

**Memo No.: 56 /WBSSC/JAL**

**Date: 08/06/2018**

**NOTICE INVITING e-TENDER**

**Tender Reference No: WBSSC/JAL/NIT-01 Date – 08/06/2018**

**Sub: Transportation of different types of Seeds and Other Agricultural Inputs from WBSSCL- Moynaguri Godown to different Blocks of Jalpaiguri District, other district of West Bengal and other States & vice versa.**

Notice inviting e-tender No. 01, Dated 08/06/2018 of the West Bengal State Seed Corporation Ltd., Jalpaiguri from reputed and experienced Transporter having valid trade license on transport work for Transportation of different type of seeds and other related agricultural inputs from WBSSC Ltd., Moynaguri godown to different blocks of Jalpaiguri, & Darjeeling districts and to other districts of the West Bengal and also to the neighboring states and vice versa. Estimated value of this tender is tune of Rs. 35,00,000/- (Rupees thirty five lakhs only) on an average per year.

**Terms & Conditions**

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. A) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in> Submission of Technical Bid and Financial Bid. Will be done as per Time Schedule stated below –

Particulars	Date & Time
01 Date of publishing (online)	08.06.2018 at 04:00 P.M.
02 Documents downloaded start date	08.06.2018 from 4:00 P.M.
03 Bid submission start date (online)	08.06.2018 from 5:00 P.M.
04 Documents downloaded end date	25.06.2018 up to 3:00 P.M.
05 Bid submission closing (online)	23.06.2018 at 4:00 P.M.
06 Bid opening date for technical proposals (online)	26.06.2018 at 11:00 A.M.
07 Date for opening of financial proposal (online)	Notifying later

- B) The Financial proposal of the prospective tenderer will be considered only if the technical bid of the tender is found qualified by the tender evaluation committee, the decision of the tender evaluation committee, will be final and absolute in this respect. The list of qualified bidders will be displayed in the website. The authority may have asked to for submit all original documents for verification after opening of financial proposal of L1 bidder.
3. Seed and other materials may be loaded and unloaded at one or more points as will be directed by the corporation and single point in case of transport for outside states. In case of outside state loaded quantity of input should not be exceed 9.0 MT for which insurance covered stock will be transported.
  4. No haltage and demurrage charges will be provided from the corporation.
  5. For any transit loss in quality & quantity like shortage, pilferage, damage, rain soaking etc. the cost of seed will be deducted from the bill as per selling price of seed and inputs.
  6. If the selected transporter unable to provide vehicle within 12 hours of instructions, the under signed reserves the right to arrange vehicle from open market at any rate and excess bill amount of the said carrying bill will be adjusted from the bill of contractor.
  7. The selected transporter should visit office regularly 2 times to collect information regarding transportation schedule at 10:30 A.M. & 4:00 P.M. respectively.
  8. **The following statutory documents should be enclosed with tender:**

(a) **EARNEST MONEY & SECURITY DEPOSITS:**

The Transporter shall deposit **Rs.70,000/- (Rupees seventy thousand only)** towards Earnest Money Deposit (EMD) at the time of submitting the tender in forms of Demand Draft. The payment shall be made by **Bank Draft, from any Nationalize Bank only in favour of “WEST BENGAL STATE SEED CORPORATION LIMITED” Payable at Jalpaiguri.** Tenderer have to be submitted through online uploading photo copy of Demand Draft from Nationalized bank as per e-procurement portal of the Govt. of West Bengal <http://wbtenders.gov.in>.

- (b) Self-attested copy of valid GST Registration, PAN Card, Aadhaar Card of Indian Citizens & latest IT Return Acknowledgement.
- (c) Self-attested copy of valid Trade License for Transport work.
- (d) Self-attested copy of up to date professional Tax Clearance Certificate.
- (e) Self-attested copy of Blue Book in respect of owned goods carriage vehicles, at least one.

Office of the District Manager (InCharge)  
West Bengal State Seed Corporation Limited  
Naren Villa, Station Road, Jalpaiguri.

E-Mail – [wbssc.jal@gmail.com](mailto:wbssc.jal@gmail.com)

