



**WEST BENGAL STATE FOOD PROCESSING  
&  
HORTICULTURE DEVELOPMENT CORPORATION LIMITED  
(A GOVT. OF WEST BENGAL ENTERPRISE)**

**BENFISH TOWER (6th Floor)**

**31 - GN Block, Sector – V.**

**KOLKATA – 700091**

Email Id- [wbsfphdcl1@gmail.com](mailto:wbsfphdcl1@gmail.com)

NIT No: 91/WBSFPHDCL/1770/2023-24

Date: 08.02.2024

**NOTICE INVITING E-TENDER**

**1. Invitation**

E-tenders are hereby invited from the reputed Manufacturers/ Suppliers/ Authorized Distributors for supply of Weed mat to the different Blocks in the District of south 24 Parganas in the State of West Bengal.

The bidder has to quote the rate separately for Supplying of Weed mat as mentioned below:-

Name of the Item	Specification	Quantity (Approx.)	Estimated Cost per Unit	Total estimated cost	Earnest Money	Commencement of Supply
Weed mat as per IS 15177:2002	As Specified in Annexure - I	200 Unit (each unit consist of 4(four) rolls)	Rs.14,000/- (Rupees fourteen thousand only)	Rs. 28,00,000/- (Rupees twenty eight lakh fifty thousand) only	Rs.56,000/ - (Rupees fifty six thousand only)	20 (Twenty) days from the date of placing the supply order.

**2. Scope of Work:**

- i. The WBSFPHDCL, hereinafter referred to as the Tender Inviting Authority, seeks offer for supply of Weed mat (Specification: As given in Annexure – I) from the reputed Manufacturers/ Suppliers/ Authorized Distributors.
- ii. The successful Bidder has to supply of Weed mat to the different Blocks in the District of south 24 Parganas in the State of West Bengal within the stipulated period as specified in the Supply Order, to be issued on receipt of requisition from the implementing Agencies.

**3. Date & Time Schedule:**

Sl. No.	Particulars	Details of Tender
1	Tender No.	91/WBSFPHDCL/1770/2023-24 Date: 08.02.2024

2	Date of uploading (Publishing) of NIT and other Documents (Online)	08.02.2024 at 12 Noon
3	Documents download start date (Online)	08.02.2024 at 12 Noon
4	Bid Proposal Submission Start Date (Online)	08.02.2024 at 5 PM
5	<i>Pre-bid Meeting</i>	12.02.2024 at 3 PM
6	Documents download end date (Online)	01.03.2024 up to 4 PM
7	Bid proposal Submission end date (Online)	01.03.2024 up to 4 PM
8	Date & Time of opening of technical bids (Online)	04.03.2024 at 3PM
9	The tenderer should lodge objection to the tender inviting authority within two days (48 hours) from the date of publication of list of technically qualified bidders and beyond that time schedule no objection will be entertained by the authority	

**4. Eligibility criteria for participation in the Tender:**

- i. The prospective Bidders must have valid Trade License/ Certificate of Enlistment/ (Valid as on date of submission of bid), PAN, GST Registration Certificate, Income Tax return for any consecutive three financial years within the period from 2018-19 to 2022-23
- ii. Balance Sheet & Profit & Loss Statement of accounts for any three consecutive financial years within the period from 2018-19 to 2022-23
- iii. The prospective Bidder should have credential for supply of polyethylene film /sheet used in Agriculture purpose of the minimum value of 40% of the estimated amount put to tender or credential of 2 similar work each of minimum value of 30% of the estimated amount put to tender at any State/Central Government Organizations of State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals during five years prior to the date of issue of tender notice .
- iv. The Bidder must have the copy of the Payment Certificate or Work Completion Certificate, as the case may be, issued under the signature of the Competent Authority for supplying the said items. The said Certificate should contain the particulars of the items supplied, period of supply and the total value of supply.

**5. Mandatory Documents Requirement:**

**A. *For Technical Proposal***

The technical proposal shall contain the signed and scanned copies of the following:

- a. Tender Document
- b. Application in Annexure - II
- c. Payment Certificate or Work Completion Certificate as referred in Clause 4 above
- d. PAN Card
- e. Trade License/ Certificate of Enlistment (Valid as on date of submission of bid)
- f. Registered copy of the trust deed/ Society deed
- g. In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.

- h. In case of Partnership Firm, registered under the Partnership Act., 1932 – Please enclose details of partners, details of their business and partnership deed etc. duly attested by Notary Valid trade licenses/ permission of business in the state.
- i. Income Tax Return for any consecutive three financial years within the period from 2018 -19 to 2022-23
- j. Profit & Loss Statements and Balance sheets for any consecutive three financial within the period from 2018 -19 to 2022-23
- k. GST Registration Certificate
- l. An undertaking (self-certificate) that the bidder hasn't been blacklisted by a Central/ State Government Institution and that there has been no litigation with any Government Department on account of similar services must be submitted
- m. Supporting documents regarding EMD exemption (if claimed)

**The requisite documents are to be submitted in the respective folder of the E-Tender portal. Failure in submission of any of the above documents may render the Bidder liable to be rejected.**

### ***B. For Financial Proposal***

The Financial proposal should contain

**Bill of Quantity (BOQ):** The Bidder is to quote the rate for *“Supply of Each Unit of Weed mat, each unit consist of 4(four) rolls (as per required specification)”* online in the space marked in the BOQ. This rate must include all rates including carrying, loading and unloading etc. upto the block level of the South 24 Parganas district.

**The participant will be rejected in case it is uploaded in the folder of Technical Bid.**

## **GENERAL TERMS AND CONDITIONS**

### **1. Registration of Bidders**

Any Bidder willing to take part in the process of e- Tendering will have to be enrolled and registered with the Government e-Procurement system/ Portal, <http://www.wbtenders.gov.in>. Each Bidder is to obtain a Digital Signature Certificate for submission of tenders from the approved Service Provider of the National Informatics Centre (NIC).

### **2. Collection of Bid Documents**

The Bidder can search and download NIT and Tender Documents electronically from the Government e-Procurement system using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **3. Submission of Tender**

Tenders are to be submitted online on the website <http://www.wbtenders.gov.in> in two folders at a time, one in Technical Proposal and the other in Financial Proposal, before the prescribed date and time, using the Digital Signature Certificate. The documents submitted by the Bidder should be properly indexed and self-attested with seal.

#### **4. Earnest Money**

##### **i. Online Deposition of Earnest Money**

Earnest Money is to be deposited in favour of the WEST BENGAL STATE FOOD PROCESSING & HORTICULTURE DEVELOPMENT CORPORATION LIMITED through ICICI Bank Payment Gateway failing which the tender will be treated as informal. The Bidders desirous of taking part in the tender have to deposit Earnest Money @ Rs. 56,000/- (Rupees fifty six thousand only)

**For deposition of Earnest Money (at the prescribed rate), the Bidders can refer to the user manual available in “Bidders Manual Kit (Point 10)”. Payment should not be made in Corporation’s Account directly. It should be deposited through options available on the tendering portal only.**

##### **ii. Refund of Earnest Money deposit:**

The Earnest Money of all unsuccessful Bidders will be refunded by the WBSFP & HDCL within 30 days from the date of finalization of tender, on receipt of application from the bidder. In case of successful Bidder, the Earnest Money deposit will be released after 30 days from the date of completion of supply. No interest on Earnest Money will be paid by the Corporation.

##### **iii. Forfeiture of Earnest Money deposit:**

Earnest Money deposit is liable for forfeiture in the event of:

- a. Withdrawal of offers, while offers are under consideration during the validity period.
- b. Non acceptance of supply order.
- c. Any unilateral revision made by the Bidder during the valid period of the offer.
- d. Failure to execute supply of the entire order or part thereof.

##### **iv. Exemption** of any kind for any of the eligible bidder towards cost of EMD will be according to

1. 4245-F(Y) dated 28<sup>th</sup> May’2013 issued by Finance Department, Audit Branch, Govt. of West Bengal.
2. 6718-F(Y) dated 08.09.2015 issued by Finance Department, Audit Branch, Govt. of West Bengal.

Bidder has to submit supporting documents for claiming exemption.

#### **5. Clarification of Bidding Document:**

If there be any discrepancy or obscurity in the meaning of any clause of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to the Corporation marked to the ‘MD, WBSFP & HDCL’. The queries may be sent by email to wbsfphdc11@gmail.com. The clarification given in response to the queries shall be final and binding on the bidder.

#### **6. Amendment of Bidding Document:**

At any time, prior to the deadline for submission of bids, WBSFP&HDCL may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall form the part of the bidding document. Such amendments and clarifications will be published on the same website.

Prospective bidders are requested to visit the mentioned websites on a regular basis to keep abreast of any news. WBSFP&HDCL will bear no responsibility or liability for bidders failing to do so.

In order to afford the prospective bidders reasonable time in which to take the amendment into account in preparing their bids, WBSFP&HDCL may extend the deadline for submission of bids. Such amendments, clarifications etc. shall be binding on the bidders and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid.

## **7. Responsive Bidders:**

Prospective applicants are advised to note carefully the minimum qualification criteria before tendering the bids. Conditional / incomplete tender will not be accepted under any circumstances. Bidders fulfilling all conditions and criteria set forth and qualifying in the Technical Bid as well as making submission of Financial Bid in stipulated manner shall be considered responsive.

## **8. Quoting the Rates in BOQ:**

- i. The intending Bidders are required to quote the rate online. No offline offer will be entertained.
- ii. Bidders are to quote the rate for each unit to be supplied to the different blocks in the districts of South 24 Parganas in the State of West Bengal.
- iii. All Bid prices quoted in the BOQ shall be inclusive of all kind of Taxes, Cess, charges including packaging transportation loading, unloading, carrying and delivery up to the Blocks.
- iv. The price should be firm, final and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, other components, labour cost etc. and any changes or imposition of statutory levies till the completion of supply as per order.

## **9. Rate Validity:**

The rate shall remain valid for a period of 9( nine) months from the date of signing of the Agreement.

## **10. *Evaluation of Tenders for qualifying in Technical Bid***

- i. All Bids will be evaluated and compared on the basis of the submitted documents. The Tender Inviting and Accepting Authority will determine the eligibility of each bidder through a Tender Committee. The bidders shall have to

- satisfy all the clauses specified in eligibility criteria, evaluation committee reserves the right to relax the evaluation criteria.
- ii. Technical proposal will be opened first by the Authorized representative of the WBSFPHDCL electronically using Digital Signature Certificate.
  - iii. Technical Proposals ,which are declared valid by Tender Committee will only be accepted and qualify for next stage of evaluation i.e. Financial Bid.

### **11.Evaluation of Tenders for qualifying in Financial Bid**

- i. Financial proposals of only those Bidders declared technically eligible by the Tender Inviting Authority will be opened electronically on the web portal on the schedule date.
- ii. The encrypted copies will be decrypted and the rates will be downloaded and read out to the Bidders remaining present at that time and to be handed over to the Tender Committee.
- iii. Pursuant to the scrutiny and decision of the Tender Committee, the summary list of eligible Bidders whose Financial Proposals will be considered will be uploaded in the web portal.
- iv. Lowest quoted rate shall normally be accepted. However, the Tender Inviting Authority reserves the right to accepting a bid other than the lowest on a specific ground to be recorded in writing.
- v. The Tender inviting Authority does not bind itself to accept any or all bids and reserves the right to reject any or all bids without assigning any reason whatsoever.

### **12.Issue of supply order**

The supply order will only be issued after receiving requisition from the implementing Agencies. Normally, the supply order will be issued to the L1 Bidder for supplying the indented quantity of the materials.

The quantity mentioned is approximate quantity. The total requirement may increase / decrease from the approximate quantity mentioned above depending on the changing scenario

Supply of the indented quantity of material to the appointed places **shall be completed within 20 working days of the issue of supply order.**

- i. If the Bidder fails to deliver any or all of the materials within the time specified in the supply order due to his fault or inefficiency, Corporation may deducted a sum equivalent to 2.5% of the price of the delayed materials will be deducted for each week of delay or fraction thereof until actual delivery.
- ii. In case, the delay is beyond two weeks, the Corporation may issue terminate notice to the Bidder to proceed with any or all of the necessary part of supply.

Such failure on the part of the Bidder leading to delay beyond two weeks will result in forfeiture of Security Money and also debar him to take part in the tender process of the Corporation for the next three consecutive years.

An Agreement will be signed with the L-1 bidder that submit the Proposals, meet the evaluation and qualification criteria. Purchase Orders will be placed separately to the L1 bidder on receipt of requisition from appropriate authority.

The Agreement shall be valid for a period of nine months from the date of signing of the Agreement.

The agreements will impose no obligation on WBSFP&HDCL to purchase the estimated or any quantity from the bidders.

### **13. Adherence to the Prescribed Specifications:**

No deviation from the specifications prescribed by the Corporation will be accepted by the Authority. The entire supply will be accomplished under the strict monitoring of the entrusted official personnel of the Corporation.

### **14. Right to Accept Any Bid and / or to Reject Any or All Bids:**

The Corporation reserves the right to accept or reject any or all bids and to annul the tendering process and all bids prior to issue work order, without thereby, incurring any liability to the affected Bidder or Bidders or any liability to inform the Bidder of the ground for such action.

### **15. Grounds for Disqualification:**

- i. During scrutiny or at any stage of bidding process or even after issuance of supply order, if it comes to the notice of the Tender Inviting Authority that the Bidder has wilfully made any misleading or false representation in the documents/ statements and attachments submitted as the proof of the qualification requirements.
- ii. If the Bidder fails to complete the supply within the period stipulated in the supply order due to his own fault/ inconvenience or supply of poor sub-standard quality materials.

Then in both the cases, the Corporation shall reserve the right to cancel the supply order and debar the supplier from participating in any Tender to be invited by the Corporation in the next three years.

### **16. Guaranty/ Warrantee:**

The supplier shall be responsible for one year guaranty/ warrantee of supplied material and in case of manufacturing defect, if any, the supplier has to replace the material free of cost.

### **17. Disputes:**

- i. In the event of any question/dispute or difference arising between WBSFP&HDCL and the Agency on any matter covered by these Terms & Conditions or arising

directly or indirectly there from or connected with these Terms & Conditions in any manner, the matter shall be sorted out between the Managing Director, WBSFP&HDCL and the operator and in the case of non-resolution of dispute the matter shall be referred to the ACS/Pr. Secretary/Secretary of the Department of Food Processing Industries and Horticulture. When at this level the dispute is not resolved, the dispute would be referred to a sole Arbitrator appointed jointly by the two parties and his award shall be final.

- ii. The High Court of Kolkata alone shall have jurisdiction to adjudicate thereon.
- iii. The place of Arbitration will be Kolkata and the language shall be English
- iv. The award of the Arbitrator shall be binding on both the parties.

### **18.Negotiations:**

It is clarified that normally no rate negotiation will be done and therefore the Bidders should quote their lowest prices only, however, the WBSFP&HDCL may negotiate the rates with the L1 Bidder in exigencies, if required to do so with prior concurrence of the Appropriate Authority.

### **19. Sample:**

Sample will be required from the L1 bidder after selection of L1 bidder for tender item/items for testing. Supply order will be awarded after getting satisfactory report for testing of requisite specifications as per tender document.

### **20. Execution of Agreement :**

The selected Bidder shall have to execute an Agreement in the prescribed format at their own cost a duly Non-Judicial stamped agreement paper with the WBSFP&HDCL after finalization of tender. The format of the agreement shall be communicated to the selected bidder .

### **21.Payment of Bill:**

**The Selected Bidder shall receive payments on back to back basis i.e., WBSFP&HDCL will pay to be supplier only after receiving of payments from concerned Government Departments/ Authority. The Corporation will not take any responsibility for payment until it has received payment from the concerned Govt. Departments/ Authority. No interest can be claimed by the Agency for any delay of receiving payment from Indenting Authority.**

Sd/-  
**MANAGING DIRECTOR  
WBSFP&HDC**

Annexure-I

**SPECIFICATIONS OF THE MATERIALS TO BE SUPPLIED**

Size of mat: One mat 160 ft. X 6 ft. of 125 GSM

Each unit of weed mat consist of 4 rolls

Weed mat colour Black , Permeable HDPE Material as per IS 15177:2002

## Annexure -II

### Application for Participation in Technical Bid

To,  
The Managing Director  
WBSFP&HDCL  
Benfish Tower (6th floor)  
31, G.N, Salt Lake, Sec V  
Kolkata- 700091

#### Sub: Supply of Weed mat to the different Blocks in the Districts South 24 Parganas in the State of West Bengal.

**Ref. No. 91/WBSFPHDCL/1770/2023-24 Dated: 08.02.2024**

Sir/Madam,

Having examined the terms & conditions of the above NIT, I do hereby submit the following information and relevant documents for furtherance of my proposal for participation in the tender

#### Eligibility Particulars

Sl. No.	Particulars	Details thereof
1	Name of the Bidder	
2	a) Full Office address	
	b) E-Mail I.D.	
	c) Mobile No.	
3	Name of the contact person with Mobile Number	
4	Documents to be submitted by the Bidder	Whether submitted ( Yes / No )
	a. NIT documents including corrigendum, if any	
	b. Payment certificate/ work completion certificate	
	c. PAN Card	
	d. Trade License/ Certificate of Enlistment	Valid up to-
	e. Income Tax return for any consecutive three financial years within the period from 2018-19 to 2022-23	
	f. GST Registration Certificate	
	g. Profit & Loss Statements and Balance sheets	

	for any consecutive three financial within the period from 2018 -19 to 2022-23	
5	Any other points considered to furnish	

**UNDERTAKING**

- i. I undertake that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.
- ii. I have also gone through all the terms & conditions meticulously and I undertake to comply with same sacrosanctly.
- iii. The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the Tender.
- iv. If I fail to complete the supply within the period stipulated in the supply order due to my own fault/ inconvenience, the Corporation shall reserve the right to forfeit the Earnest Money deposited by me in this regard and also debar me from participation in the Tender process of the Corporation for the following 3(three) consecutive years.
- v. I shall maintain the specifications of the materials as per NIT and shall replace the sub-standard materials at my own cost.
- vi. I undertake that, I will not claim any payment from the WBSFPHDCL till the payment is received from the Requisitioning Authority by the WBSFPHDCL against the supply of materials to the concerned Authority by the undersigned.
- vii. I undertake that I have not been debarred/ delisted by any State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals during the last three consecutive years up to the last date of submission of Tender.

Date:

Signature of the Applicant

Place: