) with shortest road distance (Including loading, unloading, fuel, toll charges, taxes, etc. etc.)	Rs.	Rupees	

Date : / / 2020

Signature & Office Seal

Society for Training & Research on Panchayats & Rural Development

Department of Panchayats & Rural Development,
Government of West Bengal
ICMARD Building 6th Floor, Block-14/2, CIT Scheme VIII (M), Kolkata-700067.

NIQ No. 04/2019-2020

Dated 20.02.2020

Annexure -I

Format for Organisational Details
[To be typed and submitted in the Letter Head of the Bidder]

To
The Member Secretary,
Society for Training & Research on Panchayats & Rural Development
Department of Panchayats & Rural Development,
Government of West Bengal

Subject: Submission of Organisational Details for fulfilment of bidding process of STARPARD NIQ No. 04/2019-2020
Dated 20.02.2020

Sir,

This is to inform you that, I, Smt./ Kumari/ Shri.....of working as capacity of submit here my organisational details for fulfilment of bidding norms as mentioned in the subject line.:

- a) Organisation Name:
- b) Organisation Address for communication [including PINCODE]:
- c) E-mail:
- d) Website:
- e) Land No. (STD Code)
- f) Mobile No.
- g) Fax No. (STD Code)

Thanking you,

Yours faithfully,

Date:

[Name: 1

Place:

Designation:

Office Seal

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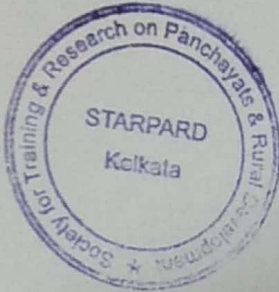
Dated 20.02.2020

No. 177 /1(8) /STARPARD/II-2(VF)/Tender/3/2020

Dated: 20.02.2020

Copy forwarded for information and necessary action to:

1. The Joint Secretary, Computerisation Cell, Department of Panchayats & Rural Development. Govt. of West Bengal. He is requested to arrange for uploading soft-copy of this notice in the website of the department
2. The Officer on Special Duty, Department of Panchayats & Rural Development. Govt. of West Bengal & Administrative Officer, STARPARD
3. The Public Infrastructure Manager/ Section Officer, STARPARD, Department of Panchayats & Rural Development. Govt. of West Bengal.
4. The IT Team, STARPARD, Department of Panchayats & Rural Development. Govt. of West Bengal.
5. Notice Board of STARPARD office at Joint Administrative Bldg. / ICMARD Bldg.
6. The Guard File



Member Secretary,
Society for Training & Research on Panchayats & Rural Development
Department of Panchayats & Rural Development,
Government of West Bengal