



## THE KISHAN CO-OPERATIVE MILK PRODUCERS' UNION LTD.

(A Government of West Bengal Project) (Regd. No. 494, Dated 25.09.1980)

34, National High Way; State Dairy, Krishnagar; Post Office: Krishnagar; District: Nadia; PIN – 741 101.

E-mail : kishanmilk@gmail.com; (M) 9333212448



### **SET OF TENDER DOCUMENTS (ON LINE)**

*Each set contains:*

1. NOTICE INVITING e-TENDER.
2. CHECK LIST IN PRESCRIBED FORMAT.
3. TERMS & CONDITIONS FOR SUBMISSION OF TENDER.
4. APPLICATION FORMAT (Annexure - I).
5. Specification of the item: Supply of “Polymer Sheet” (for Azolla Cultivation), Quantity = 3200 nos.
6. AFFIDAVIT [To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly Certified by Notary Public, (Annexure-II)]

**LAST DATE FOR SUBMISSION OF TENDER (ON LINE): 16.09.2019.**

*Managing Director*

The Kishan Co-op. Milk Producers' Union Ltd.

The rate must be inclusive of GST, Transportation up to specified site (including safe unloading at site) and Packing & Forwarding etc.

## **NOTICE INVITING e-TENDER**

**For Supply of “Polymer Sheet” for Azolla Cultivation at State Dairy Krishnagar, Nadia, under Kishan Milk Unions in West Bengal.**

The Managing Director of the Kishan Co-op. Milk Producers Union, N.H-34, Krishnagar, Nadia is going for e-tender for Supply as stated above at State Dairy Krishnagar, under Kishan Milk Unions in West Bengal. E-tenders are invited (on line) **from the Manufacturer / Supplier/ Agency having proven experience in this field and having credential to supply / Works such item at Milk Coop Unions / State Milk Federation level / Departments of Govt., W.B.**

***Specification, scope of supply and description of the Materials are as follows:-***

1. Functional requirement: The POLYMER SHEET will be used in the soil pits for Azzola cultivation by the rural farmers.
2. Technical Specification: As detailed below.

### **TECHNICAL SPECIFICATIONS FOR POLYMER SHEET:**

SI No	ITEM	Specification	Quantity	Period of Supply
1	POLYMER SHEET	Material: Polymer Sheet, Colour: Orange and Blue Size: 3.5 Mtr X 2.5 Mtr Thickness: 170 GSM	3200 nos	30 days from date of P.O

### **GENERAL GUIDELINES**

1. Necessary Earnest Money is to be submitted for participation in the tender.
2. After publication of e-tender in newspaper, detailed Specification together with terms & conditions, BOQ (Bill of Quantities) are obtainable from website <http://wbtenders.gov.in> for free of cost. **Submission of tender by the tenderer can be made with the help of DSC (Digital Signature Certificate) in this website (http://wbtenders.gov.in).** Documents regarding e-tender will be viewed in the Departmental website <http://www.benmilk.com> & [www.kishanmilk.com](http://www.kishanmilk.com) simultaneously.
3. Tenders should be normally be floated in two parts one Technical Bid (BID-A) and other Financial Bid (BID-B).
4. Request for Bid documents/Specification by post will not be entertained.

5. Tender of the above stated equipment must be supported by:

- a. **Earnest Money Deposit : Rupees 12,000/- (LS)** to be submitted through On-line to the Govt. portal ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)). No exemption in this respect will be allowed.
- b) **GST Registration Certificate.**
- c) **Professional tax Clearance Certificate along with challan valid up to 31.03.2019.**
- d) **Trade License.**
- e) **PAN card.**
- f) **Printed Brochure/Literature, Drawings of the quoted item(s)**
- g) **Copy of terms & conditions for submission of tender duly digitally signed.**
- h) **Credential certificate in regard to the same type work.**

Documents at (a) to (h) must be submitted (on line) in original. Attested photo-copy will not be considered in on-line submission as valid documents. *Bidder(s) will have to sign the terms & conditions of N.I.T. before execution of agreement, if selected.*

i) Bidders must submit signed Hard copies of Drawing/Brochure/NIT/ Application/Affidavit etc. in a sealed cover (mentioning NIT No. within 16.09.2019 up to 5.00 PM (See Clause No. 19 in Terms & Condition) at Kishan Milk Union head Office.

**NO TENDER WILL BE ACCEPTED IF THE SAME IS NOT SUPPORTED WITH ALL THE ABOVE DOCUMENTS MENTIONED AT SL. NO. (a) TO (h) IN BID-A IN STATUTORY COVER & NON STATUTORY COVER (ON LINE) AND NON-SUBMISSION OF HARD COPIES OF DRAWINGS/LAYOUT, SIGNED NIT, APPLICATION, AFFIDAVIT, CREDENTIAL CERTIFICATES ETC WITHIN STIPULATED TIME FRAME.**

**Uniform Basic Rate should be quoted NET in figure inclusive of delivery, packing, insurance, loading & unloading charges of item to the site (Around 120 KM from Kolkata) at BOQ (Bill of Quantities) in financial Bid (BID-B) .THE OFFERED RATES SHOULD BE VALID up-to 365 days from the date of opening of Financial Bid. Rates of GST, and percentage of GST (indicating HSN code) are to be indicated extra, in the separate column of BOQ (Bill of Quantities) **in financial cover (BID-B)****

Technical proposal (BID-A) should contain statutory & non-statutory document as described above. Financial proposal (BID-B) should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate of item on line through computer in the space marked for quoting rate in the BOQ.

**Supply of the items is to be completed within 30 days from the date of issue of Work Order/Contract failure of which penalty will be imposed @ 1% of work value per week.**

The intending bidders are requested to submit their tender along with prescribed application form in tender portal/online <http://wbtenders.gov.in> on or before 16.09.2019 (See clause 19 of Terms & Condition). The software shall make automatic encryption of the Technical as well as Financial Bid and no one shall be allowed to open two Bids prior to the date and time earmarked for opening by the Tendering Authority. After evaluation of Technical Bid, those who qualify, their Financial Bid shall be opened. The technical proposal (BID-A) will be opened on line on 19.09.2019 (See clause 19 of Terms & Condition).

**Pre Bid Meeting:**

No pre-bid meeting is required.

In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.

**The rate should be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate in any other place, the tender is liable to be summarily rejected.** All the tender documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.

The undersigned reserves the right to reject any/or all tender at any stage without assigning any reason thereof & will not bound to accept lowest tender. No Tender will be accepted across the table/tender box/by post or otherwise.

*Managing Director  
The Kishan Co-operative Milk Producers' Union Ltd.*



# THE KISHAN CO-OPERATIVE MILK PRODUCERS' UNION LTD.

(A Government of West Bengal Project) (Regd. No. 494, Dated 25.09.1980)  
34, National High Way; State Dairy, Krishnagar; Post Office: Krishnagar; District: Nadia; PIN – 741 101.  
E-mail : kishanmilk@gmail.com; (M) 9333212448



**Terms & Conditions for on-line submission of e-tender for supply of Polymer Sheet) at State Dairy  
Krishnagar, under Kishan Milk Unions in West Bengal.**

**NIT No. WBARD/KMU/ NIT-2000/19-20**

**Dated: 03.09.2019**

## **1. GENERAL INSTRUCTION TO BIDDER**

In the event of e-filing, intending bidder may download the tender documents free of cost from the Website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate

**1. General guidance for e-Tendering:** Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

**i) Registration of bidders:** Any bidder willing to take part in the process of e-Tendering will have to be registered with the Govt. e-Procurement System, through the Website <http://wbtenders.gov.in> after obtaining DSC (Digital Signature Certificate).

