

Government of West Bengal
Directorate of Sericulture
45, Ganesh Chandra Avenue (2nd Floor),
Kolkata- 700013.

Memo No 288/Dev Cell/RKVY/21-22

Dt:- 20.09.2021

NOTICE INVITING e-QUOTATION No - WBDOS/Dev Cell/RKVY/Supply/01/21-22

e-Quotations are hereby invited by The Commissioner of Textiles and Sericulture, 45, Ganesh Chandra Avenue (2nd Floor), Kolkata- 700 013, Government of West Bengal, from Bonafide, experienced and resourceful **producers, dealers or suppliers** having minimum **60%** supply credential in same or similar materials. The materials are detailed in table below. (Submission of Bid online)

List of schemes:

Sl.	Name of materials	Object.	Earnest Money (Rs.)	Cost of tender documents	Time span of supply
1.	PHYTONOL G	A Tricontanol based product for plant growth regulation.	88500	200	Within 45 Days of placing Supply Order.

District wise Probable Requirement for the year		
District		Phytonol G (kg)
COOCHBEHAR		1500
JALPAIGURI		2250
DARJEELING SILIGURI		1500
UTTAR DINAJPUR		1500
DAKSHIN DINAJPUR		750
MALDA		13500
MURSHIDABAD		7500
BIRBHUM		7500
NADIA		6000
PASCHIM MEDINIPUR		2250
TOTAL		44250

Date and Time Schedule:

Particulars	Date and Time
Date of Publishing of Tender	20-09-2021 at 17.00 Hrs
Documents download start date (Online)	20-09-2021 from 18.00 Hrs
Bid submission start date (Online)	20-09-2021 from 18.00 Hrs.
Bid submission closing date (Online)	02-10-2021 Upto 18.55 Hrs.
Bid opening date for Technical Proposals (Online)	05-10-2021 at 11.00 Hrs.
Bid opening date for Financial Proposals (Online)	To be notified lateron.

Bidders will not have to pay any price for tender Documents. However only the successful Bidder will have to pay the price for document of formal Agreement for the copies as required.

Earnest money need to be deposited by the bidder electronically: online- through his net Banking enabled bank account, maintained at any Bank in favour of The Commissioner of Textiles and Sericulture, West Bengal and the same will be release after satisfactory supply of materials as per Govt. rule. WBF 2908 with necessary modification will be the agreement form for this supply.

Notwithstanding anything contained in this notice, the general terms and conditions and stipulated terms and conditions will be binding upon all concerned.

Encl:-Terms & Conditions.

Commissioner of Textiles and Sericulture,
West Bengal.

Seal and Signature of Bidder

Detailings:-

1. In the event of **e-filling**, intending bidder needed to download the tender documents from the website <http://wbtenders.gov.in> directly with the help of digital Signature Certificate.
2. The tenderers are required to offer the rate **online only**, no offline submission will be allowed.
3. **Earnest money** will be deposited by the bidder electronically online through his net Banking enabled bank account, maintained at any Bank and also to be documented through e-filling.
4. Both **Technical Bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
5. **Tender documents may be downloaded** from website and submission of Technical Bid and Financial Bid will be done as per Time schedule.
6. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified.
7. The **decision of the bid evaluation committee**, of Directorate of Sericulture, Government of West Bengal, will be absolute, final and binding in this respect.
8. Eligibility criteria for participation in the tender: Bonafide experienced and resourceful producers/ dealers / suppliers having minimum **60%** supply credential in same or similar materials. during last **3 (THREE) years** for a single contract value in Government of West Bengal or of other state, Government of India, body constituted under Government guidelines Private credential is not allowed.

9. **Credential** in the form of **completion certificate for satisfactory supply** issued from the concerned competent authority need to be submitted online in specific nomenclature Credential 1 or 2, and the original copy to be shown when asked for. [Non-statutory documents].

❖ The completion certificate should contain:- Name and quantity of the materials supplied, work order no /agreement no, Date of Commencement, Scheduled Date and actual of Completion of supply, whether the performance is satisfactory or not, etc. to be submitted in the letterhead of the issuing authority containing detail address including phone no, postal address and e mail address of the issuing authority.

❖ Any shortfall of this requirement-if led to have impossibility for verification of the said credential, the bid shall be liable to rejection.

❖ Therefore, the bidder shall have to check the points to be included by the authority issuing of the completion certificate while receiving the same.

