



Government of West Bengal

OFFICE OF THE DISTRICT MAGISTRATE
JHARGRAM

P.O. - Jhargram :: Dist. - Jhargram

Landline- 03221 257915

FAX - 03221 257797

Email - jhargramdm@gmail.com

Memo No.-2563/NZ/2019

Date:- 24.10.2019

Notice Inviting e-Tender No. DM/JGM/DRDC/eNIT-06 (2nd Call)

The District Magistrate, Jhargram invites online tenders from eligible Agencies/Suppliers for 'Procurement and Installation of Machinery (Food Production) (Anandadhara -RTE-Machine) **under DRDC, Jhargram, Jhargram**' as detailed below.

Sl. No.	Name of the work	Tender Amount (Rs.)	Earnest Money (Rs.)	Period of Completion	Remarks
1	Procurement of Machinery (Food Production) (Anandadhara -RTE-Machine)	Not Applicable	20,000.00	14 (Fourteen) days	

- 1) In the event of e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 2) The Cost of Tender Form and Earnest Money Deposit must be paid by the bidder through (1) Net Banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank payment gateway or (2) RTGS / NEFT in case of offline payment through bank account in any Bank as per the memorandum No. 3975-F(Y) dated 28th July 2016 of Finance Department (Audit Branch), Govt. Of West Bengal. The bidder may see the Memorandum 3975-F(Y) dated 28th July 2016 of Finance Department (Audit Branch), Govt. Of West Bengal.

After technical evaluation and on receipt of the information from the e-procurement portal, the EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to bidders' Bank Account from which the bidder made the payment transaction of EMD. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than First Lowest and Second Lowest bidders will be refunded through an automated process. After issue of „Award of Contract” (Work Order) to the Lowest bidder, EMD of the Second lowest bidder will be refunded in the same manner to his Bank account from which he made the payment transaction of EMD.

The bidders who are exempted to deposit EMD as per existing Government order in force should submit an application including supporting Government order claiming exemption of EMD and same need to be uploaded in folder 'EMD'. (After opening of Financial Bid, LOWEST bidder of each scheme shall be asked to produce original documents for verification which must be tallied with scan copy of documents already uploaded at the time of submission of Tender, failing which his/her tender shall be liable to be rejected and Second Lowest bidder shall be considered subject to verification of original documents.)

- 3) Cost of Tender form if any is not refundable as per norms.
- 4) Properly indexed & self-attested documents & duly digitally signed of both the Technical Bid and Financial Bid should be concurrently submitted in the website mentioned above as per time schedule given below.

The Successful bidder must submitted the hard copy of EMD along with all documents to the



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the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with such matter will be legal process including blacklisting the bidder. The documents submitted by the bidders should be properly indexed & notarized with seal.

- 6) **Technical Bid and Financial Bid** are to be submitted in **separate cover** duly digitally signed in the website <http://wbtenders.gov.in>. The documents submitted by the bidders should be properly indexed & self attested with seal.
- 7) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No.-12.
- 8) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Committee' formed in this regard. District Magistrate, Jhargram reserves the right to reject or cancel any or all pre-qualification documents and bid documents without assigning any reason whatsoever.
- 9) **Eligibility criteria for participation in the tender.**
 - i) Resourceful, bonafide & Experienced Agencies/Suppliers having at least 30 % (thirty percent) credential of similar nature in a single work of single work order executed within the last 5 (five) years with reference to the date of issue of this Notice in the same name and style **as a prime agency** under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government. Credential in the form of payment certificate only (copy of work order or bank statement etc will not be entertained). Copy of credential certificate to be uploaded.
 - ii) Income Tax Acknowledgement Receipt for the latest Assessment year i.e. AY 2019-2020, PAN Card, GST Registration Certificate are to be accompanied with the Technical Bid Documents.
 - iii) Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.
 - iv) Joint Ventures will not be allowed.
- 10) Issuance of work order as well as Payment will depend on site clearance, availability of fund in appropriate head and no claim whatsoever will be entertained for delay issuance of work order as well as payment (if any). Works would be completed within stipulated period.
- 11) Security Deposit: The entire EMD i.e. 2%(Two percent) shall be converted to initial security deposit. Balance 8% (*eight percent*) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order as security deposit. No interest will be paid on Security Deposit and EMD as well.
- 12) Income Tax, TDS on GST and other admissible taxes will be deducted from bill as per Rule in force at the time of payment of the selected agency. IT, Royalty & all other Statutory levy/ Cess will have to be borne by the contractor/agency.
- 13) There shall be no provision of Arbitration.
- 14) Bids shall remain valid for a period not less than **6 (six) months** from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.



