



- 4) 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". The decision of the TEC will be final and absolute in this respect. The list of the qualified Bidders will be displayed in the website
- 5) The contractor will be responsible for accuracy of weight and other function. If any discrepancy noticed all the pending bills are liable to be cancelled
- 6) All the assigned works are to be completed with that the minikits to be distributed under calamity relief labour unrest/absence of labour the undistributed cost of minikits will be deducted from the pending bill.
- 7) The cost of materials required for packing and processing of seeds such as Sutli,Threads,etc. by the contractor.
- 8) The contractor has to pay visit every day in office during working hour to know about the job. The tenderer will be made on the basis of lowest rate quoted on maximum points/items.
- 9) The processing machine, weighing scale and bag closing machine will be provided by the office. Before and after work all the machines to be properly cleaned and oiling/greasing to be done. If any machine is found out of order frequently during working season, the repairing cost will be realized from the contractor.
- 10) The working hour will be fixed by the office on the basis of work load. No overtime is admissible for the same. The tenderer must have to capacity to arrange labour for emergent work with in short time.
- 11) Both Packing and processing work is prone to accident if proper precaution has not been taken by contractor. Hence the contractor should provide one or more skilled labour for proper handling of electrical equipments. Necessary protective materials are also to be provided to labours for handling poisonous chemicals. In case of any damaged caused by the labours or any accident occurs in the godown, WBSSC Ltd., will not take responsibility. The contractor will be responsible for carelessness.
- 12) The successful tenderer may submit his bills in duplicate after completion of certain quantum of work and will be paid subject to sanction of fund by WBSSC Ltd., Kolkata. Necessary TDS will be deducted as per law.
- 13) The envelop should be superscripted as **"Packing, processing, drying and other Godown related works of different types of Seeds, Fertiliser and other Agril. Inputs"**.
- 14) The contract period will be at least for one year and no hike in rate will be allowed for that period and may be extended for further one year with mutual consent between the bidder and WBSSCL unless terminated prematurely by WBSSCL at its discretion and satisfaction.
- 15) The authority reserved absolute right to accept or reject the tender without assigning any reason.
- 16) All statutory papers are submitted in soft copy only. Hard copies are not entertained by office.
- 17) The following statutory documents should be enclosed with the tender (folder) :-

(a) Earnest Money of Rs. 7,000/- (Seven Thousand Only) will have to be submitted through online in the form of Net Banking or RTGS / NEFT as per e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> in favour of WEST BENGAL STATE SEED CORPORATION LTD. Payable at Barasat[STATE BANK OF INDIA, A/C NO. **11216765465**, IFS CODE: **SBIN0000024**, BRANCH:Barasat] are to be documented through e-filling.

(b) Copy of GST Registration No., PAN Card & Latest IT Return Acknowledgement.

(c) Copy of valid Trade License.

(d) Copy of up -to date Professional Tax Clearance Certificate.

(e) Attested copy of Credential Certificate for at – least Rs. 1,00,000/- (One Lakh only) on an average per year for the last three consecutive Financial years of Govt. Or Govt. undertaking organization for seed Packing, seed processing, seed drying and other Godown related works of different types of Seeds, Fertiliser and other Agril. Inputs.

18) The entire packing and processing work will be made in the way to enable the Corporation to pay the packing and processing bill at a lowest amount & regarding bill if any dispute arise the decision of the Corporation will be treated as final.

19) The Earnest Money of the successful tenderer will be treated as Security Deposit.

20) The authority reserve the right to accept or reject any tender either full or part or all tender without assigning any reason or may reason or may impose further condition if it is found deems necessary in further.

21. Misconduct, misbehaviour with the staffs and officers and with any customers the Corporation reserves absolute right to terminate the contract one before the contract period.

**Sd/-**

**District Manager**

**W.B. State Seed Corporation Ltd, Barasat**

**Memo No: - 872/1(7) /WBSSC/BST**

**Dated :-18.09.2018**

Copy forwarded for necessary information to:-

1. The Managing Director, W.B.S.S.C Ltd., 6, Ganesh Chandra Avenue, 5th Floor, Kolkata – 700 013.
2. The Regional Manager, W.B.S.S.C Ltd., Burdwan Range.
3. The District Magistrate, North 24-Paraganas District.
4. The Dy. Director of Agriculture (Admin.), North 24-Paraganas, Barasat.
5. The Sabhadhipati, North 24-Paraganas Zilla Parisad
6. Notice Board of this office, Barasat & website of this office for wide circulation.
7. Accountant/Store Keeper of this office.

**Sd/-**

**District Manager**

**W.B. State Seed Corpn. Ltd, Barasat**

## **SECTION – A**

### **INSTRUCTION TO BIDDERS**

General Guidance for e-tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the Contractors to participate in e-tendering

Registration of Contractor:→

Any Contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-procurement System, through login on to <https://wbtenders.gov.in> the contractor is to click on the link for e-tendering site as given on the web portal.

