



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

No. 142/WBSFPDCL/1770/2022-23

Date: 02.03.2023

NOTICE INVITING E-TENDER

1. Invitation

E-Tenders are hereby invited from the reputed Agencies/ Suppliers for Supply and installation of Computer Desktop, Printer along with UPS to the different districts/ sub-division office under the Directorate of Horticulture offices in the State of West Bengal, details are mentioned below:-

Sl No	Name of the Item	Specification	Quantity	Estimated Amount	EMD	Commencement of Supply
1	Desktop Computer	As enclosed in Annexure I	87 nos. each unit. Office and Supply point as enclosed in Annexure-II	Rs. 79,60,500/- (Rupees seventy nine lakh sixty thousand five hundred)only	EMD-Rs. 1,59,200 /- (Rupees one lakh fifty nine thousand two hundred) & Tender Fee-Rs. 1000/-	Completed within working 10 days of the issue of work order
	Laser printer					
	UPS					
	Windows 11 Home Basic(lifetime license					
	Microsoft Office Home 2021 (lifetime license)					

2.Scope of Work

- i. The WBSFPDCL, hereinafter referred to as the Tender Inviting Authority, seeks offer for Supply and Installation of Desktops Computer , Laser printers along with UPSs from the reputed Agencies/ Suppliers.
- ii. The successful Bidder has to supply and Installation of the above items to the different District Horticulture Office in the State of West Bengal within the stipulated period as specified in the Work Order.

3.Date and Time Schedule

Sl.No.	PARTICULARS	DATE & TIME
1.	Date of uploading (Publishing) of N.I.T. and other Documents(Online)	02.03.2023
2.	Documents download start date (Online)	02.03.2023
3.	Bid proposal submission start date (Online)	09.03.2023 at 5 PM
4	Pre bid meeting	09.03.2023 at 2 PM

4.	<i>Documents download end date(Online)</i>	22.03.2023
5.	<i>Bid proposal Submission end date(Online)</i>	22.03.2023
6.	<i>Date & Time of opening of technical bids(Online)</i>	24.03.2023
7.	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/ S.S.I. Registration (EM Part-II/Udyog-Aadhaar) as per notification of Ministry of Small Scale Industries/Ministry of Micro, Small & Medium Enterprises of Govt. of India. (Valid as on date of submission of bid), PAN, GST Registration Certificate, Income Tax Return for three financial years within the period from 2018-19 to 2022-23.
- ii. The prospective Bidder should have credential for similar nature of supply and installation of an amount not less than Rs. 31 lakh to any State/Central Govt. Organization or State/Central Govt. Undertaking or Statutory Body or Local Body or Parastatal for any of the single financial year out of five completed financial years i.e. F.Y. 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23
- 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 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-

- I. **Tender** Document
- II. Application in Annexure-III
- III. Payment Certificate or Work Completion Certificate as referred in Clause 4 above to be submitted.
- IV. PAN Card
- V. Trade License/ Certificate of Enlistment/ S.S.I. Registration (EM Part-II/Udyog-Aadhaar) as per notification of Ministry of Small Scale Industries/Ministry of Micro, Small & Medium Enterprises of Govt. of India. (Valid as on date of submission of bid)
- VI. Registered copy of the trust deed/ Society deed
- VII. In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.
- VIII. 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.
- IX. Income Tax Return for three financial years within the period from 2018-19 to 2022-23
- X. GST Registration Certificate
- XI. Brand Name and Product Brochure/catalogue with specifications of the offered products.

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 set for Supply and Installation of Desktops Computer , Laser printers along with UPSs 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 offers from the approved Service Provider of the National Informatics Centre (NIC).

2. Collection of Bid Documents

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

3. Submission of Tender

EOIs 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 & 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 EMD-Rs. 1,59,200/- (Rupees one lakh fifty nine thousand two hundred) & Tender Fee- Rs. 1000/- (Rupees one 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,. The EMD will be converted to Security Deposit in case of successful bidder, who will get the work order. Agency who will claim Exemption in case of deposition of EMD they will have to deposit Security Deposit @ 3% i.e. Rs. 2,38,800/- (Rupees two lakh thirty eight thousand eight hundred)only separately if they become successful bidder and get

work order. The Security Deposit will be released after completion of warranty period. No interest on Earnest Money or Security Deposit will be paid by the Corporation.

c. 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.
- d. **Exemption** of any kind for any of the eligible bidder towards cost of EMD will be according to
 1. 4245-F(Y) dated 28th 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.