Phone No. 03561-221725

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- (f) Self-attested copy of credential certificate at least 40% of estimated value i.e. Rs. 14,00,000/- (Rupees fourteen lakhs only) on an average per year for any one financial year during last five (5) years of any Govt./Semi-Govt. organization for transportation work.
- (g) Bank Account details and Bank Solvency certificate (Latest).
- (h) Self attested copy of partnership deed if participants are partnership firm.
- (i) List of technical and non-technical (labour) man power with valid local identification.
- 09. Upon acceptance of the tender by WEST BENGAL STATE SEED CORPORATION LIMITED, Jalpaiguri, Rs. 3,50,000/- (Rupees three lakhs fifty thousand only) mandatorily deposited by the party as security deposit(10% of tender value) within 15 days after issuing of work order and EMD of Rs. 70,000/- (Rupees seventy thousand only) will be adjusted as Security deposit. WBSSCL reserves the right to forfeit the Security Deposit (in part or full) in the event of failure of the transporter to comply with the terms of contract. The Security Deposit or such part thereof has not been forfeited or adjusted will be refunded to the transporter only on expiry of the contract and on satisfactory completion of the work under the agreement and on production of no due / no demand certificate from the consignor unit of WBSSCL relevant to the contract period and after deducting the outstanding dues, if any, against the transporter on account of shortages, damages, delayed delivery etc. WBSSCL reserves the right to forfeit the Security Deposit in the event of failure of transporter to produce acknowledgement copies of the challan receipts / consignment notes from the consignees or execute the transportation job to the WBSSCL's satisfaction. **Hard copy of demand draft submitted to office of the undersigned for said transport tender by successful tenderer.****
10. The intended Bidder must submit rates (including loading, unloading, other incidental charges and insurance charge etc. in specified BOQ only).
11. Necessary T.D.S. will be deducted from the bill of Contractor as per Govt. rules.
12. Corporation will not be responsible for any type of prosecution made by the Traffic Police Authority against Transporter while in transit and cost of material will be realized from the Transporter's bill & security deposit, if there be any loss of Corporation.
11. The bill for carrying will be paid quarterly on the basis of receipted challan subject to availability of fund but bill must be placed to this office monthly.
12. An amount of Rs. 3,50,000/- (Rupees three lakhs fifty thousand only) only has to be deposited by the successful Tenderer as security deposit by Demand Draft which is refundable after completion of contract period of successful tenderer or EMD converted into security money & rest amount of security money deducted from bill amount from successful tenderer.
13. The Transport Contract period will be at least for one year & no enhancement of rate will be allowed for that period due to hike of price of diesel spare parts etc. it may be extended for further one year if both the Corporation & Transporter agreed.
14. In some of the cases the unloading Charges varies from the quoted rate for such Condition transporter has to produce the relevant voucher of unloading duly certified by Assistant Director of Agriculture of that Block, Savapati/Pradhan with Stamp in exceptional circumstances only for delivery of stock for remote & Hill area.
15. The envelope should be superscripted as Tender for Transportation for West Bengal State Seed Corporation Ltd., Jalpaiguri.
16. The Transportation Charges will be paid on the basis of Distance covered × Weight × Rate on one way transportation of each consignment.
17. The authority reserves the absolute right to accept or reject any Tender either full or part or all tender without assigning any reason or may impose further Condition if it is found deems necessary in future.
18. In case of outside State Transportation, the stock to be delivered with insurance coverage charge.
19. All Challans issued / received on the same date to a particular route must be treated as a single consignment a weight is to be considered of each consignment as a whole. All receipted Challan will have to be deposited within 7 days of FOR delivery.
- 20. 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 (L1) of all items. The contractor or his representative has to be present at the time of loading & unloading.**
21. Misconduct, misbehavior with the Staffs and Officers and with any customer, the Corporation reserves absolute right to terminate the contract on or before the contract period.
22. All specified work including loading & unloading is to be completed within 10.30 AM to 6.00 PM in general and time may be changed on emergency period as per direction of corporation's authority.
23. All statutory document are to be submitted in soft copy only, hard copies are not entertained by the office. If any statutory documents are not to be submitted by any bidder within above mentioned time frame their proposal will be liable for rejection.
24. All Court case if any raised in subject to jurisdiction of Kolkata.
25. All original tender documents & processing fees, EMD of L1 Bidder will be submitted to this office before issue of Award of contractor for said transport work.
26. Loading instruction as per Motor Vehicle Act. Should never be avoided and no risk would borne by the corporation regarding violation of said Act.

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27. In no circumstances contractor will stop transportation work as directed by the authority, failing which security deposit of contractor will be forfeited and contract will be terminated forth with before the end of contract period with punishment for not to allow participation in future tender of this corporation. Besides this for misconduct with all officials & delay in service of the contractor, the authority reserves right to terminate his transport contract before the end of contact period.
28. An agreement on Non-judicial stamp of Rupees 10/- (Ten) transport contract as per tender terms & condition as laid down in this tender must be made by the successful contractor within seven(7) days of A.O.C. letter.
29. The authority reserves the absolute right to accept or reject any tender either full or part of all tender without assigning any reason or may impose further condition if it is found deems necessary in future.
30. The rate should be quoted in BOQ inclusive of loading, unloading, stacking charges, all applicable taxes & incidental charges at FOR delivery.