**ii) Digital Signature certificate (DSC):** Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the Govt. of India on payment of requisite amount.

**iii) Tender Fees :** Tender documents may be downloaded free of cost.

## **2. ELIGIBILITY FOR QUOTING:**

***On line tender invited from the Manufacturers or authorized agency having proven experience of supply of such items to Milk Federations/Milk Unions/ Govt Dairies.***

### **SUBMISSION OF BIDS:**

Tender should normally be floated in two parts one technical Bid & financial Bid .Both technical bid & financial bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>. All papers must be submitted in English Language.

**Technical bid proposals are to be documented in TECHNICAL COVER. Rate is to be quoted in BOQ (Bill of Quantities) in FINANCIAL COVER.** After evaluation of the Technical bid, those who qualify their financial Bid shall be opened. The decision of the 'Tender Committee' will be final and absolute in this respect.

**3. EARNEST MONEY: Rs. 12,000/- (Rupees Twelve Thousand only) (LS).**

#### **4. TIME SCHEDULE FOR THE E-TENDER:**

The time schedule for obtaining the BID documents, registration with tendering authorities, submission of bid & other documents etc .will be as per the list provided in clause no. 19 as given below.

**5. SUBMISSION OF THE TENDER:** The tender is to be submitted in a two Bid System:-One **Technical Bid & other Financial Bid** .The documents will get encrypted (transformed into non readable formats)

#### **A. TECHNICAL PROPOSAL: BID – A**

- **STATUTORY COVER** containing the following documents:
  - **“BID–A”: PART I (SINGLE FILE MULTIPLE PAGES SCANNED):**

1	Check List in the prescribed format
2	Application in the prescribed format given in Annexure I
3	Authorization letter of signatory from Company in case of authorized agency.
4	Copy of NIT and terms & conditions duly digitally signed.

**PART – 2 (NON-STATUTORY COVER)** containing the following documents:

Sl. No	Category	Sub Category Description
1.	<b>CERTIFICATES-</b> ✓ All valid up to 31.3.2019. ✓ All certificates are to be furnished in English/Hindi Vernacular ✓ Affidavits are not valid. ✓ Scanned original copy	ii) PAN Card of the authorized signatory. ii) Prof. Tax clearance certificate. iii) GST Registration certificate.
2.	<b>COMPANY DETAILS</b> (valid up to 31 <sup>st</sup> March, 2019), scanned original copy	iv) Trade License v) Credential Certificates
3.	<b>DECLARATION 1,2,3</b> (Scanned original copy)	Technical specification, Manual, Drawings of the quoted item

**N.B.:** ALL STATUTORY & NON-STATUTORY DOCUMENTS ARE REQUIRED TO BE FURNISHED IN ORIGINAL AS & WHEN ASKED FOR. **Neither Photocopy nor cyclostyled literature will be accepted, in case of Brochure.**

#### **B. FINANCIAL COVER: BID - B**

- ❖ **BOQ:** The folder as “Financial Bid” shall contain

a) **BASIC RATE** of the item as per the mentioned Specification including incidental charges, Delivery/Transportation Charges (F.O.R. destination including unloading), packing, insurance, Installation & Commissioning and exclusive of GST, to be quoted in the bill of quantities (BOQ) for supply to the specific sites.

b) GST to be quoted in separate column of Bill of Quantities (BOQ).

Hard copies of Bid -A (Technical Bid) should be submitted physically to the Office at Kishan Co-operative Milk Producers’ Union, N.H-34, State Dairy Krishnagar, Nadia as per scheduled date & time more clearly described in the time programme under sealed cover through a forwarding letter

superscribing *e-tender for supply of Mentioned items* on or before 16.09.2019 upto 5.00 PM failing which the bidder shall be disqualified.

- ❖ **SUBMISSION OF HARD COPY OF FINANCIAL COVER (BID-B) IS TOTALLY PROHIBITED AND ONLY BE SUBMITTED THROUGH ON LINE E- TENDER PORTAL.**

## **6. EVALUATION OF TENDERS:**

During the tender Evaluation Process, the **Technical proposal** (BID-A) will be opened first. Those bidders who have qualified the Technical proposals described in BID-A containing Statutory & Non-Statutory documents in Part-I & Part-II will be identified and only their Financial Cover (BID-B) shall be opened. The Financial Cover (BID-B) will not be opened and will be summarily rejected if that Bidder will fail to meet the technical requirements participating in the tender. The bidder offering the item found suitable & as being as per the tender specification will only be selected.

Technical Evaluation of the Tender will be held on two parts, i.e., **opening & evaluation of tender.**

### **Opening of the Technical Proposal:**

- Technical proposal will be opened by the authorized officers of the undersigned, electronically from the website using their Digital Signature Certificate (DSC).
- Cover (folder) for Statutory Documents and non-statutory documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the Statutory & Non-Statutory Cover will be downloaded and handed over to the Tender Evaluation Committee.
- Summarily list of technically qualified tenderers will be uploaded online.
- Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Bidders will be uploaded in the web portals.
- During evaluation the committee may summon of the Bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

The **Financial Cover (BID-B)** of those bidders passing the technical requirements will only be opened.

**THE DECISION OF UNDERSIGNED/TENDER COMMITTEE WILL BE FINAL BINDING & ABSOLUTE IN THIS RESPECT.**

## **7. TENDER PRE- REQUISITES:**

a) Original Trade License, PAN card, GST Registration Certificate, Professional tax Paid Challan Clearance certificate, Exemption Certificate (all valid up to 31.03.2018), turnover of company are required to be furnished along with the tender (on line).

b) In no case, Affidavit of Trade License / GST Registration certificate will be accepted.

- c) Authorized Agencies of the aforesaid item manufacturer should furnish documentary evidence to that effect along with offer will have to be documented as mentioned in Non-Statutory cover (BID-A).
- d) Legal documents (made on non-judicial Stamp paper worth Rs. 10/-) regarding appointment of agent/Distributor/Suppliers, if manufacturer or bidder wants to supply through Agent/Distributor/Supplier are to be documented on line as mentioned in Statutory cover (BID-A).
- e) Original Trade License, Pan card, GST Registration Certificate, Prof. Tax Paid Challan Clearance certificate, Exemption Certificate, Brochure of quoted item or any other documents are required to be documented on line and are required to be furnished when called for.
- f) Bidders, if they do not furnish GST Registration certificate must have to furnish the same at the time of receiving payment against bill otherwise payment, will not be made.
- g) Duly certified copy of English/Hindi version of pre-requisites are to be furnished.
- h) Prescribed Application Form (Annexure-I) duly filled in and signed & affix with the seal of the firm by indicating full communicating address with PIN Code No. Telephone No/ FAX/ e-mail address/ website Number, mentioning Tender Notification No. & Date and is to be documented on line.

## **8. RATE**

- I) Rate is to be quoted in BOQ (Bill of Quantities) in FINANCIAL COVER-*Bid-Bin* figures. Only one rate should be quoted as per specification to be purchased.
- II) Rate should be quoted in the tender proposed to be supplied inclusive of all incidental charges such as delivery (up to Site), loading, un-loading, cost of transportation, Insurance, etc. **GST to be quoted in other column.**
- III) Rate is to be quoted for item as per the specification given.
- IV) Rate shall be valid upto 365 days with successful bidders from the date of order along with any extensions as may be made by the competent authority from time to time.
- V) Rate quoted which are not as per specification mentioned in the Tender documents will not be accepted.
- VI) Under no circumstances enhance of rate whatsoever will be accepted after closing of online bid submission, whatever the reasons given thereafter except for any tax imposed by the Government. Attested photocopy of Govt. Order in this respect is to be submitted while claiming such increase.
- VII) Abnormally LOW RATE of the item quoted by the Tendering Firm in the offer with some malafide intention will not be accepted, if detected.

## **9. VALIDITY:**

- (i) Rate quoted shall hold good for 365 days, from the date of approval of rate by the Tendering Authority and/or any extended period, if situation arises and within the validity period, Bidders must be supplied at the approved rate and refusal to supply will be dealt with as per Tender Rule.
- (ii) Any addendum/ corrigendum / Extension of validity period will be notified at our departmental Web-Site [www.benmilk.com](http://www.benmilk.com) as it is not possible to inform any individual.

## **10. Inspection:**

Inspection of materials may be undertaken at the supplier's premises whenever necessary by the Tendering Authority/ any officer authorized by the undersigned.



## **11. AFTER SALE SERVICE:**

NO NEED.

## **12. WARRANTY:**

Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

## **13. SECURITY MONEY DEPOSIT**

- a) The successful bidder will have to deposit Security Money @ 2% of total work order value through Demand Draft on any Nationalized Bank in favor of Kishan Cooperative Milk Producers' Union Ltd. A/c. : \_\_\_\_\_ (Name of the Bidder/Firm) within 10 (Ten) working days from the date of issue of Work order failing which the order will be cancelled and no further correspondence entertained.
- b) Security money will be refunded after satisfactory at quality of material.

## **14.SUPPLY:**

**Supply of the ordered item (as per specification) must be completed within 30 (thirty) days from the date of order/contract in good condition.**

IT IS OBLIGATORY FOR THE BIDDER TO NOTE THAT FAILURE TO MAINTAIN DELIVERY SCHEDULE OF ORDERED ITEM WILL LEAD TO SEVERE DISLOCATION IN CARRYING OUT PUBLIC SERVICE FOR WHICH SUCCESSFUL BIDDER WILL BE HELD RESPONSIBLE & ACTION WILL BE TAKEN STRICTLY AS PER TENDER RULES LAID DOWN HEREIN WITHOUT ANY PREJUDICE ANY SHORT OF PLEA WILL BE CONSIDERED, SAVE & EXCEPT ANY INCIDENT OCCURRED 'BY ACT OF GOD' OR NON READINESS OF SITE BY ANY MEANS MAY BE CONSIDERED ONLY.

## **15.PENAL MEASURE:**

- 1) **The Liquidated Damages be imposed for the delayed supply at 1% per week.**
- 2) Time being the essence of contract no variation shall be permitted in the delivery time as prescribed in the delivery schedule. If the bidder fails to supply and execute the work in full or part of the order as per the delivery schedule, the Kishan Cooperative Milk Producers' Union Ltd (KCMPUL) shall reserve the right to cancel the order besides forfeiture of Security Deposit.
- 3) The variation in the statutory levies and taxes by State Government /Central Government shall be effected on the end price to the benefit of either the bidder or the KCMPUL as the case may be.
- 4) For violation of any of the terms and conditions of the contract, the KCMPUL reserves the right to terminate the contract, with or without notice as applicable.
- 5) On termination of contract, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the contractor by legal means apart from forfeiture of any amount due to the contractor.
- 6) (a). If the bidder defaulted in any of the previous tenders to execute agreement or to pay Security Deposit or to supply ordered quantity either in part or full will not be eligible from participating in this tender.  
(b). If the successful bidder defaulted to execute agreement or to pay Security Deposit or to supply ordered quantity either in part or full shall be debarred from participating in this subsequent tender for a period of 3 years.
- 7) In consequence of submission of false or fabricated documents or any deviation in technical specification by any firm/company, if proved later on shall liable to be Black Listed for 3 (three) years.

## **16. AGREEMENT**

If the contractor fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.

If the Milk Union/Society incurs any loss / additional expenditure due to the negligence of the contractor in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the contractor.

The breakages or damages, if any, caused by the contractor to the property of the Milk Union/Society, the cost will be recovered from the contractor.

