

# COOCH BEHAR ZILLA PARISHAD PRESS

## COOCH BEHAR-736101

### NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER (TWO COVER SYSTEM) [(E-Procurement) (Two Cover System)]

Memo No. 1523.../CBR-68017(13)/2019-CZP SEC

NIT No. WBZP/134/DE-ET/COB/2020-21

Date: 09-12-2020

For and on behalf of the Executive Officer, Cooch Behar Zilla Parishad, the Additional Executive Officer, Cooch Behar Zilla Parishad invites quotation (in item-wise rate) from bonafide Paper Mills / Suppliers / Distributors/ Dealers for each of the following items of Paper for supply to Cooch Behar Zilla Parishad Press tentative estimated cost of which is Rs. 6,00,000.00 through Two Cover System (e-procurement). The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents- Statutory technical documents such as the NIT etc. and Non-Statutory technical documents ( other important documents of bidder) such as PAN,GSTIN, Trade License, ITCC, PTCC, Turnover, Credential etc. and the other folder shall contain the Financial Bid (BOQ), in which bidders are required to quote their rates.

Sl No.	Name of Paper	Size of Paper	Rate of Per Reem
01	DFC Size Paper - 8.6 kg.	58 gsm (43x69) cm.	
02	DFC Size Paper - 8.9 kg.	58 gsm (43x69) cm.	
03	DFC Size Paper - 11.5 kg.	70 gsm (43x69) cm.	
04	Demy Size Paper (White) 7.6 kg.	60 gsm (45.5x56) cm.	
05	Demy Size Paper (Pink) 7.6 kg.	60 gsm (45.5x56) cm.	
06	Demy Size Paper (Yellow) 7.6 kg.	60 gsm (45.5x56) cm.	
07	Demy Size Paper (Maplitho) 8.9 kg.	60 gsm (45.5x56) cm.	
08	Conquest Paper DFC Size - 11.9 kg.	80 gsm (43x69) cm.	
09	Double Demy Paper - 25.3 kg.	95 gsm (58.5x91) cm	

- Intending bidders may download tender documents from the e-procurement portal of Govt. of West Bengal <https://wbtenders.gov.in> or <https://etender.wb.nic.in>
- Earnest money of Rs. 12,000.00 i.e., 2% of estimated cost of Rs. 6,00,000.00 should be deposited.

*Soft copy of the EMD submitted (Scanned PDF File) through ICICI Bank or ICICI NEFT / RTGS have to be submitted. It is compulsory on the part of the Bidders to pay EMD through online mode of the payment only. The L 1 Bidder shall submit the hard copy of the documents to the Tender Inviting Authority with the acceptance letter of the LOI (Letter of Intend). Failure to submit the hard copy with acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklist of the bidder. EMD should be deposited only at any ICICI Bank vide order no.3575-1 (1) dt. 28.07.2016 of Finance Deptt. Govt. of W.B. The EMD of the successful bidder will be adjusted with the Security Money.*

Labour Contract Co-Operatives are exempted from paying of Earnest Money Deposit.

*Failure to submit RTGS / NEFT / CBS system only with LOI acceptance letter within the time period prescribed for the purpose may be construed as an attempt to vitiate the tendering process and will be dealt with accordingly including blacklisting of the bidder.*  
The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 30 days from the bid validity period without interest.

- Cooch Behar Zilla Parishad does not take any responsibility for the delay caused due to non-availability of Internet connection, Internet traffic jam etc. for the online bid.
- There will be 2 –stage opening of bids First, Technical opening and thereafter, Financial opening.
- The Technical Bid documents alone will be opened by the Additional Executive Officer, Cooch Behar Zilla Parishad & the Secretary, Cooch Behar Zilla Parishad in presence of participating bidders who shall manage to come. No objections in this regard will be entertained raised by any participant who will present during opening of tenders.
- Names of Technically qualified bidders will be informed through the e-procurement portal and will be displayed on the office Notice Board subject to completion of verification and evaluation of Technical documents.  
The financial Bid documents of the technically qualified bidders will be opened for evaluation and selection of qualified bidders (and the bid documents of technically non-qualified bidders will remain unopened). No separate intimation will be given for this financial opening, unless the scheduled date is changed.
- In case of any change of date or other issue, corrigendum will be floated through the same e-procurement portal. No individual intimation will be given.
- The Tender inviting authority reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason what so over.
- All the related documents are to be produced IN ORIGINAL to this office as and when asked for.
- Any concealment of fact will be seriously viewed and all tender papers submitted by the agency will be treated as informal.
- **All the important date & time of bid are given in the following table and will be as per the server clock.**

**Documents to be enclosed along with the Tender :**

1. PAN Card
2. GSTIN
3. Trade License (Up to Date)
4. IT Return (Up to Date)
5. PTCC (Up to Date)
6. Average Annual Turnover of Rs. 6,000,00.00 preceding 3 years ANY TYPE OF Govt. supply work (F.Y. 2017-2018, 2018-2019 & 2019-2020)
7. for any type of Govt. supply work credential 40%.

**Terms & Conditions :**

1. Intending tenderers should quote their rates as asked for in the BOQ. The quoted rate should be inclusive of all taxes & Carriage upto workshop in Cooch Behar Zilla Parishad Press Complex etc. and should be quoted under Basic Price (in Rs.) column of the BOQ.
2. Rate of item should comply with the given Brand Name under Item Description column of the BOQ and in case there is no Brand mentioned, rate of a standard Brand is to be quoted.
3. In case of any dispute regarding this tender that may be resolved in any Court in Cooch Behar having Jurisdiction on such issue.
4. The items should be supplied by the supplier within 7 (Seven) days from date of receipt of the supply order failure to which penalty would be imposed upon the supplier.
5. If any supply is made out of proper brand name, no such bill for the said supply will be entertained by this end.
6. The items of all Papers are to be supplied as per the rate acceptance order throughout the financial year 2020-2021 by any means the rate would not be increased within the date of validity i.e., 31-03-2021.
7. In case of any day meant for this tender (only Bid Opening) appears to be an unscheduled holiday; the next working day will be treated as scheduled/ proscribed day for the same purpose.
8. **Bid Validity – 90 days.**

**LIST OF IMPORTANT DATE, TIME & VENUE OF BIDS**

1.	Name of Work:	Supply of Papers items to Cooch Behar Zilla Parishad Press
2.	Date of Publication of Tender:	Date: 11-Month: 12 Year: 2020 Time: 18:00 hours
3.	Period and time for download of bidding Documents:	From:- Date: 11 Month: 12 Year: 2020 Time: 18:00 hours To:- Date: 18 Month: 12 Year: 2020 Time: 18:00 hours
4.	Date & time of Submission of Bids:	From:- Date: 11 Month: 12 Year: 2020 Time: 18:00 hours To:- Date: 18 Month: 12 Year: 2020 Time: 18:00 hours
5.	Date & time of Opening:	As follows: Date
	a) Technical Bids:	Date: 22 Month: 12 Year: 2020 Time: 12:00 hours
	b) Date of Publication of Technically Qualified Bidders:	Date: After evaluation by the Tender Committee.
	c) Date & Time of Opening Financial Bids:	Date: After acceptance by the Tender Committee.
6.	Place of opening of Bids:	Cooch Behar Zilla Parishad Office
7.	Bid Validity:	90 days
8.	Officer inviting Bids:	Add. Executive Officer, Cooch Behar Zilla Parishad, Kalika Das Road, P.O. & Dist. Cooch Behar-736101, West Bengal.

  
 Addl. Executive Officer  
 Cooch Behar Zilla Parishad  
 Cooch Behar

Memo No. 16.23/16 BR-68017(13)/2019-CZP SEC

Date: 09-12-2020

**Copy forwarded for information and necessary action to :**

1. The Sabhadhipati, Cooch Behar Zilla Parishad
2. The Sahakari Sabhadhipati, Cooch Behar Zilla Parishad
3. The District Magistrate, Cooch Behar & Executive Officer, Cooch Behar Zilla Parishad
4. The Secretary, Cooch Behar Zilla Parishad
5. The Chairperson, Tender Committee, Cooch Behar Zilla Parishad
6. Smt. Sikha Das, Member, Tender Selection Committee, Cooch Behar Zilla Parishad
7. The Joint Secretary to the Govt. of West Bengal, Deptt. of Self Help Group & Self Employment, Nabanna, Howrah.
8. The F.C. & C.A.O., Cooch Behar Zilla Parishad
9. The District Engineer, Cooch Behar Zilla Parishad, Cooch Behar.
10. The Executive Engineer ( RD ), Cooch Behar Zilla Parishad
11. The District Information & Cultural Officer, Cooch Behar has requested to publish the following tender in news papers.
12. The Sri Avijit Barman, Asstt. Eng., CZP., with a request to look into the entire e-tendering process
13. The DIO, NIC, Cooch Behar with request to upload the NIT in district website i.e. coochbehar.nic.in.
14. The Office suparendent, Cooch Behar Zilla Parishad.
15. The D.I.A., Cooch Behar Zilla Parishad to upload the Notice in the e-Tendering portal of Govt. of West Bengal.
16. Office Copy

  
 Addl. Executive Officer  
 Cooch Behar Zilla Parishad  
 Cooch Behar