



**OFFICE OF THE DISTRICT MANAGER**  
**WEST BENGAL STATE SEED CORPORATION LIMITED**  
**(A Govt. of West Bengal Company)**

Seed Complex, Gour Road, Mokdumpur, Malda-732103, Phone no. 03512-254928

Memo No. 153/WBSSC/MLD

Date:10/08/2017

**NOTICE INVITING e- TENDER**

**Tender Reference No. WBSSCL/Malda/NIT-01/2017-18.**

**Sub: - e- Tender for Transportation of Seed & other Agril. Inputs.**

Notice Inviting e-Tender No. 01, dated- 10/08/2017 of the District Manager-In-Charge, West Bengal State Seed Corporation Ltd., Seed Complex, Gour Road, Mokdumpur, Malda, from reputed and experienced Transporter of Indian Citizens for Transportation of different type of Seed and Other related Agriculture Inputs from WBSSC Ltd, Malda, to different Block of Malda district and to other districts of the State of West Bengal and also to the neighbouring States and vice versa. Estimated Tender Value in Rs. 18,50,000.00 (Eighteen Lakh Fifty Thousand) only on an average per year as per last three year transaction.

**TERMS AND CONDITIONS**

1. In the event of e-filling, intending bidder may download the Tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature certificate.
2. 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 as stated below –

Sl. No.	Particulars	Date and Time
1	Date of Publishing of N.I.T. and uploading Tender Documents (Online)	11/08/17, at 9.00 AM
2.	Documents download start date	11/08/17, at 10.00 AM
3.	Bid submission start date (Online)	11/08/17, at 10.00 AM
4.	Bid submission closing date (Online)	25/08/17, at 06.00 PM
5.	Bid opening date of Technical proposals (Online)	28/08/17, at 11.00 AM
6.	Date of uploading list for Technically Qualified bidder (Online) after disposal of appeal, if any (Online)	Will be intimated later on.
7.	Date for opening of Financial Proposal (Online)	Will be intimated later on.

3. The FINANCIAL OFFER of the prospective Tender will be considered only if the TECHNICAL BID of the Tenderer is found qualified by the Tender Evaluation Committee the decision of the Tender Evaluation Committee will be final & absolute in this respect the list of qualified bidders will be displayed in the website.
4. Seeds & other materials may be loaded & unloaded at 2 or 3 points or more points as will be directed by the Corporation.
5. No haultage & demurrage charges will be provided from the Corporation.
6. For any transit loss in quality and quantity like shortage, pilferage, damage rain soaking etc. the cost of Seed will be deducted from the bill as per Selling Price of Seed & Inputs.
7. If the selected Transporter unable to provide vehicle within 24 hours of instruction , the undersigned reserves the right to arrange vehicle from open market at any rate and the excess bill amount of said carrying bill will be adjusted from the bill of Contractor.
8. The selected Transporter should visit Office regularly to collect information regarding Transportation schedule.



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9. The following Documents should be enclosed with the tender :-
  - (a) **Processing Fees** (non refundable) of Rs. **3,000/-** (Rupees Three Thousand) will have to be submitted through **Demand Draft only**, in favour of "**WEST BENGAL STATE SEED CORPORATION LTD.**" Payable at **MALDA**. Bidders are requested to submit the scanned copy of Processing Fee (Demand Draft) within the technical documents and submit the original Demand Draft at the office of the District Manager, West Bengal State Seed Corporation Limited, Malda on or before the date of Technical Bid opening.
  - (b) **Earnest Money** (refundable) of Rs. **37,000/-** (Thirty Seven Thousand) will have to be submitted through Demand Draft only, in favour of "**WEST BENGAL STATE SEED CORPORATION LTD.**" Payable at **MALDA**. Bidders are requested to submit the scanned copy of EMD(Demand Draft) within the technical documents and submit the **original Demand Draft** at the office of the District Manager, West Bengal State Seed Corporation Limited, Malda on or before the date of Technical Bid opening.
  - (c) Self attested copy of GST & Service Tax Registration No. & PAN Card & Adhaar Card of Indian Citizens & latest IT Return Acknowledgement.
  - (d) Self attested copy of valid Trade License for Transport work.
  - (e) Self attested copy of up to date professional Tax clearance Certificate.
  - (f) Self attested copy of Blue Book in respect of owned goods carriage vehicles, at least one.
  - (g) Self attested copy of Credential Certificate for at least Rs. 6,29,000.00 (Rupees Six Lakh Twenty Nine Thousand) only on an average per year for last three financial year of any Govt. / Semi-Govt. Organization for transportation work in same line of business.
  - (h) Bank Account details.
10. Necessary T.D.S. will be deducted from the bill of Contractor as per law.
11. 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 bill, if there be any loss of Corporation.
12. The bill for carrying will be paid quarterly subject to availability of fund.
13. An amount of Rs. 37,000 (Rupees – Thirty Seven Thousand) only has to be deposited by the successful Tenderer and it should be kept as security deposit by Demand Draft or pledge NSC which is refundable after completion of contract period of successful tenderer.
14. The Transport Contract period will be at least for one year & no enhancement of rate will be allowed for that period due to hike price of diesel spare parts etc.
15. 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 signed by ADA of that Block, Savapati/Pradhan with Stamp in exceptional circumstances only for delivery of stock in remote area.
16. The envelope should be superscripted as Tender for Transportation.
17. The Transportation Charges will be paid on the basis of Distance covered × Weight × Rate on one way.
18. 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.
19. In case of outside State Transportation the stock to be delivered with insurance coverage charge.
20. 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 lifting.
  - **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 one before the contract period.



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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 during emergency work.
23. All statutory 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. The intended Bidder must submit rates (including loading, unloading, other incidental charges and insurance charge etc. in BOQ only).
25. All Court case if any raised in subject to jurisdiction of Malda.
26. 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.

Sd/-

**DISTRICT MANAGER IN-CHARGE**  
**W.B. STATE SEED CORPORATION LTD., MALDA**

**Memo No. 153 /1(8)/WBSSC/MLD**

**Date: 10/08/2017**

Copy forwarded for his kind information and taking necessary action to:-

1. The Managing Director, WBSSCL, Kol-13.
2. The Regional Manager, WBSSCL, Jalpaiguri /Burdwan Range.
3. The District Magistrate, Malda.
4. The Deputy Director of Agriculture (Admin), Malda.
5. The Assistant Director of Agriculture (Marketing), Malda.
6. The District Cultural & Information Officer, Malda.
7. The District Informatic Officer (NIC), Malda.
8. Notice Board of this Office.

Sd/-

**DISTRICT MANAGER IN-CHARGE**  
**W.B. STATE SEED CORPORATION LTD., MALDA**



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**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 the 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 contained scanned copies of the following in two covers (folders).

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

- i. **Earnest Money** (refundable) of Rs. **37,000/-** (Thirty Seven Thousand) will have to be submitted through Demand Draft only, in favour of "**WEST BENGAL STATE SEED CORPORATION LTD.**" Payable at MALDA. Bidders are requested to submit the scanned copy of EMD(Demand Draft) within the technical documents and submit the **original Demand Draft** at the office of the District Manager, West Bengal State Seed Corporation Limited, Malda on or before the date of Technical Bid opening.
- ii. **Processing Fees** (non refundable) of Rs. **3,000/-** (Rupees Three Thousand) will have to be submitted through **Demand Draft only**, in favour of "**WEST BENGAL STATE SEED CORPORATION LTD.**" Payable at MALDA. Bidders are requested to submit the scanned copy of Processing Fee (Demand Draft) within the technical documents and submit the original Demand Draft at the office of the District Manager, West Bengal State Seed Corporation Limited, Malda on or before the date of Technical Bid opening.
- iii. Self Attested Copy of GST & Service Tax registration No., PAN & Aadhaar Card of Indian citizen.
- iv. Self Attested Copy of valid Trade License for Transport work.
- v. Self Attested Copy of upto date Professional Tax.
- vi. Self Attested Blue Book / Smart Card for at least One goods carriage vehicle of his own.
- vii. Self attested copy of Credential certificate for at-least Rs. 6,29000.00 (Six lakh twenty nine thousand only) on an average per year for the last three consecutive Financial years of Govt. or Govt. undertaking organization for transportation work in same line business.



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viii. 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 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)	PAN, P-Tax (Challan) 2016-17, Aadhaar card, GST Registration, Latest IT return Acknowledgement
B.	Company Detail (s)	Organization Details	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	Nature of Transportation work done & completion Certificate 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)

**Tender Evaluation Committee (TEC)**

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 District Manger-In-Charge, West Bengal State Seed Corporation Limited, Malda and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).





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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 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**

11. 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.
12. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial Capacity of a bidder will be judged on the basis of information furnished.

13. 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.
14. 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.
15. Award of Contract :
  - i. The Bidder who have quoted lowest rate in maximum numbers if item preference will be given to him, provided he accepts in writing to execute the whole contract on the basis of lowest rate (LI) of all items.
  - 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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