

## TENDER NOTICE

**NIRASRAY NARI-O-SHISHU SEVA BHABAN  
CHHAT GURIAHATI, NEW TOWN, COOCH BEHAR**

**Separate Sealed Tender are hereby invited** by the undersigned from the bonafide, resourceful, reputed and eligible suppliers **for the supply of items in NIT-001,002, 003, & 004 for Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar** - a Social Welfare Home running under the control of the Govt. of West Bengal, District Mass Education Extension Officer, Cooch Behar.

The Tender Documents can be downloaded from the following website URL: [www.coochbehar.gov.in](http://www.coochbehar.gov.in). Sealed Tenders should be reached at the said Home by registered post/Courier with AD up to 5 P.M. on 19<sup>TH</sup> of February 2019. The Sealed Tender will be opened on 20<sup>th</sup> of February, 2019 at 12 Noon in the presence of the Tenderers whoever present at that time. Absence of any Tenderers, in no circumstances, would extend the opening time of the Sealed Tender.

The Tenderers shall have to produce up-to-date Trade License Certificate, VAT C.C. / P.T.C.C. along with the Sealed Tenders. A Tender without any Earnest Money attached will be liable for outright cancellation of the same. The Tenderers should submit their respective Earnest Money through DCR/FDR in favour of the undersigned issued from any Nationalized Bank only which is payable at Cooch Behar. The Tender Document Cost should be paid through A/c payee Bank D.D. issued from any Nationalized Bank payable at Cooch Behar.

The Rates/ Amounts provided for each item should be inclusive of all charges (i.e. Taxes, freight, VAT and all other incidental charges, if any). The undersigned will have the sole authority to accept any Tender or reject any or all Tenders received without assigning any reason whatsoever.

The Tenderers should have to provide their rates as per the prescribed Proforma downloaded from the website in their respective Tender Document only.

Sl. No.	NIT Nos.	Category Description	Estimated Cost of Supply (in Rs.)	Earnest Money (in Rs.)	Credentials (in Rs.)	Tender Document Cost (in Rs.)
1.	001/19-20/TQ-H	Grocery & Stationery	4,99,000.00	12,475.00	2,50,000.00	2,000.00
2.	002/19-20/TQ-H	Vegetable & Fire Wood	4,90,000.00	12,250.00	2,45,000.00	2,000.00
3.	003/19-20/TQ-H	Meat, Fish & Egg	4,50,000.00	11,250.00	2,25,000.00	2,000.00
4.	004/19-20/TQ-H	Festival Garments	1,00,000.00	2,500.00	50,000.00	1,000.00

**Memo No.: 48/19-20/TQ-H**

**Date: 04/02/2019**

**Copy forwarded to for information with a request to display this Notice Inviting Tender on the Notice Boards of the respective offices:**

1. The Principal Secretary, Mass Education Extension & Library Services Department, Govt. of West Bengal.
2. The Director, Mass Education Extension, Govt. of West Bengal.
3. The District Magistrate, Cooch Behar.
4. Sabhadhipati, Cooch Behar Zillah Parishad, Cooch Behar.
5. Karmadhyaksha, Shiksha Sanskriti Tathya-O-Krirha Sthayee Samitee, Cooch Behar.
6. The District Social Welfare Officer, Cooch Behar.
7. The District Information and Cultural Officer, Cooch Behar.
8. District Mass Education Extension Officer, Cooch Behar.
9. The Sub-Divisional Officer, Cooch Behar, Sadar.
10. The Block Development Officer, Cooch Behar-I, Dev. Block.
11. Chairman, Cooch Behar Municipality, Cooch Behar.
12. The Secretary, Zillah Byaboshayee Samitee, Cooch Behar.

*04/02/19*  
**Secretary,**  
Nirasray Nari-O-Sishu Seva Bhaban  
Cooch Behar  
**Secretary**  
Nirasray Nari - O - Sishu Seva Bhaban  
Cooch Behar

NIRASRAY NARI-O-SISHU SEVA BHABAN, CHHAT DURIAHATI, NEWTOWN COOCH BEHAR  
COOCH BEHAR.

**:: TENDER DOCUMENT ::**

NIT No.001/19-20/TQ-H,

TENDER DATE : 04/02/2019

Date & time for submission of TENDER Document : 19/02/2019 5:00 P.M.

Date & time for Opening of the Sealed TENDER : 20/02/2019 12 Noon

I / we hereby submit the Tender to supply the items noted in the next page(s) in the both wings of Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar as a contract basis maintaining all the Terms & Conditions stated in your "TERMS & CONDITION" paragraph in the penultimate page.

Name of the Contractor/Agency/Farm : \_\_\_\_\_.

Address \_\_\_\_\_,  
\_\_\_\_\_, PIN : \_\_\_\_\_.

Contact No. \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Tenderer with Seal.

