



**GOVERNMENT OF WEST BENGAL**  
OFFICE OF THE ASSISTANT DIRECTOR OF FISHERIES, COOCHBEHAR  
MEENBHAVAN, SARADA DEBI ROAD, PIN-736101  
E-MAIL : adfcoochbehar@gmail.com : PH-03582222384

No. 322

Date: 19.06.2020

**NOTICE INVITING e-TENDER**

**Tender Reference No: WBDOF/ADF/COOCH BEHAR/NIT-2(e)/2020-21**

e-Tenders for “Supply of good quality Indian Major Carps and lime in different blocks of Cooch Behar district” under the scheme ‘Jal Dhara Jal Bhara’ are hereby invited in the e-Procurement portal of the State Government by the Assistant Director of Fisheries, Cooch Behar on behalf of the Governor of the West Bengal.

Block wise tender details for “Supply of good quality Indian Major Carps and lime” are given below:

Sl. No.	Name of Block	Quantity of IMC fingerlings to be supplied (nos.)	Quantity of Lime (kg.)	Specification of Indian Major Carps and lime	Estimated amount put to tender (Rs.)	Earnest Money 2% (Rs.)	Period of Completion
1	Cooch Behar-1	300000	6000	A) For fish i) Species: Rohu ( <i>Labeo rohita</i> ), Catla ( <i>Catla, catla</i> ) &Mrigal ( <i>Cirrhinus mrigala</i> ) ii) Size: 4 – 6 inches B) For lime : i) Types: Calcium Oxide (CaO)  <i>Details are in BOQ</i>	1584000.00	31680.00	30 days from the date of issuing work order
2	Cooch Behar-II	300000	6000	DO	1584000.00	31680.00	DO
3	Dinhata-I	400000	8000	DO	2112000.00	42240.00	DO
4	Dinhata-II	400000	8000	DO	2112000.00	42240.00	DO

Sl. No.	Name of Block	Quantity of IMC fingerlings to be supplied (nos.)	Quantity of Lime (kg.)	Specification of Indian Major Carps and lime	Estimated amount put to tender (Rs.)	Earnest Money 2% (Rs.)	Period of Completion
5	Tufanganj-I	300000	6000	A) For fish i) Species: Rohu ( <i>Labeo rohita</i> ), Catla ( <i>Catla, catla</i> ) & Mrigal ( <i>Cirrhinus mrigala</i> ) ii) Size: 4 – 6 inches B) For lime : i) Types: Calcium Oxide (CaO)  <i>Details are in BOQ</i>	1584000.00	31680.00	30 days from the date of issuing work order
6	Tufanganj-II	300000	6000	DO	1584000.00	31680.00	DO
7	Mathabhang a-I	375000	7500	DO	1980000.00	39600.00	DO
8	Mathabhang a-II	300000	6000	DO	1584000.00	31680.00	DO
9	Sitai	200000	4000	DO	1056000.00	21120.00	DO
10	Sitalkuchi	300000	6000	DO	1584000.00	31680.00	DO
11	Mekhliganj	300000	6000	DO	1584000.00	31680.00	DO
12	Haldibari	200000	4000	DO	1056000.00	21120.00	DO

**Eligibility criteria for participation in the tender:**

**(a) Work Credential:**

- i) Intending tenderers/bidders should produce credentials for supply of both carp seeds (fry/ fingerlings) and lime of the minimum value of 30% in single work of the estimated amount put to tender during last five years prior to the date of issue of the e- tender notice.

The credential for supply of only carp seeds (fry/fingerlings) of the minimum value of 30% in single work will also be considered if the bidder has credential on supply of lime during last five years prior to the date of issue of the e- tender notice.

**or**

ii) Intending tenderers/bidders should produce credentials of 2 [Two] numbers of completed works for supply of both carp seeds (fry/ fingerlings) and lime of the minimum value of 20% of the estimated amount put to tender during last five years prior to the date of issue of the e-tender notice.

The credentials of 2 [Two] numbers of completed work for supply of only carp seeds (fry/fingerlings) of the minimum value of 20% in single work will also be considered if the bidder has credential on supply of lime during last five years prior to the date of issue of the e- tender notice.

**(b) Other terms and conditions of the credentials:**

Credential certificate issued by the Director of Fisheries/ Deputy Director of Fisheries /Assistant Director of Fisheries or equivalent or competent authority of a State/ Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute on the executed value of completed will be taken as credentials.

