



**WEST BENGAL STATE FOOD PROCESSING  
&  
HORTICULTURE DEVELOPMENT CORPORATION LIMITED**  
(A GOVT. OF WEST BENGAL ENTERPRISE)  
**BENFISH TOWER (6<sup>th</sup> Floor)**  
**31, G.N. Block, Sector-V**  
**KOLKATA – 700091**

NIT No.77/WBSFPHDCL/1770/2023-24

Date: 03.01.2024

**NOTICE INVITING E-TENDER**

**1. Invitation**

Online tender is hereby invited in two bid system from the reputed, experienced and bonafide Contractors/ Suppliers/ Nurseries and having sufficient credential for supplying the Sprouted Coconut seednuts to the Ayeshpur Farm Dist: Nadia.

**STATEMENT OF SUPPLY**

Name of the item	Variety	Characteristic	Tentative Qty.	Place of delivery	EMD	Tender Fee	Period of Completion
Sprouted Coconut seednuts	ECT	<b>As enclosed in Annexure I</b>	<b>500000</b>	<i>At the Ayeshpur Farm, Dist: Nadia</i>	Rs. 2,10,000	Rs. 2,000	15 working days from the date of receipt of supply order

**2.Scope of Work**

1. The WBSFPHDCL, hereinafter referred to as the Tender Inviting Authority, seeks bids for supply of the Sprouted Coconut seednuts, as specified in Annexure-I, from reputed, experienced and bonafide Contractors/ Suppliers/ Nurseries.
2. The successful Bidder has to supply the Sprouted Coconut seednuts as per given specifications, to Ayeshpur Farm within stipulated time without fail.

**3. Date and Time Schedule**

Sl.No.	PARTICULARS	DATE & TIME
1.	<i>Date of uploading (Publishing) of N.I.T. and other Documents(Online)</i>	03.01.2024
2.	<i>Documents download start date (Online)</i>	03.01 .2024
3	<i>Pre Bid Meeting</i>	08.01.2024 at 2 PM
4.	<i>Bid proposal submission start date (Online)</i>	08.01.2024 at 4 PM
5.	<i>Documents download end date(Online)</i>	29.01.2024 at 2PM
6.	<i>Bid proposal Submission end date(Online)</i>	29.01.2024 at 2PM
7.	<i>Date &amp; Time of opening of technical bids(Online)</i>	31.01.2024 at 2PM
8.	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 Bidder must have valid Trade license/ Certificate of Enlistment, PAN, IT return for any three financial years within the period from 2019-20 to 2023 -24.
- ii. The prospective Bidder should have credential for supply of horticultural saplings of an amount not less than Rs 40 lakhs in single year within the last five completed financial years i.e. F.Y. 2019-20 to 2023 -24 to any State/ Central Government Organizations or State/ Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals.
- iii. 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/certified by the licensed Chartered Accountant for execution of the work of similar nature. 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:

- i. NIT DOCUMENT
- ii. Application in Annexure II
- iii. PAN Card
- iv. Credential for supply of Horticultural Sapling
- v. Trade License/ Certificate of Enlistment , valid as on last date of submission of bid.
- vi. Income Tax Return for three financial years within the period from 2019– 20 to 2023 - 2024

**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 each Sprouted Coconut seednut inclusive of all kind of Taxes, Cess, charges including packaging, transportation, loading, unloading, carrying and delivery up to the Destination, losses, insurance, if any etc the online in the space marked in the BOQ.

**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. 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.

### **5. Earnest Money & Tender Fees**

#### **a. Online Deposition of Earnest Money & Tender Fees**

Earnest Money and Tender Fees are 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. 2,10,000/- (Rupees Two lakh ten thousand Only) and Tender Fees @ Rs 2,000/- (Rupees Two Thousand only).

For deposition of Earnest Money (at the prescribed rate) & Tender Fees, 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.

#### **b. 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.

#### **c. Forfeiture of Earnest Money deposit**

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

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

d. **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.

### **6. 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 wbsfphdcl@gmail.com. The clarification given in response to the queries shall be final and binding on the bidder.

## **7. 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.

## **8. Quoting the rates in BOQ**

- i. The intending Bidders are required to quote the rate online. No offline Tender will be entertained. The Bidder is to quote the rate for each Sprouted Coconut seednuts online in the space marked in the BOQ.
- ii. All Tender 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 Destination, losses, insurance, if any etc.
- iii. 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, labor 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 effective ordinarily up to 90 days from the date of acceptance of Tender which may be extended further with mutual consent between the bidder and WBSFPHDCL unless terminated prematurely at its discretion and satisfaction.