**- : Value Added Tax / Sales Tax / Professional Tax Declaration : -**

VAT / S.T. / P.T. Registration No. \_\_\_\_\_ in the State of West Bengal.15  
{ mark ( ✓ ) at wherever is applicable }

Valid with effect from \_\_\_\_\_, 20\_\_ up to \_\_\_\_\_, 20\_\_.

Current Rate of VAT / S.T. / P.T. @ \_\_\_\_\_% ( as chargeable on the amount of valid Bills.)

\_\_\_\_\_  
Signature of the Tenderer with Seal.

Contd. to page 2 . . .

~ :: List of Items to be Supplied :: ~**A. GROCERY & Stationary** :: ~

Sl.No.	Description of Items	Quantity [Approx.]	Rate (in Rs.)	Amount (in Rs)
*1.	Musur Daal	1000 kg	/kg	
*2.	Mung Dal	160 kg	/kg	
*3.	Chholar Daal	70 kg	/kg	
*4.	Kalai Daal	70 kg	/kg	
*5.	Arahar Dal	70 kg	/kg	
6.	Mastard Oil ( Gokul/Surya )	200 kg	/kg	
7.	Rice Bran Oil ( Gokul)	200 kg	/kg	
*8.	Halud [Shalimar]	50 kg	/kg	
*9.	Dry Chili	50 kg	/kg	
*10.	Jeera	36 kg	/kg	
*11.	Panch Forhon	4 kg	/kg	
*12.	Black Jeera	2 kg	/kg	
*13.	Garaam Masala	1 kg	/kg	
&14.	Sarisha [ white ]	9 kg	/kg	
*15.	Corriender Leaf [bundle]	200 bun.	/bndl	
16.	Salt [United]	600 kg	/kg	
17.	Soyabin (Fortune/Nutrala)	80 kg	/kg	
18.	Chanachur	62 kg	/kg	
*19.	Suji	100 kg	/kg	
20.	Aata	700 kg	/kg	
21.	Maida	10 kg	/kg	
22.	Sugar	100 kg	/kg	
23.	Batasha	18 kg	/kg	
24.	TATA Tea [ Premium]	1 kg	/kg	
25.	Biscuit [ Anmol Marry ]	20 packs	/pck	
26.	Inscence Sticks [ Shalimar ]	24 packs	/pck	
27.	Coconut Oil (Shalimar ) [500 ml.]	125 bottle	/bot	
28.	Bath Soap ( Life Bouy Plus) [120gm]	1600 pcs	/pcs	
29.	Washing Soap ( OK ) [162 gm]	1600 pcs	/pcs	
<b>C.F. AMOUNT =</b>				

Contd. to page 3. . . .

Sl.No.	Description of Items	Quantity	Rate (in Rs.)	Amount (in Rs)
30.	Nirma Washig Powder [1 kg]	140 packs	/ pck	
31.	Bleaching Powder	24 kg	/kg	
32.	Rice ( Aatap)	50 kg	/kg	
33.	Muri	2700 kg	/kg	
34.	Gurh	10 kg	/kg	
35.	Match Box ( 6 pack in 1 box)	24 box	/box	
36.	Mosquito Coil ( Moetein)	24 packs	/packs	
37.	Colgate Tooth Paste ( 50gm)	900 packs	/packs	
38.	Colgate Tooth Brush	300 packs	/packs	
39.	Chhola	50 kg	/ kg	
40.	Neemyle ( 500ml )	24 bottle	/bot	
41.	Harpik ( 500ml )	24 bottle	/bot	
42.	Latrine Brush (Nylon Fibre)	4 pcs	/pcs	
43.	Broom ( stick)	40 pcs	/pcs	
44.	Broom ( ful)	40 pcs	/pcs	
45.	White Sheets	50 reem	/reem	
46.	Line-marked Sheets	10 reem	/reem	
47.	Ballpoint Pen ( LINC)	900 pcs	/pcs	
<b>Total Amount</b>				
Rupees				

***N.B. \* Samples should be provided in a separate envelope at the time of opening of the Tender Documents otherwise the Tender Document will be liable for cancellation.***

***Signature of the Tenderer with Seal***

**Cont.to page-4**

**TENDER FOR SUPPLY WORKS**

I / We hereby submit the Tender for the supply of various items as per the Tender document in

Nirasray Nari-O-Sishu Seva Bhaban ( both Boys & Girls wings ) Cooch Behar specified in the under written Memorandum at the rates specified therein by me / us and in accordance with all respect with the specifications, instruction with any such condition so far as applicable.