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15) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	24.10..2019
2	Documents download start date (Online)	24.10.2019 (18.55 Hours)
3	Documents download closing date (Online)	07.11.2019 (17.00 Hours)
4	Bid submission start date (Online)	24.10.2019 (18.55 Hours)
5	Bid Submission closing date (Online)	07.11.2019 (17.00 Hours)
6	Bid opening date for Technical Proposal (Online)	11.11.2019 (11.00 Hours)
7	Date of uploading list for Technically Qualified Bidder (online)	Will be declared after evaluation of Technical Bid.
8	Date for opening of Financial Proposal (Online)	Will be declared after evaluation of Technical Bid.
9	Location of bid opening .	Office of the District Magistrate , Jhargram

16) Refund of Security Deposit will only be made after 1 (one) year of successful delivery of the equipments and proper installations of equipments.

17) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable. The District Magistrate, Jhargram 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.

18) Refund of EMD: The Earnest Money of all the unsuccessful tenderers deposited in favour of the District Magistrate, Jhargram, shall be refunded through electronic process to ICICI Bank by the e-procurement portal through web service after completion of tender formalities.

19) Conditional/ Incomplete tender will not be accepted under any circumstances.

20) The intending tenderers are required to quote the item-wise rate online.

21) 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.

22) The authority reserves the right to cancel the N.I.T. due to unavoidable circumstances at any stage of tender process and no claim in this respect will be entertained.

23) As it is an item rate tender, bidders have to quote rate against each of the items and L1 will be judged with respect to individual items and more than one agencies may be selected as L1 for the whole work. In that case, the entire work/supply order will be divided accordingly by the authority.

24) Rate to be quoted by bidders including all taxes, GST, Incidentl Charge, Carriage Charge, etc.

25) Before issuance of the SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.



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- 26) The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.
- 27) The authority will form expert committee who will verify the equipments on sample basis with respect to the specifications mentioned in this NIT. After selection and on being intimated by the authority, the agency shall have to arrange such verification by the expert committee within Kolkata or Jhargram within a period of maximum 7 (seven) days of receipt of intimation in this regard. Supply order/Work order will be issued only after clearance of the expert committee.
- 28) The selected agency also has to declare in writing the details of period/ condition of warranty/ guarantee against each of the items during verification by expert committee.
- 29) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.

INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the Agencies/Suppliers to participate in e-Tendering.

1. Registration of Agencies/Suppliers:

Any Agencies/Suppliers willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Each Agencies/Suppliers is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

3. Collection of Tender Documents:

The Agencies/Suppliers can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of tenders:

4.1 general process of submission:

Tenders are to be submitted only through online to the website stated in para 1) in **double cover** at a time for each work, **technical proposal & financial proposal** before the prescribed date & time using the digital signature certificate (dsc). The documents are to be uploaded scanned copy duly digitally signed. The documents will get encrypted (transformed into non readable formats).

4.2 technical proposal:

The technical proposal should contain scanned copies of the followings in one cover (folder).

Technical cover containing.

- Tender form no. 2911 (ii) (download & upload the same digitally signed). Quoting rate will only encrypted in the b.o.q. under