## **17. PAYMENT**

a) Tax Invoice against all supplies is/are to be sent in **TRIPLICATE** and should invariably be submitted along with supply documents (Challan, e-waybill, biltyetc).

b) **60%** payment will be released after delivery of the item in good condition at specified site and on receipt of acknowledged copy of challan / Invoice etc. The payment shall be withheld, in case of violation of any tender terms & conditions. Rest **40%** payment would be released after quality satisfaction.

## **18. MISCELLANEOUS:**

i) Tender pre-requisites such as Trade License, etc., will not be accepted after scheduled date & time.

ii) Conditional Tenders & Tenders not accompanied with the documents as mentioned in clause shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained. Moreover, the bidder will have to quote all the items mentioned in the BOQ in full, no partial bidding will be entertained and summarily rejected.

iii) If the opening of tender is not possible on the scheduled date & time due to any unavoidable circumstances, the same will be done on immediate next working day at the same time prescribed in the tender. The bidder shall not be informed separately in this regard.

iv) The offer may go to the next bidder, if the successful bidder fails to perform the contract.

v) No negotiation/enquiry/subsequent representation regarding rate/quantity/quality or otherwise will be entertained after closing of Bid submission (on line) Tender.

vi) No Import License, any sort of permit, etc. in respect of any item will be provided from this Office and the Tendering Firm should have relied on their own resources.

**vii) The undersigned reserved the right to reject any or all of the tenders at any stage without assigning any reason thereof and will not be bound to accept the Lowest Tender Rate.**

viii) Any dispute /difference arising out of this Tender will be referred to the sole arbitrator to be appointed by the undersigned and the same will be held at Kolkata. Arbitrator will have the power to pass interim order and will be guided by the Arbitration & Conciliation Act, 1996.

ix) When a Tendering Firm submitted their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, term & conditions of this tender. No extra payment will be made on the pretext that the Tendering Firm did not have a clear idea of any



## 19. DATES & INFORMATION:

Sl. No.	Particulars	Date, Time & Venue
1.	Date of Publishing of N.I.T. & other Documents (online)	05.09.2019 (11.00 AM)
2.	Starting Date of Downloading Documents (Online)	05.09.2019 (12.00 Noon)
3.	Date of hosting of documents at departmental Website( <a href="http://www.benmilk.com">www.benmilk.com</a> ) & ( <a href="http://www.kishanmilk.com">www.kishanmilk.com</a> )	05.09.2019 (11.00 AM)
4.	Date of Pre-Bid Meeting	No need.
5.	Bid submission (Starting) date (On line)	05.09.2019 (02.00 PM onwards)
6.	Bid Submission closing (On line)	16.09.2019 Upto 4.00 PM
7.	Last Date, time & venue of submission of Hard copies of signed NIT, , Tech Specification, Affidavit, Credentials etc along with brochure in the sealed cover.	16.09.2019 Up to 5.00 PM at KISHAN MILK UNION, N.H-34,Krishnagar, Nadia
8.	Bid opening date for Technical Proposals (Online)	19.09.2019 At 12.0 Noon onwards
9.	Date of uploading list for Technically Qualified Bidder(online)	Shall be declared later
10.	Date for opening of Financial Proposal (Online)	Shall be declared later
11.	Date of uploading of successful Bidder along with the approved rate	Shall be declared later

20. MANAGING DIRECTOR, KISHAN CO-OPERATIVE MILK PRODUCERS' UNION HAVE THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTERPUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE.
21. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect / manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
22. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