Intending bidders desirous of taking part in this e –tender may submit the bid online through the web site [www.wbtenders.gov.in](http://www.wbtenders.gov.in) only by using their login ID and password.

The e- tender consists of two bid systems (i) Technical Bid (ii) Financial Bid. The bidders will be selected on the basis of eligibility criteria, technical evaluation and financial evaluation.

In the event of e-filing intending bidders may download the e-tender documents from the website directly by the help of Digital Signature Certificate (DSC) & same document may be submitted along with earnest money through e-filling as per e-tender time schedule.

**Time Schedule of e- tender:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIT& other Documents (online) (Publishing Date)	22.06.2020 at 10.00 am
2	Documents download start date (Online)	30.06.2020 at 10.00 am
3	Documents download end date (Online)	16.07.2020 at 5.00 pm
4	Bid submission start date (Online)	30.06.2020 at 10.00 am
5	Pre bid meeting	26.06.2020 at 12.00 pm
6	Bid submission closing date	16.07.2020 at 5.00 pm
7	Submission of all hard copies of submitted documents <b>(One Set)</b>	17.07.2020 upto 3.00 pm

8	Date ,Time and place of Opening of Technical Bid through the Website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	Meen Bhavan, Cooch Behar, Sarada Devi Road 20.07.2020 at 12.00 noon
9	Technical Bid Uploading	To be informed later on
10	Date and Place of opening of Financial Bid through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	To be informed later on

Before e – filing the intending bidders should follow the instructions of Section A (*General guidance and terms & conditions for e-tender*] & Section B [*Different Forms*].

**Assistant Director of Fisheries  
Cooch Behar**

**Memo no. 322/1(22)**

**Dated: 19.06.2020**

Copy forwarded for information and necessary action to:-

- 1) The Sabhadhipati, Cooch Behar Zilla Parishad
- 2) The Principal Secretary to the Govt. of WB, Fisheries Dept.
- 3) The Director of Fisheries, West Bengal, 31, G.N. Block, Sector-V, Salt Lake City, Kolkata-700091.
- 4) The District Magistrate, Cooch Behar
- 5) The DDF, Northern Zone
- 6) The Director, Department of Information & Cultural Affairs, Govt. of West Bengal, Nabanna, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah, Pin-711102.
- 7) The District Informatics Officer, Cooch Behar with the request to publish the NIT in the district website.
8. The District Information and Cultural Officer, Cooch Behar for wide publicity.
9. The Chief executive Officer, FFDA, Cooch Behar
- 10-21. The Block Development Officer, All Dev. Blocks, Cooch Behar.
- 22) Office Notice Board.

**Assistant Director of Fisheries  
Cooch Behar**

## **Section A**

### **General guidance and terms & conditions for e-tender**

#### **I. General process of submission e- tender**

**1. Registration of bidder:** Any bidder willing to take part in the process of e-tender will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> the bidder is to click on the link for e-Tendering site as given on the web portal.

**2. 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 National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site (<https://wbtenders.gov.in>). DSC is given as a USB e-Token.

**3. Collection of e- tender documents:** The bidder can search & download N.I.T. & Tender Document(s) electronically, once he logs on to the website: <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of e- tender documents.

**4. Deposition of requisite Earnest Money:** A bidder desirous of taking part in this e - tender shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password. He will select the tender to bid and initiate payment of pre-defined EMD for that e- tender by selecting from either of the following payments modes:

- i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
- ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

**5. Online Submission of Bid with required documents:** Bids are to be submitted online through the website stated above within the stipulated date and time as given in the NIT. Bids are to be submitted in two folders at a time for the work, **one is Technical Bid / Proposal** and the other is **Financial Bid /Proposal**. The bidders shall carefully go through the all documents of the NIT and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The bidder needs to fill up the rates of item including all charges in the BOQ downloaded for the work and upload the same in designated location of Financial Bid. The bidders should specially take note of all the addendum / corrigendum related to the e- tender and upload the latest documents as part of the tender document. Documents uploaded by the bidders with all information & rates comprising Technical bid and Financial bid cannot be changed after last/end date for submission of e-tender.