Sd/-

District Manager (Incharge)  
West Bengal State Seed Corporation Limited  
Jalpaiguri

**Memo No. /1(9)/WBSSC/JAL**

**Date: 08/06/2018**

Copy forwarded for his kind information and wide circulation to: -

1. The Managing Director, WBSSCL, Kol-13.
2. The Regional Manager, WBSSCL, Jalpaiguri Range, Jalpaiguri.
3. The District Magistrate, Jalpaiguri.
4. The Deputy Director of Agriculture (Admin), Jalpaiguri.
5. The Assistant Director of Agriculture (Marketing), Jalpaiguri.
6. The District Cultural & Information Officer, Jalpaiguri.
7. The District Informatic Officer (NIC), Jalpaiguri. With a request to kind makes an arrangement for display of this NIT-01/WBSSC/JAL/18-19 dt. 08.06.18. in website of the District Magistrate, Jalpaiguri
8. Notice Board of this Office.
9. Copy for tender file.

Sd/-

District Manager (Incharge)  
West Bengal State Seed Corporation Limited  
Jalpaiguri

**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 logging on to <https://wbtenders.gov.in> then 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 Center (NIC) on payment of requisite amount. Details are available at the Web Site Stated in clause A.I. above. DSC is given as a USB e-Token.

☞ The Contractor can search and download N.I.T. & Tender Document (s) electronically from Computer once have 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 & 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 Digital signed. The documents will get encrypted (Transformed into non-readable formats).

**Technical Proposal:**

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

**(a) Statutory Cover Containing the following documents:**

- i. Earnest Money (refundable) of Rs. **70,000/- (Rupees seventy thousand only)** only will have to be submitted through online in the form of photocopy of Demand Draft as per e-procurement portal of the Govt. of West Bengal <http://wbtenders.gov.in> in favour of WEST BENGAL STATE SEED CORPORATION LTD., payable at Jalpaiguri, are to be documented through e-filing.
- ii. Self Attested Copy of valid GST Certificate, PAN & Aadhaar Card of Indian citizen.
- iii. Self Attested Copy of valid Trade License for Transport work.
- iv. Self Attested Copy of up to date Professional Tax Clearance challan.
- v. Self Attested Blue Book / Smart Card for at least one goods carriage vehicle of his own.
- vi. Self attested copy of Credential certificate for at least Rs.14,00,000/- (Rupees fourteen lakhs only) on an average per year for any one financial year during last five (5) financial year of any Govt./Semi-Govt. Organization for transportation work.
- vii. N.I.T. (downloads properly and uploads 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 Cover containing the following documents.**

- i. List of Technical/Non Technical Staff.
- ii. Power of Attorney (In case of Partnership firm).

**THE ABOVE STATED STATUTORY /NON-STATUTORY (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 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)	PAN, up to date P-Tax Clearance Challan (PTC), Aadhaar card, GST Registration certificate, Latest IT return Acknowledgement, Latest Bank Solvency Certificate.
B.	Company Detail (s)	Organization Details	Proprietorship Firm (Trade License), Partnership Firm (Partnership Deed, Trade License), Limited Company (Incorporation certificate, Trade License), Society (Society Registration Copy, Trade License), Power of Attorney.
C.	Credential	Credential – 1	Credential Certificate on Transportation work which is applicable for eligibility in this tender.
D.	Man Power	Technical Personal /unskilled Labours	List of Technical Staff / Unskilled Labours along with structures & Organization (as per N.I.T)

1. Evaluation Committee constituted 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 & 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 Proposal will be opened by the Officer-In-Charge, West Bengal State Seed Corporation Limited, Jalpaiguri and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending Tenderers may remain present if they so desire.
5. Cover (Folder) for statutory Documents will be opened first & if found in Order. Cover (folder) for non Statutory Documents will be opened, if there is any deficiency in the statutory Documents of 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 tenderers will be uploaded online.
9. Pursuant to scrutiny & decision of the Tender Evaluation Committee the Summary list of Eligible tenderers & the serial No. of work for which their proposal will be considered will be uploaded in the web portals.
10. During evaluation the committee may summon the Tenderers and 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 proposal will be liable for rejection.

### **FINANCIAL PROPOSAL**

1. The Financial Proposal should contain the following documents in one cover (folder) i.e., Bill of Quantities (BOQ). The Contractor is to quote the item wise rate online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded by virus free scanned & Digitally Signed by the contractor.  
Financial Capacity of a bidder will be judged on the basis of information furnished.
3. **Penalty for suppression /distortion of facts :**  
If any tenderers fails to produce the original hard copies of the documents like Completion Certificates & 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 tenderer & action may be referred to the appropriated authority for prosecution as per relevant IT Act.
4. **Rejection of Bid :**  
WBSSCL reserves the right to accept or reject any Bid and to cancel the Bidding processes and rejects all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the effected Bidder or Bidders of the ground for WBSSCL's action.
5. **Award of Contract :**
  - i. The Bidder who have quoted lowest rate on maximum numbers of item; preference will be given to him, provided he has to accepts in writing to execute the whole contract on the basis of lowest rate (L1) of all items of transport work.
  - ii. The Bidder whose Bid has been accepted will be notified by the Tender Inviting & accepting authority through acceptance letter/ letter of Acceptance.

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Sd/-  
District Manager (Incharge)  
West Bengal State Seed Corporation Limited  
Jalpaiguri