



## THE MIDNAPORE CO-OP MILK PRODUCERS' UNION LTD.

(An Operation Flood Project, Government of West Bengal)

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### NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. **MU/e-Tender/2019-20/03/277** Dated: **21/08/2019**

The Managing Director, The Midnapore Co-operative Milk Producers' Union Ltd invites e-tender for supply of 3600 No POLYMER SHEET with the Terms and Conditions as detailed below.

### SUBMISSION OF BID THROUGH ONLINE

#### Technical Specification with scope of supply of POLYMER SHEET.

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.

Sl. No	Name of Item	Specification	Quantity (Nos)	Earnest Money (Rs)	Period of Supply	Place of Delivery
1.	POLYMER SHEET	Material : Polymer Sheet Colour: Black Thickness: 800 gsm Size: 3.5 meter * 2.5 meter after stitching of borders.	<b>3600</b>	<b>12000</b>	Thirty days from the date of receipt of Purchase Order	Midnapore Milk Union at Chandrakona Road Milk Chilling Plant, PO- Satbankura, Dist- Paschim Medinipur

### GENERAL GUIDELINE

1. For e-tendering, the intending bidders are advised to note carefully the information and instructions as mentioned in 'Instructions to Bidders' stated in Section – A before tendering the bids.  
In the event of e-filling, intending bidder may download the tender documents consisting of this N.I.e-T., Instruction to Bidders (Section – A), different Forms (Section - B), with the help of Digital Signature Certificate.
2. **Earnest Money:** The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement of this Division. Necessary Earnest Money will be deposited by the bidder electronically : online-through his net banking enabled bank account, maintained at any bank or : offline – **through any bank by generating NEFT /RTGS challan from the e-tendering portal.** Intending Bidder will get the Beneficiary details from e-tender portal

with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name & IFSC Code and e-proc Ref. No. Intending bidder who wants to transfer **EMD through NEFT / RTGS** must read the instruction of the Challan generated EMD from E-Procurement site. **Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date** as it requires time for processing of Payment of EMD.

3. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>
4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 14.
5. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
6. Eligibility criteria for participation in the tender:
  - 6.1. The prospective bidders shall have the experience **as a prime agency** during the last 5 (*five*) years from the date of issue of this Notice at least one work of supply of similar nature material under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies / Autonomous Bodies.
  - 6.2. Income Tax Return Acknowledgement for the latest Assessment year, P.T. Deposit Challan for the year 2017-2018, Pan Card, **Valid 15 – digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017**, Trade License from the respective Authority, Municipality, Panchayet etc. [Non statutory documents].are to be accompanied with the Technical Bid Documents.
  - 6.3. Joint Ventures will not be allowed.
  7. The prospective tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.
  8. No mobilization advance and secured advance will be allowed.
  9. Statutory deduction by STDS is liable to be deducted as per provision of GST Act, 2017.
  10. GSTN TDS and any other Taxes is liable to be deducted as per provision of prevailing norms.
  11. Bids shall remain valid for a period not less than **90(Ninety)** days from the date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
  12. NO INTEREST SHALL BE PAYABLE BY THE MILK UNION FOR THE EARNEST MONEY DEPOSIT.
  13. Any addendum/ corrigendum will be notified at our departmental Web-Site: [www.benmilk.com](http://www.benmilk.com)
14. Date and Time Schedule:

Sl.	Particular(s)	Date & Time
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No.		
1.	Date of uploading of N.I.e-T. & other Documents ( <i>online</i> )	21-08-2019
2.	Date of Publishing of e-Tender	24-08-2019 at 10.00AM
3.	Documents download / sale start date ( <i>online</i> )	24-08-2019 at 11.00AM
4.	Bid submission start date ( <i>online</i> )	24-08-2019 at 12.00PM
5.	Bid Submission closing date ( <i>online</i> )	12-09-2019 up to 04:00PM
6.	Bid opening date for Technical Proposals ( <i>online</i> )	16-09-2019 after 12.00PM onwards
7.	Date of uploading list for Technically Qualified Bidder ( <i>online</i> )	After evaluation of Technical Bid.
8.	Date & Place for opening of Financial Proposal ( <i>online</i> )	To be notified later on
9.	Date of uploading of list of bidders along with their rates through (on line), also if necessary for further negotiation through.	To be notified later on

15. Conditional / Incomplete tender will not be accepted under any circumstances.
16. The intending tenderers are required to quote the rate *online* in the space marked for quoting rate in the B.O.Q.
17. During scrutiny, if it comes to the notice of the 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 rejected without any prejudice.
18. The Managing Director, The Midnapore Coop. Milk Producers' Union Ltd. reserves the right to cancel the N.I.e-T. due to unavoidable circumstances and no claim in this respect will be entertained.
19. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
20. Qualification Criteria:  
The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
  - (a) Financial Capacity
  - (b) Experience / Credential
21. This N.I.e-T shall form a part of the contract document. All the tender documents uploaded at the time of submission of bid, the rates quoted online at the time of submission of bid shall be treated as the contract document of the successful bidder on acceptance of his bid by the Accepting Authority.

