



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUPERINTENDENT**

**Sahid Bandana Smriti Balika Abas, Cooch Behar**

**Email id- sbsma2013@gmail.com , spsbsbachb.wcdsw-wb@nic.in**

**Mob No- 9851985086/8167802280**

**Memo No.: 270 /SBSBA / COB**

**Date: 27/ 09/ 2021**

**NOTICE INVITING E-TENDER**

On behalf of the Department of Women & Child Development and Social Welfare, Govt. of West Bengal, the undersigned invites **e-Tenders for Grocery, Vegetables, Fishes, Meats, Stationery, Clothing & Garments Articles for a period of One year from the date of issuing of work order from this end for Articles at Sahid Bandana Smriti Balika Abas, Nilkuthi, Baburhat, Cooch Behar** as per terms and conditions of the Tender for Articles must submit the Tender papers online through e-tender in the government of West Bengal portal of <https://wbtenders.gov.in> within 09-11-2021. It will be a two bid system namely Technical Bid & Financial Bid and agency will be selected on the basis of eligibility criteria, Technical Evaluation & Financial Evaluation. Technical Bid will be opened on 12-11-2021.

The contract period shall come into effect from the date of execution of agreement with the undersigned.

1. Tender Should quote rates of articles in rupees .The Competent Authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever, pre-qualification application will be submitted along with copy of valid Trade License, P.Tax, GST, IT etc. Clearance Certificate / Challan, and 2 year credentials of same type of work (at least one from Government establishment preferable)
2. EMD: Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand) only will be deposited by the bidders through DD/ Banker's Cheque in favour of the Superintendent, Sahid Bandana Smriti Balika Abas, Nilkuthi, Baburhat, Cooch Behar .  
Intending bidders may be advised to submit EMD at least three working days before the bid submission closing date at the office of Superintendent .

**3. Date and time scheduled of tender**

Sl. No.	Particulars:	Date and Time (on working days only excluding Sundays and holidays)
1	Date of Publishing N.I.T and other document online.	28.09.2021, 9:00 Am
2	Online Documents download start date.	28.09.2021, 9:00 Am
3	Online bid submission start date	28.09.2021, 12:00 Pm
4	Online bid submission Closing date	09.11.2021, 4:00 Pm
5	Pre-bid meeting to be held at office of SDO Sadar COB.	01.11.2021, 12:00 Pm
6	Online bid opening date for Technical Proposals	12.11.2021, 11:00 Am
7	Date of Online uploading lists for Technically qualified bidders	12.11.2021, 2:00 Pm
8	Date of Online opening of financial proposals	To be notified later on

4. Documents to be enclosed with Tender ( technical Bid) as stated under:

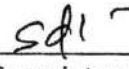
Sl. No.	Documents Details :	Remarks :
1.	Valid & up to date Trade License related to concerned work	
2.	Valid 15-digit Goods & Services Taxpayer Identification Number(GSTIN) under GST Act. 2017 of the Contactor	
3.	Credential certificate	
4.	Valid PAN issuing by the IT Deptt. GOI	
5.	Up to date professional Tax Clearance Certificate	
6.	Current Income Tax Clearance Certificate	
7.	Audit balance sheet and profit /loss A/C for last 3 years in case of Farm	
8.	EMD	

5. Technical Bid & Financial Bid will be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

6. The E-Tender shall be evaluated under the two Bid system i.e. through evaluation or technical & financial bids uploaded by the bidders online on the E-Tender website of <http://wbtenders.gov.in>

The tender should be addressed to The Superintendent, Sahid Bandana Smriti Balika Abas, Cooch Behar. Bidders may download tender bid documents from the website <http://wbtenders.gov.in>. Any subsequent notice regarding this tender shall be uploaded on <http://wbtenders.gov.in> and <http://coochbehar.gov.in> and notice board of the office of the undersigned.

In the event of any of the above mentioned dates being declared as govt. holiday, the tender will be opened on the next working day at the appointed time.

  
\_\_\_\_\_  
Superintendent  
Sahid Bandana Smriti Balika Abas  
Cooch Behar

Memo No: 270(1)6/ SBSBA/COB

Date: 27.09.2021

Copy forwarder for information and necessary action

1. The Director, CRT, WB
2. The District Magistrate , COB
3. The Additional District Magistrate, COB
4. The Sub- Divisional Office , COB
5. The District Social Welfare Officer, COB
6. The DIO, NIC, COB- with a request to upload this notice in the District website

  
\_\_\_\_\_  
Superintendent  
Sahid Bandana Smriti Balika Abas  
Cooch Behar  
Superintendent  
Sahid Bandana Smriti Balika Abas  
Cooch Behar



**GOVT. OF WEST BENGAL**  
**Office of the Superintendent**  
**Sahid Bandana Smriti Balika Abas ,Cooch Behar**  
**Mob No.- 8167802280 , sbsma2013@gmail.com**

## **TENDER NOTICE**

Sealed tenders are invited for supply the articles detailed in the annexure to the tender Notice (Vide No. 270 /SBSBA/21 dated: Sept 27, 2021) for the period from **01.12.2021 to 30.11.2022.**

### **OBLIGATORY TERMS AND CONDITIONS**

1. Last date of the submission of E-Tender is 09-11-21 till 4 P:M
2. **Tender must be submitted group wise.**
3. Rate will be inclusive of all sorts of tax and other incidental charges till the point of delivery, i.e., institution.
4. Tenders shall have to submit with their tenders at least two credentials showing their standing as business contractors.
5. The tender committee is not bound to accept the lowest rate or to assign any reason thereof. The tender committee reserves the right of accepting the group-wise quotations for the articles tendered for.
6. All supplies of articles are to be made by the contractors in their own bags free of cost at this institution. The tenderer(s) will have no right to claim bags, tins, which are purchased along with articles.
7. The successful tenderers shall have to supply the articles within the time as may be fixed by the home authority. All articles should be of best and good quality. No objection shall be entertained from the contractors at any time during the period of contract. Rejected articles must be removed within 24 hours and if necessary by suitable on written or verbal notice of the home authority.
8. The extra cost of any tendered articles, purchase by this authority will have to be paid by the suppliers, if he/she/they fail to supply the articles ordered by home authority, within the given time limit and also with the preferred quality. In case of non-perishable articles, supply of one-month requirement may ordinarily be made at a time.
9. No tender will be accepted unless it is accompanied by a NSC of 1% of total value of each group only purchased in the name of the accepted tenderer, duly pledged in favour of the undersigned.

10. Certified / attested copies of GST registration certificate & returns, income tax, professional tax clearances certificate and trade license, experience certificate (if any) should be furnished with the tender.
11. On receipt of final decision of the tender committee, the successful tenderer(s) will be required to deposit 3% of total value of each group as security money before entering into contract which is liable to forfeiture in case of violation of any of the terms and conditions as laid down in the tender notice.
12. The articles, as appropriate, must be supplied at controlled rate or whichever is less. Rice, wheat, Kerosene Oil and such other Govt. controlled articles must be supplied to this institution with 6% carrying charge above the whole-sale rate by the successful tenderer as and when required and ordered by this institution.
13. The tender will be opened by the Tender Committee on **November 12, 2021 at 11 am .**
14. In case of finalization of these tender formalities during 2021, the undersigned will reserve the right to arrange for start working with the newly accepted tenderer even before 01.12.2021.
15. Under normal circumstances, all the articles for which the tender notice is floated shall have to be supplied from 01.12.2021 to 30.11.2022 on the order of the undersigned.
16. The money in the form of security deposit will have to be submitted in the form of NSC, purchased in the name of the accepted tenderer, duly pledged in favour of the undersigned. Those NSCs will **ONLY** be released one month after the date of expiry of the period of contract subject to fulfillment to the contract satisfactorily.
17. Rates must be quoted both in figures and words. No erasure or over writing will be allowed.

Dated: Sept. 27, 2021

  
\_\_\_\_\_  
Superintendent  
Sahid Bandana Smriti Balika Abas  
Cooch Behar  
*Superintendent*  
Sahid Bandana Smriti Balika Abas  
Cooch Behar



**GOVT. OF WEST BENGAL**  
**Office of the Superintendent**  
**Sahid Bandana Smriti Balika Abas ,Cooch Behar**  
**Mob No.- 8167802280 , sbsma2013@gmail.com**

To: The Superintendent  
Sahid Bandana Smriti Balika Abas, Cooch Behar

**Sub.: Submission of TENDER for the period for 01.12.2021 to 30.11.2022**

Madam,

In pursuance of the tender notice vide no.270 / SBSBA Dated Sept. 27 ,2021 of your office, I do hereby submit the rates for different articles as attached with the said tender notice, duly signed by me with digital sign in each of the pages.

This is also to submit that I do hereby agree to abide by all the obligatory Terms and Conditions as laid down in the tender notice in a separate sheet.

The copies of the GST registration Certificate & returns, Income Tax, Professional Tax Clearance Certificate, Trade Licence, and Credential Certificates are also enclosed as per requirement.

Moreover, the details of the earnest money are given below:

Yours faithfully,

Enclo: As stated above.

\_\_\_\_\_  
(Full Signature with Seal)

**Name of the tenderer:**

**Father's Name:**

**Address with Police Station:**

**Mobile No.:**

**E-mail ID:**

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***Tender should be submitted in online till November 9, 2021 till 4 pm.***