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Memo No: 2541 / 2-5

Date:03/12/2018

E-TENDER FOR SUPPLY OF JUTE BAG FOR SABUJSHREE SCHEME

E- TENDER NOTICE No. : - WBFOR/DGP/SP/SUPPLY OF JUTE BAG/NIT-05(e)/2018-19

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <https://wbtenders.gov.in>

1.2 Registration of Contractors

Any agency willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Each contractor/agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders

1.4 Collection of Tender Documents

The contractor/agency can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents

1.5 Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the List of Work(s) of this NIT.

2. Submission of Tenders :

2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

A. Technical File (Statutory Cover) containing

- i. NOTICE INVITING E-TENDER (NIT) (to be submitted in "NIT" Folder)
- ii. Section B (Form I, Form II Form III Form IV and AFFIDAVIT - Y)(to be submitted in "FORMS" Folder.)

iii. **Earnest Money Deposit (EMD) and Tender Fees** is to be done through online by the Tenderer vide Finance Deptt.'s Order No. 3975-F(Y), Dt. 28.07.2016.

iv. Instructions to Bidders. (to be submitted in "ITB" Folder)

v. General Terms & Conditions Of Contract. (to be submitted in " GT AND CC" Folder)

vi. Technical Specification. (to be submitted in "TS" Folder)

vii. Drawing if Any to ("DRAWING" Folder)

Note: a) Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website: <https://wbtenders.gov.in>

Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule

b) Addenda/Corrigenda if published, bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

My Document (Non-Statutory Cover)

Sl. No.	CATEGORY NAME	DOCUMENT NAME
A	CERTIFICATES	1 P.T. deposit receipt Challan
		2 GST Registration Certificate
		3 I.T.R. Acknowledgement Receipt
		4 I.T. PAN Card
		5 Voter ID Card
B	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence.
		2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.
		3 Pvt. Ltd. Company -Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.
C.	CREDENTIAL	1 Experience Profile - List of completed Projects of similar/related nature (as mentioned in NIT Section - B, Form - V).
		2 Completion Certificate from the concerned purchaser with completion certificate.
D	FINANCIAL INFORMATION	1 Authenticated copy

		2	Only Payment Certificate of work issued by the Concerned AUTHORITY and not the TDS certificate
E	STRUCTURE & ORGANISATION	1	Details of Structure and Organisation (NIT Section - B, Form - III)
	AFFIDAVIT	2	An affidavit made that no adverse report against the bidder (NIT Section - B, Affidavit - Y)

2.3. Financial Proposal

The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder) . The contractor is to quote the rate in the space marked for quoting rate in the B.O.Q.

Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

3. Eligibility Criteria for participation in tender:

(a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice either of the following:

- (i) At least one job (supply of jute bag or similar/related product) of similar nature with an estimated cost equal to or more than the estimated cost put to this notice ; or
- (ii) At least two job of similar/related nature with an estimated cost of each of the works equal to at least 50% of the estimated cost put to this notice in any one year ; or
- (iii) At least three job of similar/related nature with an estimated cost of each of the works equal to at least 33% of the estimated cost put to this notice in any one year,

(b) Provided that such similar/related supplies should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted. [Non-statutory Documents]

(c) For the purpose of this project 'similar works' would mean supply of similar type of jute bag/related products in any Govt. /Undertaking / reputed MNCs etc.

(d) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt Challan, VAT Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, Voter ID Card and Trade Licence in respect of the prospective Tenderer. [Non-statutory Documents]

(e) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Non-statutory Documents]

(f) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

(g) The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]

(h) Registered Co- operative Societies are required to furnish the following documents : - [Non-statutory