10. The following documents are needed to be uploaded:-

PAN NO (SCAN COPY OF PAN CARD),	PROFESSIONAL TAX REGISTRATION,
VALID TRADE LICENCE.	VALID GST REGISTRATION NO WITH COPY.
COMPANY DETAILS	PROFESSIONAL TAX DEPOSIT CALLAN OF THE LATEST FINANCIAL YEAR,
CREDENTIAL.	
INCOME TAX RETURN ACKNOWLEDGEMENT RECEIPT FOR LAST 5 ASSESSMENT YEARS.	

The Proprietorship, Partnership Firms and Company should furnish:-	Tax Audit Report for last THREE years in 3CD Form is to be furnished along with the Balance Sheet and Profit and Loss account.
	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. [Non-statutory documents]

11. **Earnest Money:** The amount as mentioned online, to be deposited by the bidder electronically: online- through his net Banking enabled bank account, maintained at any Bank, through the designated payment gateway. The acknowledgement to be uploaded in the relevant folder while uploading bid in the portal. **It is modification over agreement form WBF 2908.**
12. Applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to quotationers stated above before participating in the bid.
13. During scrutiny, if it comes to the notice of the tender inviting authority that the **credential** or any other document found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice. In the view to intension of disrupting the tendering process, the Earnest Money may be forfeited, also may be debarred for a time upto two years for participating to tendering process.
14. The **prospective questioners** or any of their constituent **partner** shall neither have abandoned any supply 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.
15. A prospective supplier shall be allowed to participate in a particular supply either in the capacity of **individual** or as a **partner** of a firm. If found to have applied severally in a single supply, all his applications will be rejected for that job, without assigning any reason thereof.

16. The supplier should submit **sample** of quantity **2 pieces each** of the materials at **this office** at his own expense and risk. No cost will be paid for it.

The Last date of submission of sample at this office	30-09-2021 upto 4 PM
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17. The evaluation will be done after checking of the sample materials. List of qualified supplier will be decided thereafter.
18. **Eligibility Criteria:** The Accepting Authority will determine the eligibility of each supplier. The suppliers shall have to meet all the minimum criteria regarding:

1.	Financial Capacity to be assessed from the past performance and supporting documents to be submitted as found necessary.
2.	Technical capability comprising of personnel & equipment capability, producing capacity of the materials for which necessary documents need to be submitted.
3.	Credential,
4.	Experience.

The eligibility of a supplier 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 supplier will be rejected at any stage without any prejudice.

19. The **list of Qualified** suppliers will be displayed in the said website after Technical Evaluation.
20. The financial proposal should contain the following documents in one cover (folder)
21. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.
22. Payment of supply will be made according to availability of fund for the specific head of Account.
23. No **advance** will be allowed.
24. Quotation shall remain valid for a period not less than **120 days** (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the supplier withdraws the offer during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 25. Security Deposit:-** 10 % (Ten Percent) of the estimated value /offered value to be deposited to the Commissioner of Textiles and Sericulture, including Earnest Money, within 10 (TEN) days from the receipt of the approval of the offer.
26. **Refund of Security Deposit** will only be made **after three months** after satisfactory completion of all supply in respect of quality, quantity and timely supply.
27. The intending Bidders shall clearly understand that whatever may be the outcome of the process of invitation of Bids, no cost of Bidding shall be reimbursable by the department under any circumstance.
28. The Quotation inviting authority reserves the right to cancel the notice due to unavoidable circumstances and no claim in this respect will be entertained.
29. The Commissioner of Textiles (Sericulture), Government of West Bengal reserves the right to **accept or reject** any offer without assigning any reason whatsoever and is not liable for reimbursement of any cost that might have been incurred by any quotationer at any stage of his / their Bidding.
30. **Refund of EMD:** The Earnest Money of the L2 and L3 quotationer will be refunded automatically and without any manual intervention, after issue of the supply order. The Earnest Money of other tenderers (Except L1) will be refunded automatically at any stage when the bidder is declared as disqualified or declared above L3. This will be monitored by the web portal monitoring agency and any corresponding in this regard may be made directly with them. The Earnest Money of the L1, or who gets the award of supply order will be converted into security Deposit, when usual procedure for refund of Security Deposit to be followed.
31. Conditional/ Incomplete quotation will not be accepted under any circumstances.
32. At any stage before issue of the SUPPLY ORDER, **the tender inviting authority will verify the credential** and other documents of the successful tenderer, if found necessary. After verification if it is found that the documents submitted by the him is either manipulated or false in that case work order will not be issued in favour of the said quotationer under any circumstances.
33. **Notwithstanding** anything contained in this Notice Inviting Tender, general terms and conditions, additional terms and conditions and special terms and conditions will be binding upon all concerned.