**MEMORANDUM**

<b>A</b>	General Description of work	Supply of Grocery & Stationary Item to the Nirasray Nari-O- Sishu Sev Bhaban Vill. Chhatguriahati, Cooch behar of Girls Wings and Vill, & P.O. Ghughumari, Cooch Behar of Boys wings.
<b>B</b>	Earnest Money :-	Rs. 12,475/- ( Rupees Twelve thousand Four hundred Seventy Five ) only in the form of a DCR/FDR in favour of the Secretary, Nirasray Nari-O-Sishu Seva Bhaban , Cooch Behar issued from any Nationalized Bank and payable at Cooch Behar.
<b>C</b>	Time allowed for the work from the date issuing Contract of Supply Oder :-	One year April to March 2020.

<b>ACCUMULATED Amount to be offered in with figure &amp; words ( in Rs. )</b>	
<b>Estimated Cost of Supply =</b>  <b>Rs. 4,99,000.00</b>	<b>Accumulated Amount =</b>  Rs. _____ Only.

**Cont. to page-5**

**~ :: TERMS & CONDITIONS FOR THE SUPPLY WORKS :: ~**

**A. FOR ACCEPTING A TENDER DOCUMENT FOR EVALUATION :: ~**

1. Tender Application is valid for 1 st. April 2019 to 31<sup>st</sup> March,2020 with effect from the date of Inviting the Notice for the same. The Tender Document Cost should be paid through A/c payee Bank D.D. issued from any Nationalized Bank payable at Cooch Behar.
2. Tender Application should be accompanied with the respective Earnest Money of the amount as shown in the MEMORANDUM in the form of **DCR/FDR** issued from any Nationalized Bank payable at Cooch Behar in favour of "Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar". A Tender Application without any Earnest Money will be liable for outright cancellation. The Earnest Money will be refunded to the unsuccessful Tenderer if sought for and the same will be released to the successful Tenderer after the completion of the supply work satisfactorily.
3. No Interest on Earnest Money deposited can be claimed.
4. Attested photocopies of upto date Trade License Certificate, VAT C.C./ S.T.C.C./ P.T.C.C. and Credentials such type of supply any Government Order supply works during two previous financial years i.e., 2017-18 & 2018-19 financial year should be given along with the Tender application. Without these documents; a Tender Application will be liable for outright cancellation.
5. **T**ender Documents are non-refundable. Mention NIT-001/19-20/TQ-H, Dt.04/02/2019 on the Tender Envelope.
6. Tenderer can not claim any compensation for non-approval of his Tender Application.
7. Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar has the sole authority to accept or reject any or all Tender application(s) without assigning any reasons after scrutinizing all the Tenders and she will not be bound to accept either the lowest Tender Application submitted or any of the Tenders as thereof.
8. If any information provided in the Tender Application alongwith the supporting papers found to be false at any stage of the whole process upto the completion of the term, the Tender Application/ the Approved Tender will be terminated along with the penalties depicted in Clause No. **B-7**.
9. 9. Rate provided in the Tender Document should be inclusive of all charges ( i.e. Taxes, freight, VAT and all other incidental charges, if any ).

**Cont. to page-6**

**B. FOR SUPPLY & PAYMENTS :: ~**

1. Quality of each and every item listed in the Tender Form must be best possible in its own category or sub-category.
2. Samples provided at the time of opening of Sealed Tender will act as the standard as is for any further scrutiny during the Tenderer's term as and when required. Mismatch in the Quality between samples provided & the materials supplied would bring about the termination of the **APPROVED TENDER** as the Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar holds the right to cancel the Tender at any time { if the Quotationer disagree to change in a stipulated period given by the undersigned / fail to provide as per standard being accepted in the time of approving the Tender }.
3. The Supplier should intimate this office literally regarding the date & time of the delivery of the items ordered 7 days in advance, failing which the Supply Work may be suspended.
4. Payments will be made after as per availability of Allotments for the financial year i.e. 2019-20 from the Directorate of Mass Education Extension, Govt. of West Bengal.
5. Quantity of each item to be supplied is **PROPORTIONAL** to the Actual No. of inmates present in the Hostel at any given time.
6. TDS deduction as per 194(c) of Direct Income Tax will be deducted from the amounts of each valid Bills before payment to be made to the contractor concerned according to the Govt. Rules.
7. In the event of any breach of conditions of the contract, as depicted in the above clauses following actions may be taken against the supplier concerned by the Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar

**Possible action(s) to be taken as the case may be ::~**

- [i] Forfeiture of the Earnest Money.
- [ii] Termination of Work order.
- [iii] Demanding compensation @ 5% of the uncommenced / unfinished supply work of the whole or part of the supply work or as the case may be in accordance with the Tender Document.
- [iv] Loss of opportunity to participate in any Tender / Tender Invitation for a term of 10 years or as Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar., Cooch Behar will impose.