The Managing Director  
The Midnapore Coop. Milk Producers' Union Ltd.

SECTION - A  
INSTRUCTION TO BIDDERS

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A. General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

A.1. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

A.2. Digital Signature certificate (DSC):

Each contractor 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 National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

A.3. The contractor can search and download N.I.e-T., Tender Document(s) and Addenda & Corrigenda (*if any*) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

A.4. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

A prospective bidder (including his participation in partnership) shall be allowed to participate in single road / building work as mentioned in the list of schemes.

A.5. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) Virus free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A.5.1. Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

A.5.1.1. **Statutory Cover Containing the following documents:**

- (i) N.I.e-T.
- (ii) Prequalification Application (Ref: Section - B, Form – I of this N.I.e-T.)
- (iii) **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

A.5.1.2. **Non-statutory Cover Containing the following documents:**

- (i) Professional Tax Clearance Certificate / Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, ITR Acknowledgement for the current Assessment year, Valid GST Registration Certificate
- (ii) Registration Certificate under Company Act. /Trade License as the case may be.
- (iii) Power of Attorney (For Partnership Firm / Private Limited Company).
- (iv) The prospective bidders shall have the experience **as a prime agency** during the last 5 (*five*) years from the date of issue of this Notice at least one work of supply of similar nature material under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies / Autonomous Bodies.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	<ol style="list-style-type: none"> <li>1. Valid GST Registration Certificate.</li> <li>2. PAN.</li> <li>3. P Tax Challan for the current financial year/P.Tax Clearance Certificate.</li> <li>4. Latest ITR Acknowledgement.</li> </ol>
B.	Company Detail(s)	Company Detail - 1	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (<i>Trade License</i>)</li> <li>2. Partnership Firm (<i>Partnership Deed, Trade License</i>)</li> <li>3. Ltd. Company (<i>Incorporation Certificate, Trade License</i>)</li> <li>4. Society (<i>Society Registration Copy, Trade License</i>)</li> </ol>
C.	Credential	Credential	The prospective bidders shall have the experience <b>as a prime agency</b> during the last 5 ( <i>five</i> ) years from the date of issue of this Notice at least one work of supply of similar nature material under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies / Autonomous Bodies.

#### **A.5.2. Financial Proposal**

- A.5.2.1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The supplier is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- A.5.2.2. Uniform rate of item (For supply at the stated site) mentioned in the E-tender notification including all incidental charges i.e. Delivery (F.O.R. destination), packing, Forwarding, Transportation, Toll Taxes, transit insurance, loading & unloading charges and exclusive of GST, to be quoted in the bill of quantity (BOQ) for supply at the site as mentioned in the N.I.T. GST is to be quoted separate column in BOQ.
- A.5.2.3. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

#### **A.6. Rates:**

- (i) Technical bid proposals are to be documented in TECHNICAL COVER. Rate is to be quoted in BOQ (Bill of Quantities) in FINANCIAL COVER. Disclosure of Rate anywhere other than BOQ will be a disqualification.
- (ii) The quoted rate should be incl. of all charges viz. Delivery (F.O.R. destination i.e. at specified site), packing & forwarding, loading, unloading, cost of transportation, insurance, etc. Tax should be quoted in amount wherever applicable.
- (iii) The successful bidder should have to attend the site within 48 hrs after lodging complaint through mail/fax. This will not have any overriding effect to the warranty/other privilege which manufacturer of the item is providing as its after sales service.
- (iv) Rates quoted which are not as per specification mentioned in the Tender will not be accepted.
- (v) Rate should be quoted in unit mentioned in the N.I.T. Tender with split rate & quantity will be rejected. Under no circumstances enhancement of rate whatsoever will be accepted after closing of stipulated time of submission of tender, whatever the reasons given thereafter save & except for any tax imposed by the Govt. Photocopy of Govt. Order in respect is to be submitted while claiming such increase.
- (vi) Abnormally low rate of item quoted by a tendering firm in the offer with some malafide intention will not be accepted, if detected.

#### **A.7. AGREEMENT:**

If the supplier fails to execute the contract satisfactorily at the tendered rate, the earnest money deposit/security deposit will be forfeited by the Milk Union. 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 supplier. 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 supplier.