ADDITIONAL TERMS AND CONDITIONS:

1. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants of the adjacent locality, etc. The supplier must see that all damages to any property which, in the opinion of the Engineer-in-Charge, are due to the negligence of the supplier are promptly rectified by the supplier at his own cost and expenses and according to the direction and satisfaction of the Engineer-in-Charge.
2. Transportation arrangement: The contractor shall arrange for all means of transport required for carriage and supply of materials and also the materials required. The bidder must consider this aspect while quoting rate.
3. Authorized Representative of Contractor: The contractor shall not assign the supply or sublet any portion of the supply. The supplier may however, appoint an authorised representative in respect of one or more of the following purpose only.
4. Any notice, correspondences, etc. issued to the authorized representative or left at his address, will be deemed to have been issued to the supplier.
5. **Extension of time:-** For cogent reasons over which the contractor will have no control and which will retard the progress of supply, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever additional establishment, enhanced cost of materials and labour and hire charges of tools & plants, vehicles etc. would be entertained under any circumstances. The supplier should consider the above factor while quoting his rate. Applications for such extension of time should be submitted by the supplier in the manner indicated in respective Clause of form.
6. **Forced Closure:-** In case of cancelling of the supply by the Department after work order, the supplier will be eligible to be paid for the materials supplied and reimbursement of supply actually received thereof, but not for any losses.
7. Underspecified Materials:- The supplier shall remove all underspecified materials, as directed.
8. Charges and fees payable by supplier:- The supplier shall receive all notices and pay all fees required to be given or payable to by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the supply and shall keep the Department free against all penalties and liabilities of every kind for breach of such statute regulation or law.
9. Realization of Departmental claims:- Any sum of money due and payable to the supplier (including security deposit returnable to him) under this contract may be appropriated by the Government and set off against any claim of Government for the payment of sum of money arising out of this contract or under any other contract made by the supplier with the Government.
10. Commencement of work:- The supply must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in the Notice.
11. **Supply of approved materials:-** The supplier shall be responsible for supply of materials as per the sample as approved. Any underspecified materials will not be received by the receiving person of the materials or to be removed immediately, within 24 hours of receipt of notice for the same.
12. Timely supply of materials:- All the supply must have to be completed in all respects within the time as mentioned in the work order to be issued by the competent authority.
13. No compensation to the supply or stock damaged by rain or traffic will be entertained.

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PROCEDURE FOR OPENING OF TECHNICAL PROPOSAL
AND TECHNICAL EVALUATION:

1. The samples of the suppliers are to be evaluated by the purchase committee to be formed for the purpose by the commissioner of Textiles and Sericulture, Government of West Bengal.
2. Technical proposals will be opened by the officers of Directorate of Sericulture at their office and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
3. Intending BIDDERS may remain present if they so desire during opening of bids.
4. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the bid will be rejected.
5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded. Summary list of technically qualified tenderers will be uploaded online soon.
6. Pursuant to documents for Earnest Money and verification to that, the summary list of eligible tenderers -as per the decision of the authority, will be uploaded in the web portals.
7. During evaluation, the authority may summon 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.
8. Penalty for suppression / distortion of facts: If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand 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 tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
9. If any tenderer fails to produce the original hard copies of the documents (specially Completion Certificates in support of credentials submitted, and audited balance sheets), or any other documents on demand of the Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the bids on e-Tender platform for 2 (Two) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Directorate may take appropriate legal action against such tenderer.

OPENING OF FINANCIAL PROPOSAL
AND FINANCIAL EVALUATION:

1. The financial proposal of the technically qualified tenderers will be opened by the Authority electronically from the website using their Digital Signature Certificate.
2. Intending technically qualified bidders may remain present if they so desire.
3. Decrypted (*transformed in to readable formats*) BOQ downloaded by the bid Opening Authority.
4. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.
5. Award of Contract: The Bidder whose Bid has been accepted will be notified by the Authority through acceptance letter/ Letter of Acceptance.
6. The Agreement in **W.B. From No. 2908** will incorporate all agreement between the Accepting Authority and the successful bidder.
7. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents.
8. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in N.I.T. along with requisite cost within a time limit of seven days.
