



Government of West Bengal
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR (ICDS Section)
District ICDS Cell

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal
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NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER (TWO COVER SYSTEM)

NIT NO.: ICD/01

Date: 23/02/2018

E-tender, **IN TWO BID SYSTEM**, is invited from bona fide & resourceful transport contractors having experience in transportation of foodstuff or similar nature of work, for carrying Rice from the enlisted godowns of the Food Corporation of India (FCI) at Khagrabari, Baburhat, Dinhata & Cooch Behar to the 12(twelve) ICDS Projects of Cooch Behar District (**List attached as Annexure - I**). The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents along with scanned copy of Bank Draft for Earnest Money & Financial Bids are to be uploaded in another folder.

1.	Name of work	:	Transportation of rice from_enlisted godowns of the Food Corporation of India (FCI) to the 12(twelve) ICDS Projects of Cooch Behar District
2.	Eligibility Criteria for "Pre Qualification	:	<ul style="list-style-type: none">Tenderer should have credential as transporter of foodstuff with transportation work of Rs 10,00,000.00 (Rs Ten Lakh) only in any Government / Semi Government / Government Undertakings in the preceding three years from 2014-15Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than 18.00 Lakhs(Rupees Eighteen lakhs) from Contracting Business & to be submitted in Form I.
3.	Earnest Money Deposit	:	Rs 1,00,000.00 in the form of Bank draft drawn in favour of District Magistrate, Cooch Behar
4.	Bid document Requisition	:	Bid Document is available at https://wbtenders.gov.in .
5.	Date of publication of NIT	:	<u>28/02/2018 at 5.30 P.M.</u>
6.	Document download start date & time	:	<u>28/02/2018 at 5.30 P.M.</u>
7.	Document download end date & time	:	<u>22/03/2018 at 5.30 P.M</u>
8.	Start date & time for submission of technical & financial bids	:	01/03/2018 from 2.00 P.M through E-portal. Bidders shall submit the technical and financial bid only through online by following online bid submission procedure.

9.	Last date & time of Online submission of Technical Bid and Financial Bid duly digitally signed.	:	<u>22/03/2018 up to 5.30 P.M</u>
10.	Opening of technical bid	:	23/03/2018 at 12.00 Noon in the Office chamber of the Additional District Magistrate(SW), Cooch Behar
11.	Date of publication of list of technically qualified bidders	:	23/03/2018 at 5.00 P.M
12.	Technical Bid Evaluation	:	The technical bid will be evaluated by the District Level Tender Committee.
13.	Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	:	<u>To be notified later through online.</u>
14.	Financial Bid	:	Rate shall be quoted per quintal in the BOQ
15.	E-Tender registration and bidding	:	<p><u>ONLINE BIDS:</u></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature.</p> <p>Online Tenders can only be submitted by logging in https://.wbtenders.gov.in</p> <p><u>ONLINE BID SUBMISSION:</u></p> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>


 Additional District Magistrate (SW)
 Cooch Behar

INFORMATION TO THE BIDDERS (ITB)

1. Download of Tender

- Intending bidders may download tender documents from the e-procurement portal of Govt. of West Bengal at <https://.wbtenders.gov.in> .
- The pre-qualification bid documents duly filled in all respect may be submitted online within the scheduled date & time as per **Annexure-II** attached with this NIT. **(As per server clock)**.

2. Submission of tender

- The tender will be submitted in two bid system *i.e.* **Technical bid & Financial bid** only through online.
- District authority will not take any responsibility for the delay/or late submission of tender by the bidder. The bidders are advised to submit bids in time. Any problem with server or internet problem or digital signature related issues will not make District Magistrate, Cooch Behar responsible for non-submission or incomplete submission of bids.

3. Online Bid submission procedure

- i) **Registration of Contractor:** Agencies/Bidders who are interested in participating in District Magistrate's e-tenders will have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.
- ii) **Digital Signature certificate (DSC):** Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider on payment of requisite amount or any service provider as may be allowed by the Finance Department, Govt. of West Bengal.
- iii) **Tender Download:** The intending tenderer can search & download NIT & Tender Documents electronically from computer once he logs on to the website <https://.wbtenders.gov.in> using the Digital Signature Certificate. This is the **only mode** of collection of tender documents.
- iv) **Submission of Tenders:** Tenders are to be submitted online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted.
- v) **Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 4 of this ITB.

A. Technical Bid:

- The Technical proposal should contain scanned copies of the following **(all in PDF file)** in **1(One)** cover (folder).
- Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened.

The Details of Mandatory Documents are given below:

- i. NIT (Properly upload the same Digitally Signed).
- ii. Condition of Contract
- iii. Scanned Copy of Bank Draft towards Earnest Money Deposit (EMD) as prescribed in the NIT
- iv. Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor. If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application

- v. In case of partnership firm, copy of deed of partnership
- vi. Credential certificate of Rs 10.00 (Ten lakh) of similar type of work in preceding 3(Three) years in any Government / Semi Government / Government Undertakings
- vii. Trade License
- viii. PAN Card (Xerox Copy)
- ix. Voter Card (Xerox Copy)
- x. Income Tax return of last financial year.
- xi. Latest Professional Tax return.
- xii. GST Registration Certificate.
- xiii. Documents of proof of ownership of Truck/heavy lorry. In case of hired vehicle, agreement of hiring
- xiv. Information regarding any litigation or arbitration during the last five years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter;
- xv. Copy of Service Tax Registration Certificates.
- xvi. Any other information, if any, to indicate Technical management competence.

Note: *The tender will be summarily rejected if any of these documents are not submitted online. Bidders shall produce original hard copies of the requisite documents for selected tenderer as & when asked for.*

Receiving of Earnest Money Deposit (EMD)

- Each tender must be accompanied by with earnest money of Rs 1,00,000/- (Rs One lakh) only in the form of Demand Draft drawn in favour of District Magistrate, Cooch Behar payable at Cooch Behar.No other form of earnest money will be entertained.
- The earnest money shall be submitted as soft copy (scanned copy of the original Bank Draft) . The L1 bidder shall submit hard copy of Bank Draft against earnest money to the tender inviting authority along with his acceptance of the Letter of Intent(LOI)
- Failure to submit Bank Draft 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.

4. CREDENTIAL

- The agency should have successfully completed (100%) similar nature of work of transportation of food stuff to the tune of Rs 10,00,000.00 lakh (Rs Ten lakh) only in the preceding 3 (Three) **financial years** from the date of NIT in any Government / Semi Government / Undertakings . Credential/completion certificate/ payment certificate of any **sub-contract work shall not be accepted**.
- The work completion certificate (100 %) shall specify detailed similar nature of work completed, value of work done, date of commencement of work and the date of completion of the work. Copy of the **Work Order and Work Schedule/ BOQ of the similar nature of work shall have to be uploaded**
- **along-with the Completion Certificate**, in the technical bid for verification of the credential. In addition, Payment certificate may also be submitted for successfully completed work along with the said certificate. **Part completion certificate of tendered work shall not be accepted**. The Technical Bid may be declared non-responsive if the requisite documents are not furnished by the bidder for ascertaining the Technical Credential.

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a minimum period of 2 (two) years.

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder).

- The intending tenderers shall quote the rate **per Quintal** online only in the space marked for quoting rate in the Bill of Quantities (**BOQ**). Rate should be quoted in both figures & words in the BOQ. Only downloaded copies of the above documents, **digitally signed** by the contractor are to be uploaded (**Excel file**).
- The quoted rate should be inclusive of all taxes, cess, levy, royalties transportation, loading-unloading from the lifting points to the ICDS Project godowns. All other incidental charges including cost of insurance of the commodity by the carrier should be included while quoting rates. .

5. Taxes & duties to be borne by the Contractor:

It may again be reiterated that Income Tax, GST, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

6. Site inspection before submission of tender:

All the intending Tenderers are requested to visit the 4(four) listed Godown of FCI and all location of ICDS Project Godowns at 12(twelve) Blocks of Cooch Behar District at their own effort and interest before submission of Tender. Locations of each godown is given at **Annexure III**

7. Conditional and incomplete tender :

Conditional and incomplete tenders shall be summarily rejected.

8. Acceptance of Tender:

- Name of technically qualified Bidders will be displayed in the portal and this office Notice Board & website subject to completion of verification and technical evaluation.
- The Financial bid documents of the technically qualified bidders will be opened for evaluation and selection of qualified bidders for scrutiny and the bid documents of non-qualified bidders will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, intimation will be given online. No individual intimation will be given.
- The Bid documents will be opened in presence of District Level Tender Committee Members in the chamber of the Additional District Magistrate(SW), Cooch Behar in presence of participating bidders, who may remain present. No objections in this regard will be entertained later, if raised by any participant, who will not be present during opening of tenders.
- The District Level Tender Committee, Cooch Behar reserves the absolute right to accept or reject any or all the tender without assigning any reason thereof. On matters of dispute decision of the authority shall be final and binding on all.
- The authority reserve the right to appoint more than one contractor and distribute the work among them Project-wise as the authority may deem convenient.
- The volume of work to be assigned to the selected tenderer during the contract period cannot be specified definitely.
- The authority may extend the period of contract with same terms and conditions for a maximum period of six months, if considered essential
- The successful tenderer, hereinafter called the Transport Contractor, shall within 15 (fifteen) days of issue of an intimation to that effect by this office obtain additional one set of contract documents and submit the same duly signed by him to this office for formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.

9. Return of Earnest Money of the unsuccessful tenderer(s):

The earnest money of unsuccessful Bidder if submitted shall be returned not later than 30 days from the bid validity period without interest.

10. Payment:

- No advance will be paid to the contractor
- All payments will be made by the District Administration or by the Child Development Project Officers on full satisfaction of the delivery work and against bills in triplicate supported by consignee copy and as per fund availability and no financial claim in case of any delay in payment will be entertained.
- Rate once finalised will not be enhanced, for any reasons whatsoever, after issue of work order during the period of contract.

11. Security Deposit:

- Selected tenderer shall have to deposit security money to the extent of 5% of the money value of the work to be assigned subject to a minimum of Rs 1,00,000/- (Rs One lakh) only & execute a contract deed of agreement with the District Magistrate, Cooch Behar on behalf of the Governor of West Bengal. The security deposit is to be submitted in the form of Bank Draft/N.S.C. duly pledged in favour of District Magistrate, Cooch Behar.
- Earnest money deposited by the tenderer shall stand forfeited to the Govt., without any further reference, in case the selected tenderer fails to furnish security deposit as stated above and non-execution of contract deed of agreement when so directed.

12. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

13. Other Terms & Conditions:

- The proposed tenderer should have businesses place within the district and have in possession trucks with all valid documents under Motor Vehicle Act for carrying of food grains.
- The Transport Contractor shall place trucks with valid documents as per Motor Vehicle Act.
- The Transport Contractor shall follow the shortest route for carrying of food grains from loading points to another unloading point, and the shortest route will be specified by the Regional Transport Authority, Cooch Behar as per guidelines issued by the District Magistrate, Cooch Behar.
- In the event of diversion route from the route originally for any reason whatsoever beyond the control of transport contractor, the transport contractor shall seek permission from the District Authority and diversion route has to be specifically certified by the Regional Transport Authority, Cooch Behar.
- In the event of mechanical disorder arising in the truck while at the loading points or en-route, cost of transshipment if any, shall be borne by the transport contractor himself.
- The Transport Contractor shall obtain one sealed sample bag of food grains (Rice) duly signed by the Manager, FCI or his authorized representative & the DPO, ICDS or his authorized representative at the loading point and shall handover the sealed sample to the concerned Child Development Project Officer or his/her representative at the project, who will acknowledge receipt of consignment as mentioned in the challan.
- No unloading can be made apart from the designated storage point fixed by the authority in the ICDS unless such unloading be of extra-ordinary kind and the loading unloading charges accrued shall be borne by the contractor himself.
- The transport contractor shall enforce all necessary measure so that the loaded trucks reach the receiving godown points within time as fixed by the district authority. The transport contractor shall take all possible precautions to protect the food gains from any sort of damages during the time of transportation and shall always cover the food grains with tarpauline sheets and the Transport Agent shall take all effort to protect pilferage, if any, during transportation.

- Non-availability of trucks due to strike or disruption due to any dispute between the contractor and his workers as to the wages or otherwise, will not be deemed to be a reason for failure of the contractor to maintain the time schedule for transportation and the contractor shall be responsible for any loss or damage on this account.
- The transport contractor will lift only sound bags from the godown of FCI & deliver the same in sound condition to the Projects. In the event of any loss or damage during transportation the transport contractor shall be liable to pay a penalty three times the value of rice found short.
- After unloading, the transport contractor shall obtain a certificate from the concern Child Development Project Officer of the Project concerned or his /her representative, mentioning the quality and quantity of the consignment as mentioned by the FCI in the challan.
- For any loss due to transporters' failure of any nature the concerned transporters shall have to compensate the loss and in case of failure to compensate penal measures shall be imposed by the authority as per law.
- There would be no handling loss. Rice would be delivered on net weight basis deducting there from the weight of gunny bags as per existing provision of the Food & Supplies Department.
- The transport Contractor should engage adequate and efficient staff and labourers for ensuring efficient handling of the transportation work and for furnishing correct and up to date position/progress of work and accounts thereof.
- Delivery of foodstuff should be made on the working days and within the working hours only.
- Failure of carrying within the specified period shall render the agreement, to be executed between the District Authority & the successful Tenderer, liable for cancellation without any reference and the difference of charges will be deducted from the bills of the Carrying Contractor so failed, as per market price.
- No transshipment is permissible unless situation warrants it unavoidable and in such event prior Permission of authority is to be obtained in writing.
- Tenderer may approach Additional District Magistrate, Cooch Behar for any clarification with respect to this tender.
- Selected transport contractors will be allowed 7(Seven) days time from the date of issue of delivery orders for completing lifting & delivery to the Project Godowns. In case of delay alternative arrangement will have to be made & action will be taken against the transport contractor including forfeiture of his security deposit & realization of excess cost for alternative arrangement from his pending bills.
- Sub-letting of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- Period of contract 365 days.
- **Termination of Contract/ Work Order:**
The authority may terminate the contract for breach of any of the terms & conditions & violation/Non-compliance of any instructions of the authority.


 Additional District Magistrate (SW)
 Cooch Behar

FORM – I

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of _____ for the last three consecutive years.

Sl. No.	Financial Year	Turnover (rounded of)	Remarks
1	2014-15		
2	2015-16		
3	2016-17		
	Total:		
	Average Turnover:		

Note:

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

(Signature of the Bidder)

ANNEXURE – I

LIST OF ICDS PROJECT GODOWNS AND FCI GODOWNS

Sl. No.	Name & Address of the ICDS Project Godowns
01	Cooch Behar-I ICDS Project, Ghugumari, Cooch Behar
02	Cooch Behar-II ICDS Project, Pundibari, Opp. Hospital
03	Dinhata-I ICDS Project, Kathaltala, Dinhata
04	Dinhata-II ICDS Project, Near BDO's Office, Dinhata-II Block
05	Mathabhanga-I ICDS Project, BDO's Office campus, Shikarpur, Mathabhanga
06	Mathabhanga-II ICDS Project, Dolong More, BDO's Office campus
07	Tufanganj-I ICDS Project, Opp. Central Bank of India, Tufanganj
08	Tufanganj-II ICDS Project, Thatarpath, Baxirhat
09	Sitai ICDS Project, Bharani, Near Sitaihat, Sitai.
10	Sitalkuchi ICDS Project, Near Sitalkuchi College
11	Mekhliganj ICDS Project, Office campus of SDO, Mekhliganj
12	Haldibari ICDS Project, Municipality Office Building, Haldibari

SI No	Location of FCI godowns
01	Khagrabari
02	Baburhat
03	Dinhata
04	New Cooch Behar


Additional District Magistrate (SW)
Cooch Behar

ANNEXURE II


SCHEDULE OF IMPORTANT DATES OF BIDS

SI No	Particulars	Date & Time
1	Date of publication of NIT	: <u>28/02/2018 at 5.30 P.M</u>
2	Document download start date & time	: <u>28/02/2018 at 5.30 P.M</u>
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5	Last date & time of Online submission of Technical Bid and Financial Bid duly digitally signed.	: <u>22/03/2018 up to 5.30 P.M</u>
6	Opening of technical bid	: 23/03/2018 at 12.00 Noon in the Office chamber of the Additional District Magistrate(SW), Cooch Behar
7	Date of publication of list of technically qualified bidders	: <u>23/03/2018 at 5.00 P.M</u>
8	Technical Bid Evaluation	: The technical bid will be evaluated by the District Level Tender Committee. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.
9	Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	: <u>To be notified later through online.</u>


 Additional District Magistrate (SW)
 Cooch Behar

Copy forwarded for information with the request to cause wide publicity of the Tender Notice through office notice board to.

- 1) The Director of ICDS, West Bengal, Salt Lake City, Kolkata-64
- 2) The Joint Secretary to the Government of West Bengal, W & CD & SW Department, Bikash Bhawan, Kolkata - 91
- 3) The Superintendent of Police, Cooch Behar.
- 4) The Chairman, Cooch Behar/Dinhata/ Tufanganj/Mathabhanga/Mekhliganj/Haldibari Municipality.
- 5) The Additional Executive Officer, Zilla Parishad, Cooch Behar.
- 6) The District Land & Land Reforms Officer, Cooch Behar
- 7) The Project Director, DRDC, Cooch Behar
- 8) The Sub-divisional Officer, Cooch Behar/Dinhata/ Tufanganj/Mathabhanga/Mekhliganj
- 9) The Regional Transport Officer, Cooch Behar
- 10) The Block Development Officer, Cooch Behar I/Cooch Behar II/ Dinhata I/Dinhata II/ Sitai/
Tufanganj I/Tufanganj II/Mathabhanga I/Mathabhanga II/ Sitalkuchi/ Mekhliganj/ Haldibari
- 11) The Senior Superintendent of Post Offices, Cooch Behar.
- 12) The Chief Medical Officer of Health, Cooch Behar.
- 13) The District Controller, Food & Supplies, Cooch Behar
- 14) The Deputy Director of Agriculture(Admin), Cooch Behar
- 15) The District Manager, Food Corporation of India, Cooch Behar
- 16) The Assistant Registrar of Cooperative Societies, Cooch Behar
- 17) The Assistant Director of Agriculture (Agri Marketing), Cooch Behar
- 18) The District Inspector of Schools (Secondary Education)
- 19) The District Inspector of Schools (Primary Education Education)
- 20) The District Project Officer, Sarva Shiksha Mission, Cooch Behar
- 21) The District Information & Cultural Officer, Cooch Behar
- 22) The DIO, NIC, Cooch Behar with the request to upload the notice in office website
- 23) The Child Development Project Officer, Cooch Behar I/Cooch Behar II/ Dinhata I/Dinhata II/ Sitai/
Tufanganj I/Tufanganj II/Mathabhanga I/Mathabhanga II/ Sitalkuchi/ Mekhliganj/ Haldibari ICDS Project
- 24) Office Notice Board


Additional District Magistrate (SW)
Cooch Behar

Copy forwarded to CA to District Magistrate, Cooch Behar with the request to apprise the matter to the District Magistrate, Cooch Behar


Additional District Magistrate (SW)
Cooch Behar