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- ii. NIT with all agenda & corrigendum & special terms, condition & specification of works (download & upload the same digitally signed).
- iii. GST Registration Certificate under GST Act, 2017.
- iv. PAN Card.
- v. Trade Licence Certificate. Trade licence shall be upto date and valid on the day of opening of technical bid as stated in this NIT. Validity period of Trade Licence shall clearly be mentioned on the licence and must be legible.
- vi. IT Return with respect to Assessment Year 2019-20.
- vii. Registration certificate under company act. (if any/if applicable).
- viii. Registered deed for partnership firm/ article of association & memorandum (if any).
- ix. Power of attorney (for partnership firm/ private limited company, (if any)).
- x. Clearance certificate for the current year issued by the assistant register of co-op(s) (ARCS) by laws are to be submitted by the registered labour co-op(s) engineers' co-opt(s).
- xi. Credential certificates (payment certificate) for completion of at least one similar nature of work in a single work order under the authority of state/central govt. Statutory bodies under state/central govt. Constituted under the statute of the state/state govt. Having a magnitude of 30 % (thirty percent) of tender amount within last five years with reference to the date of issue of this NIT is to be furnished.

Note : Failure of submission of any of the above mentioned documents (as stated in technical cover) will render the tender liable to summarily rejected.

THE ABOVE STATED TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Technical Documents" to send the selected documents. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate. PAN, Income Tax Acknowledgement Receipt for the latest Assessment year i.e. AY 2019-2020.
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>) Power of Attorney.
C.	Credential	Credential	Resourceful, bonafide & Experienced Agencies/Suppliers having at least 30 % credential certificate of work of Similar Nature
D.	Financial	PAYMENT CERTIFICATE	PAYMENT CERTIFICATE



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OTHER TERMS AND CONDITIONS

1. Item wise rate should be quoted both in ward & in figure.
2. No payment will be made for un-approved materials.
3. The rate as specified in the price schedule including the cost of quarrying, loading, un-loading, carrying, stacking in site, royalty and other taxes/incidental charges etc.
4. No extra payment will be made for carrying of materials involving head load / trolley etc.
5. Work/Supply must be completed within schedule time.
6. If the accepted tenderer fails to execute on agreement within the date mention in the letter of intimation, his name should be brought into book for taking disciplinary action and his earnest money will stand forfeited.
7. Security money @ 10% of the value of work done by the concerned supplier/ agency will be deducted from each R.A bill / Final bill.
8. In case of the accepted tenderer, who has executed the agreement, the earnest money will automatically be converted into security money in the first R.A bill / First and final bill, if desire by the concerned supplier / Agency. Such security deposit will be refunded on satisfactory completion of the whole work and after covering security period.
9. In case of failure to complete the work with in the stipulated time, the earnest money and the security money will be forfeited.
10. The Tenderer or his authorized representative must remain present at the time of opening tender.
11. The tenderers must sign on each page of tender form and price schedule before dropping it.
12. The name of the work including serial no, tender notice no, date must be written on the top of the envelope containing the tender documents.



Additional District Magistrate (Gen)
Jhargram

Memo No.- 2563 /1(13)/NZ/2019

Date:- 24.10.2019

Copy forwarded for information to:-

1. The Secretary to the Govt. of West Bengal, Department of Youth Services & Sports.
2. The Commissioner to the Govt. of West Bengal, Department of Youth Services & Sports.
3. The Secretary, West Bengal State Council of Sports.
4. The Addl. District Magistrate(Gen./Dev./ZP/LR), Jhargram.
5. The Sub-Divisional Officer, Jhargram
6. The Secretary , Jhargram Zilla Parishad.
7. DIO of NIC, Jhargram with request to upload this Tender Notice in District website/suitable website for wide publicity.
8. The District Information and cultural Officer, Jhargram for wide publicity.
9. The Nazareth Deputy Collector, Jhargram.
10. The Notice Board, Office of the District Magistrate, Jhargram.


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PRE QUALIFICATION APPLICATION

To,
District Magistrate,
Jhargram

Ref: Tender no.: - **DM/JGM/DRDC/eNIT-06(2ndCall)**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby submit all the necessary information and relevant documents for evaluation.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that-

(a) Tender inviting & Accepting Authority can amend the scope & value of the contract bid under this project.

(b) Tender inviting & Accepting Authority reserve the right to reject application without assigning any reason.

Address:

Name of Bidder :-.....**

Mobile No -**

E-mail address:.....**

Office address:.....

GST No.:**

PAN No.:**

Encl: e-Filling :-
Statutory Documents.
Financial Document.

Date :

Signature of applicant

** Must be filled up for communication