#### **A.8. PAYMENT Terms:**

- 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, bilty, etc).
- b) Payment shall be released within thirty days after completion of supply of the item at specified site duly received by the concerned Authority of the Milk Union in good condition conforming specification mentioned in the NIT.

**A.9. PENAL MEASURE:**

- i) The Liquidated Damages be imposed for the delayed supply at @ 1% per week.
- ii) The Earnest money Deposit furnished by a Bidder will be retained with the Milk Union throughout the tenure of tender and completion of the supply order and liable to be forfeited in full (including excess amount of earnest money, if deposited), if the firm withdraws tender as a whole or for any particular item at any stage.
- iii) The security money deposit furnished by a Bidder is liable for forfeiture in full (including excess amount of Security Money, if deposited) along with cancellation of order without prejudice in the event of failure/refusal to maintain the delivery schedule &/or non-observance of terms & conditions of tender &/or contracted specification &/or quality/quantity & the authority will be at liberty to terminate the contract as a whole or part.
- iv) The price, at which the bidder sells the products of identical description to any Govt. Dte., Organization, etc. at West Bengal, shall not exceed the quoted rate. If such incident of quoting higher rate comes to the notice, the authority reserves the right to initiate legal/penal action against such firms. Penalty for suppression / distortion of facts:
- v) If any tenderer fails to produce the original hard copies of the documents/Certificates on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**A.10. REJECTION OF BID:**

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**A.11. AWARD OF CONTRACT**

The Purchase Order will be issued to the successful bidder whose Bid has been accepted.

The notification of award will constitute the formation of the Contract.

**A.12. MISCELLANEOUS:**

- (i) Earnest Money Deposit and/or Literature will not be accepted after scheduled time of closing.
- (ii) Conditional tenders & tenders not accompanied with the documents as mentioned in NIT shall be summarily rejected without any reference made to the bidder & no correspondence will be entertained. No additional terms & conditions shall be put forth by the bidder and such offer(s) will not be taken into consideration.
- (iii) In the event of delay/non-availability/garbled printout/inconvenience in getting access to the Website for downloading tender documents, the authority will not be held responsible.

- (iv) In case of products with Brand name, the Tendering firm is required to mention the Brand Name against each item. In case, I.S.I. marked products, the Tendering firm shall have to produce License of manufacturing from B.I.S.
- (v) During scrutiny, if it comes to the notice of the 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 & that application will be rejected without any prejudice and appropriate legal action will be taken against the bidder.
- (vi) 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.
- (vii) When a Tendering Firm submits their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirements, terms & 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 particular point. Any offer made in response to this tender when accepted by the Tendering Authority will constitute a Contract between the parties.
- (viii) Non-compliance to any terms & conditions laid herein shall constitute a breach of contract & penalty for non-compliance shall be enforced very rigidly.
- (ix) The financial offer of the intending bidder will be considered only if the Technical Bid of the bidder is found qualified by the 'Tender Evaluation Committee' The decision of the 'Tender Evaluation Committee' will be final & absolute in this respect. The list of Qualified Bidders will be displayed in the website.

The Managing Director  
The Midnapore Coop Milk Producers' Union Ltd.



**SECTION – B**  
**FORM – I**  
**PRE-QUALIFICATION APPLICATION**

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To  
The Managing Director,  
The Midnapore Coop Milk Producers' Union Ltd.,  
35/1, Aurobindanagar, Midnapore, Paschim Medinipur,  
West Bengal-721101.

Ref : Tender for supply of 3600 No POLYMER SHEET

N.I.e-T. No.: MU/e-Tender/2019-20/03/277 Dated: 21-08-2019 of The Managing Director, The  
Midnapore Coop. Milk Producers' Union Ltd.

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.

Signature of the Bidder with date & office seal

**FORM – II**

**DECLARATION**

- I, the undersigned, declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct.
- The undersigned also hereby certifies that our firm M/S..... is neither blacklisted nor debarred to participate in tender by any Government /Authority in last 5 (five) years from the date of issue of N.I.T.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the West Bengal Milk Federation.
- Certified that I have applied in the Tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
- I, the undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found/ ascertain to be incorrect/ fabricated/ misrepresented/fraudulent etc. accordingly tender will be liable to be cancelled/ terminated immediately & I/ my firm/ company shall also be liable to prosecuted under relevant Section of Indian Penal Code, 1860 along with Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/ Security Deposit.

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Signed by an authorized officer of the firm

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Title of the Officer

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Name of the Firm with seal

Date\_\_\_\_\_