Digital Signature Certificate (DSC):

Each Contractor 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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Website stated in clause A.I. above. DSC is given as a USB e-token. The Contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in clause A.I. using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

## **Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause A.I. in two folders at a time for each work, one in Technical Proposal 7 the other is 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).

### **Technical Proposal:**

The Technical Proposal should contain scanned copies of the following in two covers (folders).

(a ) Statutory Cover (folders) containing the following Documents:

(i) Earnest Money of Rs. 7,000/- (Seven Thousand Only) will have to be submitted through online in the form of Net Banking or RTGS / NEFT as per e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> in favour of WEST BENGAL STATE SEED CORPORATION LTD. Payable at Barasat[STATE BANK OF INDIA, A/C NO. **11216765465** IFS CODE: **SBIN0000024**, BRANCH: Barasat] are to be documented through e-filling.

(ii) Copy of GST Registration No., PAN Card & Latest IT Return Acknowledgement.

(iii) Copy of valid Trade License.

(iv) Copy of up – to date Professional Tax Clearance Certificate.

(v) Attested copy of Credential Certificate for at – least Rs. 1,00,000/- (One Lakh only) on an average per year for the last three consecutive Financial years of Govt. Or Govt. undertaking organization for Seed & Agril. Input Packaging, Seed processing, Seed drying and other Godown relateds works of different types of Seeds, Fertiliser and other Agril. Inputs.

N.I.T. (Downloaded properly and upload the same Digitally Signed). The Rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q under Financial Bid. In case of quoting any Rate in N.I.T, the tender is liable to be summarily rejected.

(b) Non Statutory covers (folders) contains following documents:

(i) List of Technical/Non Technical staff. (ii) Power of Attorney (if applicable).

**THE ABOVE STATED STATUTORY / NON – STATUTORY (TECHNICAL DOCUMENTS) SHOULD BE ARRANGED IN THE FOLLOWING MANNER:**

Click the check boxes besides the necessary documents in the My Documents 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)
1	Certificate(s)	Certificate(s)	PAN / Trade License P. TAX (Challan) GST Registration Latest IT Return Acknowledgement
2	Company Detail(s)	Organization Detail(s)	Proprietorship Firm (Trade License) Partnership Firm (Trade License Partnership Deed,) Limited Company (Incorporation Certificate Trade License) Society (Society Registration Copy, Trade License, Power of Attorney)
3	Credential	Credential – I	Similar nature of Work Done & Completion Certificate which is applicable for eligibility in this Tender.
4	Manpower	Technical Personnel / Unskilled Labours	List of Technical Staffs / Unskilled Labours with structures and organization (As per N.I.T)

### **Tender Evaluation Committee (TEC)**

1. Evaluation Committee constitute as per order of the Managing Director, West Bengal State Seed Corporation Limited will function as Evaluation Committee for selection of Technically Qualified Contractors.
2. Opening and Evaluation of Tender: If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. Opening of Technical Proposal: Technical proposals will be opened by the District Manager in charge, West Bengal State Seed Corporation Limited, Burdwan and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending Tenderer may remain present if they so desire.
5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for statutory documents will be opened. If there any deficiency in the statutory documents the tender summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non – statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified tenders will be uploaded online.
8. Pursuant to scrutiny & decision of Tender Evaluation Committee, the summary list of eligible tenders & the serial number of work for which their proposal will be considered and uploaded in the web portal.
9. During evaluation the bidders may remain present with original copies of all documents submitted through e-Tender for verification.

### **FINANCIAL PROPOSAL**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantity (BOQ). The contractor is to quote the item wise rate on the line through computer in the space marked for quoting rate of BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.
3. Penalty for suppression / distortion of facts: If any participator fails to produce the original hard copies of the documents like Completion Certificate and any other documents on demand of the Tender Evaluation Committee 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 Tender and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
4. Rejection of Bid: W.B.S.S.C Ltd., reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all the Bids at any time prior to the award of the contract without there by incurring any liability to the affected Bidder or Bidders of the ground for W.B.S.S.C Ltd's action.
5. Award of Contract:
  - I. The Bidder who have quoted lowest rate in maximum numbers of items preference will be given to him, provided he accepts in writing to execute the whole contract on the basis of lowest rate (L-1) of all items.
  - II. The Bidder who's Bid has been accepted will be notified by the Tender inviting and Accepting Authority through Acceptance Letter / Letter of Acceptance.

## **NOTE**

1. System Generated comparative statement will not be accepted.
2. Maximum point will be decided part wise A & B, who's quoted rate will be lower and the same will be accepted as L-1.
3. Maximum number of L 1 included part A & part B would be offered the work.

**Sd/-**  
**District Manager**  
**W.B. State Seed Corpn. Ltd, Barasat**