Sd/-  
*Managing Director*

**FORMAT FOR CHECK LIST**

**Information about Bidders**

**(To be furnished with the Tender)**

Serial Number	Description	Particulars		
		Please $\checkmark$ Mark		Page No.
		Yes	No	
1.	Name of the Firm			
2.	Registered Address with PIN code, Phone No., FAX, e-mail, etc.			
3.	Name of the person authorized to enter into & execute Contract Agreement.			
4.	Application submitted in Annexure-I			
5.	Authorization Letter of Signatory from Company			
6.	Scanned document of Authorized dealer/distributor certificate and agreement between the manufacturer and the Distributor/Bidder (if applicable)			
7.	Scanned document of PAN Card of the Authorized Signatory.			
8.	Scanned document of GST Registration Certificate.			
9.	Scanned document of Tax Clearance Certificate /Paid Challan.			
10.	Scanned document of Trade License.			
11.	Scanned document of Terms& Conditions of the tender duly digitally signed of each page.			
12.	Scanned document of Printed Literature/ Brochure/ Booklet /Drawings, Manuals whether enclosed			
13.	Digitally signed Scanned N.I.T. (Notice inviting Tender) duly uploaded			

Signature with seal

**Annexure-I**  
**Application Format**

(To be furnished in the Company's Official Letter Head Pad with full Address with contact no.  
Telephone No. FAX No., e-mail id., Website Address)

To  
The Managing Director  
The Kishan Co-operative Milk Producers' Union Ltd.  
N.H-34, State Dairy Krishnagar, Nadia

Sub: NIT for supply, Installation & Commissioning of **"Polymer Sheet ( for Azolla Cultivation"**  
**at State Dairy Krishnagar, Nadia, under Kishan Milk Unions in West Bengal**

**NIT No. WBARD/KMU/NIT-2000/19-20**

**Dated: 03.09.2019.**

Sir,

Having examined the pre-qualification and other documents published in the NIT, I/We hereby submit all the necessary information and relevant documents for evaluations:

- i.** That the application is made by me/us on behalf of ..... duly authorized to submit the offer. The authorization letter from the Company is attached with the name of the person authorized to enter into execute the agreement.
- ii.** I/We accept the terms & conditions as lay down in the NIT mentioned above and declare that we shall abide by it for throughout tender period.
- iii.** I/We are offering rate for the items in the BOQ as per Specification mentioned in the NIT duly accepted by me/us.
- iv.** We have experience in the similar work since ..... year and credential certificates are annexed.
- v.** I/We understand that the Tender Selection Committee/ Tendering authority reserves the right to reject any application without assigning any reason.
- vi.** I/We submit an AFFIDAVIT in a Twenty Rupees Non-Judicial Stamp paper duly Certified by Notary Public as per Annexure- II.

Signature of the Bidder with date & office seal

**Annexure – II**

**AFFIDAVIT**

**(To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly Certified by Notary Public)**

- 1). I/We the undersigned solemnly declare that all the statements made in the documents, records etc., attached with this application are true and correct to the best of my/our knowledge.
- 2). I/We the undersigned do hereby certify that neither my/our firm/company nor any of its constituent partners have abandoned any work/works of similar nature and magnitude in India, in the past.
- 3). I/We the undersigned do hereby certify that any of the contracts awarded to me/us has not been terminated rescinded, due to breach of contract on my/our part in the past.
- 4). I/We the undersigned authorize (s) and request any bank / person / firm / corporation / Government Departments to furnish pertinent information deemed necessary and requested by the WBMF/KCMPUL to verify the statement made by me/us or to assess my/our competence and general reputation.
- 5). I/We the undersigned, understand(s) that further qualifying information / clarifications on the statement made by me / us may be requested by the WBMF and agree(s) to furnish such information/clarification within SEVEN Days from the date of receipt of such request from the WBMF/KCMPUL.

**Dated Signature of Applicant with Seal:**

To be signed by the officer authorized by the Firm/Company to sign on behalf, the Firm/Company with company's seal)

**Note:** In case of sole proprietary concern, affidavit should be signed only by the sole proprietor.

(Title of the Officer)

(Title of the firm/Company)

(Date)

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at.....and signed before me on this day of .....  
(Seal).

**(Signature of the Notary Public)**