



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. : 1169 / NZ/NIQ

Date : 15/09/2023

Notice Inviting e-Quotation No. **DM/JGM/NZ-2023/eNIQ-15 (3<sup>rd</sup> call)**

The tenders are invited by the undersigned for supply of machineries for establishment of sanitary napkin production unit in Nayagram block, Boro Khakri Amrao Pari Bahumukhi Prathamik Sangha Samabay Samity Limited in the table below through electronic tendering (e-Tendering). The intending Tenderers may visit website for the tender notice, other details & submission of bid will be through the website <https://www.wbtenders.gov.in> only. The tender shall be available for viewing in our website (<http://wbtenders.gov.in/nicgep/app>) on and from 15/09/2023.

Sl. No.	Name of the work	Tender Amount (Rs.)	Earnest Money (Rs.)	Time of work	Remarks
1	For supply of machineries for establishment of sanitary napkin production unit in Nayagram block Boro Khakri Amrao Pari Bahumukhi Prathamik Sangha Samabay Samity Limited	Not Applicable	10000.00	Within 30 days after giving work order	

- 1) 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.)
- 2) Cost of Tender form is not refundable as per norms.
- 3) 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.
- 4) The Successful L1 bidder must submitted the hard copy of EMD along with all documents to the tender inviting authority with his acceptance letter of the LOI (letter of intent). Failure to submit 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.
- 5) **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.



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- 6) 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.-15.
- 7) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee' of District Magistrate, Jhargram. The District Magistrate, Jhargram reserves the right to reject or cancel any or all pre-qualification documents and bid documents without assigning any reason whatsoever. The list of Qualified Bidders will be displayed in the website.
- 8) **Eligibility criteria for participation in the tender.**
- 9) Resourceful, bonafied & Experienced Agencies/Suppliers having at least 40 % (forty percent preferably) credential of similar nature in a single work of single work order during any one financial year within the last 5 (five) years from 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. Copy of credential certificate to be uploaded.
- 10) Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the latest financial year, Pan Card, GST Registration Certificates are to be accompanied with the Technical Bid Documents.
- 11) The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)
- 12) The prospective bidders should own or arrange the required plant and machineries through their own arrangement.
- 13) 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.
- 14) Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M. , valid certificate from A.R.C.S. along with other relevant supporting papers.
- 15) Joint Ventures will not be allowed.
- 16) A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.
- 17) 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.
- 18) Escalation of prices in respect of construction materials shall not be considered.
- 19) No mobilization advance and secured advance will be allowed.
- 20) Income Tax, and other admissible tax 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 & the rate, in the schedule of rates, inclusive of all the taxes & cess as stated above



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- 21) There shall be no provision of Arbitration.
- 22) 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.
- 23) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	15.09.2023 (18.55 Hours)
2	Documents download start date ( Online )	15.09.2023 (18.55 Hours)
3	Documents download closing date ( Online )	23.09.2023 (18.55 Hours)
4	Bid submission start date (Online)	15.09.2023 (18.55 Hours)
5	Bid Submission closing date (Online)	23.09.2023 (18.55 Hours)
6	Bid opening date for Technical Proposal ( Online )	26.09.2023 (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 ,

24) The intending Bidders shall clearly understand that whatever may be the outcome 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.

25) 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.

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

27) The intending tenderers are required to quote the rate/percentage online.

28) 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.

29) The District Magistrate, Jhargram reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

30) Before issuance of the WORK 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



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is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

31) Qualification criteria:

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. 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.

24) 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-I 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 I 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 cl.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 virus 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 following further in two covers (folders).



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**A-i. Statutory cover containing.**

- Tender form no. 2911 (ii) (download & upload the same digitally signed). Quoting rate will only encrypted in the B.O.Q under financial proposal. In case quoting any rate in 2911 (ii), the tender liable to summarily rejected.
- Nit with all agenda & corrigendum & special terms, condition & specification of works (download & upload the same digitally signed).

**A-2. Non statutory/ technical documents cover containing.**

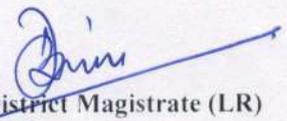
- Professional tax (pt) deposit receipt challan for the current financial year, pan card, saral for the last financial year, GST registration certificate
- Registration certificate under company act. (if any).
- Registered deed for partnership firm/ article of association & memorandum.
- Power of attorney (for partnership firm/ private limited company, (if any).
- 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).
- 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 magnitudes of 40 % (forty percent) of the tender amount put to tender during any one of financial year within last five year prior 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 A1 & A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.*

**THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER.**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non statutory folder. 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 & Acknowledgement, with GST Return (Upto Date). PAN., P Tax (Challan) latest, Latest IT Return. IT-Saral for Assessment year (latest)
B.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License), Partnership Firm, (Partnership Deed, Trade License), Ltd. Company, (Incorporation Certificate, Trade License) Society, (Society Registration Copy, Trade License), Power of Attorney.
C.	Credential	Credential - 1 Credential - 2	Resourceful, bonafide & Experienced Agencies/Suppliers having at least 40 % credential certificate (with work order) of work of Similar Nature and valid
D.	Financial	PAYMENT CERTIFICATE	PAYMENT CERTIFICATE

  
Addl. District Magistrate (LR)  
Jhargram



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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 etc. complete.
4. No extra payment will be made for carrying of materials involving head load / trolley etc.
5. Work 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 @ 8% of the value of work done by the concerned contractor/ 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 contractor / 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 within 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.

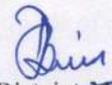
**For detailed information, please contract with the NDC, Jhargram District Collectorate in any working day between 11 A.M. to 4 P.M.**

Memo No:- 1169 /1(10)/NZ/NZ/NIQ

Date:- 15/09/2023

Copy forwarded for information to:-

- 1) The District Magistrate, Jhargram.
- 2-4) The Addl. District Magistrate (Gen/ Dev/ZP), Jhargram.
- 5) The Sub-Divisional Officer, Jhargram
- 6) The PD, DRDC, Jhargram
- 7) The District Information and cultural Officer, Jhargram.
- 8) The Nazareth Deputy Collector, Jhargram.
- 9) The DIO, NIC, Jhargram, with request to upload this Tender Notice in District website for wide publicity.
- 10) The Notice Board, Jhargram D.M. Office.

  
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Cut from the above line and submit

PRE QUALIFICATION APPLICATION

To,  
District Magistrate,  
Jhargram

Ref: Tender no.: - DM/JGM/NZ-2023/eNIQ-15(3<sup>rd</sup> call)

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.: -----\*\*

Enco: e-Filling :-  
Statutory Documents.  
Non Statutory Documents.  
Financial Document.

Date :

Signature of applicant

\*\* Must be filled up for communication.