**A. Technical Bid / Technical Proposal:** The technical bid should contain two covers:

**a) Statutory Cover containing the following documents:**

- i) Signed application – Form I.
- ii) Structure of organization - Form II
- iii) Experience profile – Form III
- iv) Requisite amount of EMD as prescribed in this NIT has to be made.

v) NIT with all documents.

**b) Non Statutory Cover containing the following documents:**

- i) Income Tax return for AY-2019-20/2020-21
- ii) Professional Tax receipt Challan for the financial year 2019-20/20-21
- iii) PAN Card.
- iv) Valid GST Registration Certificate.
- v) Valid upto date Trade License/acknowledgement or receipt of application for Trade License /Revalidation.
- vi) Audited balance sheet for last three financial years.
- vii) Credential certificates along with work orders.
- viii) Registration certificate under Company Act wherever applicable
- ix) A Company shall furnish the Article of Association and Memorandum.
- x) A State Registered Co-operative Societies shall furnish
  - Society Registration Certificate
  - Society by-laws
  - Latest available Auditor's report within preceding five years as per Societies Acts & Rules.

The bidder must fulfill the above eligibility criteria/ pre-qualification conditions and submit all the documents as required above. Technical bid of bidders fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of bidders not fulfilling the pre-qualification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. **The authority reserves the right to verify/confirm all original documentary evidence submitted by bidders in support of above mentioned clauses of eligibility criteria.**

Bidders are to keep track in the website for all the Addenda and Corrigenda published for a particular e-tender.

**B. Financial Bid / Financial Proposal:**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate online in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

**6. Affidavit – ‘Y’:** The intending bidder should execute a declaration through prescribed affidavit [Form IV] in non-judicial stamp paper of appropriate value duly notarized. The declaration must contain -

**(i) Certificate that all the statement made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the bidder and he has bound to accept the subsequent penal action as will be imposed by the NIT authority / Competent Authority.**

**(ii) Certificate that neither his firm nor any constituent partner had been debarred to participate in tender, suspended or black listed by any Government /semi Government organization during the last 5(five) years prior to the date of this NIT.**

**(iii) The bidder would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and /or as requested by the Department to verify this statement**

(iv) The bidder understands that further qualifying information may be requested and agree to furnish any such information at the request of the Department.

(v) Certificate that he has applied in the tender in the capacity of individual/as a partner of a firm.

If the affidavit in Form IV (model form is in **Section B**) is not submitted (online) the bid will be cancelled.

## **II. Opening & Evaluation of Tender:**

- **Opening of Technical Bid:**

- a) Technical bids will be opened by the Tender Inviting Authority or his authorized representative electronically from the web site using their Digital Signature Certificate.
- b) Intending bidders may remain present if they so desire.
- c) While evaluating, the authority may seek clarification / information or additional documents or original hard copy of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- d) Statutory documents & non-statutory documents should be open first.
- e) If any deviation or inadequacy of required documents for participating tender process is detected in the hard copies (submitted physically / by post) from the uploaded (online) soft copies during scrutiny, only the uploaded soft copies will be processed for evaluation.
- f) The authority may ask for original copies of all documents as uploaded by the bidder for further verification, if required.

- **Uploading of summary list of technically qualified Bidders:**

Pursuant to scrutiny and decision of the Tender Evaluation Committee, the summary list of eligible bidders will be uploaded in the web portals.

- **Opening of Financial Bid:**

- a) Financial proposals of the bidders declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date.
- b) The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.

- **Acceptance of rate:**

Acceptance of the Tender will rest with the Tender Accepting Authority without assigning reason thereof to the bidder. The accepting authority reserves the right to reject any or all of the tenders without assigning any reason thereof to the bidder.

- **Award of Contract :**The bidder whose bid has been accepted (L1 bidder] will be notified by the Tender Accepting Authority or his representative through Letter of Acceptance (LoA). The successful bidder is (i) to execute Formal Agreement on Non-Judicial Stamp Paper with the Tender Accepting Authority/ Implementing Authority as may be decided (ii) to pay required tender document fees and (iii) to submit hard copy of Earnest Money Deposit (EMD) within a stipulated period, mentioned in the LoA.

**If the bidder fails to comply the honour of the Letter of Acceptance (LoA) within seven working days from the date issue of LoA, his/her EMD will be forfeited.**

### **III. Terms & Conditions:**

**1. Prohibition on suspended / debarred persons / entities in the bidding of Government Projects / contracts:** A person/entity that is suspended / debarred by a procuring entity shall not be allowed to participate in the tender process during the period of suspension /debarment unless the same has been revoked.

**2. Earnest Money Deposit:** The requisite amount of Earnest Money (2% of estimated amount of work) should be deposited as per norms stated in *sl. no. 4 of I under General process of submission of e- tender.*

**3. Security Deposit:** Retention money towards performance Security amounting to 10% (*ten percent*):

(i) 2% in the form of Earnest Money Deposit (EMD)

(ii) 8 % as security money of the value of the work shall be deducted from the bill of the bidder as per prevailing order.

*No interest will be paid on Security Deposit.*

**4. Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender:** The Additional Performance Security in the form of 'Bank Guarantee' has been made mandatory which shall be obtained only from the successful L1 bidder, if the accepted bid price is below by 20% or more than 20% of the estimated amount put to tender. This Additional Performance Security in the form of Bank Guarantee shall be equal to 10% of the tendered amount i.e. the L1 bid price.

The Additional Performance Security shall have to be submitted by the selected L1 bidder after issuance of Letter of Acceptance / Letter of Invitation (LoA/LoI) within seven working days and before issuance of Award of Contract (AoC)/ Work Order in the form of "Bank Guarantee" of any Scheduled Bank approved by RBI

**5. Pre-bid meeting:** Pre-bid meeting may be held in the office chamber of the Assistant Director of Fisheries, Cooch Behar on the date scheduled in the NIT in order to acclimatize the bidders through an interactive open session, replying to their queries, and clear doubts in connection with the tendered work/s, if any. The bidder or the authorized person of the bidder are allowed to take part in the pre bid meeting.

**6. Objection regarding prequalifying:** In case there be any objection/complain regarding Non-Eligibility in Technical Bid Evaluation, only Intending Bidders or authorized persons on behalf of the Bidders may lodge objection/complain along with specific authentic documents in support of their objection/complain as a proof to the Tender Inviting Authority within 48 (forty eight) hours from the publication time (uploading time in web portal) of the Technical Bid Evaluation and beyond that time schedule (i.e. after expiry of 48 hours)no objection/complain will be entertained as well as without any specific authentic documents as a proof in support of lodged objection / complain, no objection or complain in this regard will be entertained. **On the other hand strict penal action may be taken against the respective bidders for lodging false objection or complain for obligatory attitude/ creating hindrance towards development works of the Govt.**

**7. Right to change the time schedule of tender:**



- In case of any unscheduled holiday or natural calamity on the dates mentioned in the time schedule of tender, the next working day will be treated as scheduled / prescribed date for the same purpose.
- The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.
- Dates, if changed, due to un-avoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.

**8. Right to cancellation of tender:** The Tender Accepting Authority of the said work reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

**9. Right to rejection of bid:** The Tender Accepting Authority reserves the right to accept or reject any bid and to cancel the bidding processes and reject any or 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. There shall be no provisions for Arbitration.

**10. Bid validity period:** Generally Bids will be valid for 180 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority, if required, subject to obtaining a written confirmation of the bidder(s) to that effect.

**11. Withdrawal of bid in a Tender:** Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing is not allowed. **EMD will be forfeited and penal action may be against the bidder.**

**12. Period of completion of work:**30 (thirty days). Tender Accepting Authority has the right to extend the time of the work in reasonable ground.

**13. Time Extension of validity period of contract:** That if the work(s) is delayed by: Force majeure, due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, strike or lockout affecting procurement / supply process or any other cause which is beyond the supplier's control, then upon happening of any such event causing delay, the supplier shall immediately give notice thereof in writing to the Tender Accepting Authority / Implementing Authority and request to extension of time. The supplier may also indicate in such a request the period for which extension is desired.

In such case the Tender Accepting Authority / Implementing Authority may give a fair and reasonable extension of time, and reschedule the activity wise 'Milestones' for completion of the work. Such extension shall be communicated to the supplier by the Implementing Authority in writing immediately after getting approval from the Tender Accepting Authority.

**14. Taxes & duties to be borne by the Contractor/bidder:** All the bidders intending to participate in this e-tender should offer their financial bids inclusive of GST applicable for composite works/Procurement of goods & services, labour intensive component contained in the BOQ. Income Tax, Royalty, GST, Construction Workers' Welfare Cess, labour Insurances EPF and similar other statutory levy / cess will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges, and no

separate payment towards any of the statutory taxes rents or levies shall be made by the work implementing authority.

**15. Fees:** Intending Bidders /Tenderers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering but the successful L1 Bidder shall have to pay the fees of requisite set of tender documents through Net banking or RTGS/NEFT for execution of formal agreement.

**16. Sub contract:** The bidder will not be allowed, in any case, to get the work done through any sub-contractor, in case it is detected the tender will be cancelled and the earnest money and security money deposited for the work will be forfeited.

**17. Partnership Firm:** Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

**18. Joint Ventures:** Joint Ventures will not be allowed in the tender process.

**19. Dispute:** Any dispute is subject to the jurisdiction of the Hon'ble High Court of Calcutta.

**20. Grounds for Penal Measures:** The Tender Accepting Authority will have the right to take penal actions against the bidder on the following grounds:

- (a) Submission of false / fabricated documents, detected during scrutiny of technical bids or even at a later stages.
- (b) Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing.
- (c) Refusal to accept an award after issuance of "Letter of Acceptance" or enter into the agreement with the Tender Inviting Authority / Implementing Authority.
- (d) Transfers or sublets the rights and benefits under this contract either in part or in whole to any other party.
- (e) Non compliance notice of Implementing Authority to rectify or replace defective materials.
- (f) Fails to execute the work within stipulated period during the tenure of the tender period and/ or its extensions.
- (g) Persistently neglects the written notice (s) of the Implementing Authority to carry out his/her obligations under the contract and/or commits default by not complying with any of the terms & conditions of the contract and does not remedy it, or take effective steps to remedy it.
- (h) Bidder being an individual, or a firm, or any partner thereof, shall at any time be adjudged bankruptcy or insolvency as declared by a court of law or by his/her/their activities.
- (i) All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complain about any Bidder, lodging false complain about any Officer duly authorized by the Department, restraining any interested bidder to participate in the bidding process, etc.
- (j) If bidder is convicted of any offence by a court.

The points as laid down above shall govern the suspension/debarment/forfeiture of EMD of bidders involved in Government procurement for offences or violations committed during competitive bidding process of development works of Government.

#### **IV. Additional Terms and Conditions:**

##### **1. Quality and Quantity of seeds & lime:**

(a) The Supplier shall fulfill the following conditions of the live carp seeds & lime quality at the time of delivery:

(i) Species of carp seed: Rohu (*Labeo rohita*), Catla (*Catla catla*) & Mrigal (*Cirrhinus mrigala*)

(ii) Size of seed: 4-6 inches

(iii) Type of lime: Calcium Oxide (CaO)

**If these conditions are not fulfilled by the supplier, the implementing authority or his/her representative (s) reserves the right to reject the inputs (seeds / lime).**

(b) The quantity of carp seeds & lime shall be supplied to the delivery points as per the direction of the implementing authority.

(c) The carp seeds or lime rejected by the implementing authority or his / her representative(s) shall be replaced by the supplier in his own costs on the date fixed by the implementing authority.

(d) No compensation for any damage done by rain or traffic or any other cause during the execution of the work will be made.

(e) The supplier or his /her authorized representative (s) should remain present at the time of delivery of carp seeds & lime with due challans. Otherwise the said consignment of carp seeds & lime will not be accepted by the implementing authority or his / her representative(s).

##### **2. Cost and Delivery of carp seeds and lime:**

(a) The delivery of carp seeds & lime will be made up to block level / specified delivery points & time as would be fixed by the implementing authority of concerned districts throughout the tender period in accordance with rates quoted by the Supplier.

(b) The supply of carp seeds & lime to the specified delivery points shall be made by the supplier at his / her own cost and arrangements upto the full satisfaction of the implementing authority or his / her representative (s).

(c) The Supplier shall not be entitled to charge any cost for the transportation, labor or any other fees, taxes, duties or any other incidental charges, if required in connection of the delivery of carp seeds & lime.

(d) The Supplier shall be responsible for any damage during transportation caused by improper packaging and handling/any other.

(e) The date, time and delivery points will be provided by the implementing authority well in advance. The supplier shall supply the carp seeds & lime in accordance with the direction of implementing authority.

(f) The implementing authority reserves the right to change the specified date, time and delivery point for any reasonable ground or grounds and accordingly the Supplier shall be responsible to deliver the carp seeds & lime by own arrangements. No extra transportation cost for delivery of carp seeds & lime will be claimed by the Supplier.

(g) The supplier shall not make any representation for deviation from their quoted rates and /or terms and conditions which may cause any delay in supply of carp seeds & lime as it will be counted as bad performance.

**3. Mode of Payment:**

(a) That supplier shall produce correctly prepared bills / invoices (in triplicate) along with delivery challans (in duplicate) confirming receipt of carp seeds and lime in good condition with proper specification by the representative (s) of implementing authority at delivery points.

(b) The implementing authority forwards the bills/ invoices with necessary certificates and documents to the Drawing & Disbursing Officer (who is the authorized officer) to make payment to the supplier.

(c) The Drawing & Disbursing Officer (DDO) will make payment to the supplier as per financial norms.

(d) No advance payment is allowed.

(e) Admissible payment/part payment will be made when fund will be available.

**4. Work Done Certificate:** On satisfactory of completion of work, the Implementing Authority shall provide work completion/done certificate to the supplier.

**Assistant Director of Fisheries  
Cooch Behar**

**Section B**

**FORM-I**

**APPLICATION**

To  
The ..... (Tender Inviting Authority)  
Vill: .....  
P.O. ....  
Dist: .....

Ref:- Tender ...for..... (Name of Work)  
.....  
NIT No. .... Date.....

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_ in the capacity .....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- I. NIT Authority can amend the scope & value of the contract bid under this work.
- II. NIT Authority reserves the right to reject any application without assigning any reason.

***Enclosure (s) – e Filing:***

- 1. Statutory Documents
- 2. Non Statutory Documents

Date:

.....  
Signature of applicant including title  
and capacity in which application is made

**Section B****FORM-II****STRUCTURE OF ORGANISATION**

<b>1</b>	<b>Name of the Applicant</b>	
<b>2</b>	<b>Address of Communication with pin code</b>	
<b>3</b>	<b>Telephone No. (Land)</b>	
<b>4</b>	<b>Mobile No.</b>	
<b>5</b>	<b>E-mail Id</b>	
<b>6</b>	<b>Fax No.</b>	
<b>7</b>	<b>PAN Card No.</b>	
<b>8</b>	<b>GST No.</b>	
<b>9</b>	<b>Details of Bank Accounts: Name of the Bank: Name of the Branch and: Address with Phone No.: Account No.: IFSC Code:</b>	
<b>10</b>	<b>Names with designation of key personnel of the organisation</b>	

**Date:****Signature of applicant including title  
and capacity in which application is made.****N.B :- THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE BIDDER IN WHICH APPLICATION IS MADE**

## **Section B**

**FORM- III**

### **EXPERIENCE PROFILE**

**Name of bidder:**

**List of works completed for supplying of carp seeds & lime during last 5 years::**

Sl. No.	Name & address of work order issuing authority / purchaser	Name of work / scheme	Work Order No. dt.	Work order value (in Rs.)	Details of inputs supplied				
					Carp seeds		Lime		Value of other fishery inputs, if supplied in the same work order (in Rs.)
					Quantity (nos.)	Value (in Rs.)	Quantity (kg.)	Value (in Rs.)	
1									
2									
3									
4									
5									

**Signature of applicant including title  
and capacity in which application is made**

**Date:**

**Section B**

*FORM-IV*

**AFFIDAVIT-“Y”**

**(To be furnished in Non Judicial Stamp paper of appropriate value duly notarized)**

1. I, the undersigned do certify that all the statement made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned. I, the undersigned will be bound to accept the subsequent penal action for the above stated reason as will be imposed by NIT authority / Competent Authority without any objection / claim.
2. The under signed also hereby certifies that neither our firm ..... nor any constituent partner had been debarred to participate in tender, suspended or black listed by any Government /semi Government under taking organisation during the last 5(five) years prior to the date of this NIT vide no. ....
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and /or as requested by the NIT Authority / Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agree to furnish any such information at the request of the NIT Authority / Department.
5. Certified that I have applied in the tender in the capacity of individual/as a partner of a firm & I have not applied severally for the same job.

**Date:**

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**Signature of applicant including title  
and capacity in which application is made.**