5. 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.

6. Responsive Bidders

Prospective applicants are advised to note carefully the minimum qualification criteria before submitting the bids. Conditional/ incomplete bid 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.

7. 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 Supply and Installation of Desktops computer , Laser printers along with UPSs in different District Horticulture Office 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 installation , transportation loading, unloading, carrying and delivery up to the destination.

- 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, labor cost etc. and any changes or imposition of statutory levies till the completion of supply as per order.

8. Rate Validity

The rate shall remain effective ordinarily up to 180 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.

9. 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.

10. 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.

11. Issue of work order

The work order will only be issued to the L1 Bidder for Supply and Installation of Desktops, Laser printers along with UPSs.

Supply and installation of the indented quantity of material to the appointed places **shall be completed within 10 working days of the issue of work order.**

12. 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 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

13. Grounds for Disqualification

- i. During scrutiny or at any stage of bidding process or even after issuance of work 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 work within the period stipulated in the work 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 work order and debar the supplier from participating in any Tender to be invited by the Corporation in the next three years.

14. 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 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.

The High Court of Kolkata 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.

15. 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.

19. Payment of Bill

The Selected Bidder shall receive payments on back to back basis i.e., WBSFPHDCL will pay to 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

S/d

Managing Director

Annexure -I

Details specification of Desktops, Laser printers along with UPSs in mentioned below:-

Sl No	Name of the Item	Specification
1	Desktop with minimum specifications without preloaded windows with reputed make	<ol style="list-style-type: none">1. Processor: Intel Core i5 11th Generation / AMD Ryzen 52. Processor Speed: 3 Ghz, Number of cores per Processor: 43. Chipset: Compatible with above processor, Graphics: integrated4. RAM Size: 8 GB DDR4 2400 SDRAM (compatible with above processor and chipset)5. Total HDD Capacity: 1 TB (7200 rpm)6. Cabinet Form Factor: Tower (13.1 to 26 Litres)7. LED Backlit Monitor Size (INCHES): 198. Monitor Resolution (PIXELS): 1920x10809. Wired keyboard & Optical mouse10. Wireless connectivity: yes11. DVD drive: Yes12. OS: DOS13. on site OEM Warranty (Year): 3
	Laser printer with scan facility with minimum specifications with reputed make	<ol style="list-style-type: none">1. Print Technology: Laser2. Type of Machine: Multi-function Machine3. Type of Printing: Mono4. Cartridge Technology: Composite Cartridge5. Paper Size (Original/Image): A4/A46. Minimum Speed per Minute A4 Size-Mono: 207. Scanning Feature Availability: Yes8. Duplexing Feature Availability: No9. Networking Feature Availability: No10. Original Document Feeder Type: Platen11. Number of Main Paper Tray 112. On site OEM Warranty (Year): 313. On site OEM Warranty (Year): 3
	UPS with minimum specifications	<ol style="list-style-type: none">1. 600 VA2. Backup time (Minutes): 10 minutes3. Type of Design / Construction: Floor standing4. Warranty: 1 Year
	Windows 11 Home Basic	Lifetime license
	Microsoft Office Home 2021	Lifetime license, Features Word, Excel and PowerPoint