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

- i. All Tenders 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 Technical Proposals ,which are declared valid by Tender Committee will only be accepted and qualify for next stage of evaluation i.e. Financial Bid.

#### ***9.Evaluation of Tender 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 prescribed 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.

#### ***10. Issue of supply order***

The supply order will normally be issued to the L1 Bidder but Corporation reserves the right to issue supply order to more than one agency at L-1 rate for supply of sprouted coconut seednuts to the Ayeshpur Farm, Nadia.

#### **11. Splitting of Orders**

The Corporation may decide to split the order amongst two or more bidders according to the exigencies of the case, at L1 rate.

#### ***12. Period of supply***

The Supplier shall undertake the commencement of supply within 15 days from the date of placing the supply order.

#### **13. Sample:**

The selected agency has to supply at least 10 Pcs. sprouted coconut seednuts at Farm as sample for approval by the Farm In-charge. Agency has to supply the same materials as approved, in case of deviation in quality, the order is liable to be cancelled.

#### ***14. Adherence to the prescribed Specifications***

No deviation from the specifications prescribed by the Corporation will be accepted by the Authority.

#### ***15. 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 supply 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.

#### **16. Delivery upto farm**

- i. The responsibility of the successful Bidder includes transportation, loading, unloading and delivery to the Ayeshpur Farm, District – Nadia with the help of the required no. of skilled persons without damaging the plants.
- ii. The materials will be checked by the recipient Authority at the point of delivery between 10 a.m. to 5 p.m.. Sufficient time will be provided by the Bidder for checking the quantity and examination of the supplied materials.

#### **17. 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

Then in both the cases, the Corporation shall reserve the right to forfeit the Earnest Money deposited by the Bidder and also debar him from participation in the Tender process of the Corporation for the next 3(three) consecutive years.

#### **18. Disputes**

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 therefrom or connected with these Terms & Conditions in any manner, the matter shall be sorted out between the Managing Director, WBSFP&HDCL and the Agency 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, Govt. of West Bengal. When at that level the dispute is not resolved, the dispute would be resolved by the sole Arbitrator appointed jointly by the two parties and his award shall be final.

The High Court of Calcutta alone shall have jurisdiction to adjudicate thereon.

The place of Arbitration will be Kolkata and the language shall be English. The award of the Arbitrator shall be binding on both the parties.

#### **19. Negotiations**

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

## **20. Payment of Bill**

- i. Invoice/ Bills, along with original receipted copy of Challan, have to be presented to the WBSFP&HDCL after completion of supply, upon which the payment shall be released by the Corporation maximum 6(six) months to the **bidder** through Bank Transfer, to the **bidder's** acknowledged Bank Account, after deducting penalties, if any, arising due to sub standard/ delay supply.
- ii. The details of the Bank Account (Account No. and IFSC Code, Bank Name and Branch) and name of the Account Holder shall be submitted along with the Bill. If these details are given on a separate page, then that page must also be signed by the same person who is signing the Invoice / Bills along with stamp / seal.

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

**ANNEXURE – I**

*Name of the item:* Sprouted Coconut seednuts

*Variety: East Coast Tall*

**Desired quantity and specification:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description</b>
<i>1</i>	<i>Specification</i>	<i>Well sprouted, nut weight more than 700 gm. Healthy, disease free and well maintain.</i>

**Annexure -II**

**Application for participation in Technical bid**

To,  
The Managing Director  
WBSFP&HDCL  
Benfish Tower (6<sup>th</sup> floor)  
31, G.N, Salt Lake  
Kolkata- 700091  
Sub: Supply of Sprouted Coconut seednuts

Ref. No.77/WBSFPHDCL/1770/2023-24 Date: 03.01.2024

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 (Scanned copies to be uploaded)	Whether uploaded ( Yes / No )
	a. Tender documents	
	b. Payment certificate/ work completion certificate	
	c. PAN Card	
	d. Trade License/ Certificate of Enlistment	Valid up to-
	e. Income Tax Return for three financial years within the period from 2019-20 to 2023-2024	
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 Earnest Money and all other documents required for qualifying the technical bid have been submitted online.

iv.The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the NIT.

V.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.

vi.I shall maintain the specifications of the materials as per NIT and shall replace the sub-standard materials at my own cost .

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: