



**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  
Phone : (03582) 227101 # Fax : (03582) 227000/225000 # e-mail : dpo.icds.cbr@gmail.com

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NOTICE INVITING ONLINE RE- TENDER (E-TENDER) NO-36/DPO-ICDS/COB/2022-23

DATE:28/07/22

Name of Scheme –Project Level Storing of Food Stuff and other Articles under Sitalkuchi ICDS Project  
SCHEDULE OF IMPORTANT DATES OF BIDS

<u>PARTICULAR</u>	<u>DATE &amp; TIME</u>
1. Date of Publication of NIT	<u>02-08-2022 at 6 pm</u>
2. Document download start date & time	<u>02-08-2022 at 6 pm</u>
3. Document download end date & time	<u>23-08-2022 up-to 6 pm</u>
4. Bid submission start date & time	<u>02-08-2022 at 6 pm</u>
5. Last date & time of online submission of Technical Bid and Financial Bid	<u>23-08-2022 up-to 6 pm</u>
6. Date & Time of opening of Technical Bid at NIC, D.M's Office, Cooch Behar.	<u>26-08-2022 at 2 pm</u>
7. Date & Time of opening of Financial Bid at. NIC, D.M's Office, Cooch Behar.	<u>Date and time will be notified later through online.</u>
8. Validity of bid	<u>120 days</u>
9. Completion Period of the work	<u>365 days</u>

**E-tenders, in two folder systems, are invited from bonafide individuals/Firms/Companies/Agencies/Registered Corpus/Govt. contractors having Office Establishment within concerned jurisdiction; having experience in execution of Govt. Projects and having own/ rented Storing Space within Project area in respect of Sitalkuchi ICDS Projects of Cooch Behar District. 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 documents of RTGS/NEFT for Earnest Money & Financial Bids are to be uploaded in another folder.**

1.	Name of work	:	Project Level Storing of Food Stuff and other Articles under Sitalkuchi ICDS Project
2.	Eligibility Criteria for “Pre Qualification”	:	<ul style="list-style-type: none"> <li>• The tenderer must possess the requisite strength and capability in providing the services necessary to meet the requirements as described in the Tender documents.</li> <li>• For Project Level Storing, the tenderer should have access to either own or rented dedicated/ exclusive Godown capacity to store at least 1800 Qtls. Food Stuff within 5 Kms from the ICDS Project Office having facility of at least 16 ft wide metal road.</li> <li>• For Project Level Storing, the Godown should be secure and safe with RCC &amp; Brick Construction with at least 12’ ft height and having grill gates and steel shutters at the entrance and also the Godown should have proper dunnage, proper insulated Lighting facility, Weighing Scales upto 100 Kgs, effective fire fighting equipments installed with valid Fire Insurance and Theft Insurance and small Office Desk system to facilitate proper documentation.</li> <li>• Tenderer should have Office Establishment within the concerned Project area and have own/rented Storing Space within Project area.</li> <li>• Contractors, whose irregularities or act of violation of general terms and conditions in any Govt. Projects are still sub-judice, will not apply to participate in this tendering process.</li> <li>• Tenderer must have <b>experience in execution of Govt. Projects</b> and this type of Credential of Rs 4,00,000.00(Rupees Four Lakh) only of Govt projects for the last 3 yrs (2019-20,2020-21 &amp; 2021-22) is required.</li> </ul>
3.	Earnest Money Deposit	:	Rs 10,000.00 (Ten thousand) in the form of RTGS/NEFT drawn in favour of District Magistrate, Cooch Behar
4.	Bid document Requisition	:	Bid Document is available at <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> .
	Financial Bid	:	Rate shall be quoted <b>per quintal in the BOQ</b>
5.	E-Tender registration and bidding	:	<p><b><u>ONLINE BIDS:</u></b></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 <a href="https://.wbtenders.gov.in">https://.wbtenders.gov.in</a></p> <p><b><u>ONLINE BID SUBMISSION:</u></b></p> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e uploading of the documents complete in all</p>

			respect by following the Online Bid submission procedure.
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District Programme Officer (ICDS)  
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 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 bidders. 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**

- 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>.
  - 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 providers on payment of requisite amount or any service provider duly allowed by the Finance Department, Govt. of West Bengal.
  - Tender Download:** The intending tenderers can search & download NIT & Tender Documents electronically in suitable devices 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.
  - 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 within the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted.
  - Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 3 of this ITB.
- (I) **Technical Proposal:**
- The Technical proposal should contain scanned copies of the following in two covers (Folders) – Statutory & Non-Statutory.
- Statutory cover should contain the following documents:**
- i. NIT (Downloaded from the e-Tender)

- ii. Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.T against the supplies / works or any relevant documents for its exemption certified by Competent Authority.

**Non-statutory Cover should contain the following documents:**

The tender must upload the following documents

Sl. No.	Sub Category	Documents required
1	TENDERER PROFILE	<ol style="list-style-type: none"> <li>1. Valid documentary proof of Trade License/ Enlistment Certificate/ Group Formation Certification from PD. DRDC concerned in relevant trade, copy thereof</li> <li>2. GST Registration Certificate, copy thereof</li> <li>3. Income Tax Registration with valid PAN, copy of PAN</li> <li>4. FY (2020-21 &amp; 2021-22) IT Return</li> <li>5. Current Profession Tax Clearance Certificate, copy thereof</li> <li>6. Any other specific license required for similar nature of works, copy thereof</li> </ol>
2	CREDENTIAL	Rs 4, 00,000/- in last three years (2019-20, 2020-21 & 2021-22) ; Work Orders/ Completion certificate confirming previous experiences.
3	SELF DECLARATION	Self-declaration regarding Deployment of Key Personnel, Prevention of Corruptive Fraudulent Practice, No Loss Commodity by the bidder should be submitted as per <b>Annexure-X</b> in original letter head with Seal.
Specific Eligibility Criteria		
5	GODOWN SPECIFICATIONS – PROJECT LEVEL STORING (FOR STORING TENDER ONLY)	<ol style="list-style-type: none"> <li>1. Sketch Map of Godown Space clearly indicating width of approach road within Project Area with detail address of Godown including copy of Porcha/Khatian of land in case of own Godown to be submitted. If hired, NOC from the Godown owner including copy of Porcha/Khatian of land should be submitted.</li> <li>2. Location Map (Sketch) specifying distance from ICDS Project Headquarters.</li> </ol>

## ANNEXURE-X

1. I do hereby declare that Shri \_\_\_\_\_ S/O \_\_\_\_\_ of \_\_\_\_\_ P.O. \_\_\_\_\_, Dist. \_\_\_\_\_ is an authorised person to look after my business as a key personnel on my behalf during my absence if any, whose Aadhar Card is enclosed herewith.
2. I do hereby declare that there shall be no issue on corruptive fraudulent practices from my part.
3. I do hereby declare that there is no case on act of violation of general terms and conditions in any Govt. Projects is still sub-judice in my name.
4. I do hereby declare that I shall arrange Office of the Godown in the Project area.
5. I do hereby declare that the documents submitted in all respect for this tender process are true to the best of my knowledge.

Date:

Place:

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(Full Signature of the Bidder with Seal)

### 3. **Receiving of Earnest Money Deposit (EMD)**

Soft Copy of the EMD of Rs.10,000/- (Rupees Ten thousand only) submitted (scanned PDF file) through ICICI Bank or ICICI NEFT/RTGS have to be submitted in favour of District Magistrate, Cooch Behar. It is compulsory on the part of the Bidders to pay EMD through online mode of the payment only. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with the acceptance letter of the LOI (Letter of intent). 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 will be dealt with in accordance with prevailing laws which include blacklisting the bidder. EMD should be deposited only at any ICICI Bank, vide order no. 3975-F(Y) dt. 28.07.2016 of Finance Dept. Govt. of WB.

Financial Proposal:

#### **The Financial proposal should be submitted online**

Financial proposal should contain the following documents in two covers/folders.

Bill of Quantities (BOQ): The Agency is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

BREAK-UP OF DECLARATION - It is mandatory to provide break-up of all taxes duties and levies wherever applicable and payable

Only downloaded copies of the above documents are to be uploaded in virus-free scan mode & Digitally Signed by the Tenderer.

#### **Place of Opening of both Technical & Financial Tender Bids:**

Place: Office of the District Magistrate, Cooch Behar, DPO ICDS Section, Collectorate Building, Cooch Behar – 736101.

Date: As mentioned in the N.I.T.

All bidders are hereby informed to be present in person on the day and place of Opening of the Technical & Financial Bids. Only technically qualified bidders need to attend the Financial Bid Opening.

#### **5. Receipt / Rejection of Bids:**

Bids will be received by the authority as mentioned above Tender must be submit their proposal using Digital Signature online as per schedule mentioned in the tender schedule.

The authority may at its discretion extend the last date for the receipt of bids by amending the Tender Document, in which case all rights and obligation of the authority and Tenderers previously subject to the last date will thereafter be subject to the last date as extended.

The Authority reserves the right to accept or reject any or all tenders without assigned any reason whatsoever.

The Bidder(s) whose Bid(s) has/have been accepted will be notified by the Tender Inviting & Accepting Authority through Letter of Acceptance.

#### **6. Conditional and incomplete tender :**

Conditional and incomplete tenders shall be summarily rejected.

#### **7. Acceptance of Tender:**

**After opening of technical bids, the specification of godown etc. would be inspected and verified physically and if any mismatch or unsuitable infrastructure is found, the tender shall be summarily rejected and declared technically disqualified.**

- 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(Dev), 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 tenders without assigning any reason thereof. On matters of dispute decision of the authority shall be final and binding on all.
- 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 Storing Agent, 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.
- Defaulters and blacklisted contractors will not be eligible in this tender process. Suppression of facts in this respect is strictly forbidden.

#### **8. 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.

**9. Payment:**

- No advance will be paid to the contractor
- All payments will be made by the Child Development Project Officer, Sitalkuchi ICDS Project 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 finalized will not be enhanced, for any reasons whatsoever, after issue of work order during the period of contract.

**10. Security Deposit and Agreement bond:-**

- Selected tenderer shall have to deposit security money amounting to Rs. 1,00,000/- (Rupees One lakh) only & execute a contract deed of agreement as per proforma on terms and conditions regarding this work as per rule 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.

**11. 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 and the tenderer will not be permitted to participate in any tender process of District ICDS Cell, Cooch Behar in future.

**12. Other Terms & Conditions:**

- 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.
- If any loss/shortage/damage and theft occurs during storing the food in the go-down, the storing agent will be held fully liable and the value of the entire loss/shortage/damage/theft so occurred will be recovered from him/her. Any unfair means on delivery of food stuff may lead to cancellation of the tender and necessary actions will be taken against the tenderer as per law. If the L1 bidder refuses to accept the work after finalizing the tender, he (this L1 bidder) will be blacklisted from all Govt. tenders.
- **Delivery of food-stuff to the designated godown of the Carrying Contractor of this Project is to be made as and when the CDPO/Authority issues order time to time. The Cut & Torn Rice/Dal bags would be repaired by the Storing Agent at his/her own cost.**
- **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.

District Programme Officer (ICDS)  
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

District Programme Officer (ICDS)  
Cooch Behar

Memo No. ICD/369/24(2)/II-25(V-4)

Dated:28/07/22

Copy forwarded for information to:

1. CA to the District Magistrate, Cooch Behar
2. CA to the Addl District Magistrate(D), Cooch Behar

District Programme Officer (ICDS)  
Cooch Behar