Annexure -II

Details of Office and Supply points

Sl no.	Office and Supply point	Computer	UPS	Printer
1	Headquarter	4	4	4
2	District Horticulture Office, Darjeeling	2	2	2
3	District Horticulture Office, Cooch Behar	2	2	2
4	District Horticulture Office, Jalpaiguri	2	2	2
5	District Horticulture Office, Uttar Dinajpur	2	2	2
6	District Horticulture Office, Dakshin Dinajpur	2	2	2
7	District Horticulture Office, Malda	2	2	2
8	District Horticulture Office, Birbhum	2	2	2
9	District Horticulture Office, Murshidabad	2	2	2
10	District Horticulture Office, Nadia	2	2	2
11	District Horticulture Office, North 24 Pgs	2	2	2
13	District Horticulture Office, Kalimpong	2	2	2
14	District Horticulture Office, Paschim Bardhaman	2	2	2
15	District Horticulture Office, Jhargram	2	2	2
16	District Horticulture Office, Howrah	2	2	2
17	District Horticulture Office, Hooghly	2	2	2
18	District Horticulture Office, Purba Medinipur	2	2	2
19	District Horticulture Office, Purba Bardhaman	2	2	2
20	District Horticulture Office, Bankura	2	2	2
21	District Horticulture Office, Paschim Medinipur	2	2	2
22	District Horticulture Office, Purulia	2	2	2
23	District Horticulture Office, Alipurduar	2	2	2
24	Siliguri Sub- Division, Darjeeling	1	1	1
25	Mekhliganj Sub- Division, Cooch Behar	1	1	1
26	Mathabhanga Sub- Division, Cooch Behar	1	1	1
27	Kalimpong Sub- Division, Darjeeling	1	1	1
28	Islampur Sub- Division, Uttar Dinajpur	1	1	1
29	Gangarampore Sub- Division, Dakshin Dinajpur	1	1	1
30	Chanchal Sub- Division, Malda	1	1	1
31	Jangipur Sub- Division, Murshidabad	1	1	1
32	Damkol Sub- Division, Murshidabad	1	1	1
33	Rampurhat Sub- Division, Birbhum	1	1	1
34	Durgapur Sub- Division, Bardhaman	1	1	1
35	Kalna Sub- Division, Bardhaman	1	1	1
36	Tehatta Sub- Division, Nadia	1	1	1
37	Ranaghat Sub- Division, Nadia	1	1	1
38	Basirhat Sub- Division, North 24 Pgs	1	1	1

39	Bangaon Sub- Division, North 24 Pgs	1	1	1
40	Kakdwip Sub- Division, South 24 Pgs	1	1	1
41	Diamond Harbour Sub- Division, South 24 Pgs	1	1	1
42	Baruipur Sub- Division, south 24 Pgs	1	1	1
43	Arambagh Sub- Division, Hooghly	1	1	1
44	Kharagpur Sub- Division, Paschim Medinipur	1	1	1
45	Raghunathpur Sub- Division, Purulia	1	1	1
46	Contai Sub- Division, Purba Medinipur	1	1	1
47	Egra Sub- Division, Purba Medinipur	1	1	1
48	Uluberia Sub- Division, Howrah	1	1	1
49	State Horticulture Res. & Dev. Station, krishnagar, Nadia	1	1	1
50	Jalpaiguri Horticulture Res. & Dev. Farm, Mohitnagar, Jalpaiguri	1	1	1
51	Chinsura Horticulture Res. & Dev. Farm, Chinsura, Hooghly	1	1	1
52	Horticulture Res. & Dev. Farm, Barjora, Bankura	1	1	1
53	Seed Testing Laboratory, Horticulture Res. & Dev. Farm, Barjora, Bankura	1	1	1
54	Horticulture Res. & Dev. Farm, Taldangra, Bankura	1	1	1
55	State Cashewnut at Horticulture Res. & Dev. Farm, Digha, Purba Medinipur	1	1	1
56	Horticulture Development Farm, Chandannagar, Hooghly	1	1	1
57	District Horticulture Office, South 24 Parganas	1	1	1
58	District Horticulture Office, North 24 Pgs	1	1	1
59	District Horticulture Office, Howrah	1	1	1
60	District Horticulture Office, Hooghly	1	1	1
61	District Horticulture Office, Murshidabad	1	1	1
62	Assistant District Horticulture Office, Siliguri	1	1	1
63	Headquarter	2	2	2
	Total	87	87	87

Annexure-III

Application for participation in Technical bid

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

Sub: Supply and Installation of Desktops Computer , Laser printers along with UPSs to the different districts/ sub-division office under the Directorate of Horticulture offices in the State of West Bengal .

Ref. No. /WBSFPHDCL/1770/2022-23

Sir/Madam,

Having examined the terms & conditions of the above Tender, 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 2018-19 to 2022-23	
	f. GST Registration Certificate	
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 work within the period stipulated in the work 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.
- vi. 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: