



Office of the District Manager
WEST BENGAL STATE SEED CORPORATION LIMITED

(A Govt. of West Bengal Company)

Beej Bhabhan, Pharing Danga, P.O. - Abas, Paschim Medinipur, PIN-721 102

Memo No. – 354/AC-16/WBSSCL/MID

Date: 14/06/2017

Notice Inviting e-Tender

Tender Reference No: WBSSCL/Midnapur/NIT-2/2017-18

Sub:- *Packeting, processing, drying of different types of Seeds, Fertiliser and other Agril. Inputs*

Notice inviting e-tender no. 2 dated 14/06/2017 of the District Manager, West Bengal State Seed Corporation Ltd., Beejbhavan, Faringdanga, Abas, Midnapore. Dist. -Paschim Medinipur. Pin-721102 from the Reputed and Experience Parties/Co-operative/Labour Contractors for processing ,grading, packeting, restaking etc. at our Midnapore Godown. Approx Tender Value is 200000.00 (Rupees two Lacks Only).

Terms and Conditions

- 1) The scope of work involves *Packeting, processing, drying of different types of Seeds, Fertiliser and other Agril. Inputs at WBSSCL's Midnapore go-down.*
- 2) In the event of E-filling, Intending Bidders may download the Tender Documents from the Website www.wbtenders.gov.in directly with the help of Digital Signature Certificate.
- 3) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the Website www.wbtenders.gov.in submission of Technical Bids and Financial Bids will be done as per time schedule stated below:

Sl. No.	Particulars	Date and Time
01.	Date of uploading of NIT and other documents (online).	14.06.2017-4.40 PM
02.	NIT and other documents (online) publishing date	14.06.2017 – 5.00 PM
03.	Document download start date	14.06.2017 – 5.30 PM
04.	Bid submission start date (online)	14.06.2017 – 6.30 PM
05.	Last date of submission of original copies for the Tender documents and earnest money	28.06.2017 – 4.00 PM
06.	Bid submission closing (online)	28.06.2017 – 4.00 PM
07.	Bid opening date for technical proposal (online)	30.06.2017 – 4.30 PM
08.	Date of uploading list for technically qualified Bidders (online) after disposal of appeals, if any (online)	30.06.2017
09.	Date of opening Financial Proposal (online)	03.07.2017

- 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 followed by forfeiture of securities deposit and cancellation of work contract.
- 6) All the assigned works are to be completed with-in specific period of time and date and instructed. This is to be noted that the minikits to be distributed under calamity relief work should be done on war footing basis. Failing which due to labour unreach/absence of labour the undistributed cost of minikits will be deducted from the pending bill.
- 7) The cost of materials required for packeting and processing of seeds such as sutali, thread, colour etc will to be borne by the contractor.
- 8) The contractor has to pay visit every day in office during working hour to know about the job. The eligibility of tenderer will be made on the basis of lowest rate quoted on maximum points/items as per BOQ.
- 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 Packeting 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 occur 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) All technical documents should be submitted in sealed envelope and superscripted as "**Tender for Transportation**". Same to be dropped in to the drop box of WBSSCL, Midnapur (off line) within 27.06.17 upto 4PM.
 - 14) The contract period will be atleast for one year and no hike in rate will be allowed for that period.
 - 15) The authority reserved absolute right to accept or reject the tender without assigning any reason.
 - 16) The following documents should be enclosed with the tender :-
 - a) Processing fees Rs. 1,000/- only by Demand Draft in favour of WEST BENGAL STATE SEED CORPORATION LTD. Payable at Midnapore.
 - b) Earnest Money of Rs. 4000 /- only by Demand Draft in favour of WEST BENGAL STATE SEED CORPORATION LTD. Payable at Midnapore.
 - c) Copy of PAN Card.
 - d) Copy of valid Trade License.
 - e) Copy of up-to date Professional Tax Clearance Certificate.
 - f) Bank A/c Details.
 - g) Attested copy of Credential Certificate for at-least Rs. 60000/- (Rupees Sixty thousand only) on an average per year for last three Financial years of any Govt. Undertaking Organization for packeting processing Work.
 - 17) The entire packeting and processing work will be made in the way to enable the Corporation to pay the packeting and processing bill at a lowest amount & regarding bill if any dispute arise the decision of the Corporation will be treated as final.
 - 18) An amount of Rs. 10,000/- only has to be deposited by the successful tenderer as security deposit.
 - 19) 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.

Sd/-
District Manager
WBSSC Ltd., Midnapore

Memo No. 354(6)/WBSSCL/MID

Dated: 14/06/2017.

Copy forwarded for necessary information to:-

- I) Managing Director, W.B.S.S.C.Ltd., Kolkata – 700 012.
- II) Regional Manager, W.B.S.S.C.Ltd., Burdwan Range.
- III) District Magistrate, Paschim Medinipur
- IV) Sabhadhipati, Paschim Medinipur Zilla Parishad.
- V) Deputy Director of Agriculture (Administration), Paschim Medinipur, Purba Medinipur, Jhargram
- VI) Website of WBSSC Ltd.,
- VII) Notice Board of this Office, Midnapore.

Sd/-
District Manager
WBSSC Ltd., Midnapore

SECTION – A

INSTRUCTION TO BIDDER

General Guidance for e-tendering:-

Instruction s/Guideline for electronic submission of the Tenders has 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 log 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 tender from the approved service provider of the National Information Centre (NIC) on payment of requisite amount. Details are available on 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 DSC. This is the only mode of collection of Tender documents.

➤ **Submission of Tenders:**

Tenders are require 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 and other is Financial Proposal before the prescribed date and 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 cover (folder).

(a) Statutory cover containing the following Documents:

- I) Demand Draft of Rs 4,000(Rupees Four thousand only) towards Earnest Money (EMD) as prescribed in the NIT in favour of West Bengal State Seed Corporation Limited Payable at Midnapore.
- II) Processing Fees Rs. 1,000 (Rupees one thousand) only Demand Draft in favour of West Bengal State Seed Corporation Limited Payable at Midnapore.
- III) Copy of PAN card.
- IV) Copy of Valid Trade license.
- V) Copy of up-to date professional Tax clearance certificate.
- VI) NIT (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 BOQ under Financial Bid. In Case of quoting any rate in NIT, the tender is liable to be summarily rejected.**

Statutory cover containing the following documents:

- i) Experience in contractor of any organization/Co-operative (If any).
- ii) Power of Attorney.

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 Document”** to send selected documents to Non –Statutory folder.

Next click the Tab **“Click to Encrypt and upload”** and then the **“Technical”** folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Details
A	Certificates	Certificates	PAN Professional Tax Clearance certificate
B	Company Details	Organisation Details	Proprietorship Firm (Trade Licence) Partnership Firm (Partnership Deed, Trade licence) Limited Company (Incorporation Certificate, Trade Licence) Co-Operative Society (Society Registration Certificate, Trade Licence) Power of Attorney
C	Credential	Credential-I	Similar nature of work Done & Completion certificate which is applicable for eligibility in this Tender.
D	Man-Power	Technical Personnel/ Unskilled Labours	List of Technical Staff/Unskilled labours with Structures and Organisation (As per NIT)

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 Government order is needed to be furnished.

Technical proposal:

3. Technical proposal will be opened by the District Manager, West Bengal State Seed Corporation Limited, Midnapore and his authorized representative electronically from the website using their Digital Signature Certificate.
4. Intending tenderer may remain present if they so desire.
5. Cover (folder) for statutory documents will be opened first and if it is found in order then Cover folder for Statutory documents will be opened. If there is any deficiency in the statutory documents then the tender summarily be rejected.
6. Decryption (transformed into readable format) 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 and decision of the Tender Evaluation Committee, the Summary list of eligible tenders and the serial Number
9. During evaluation the committee may summon the participators of the tender and seek clarification/information or additional document or original hard copy of any documents already submitted and if these are not produced within stipulated time frame then their proposals will be liable for rejection.

FINANCIAL PROPOSAL:

1. The financial proposal should contain the following documents in one cover (folder) i, e bill of quantity (B.O.Q). The contractor is to quote the **item wise rate** on 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 copies of any documents like certificates or any other documents on the 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 then it may be treated as submission of false documents by the Bidder and action may be referred to the appropriate authority for prosecution as per law of IT Act.
4. **Rejection of Bid:** WBSSC Ltd., reserve the right to accept or reject any Bid and to cancel the bidding processes or reject all Bids at any time prior to the award of contract without there by incurring any liability to the affected Bidder or Bidders on the ground of WBSSC Ltd's., action.
5. **Award of Contract:**
 - I. Preference will be given to the Bidder who have quoted lowest rate for maximum number item in BOQ, provided he accepts in writing to execute the whole contract and the basis of lowest rate (L1) of all items.
 - II. The Bidder who's Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through 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 and part B would be offered the work.

Sd/-

District manager
WBSSC Ltd., Midnapore