**By order ---**  
**Sd/-Smt. Sri Nripendra Mohan Chakraborty**  
**Secretary, Nirasray Nari-O-Shishu Seva Bhaban**  
**Cooch Behar**

**Accepted the above mentioned Terms & Conditions.**

**Signature of the Tenderer with Seal**

**:: TENDER DOCUMENT ::**

NIT No.002/19-20/TQ-H,

TENDER DATE :04/02/2019

Date & time for submission of TENDER Document : 19/02/2019 upto 5:00 P.M.

Date & time for Opening of the Sealed TENDER : 20/02/2019 12 Noon

I / we hereby submit the Tender to supply the items noted in the next page(s) in the both wings of Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar as a contract basis maintaining all the Terms & Conditions stated in your "TERMS & CONDITION" paragraph in the penultimate page.

Name of the Contractor/Agency/Farm : \_\_\_\_\_.

Address \_\_\_\_\_,

\_\_\_\_\_, PIN : \_\_\_\_\_.

Contact No. \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Tenderer with Seal.

**- : Value Added Tax / Sales Tax / Professional Tax Declaration : -**

VAT / S.T./ P.T. Registration No. \_\_\_\_\_ in the State of West Bengal.  
{ mark ( ✓ ) at wherever is applicable }

Valid with effect from \_\_\_\_\_, 20\_\_ up to \_\_\_\_\_, 20\_\_.

Current Rate of VAT / S.T. / P.T. @ \_\_\_\_\_% ( as chargeable on the amount of valid Bills.)

\_\_\_\_\_  
Signature of the Tenderer with Seal.

Contd. to page 2 . . .



~ :: Page No.2 :: ~

~ :: **List of Items to be Supplied** :: ~**A. VEGETABLES & Fire wood** :: ~

Sl.No.	Description of Items	Quantity [Approx.]	Rate ( in Rs.)	Amount (in Rs)
1.	Aalu	6,000 Kg.	/kg.	
2.	Patal (s)	290 Kg.	/kg.	
3.	Begun	900 Kg.	/kg.	
4.	Pepe	500 Kg.	/kg.	
5.	Kuash	580 Kg.	/kg.	
6.	Phool Kopi (s)	530 Kg.	/kg.	
7.	Bandha Kopi (s)	670 Kg.	/kg.	
8.	Shola Kochu (s)	500 Kg.	/kg.	
9.	Mukhi Kochu (s)	200 Kg.	/kg.	
10.	Seem (s)	270 Kg.	/kg.	
11.	Barbati (s)	25 Kg.	/kg.	
12.	Palong Shak (s)	200 Kg.	/kg.	
13.	Pui Shak	400 Kg.	/kg.	
14.	Mulo (s)	350 Kg.	/kg.	
15.	Peanj	400 Kg.	/kg.	
16.	Kancha Lonka	400 Kg.	/kg.	
17.	Aada	36 Kg.	/kg.	
18.	Rasoon	20 Kg.	/kg.	
19.	Tometo (s)	200 Kg.	/kg.	
20.	Lau (s)	800 Kg.	/kg.	
21.	Chal Kumrha (s)	500 Kg.	/kg.	
22.	Mishti Kumrha (s)	500 Kg.	/kg.	
23.	Lau Shak	100 Kg.	/kg.	
24.	Dhone Pata	30 Kg.	/kg.	
25.	Kancha Kola	150 doz.	/doz.	
26.	Danta Shak	240 bundle.	/bndl.	
27.	Ol Kochu (s)	240 Kg.	/kg.	
28.	Jhinge (s)	150 Kg.	/kg.	
29.	Karala	200 Kg.	/kg.	
30.	Kankrol (s)	150 Kg.	/kg.	
<b>C.F. AMOUNT =</b>				

Contd. to page 3 . . . .

Sl.No.	Description of Items	Quantity [Approx.]	Rate ( in Rs.)	Amount (in Rs)
31.	Shosha	360 Kg.	/kg.	
32.	Dhnarosh	200 Kg.	/kg.	
33.	Gajor (s)	225 Kg.	/kg.	
34.	Beat (s)	50 Kg.	/kg.	
35.	Beans (s)	50 Kg.	/kg.	
36.	Matar Shnuti (s)	60 Kg.	/kg.	
37.	Sajne (s)	100 Kg.	/kg.	
38.	Ol Kopi (s)	180 Kg.	/kg.	
39.	Enchor (s)	200 Kg.	/kg.	
40.	Fire wood	20000 kg.	/kg	
<b>Total Amount</b>				
<b>Rupees :-</b>				

**N.B. : i]** Items with an "s" in bracket beside them denotes the items ought to be supplied seasonally. Generally for a 3-4 months period.

† Item in Sl. No. 1 under category C should be provided by 75 gm/pc wise at the time of supply.

**Signature of the Tenderer with Seal.**

**NIRASRAY NARI-O-SISHU SEVA BHABAN, CHHAT DURIAHATI, NEWTOWN COOCH BEHAR**

**~ :: TENDER FOR SUPPLY WORKS :: ~**

I / we hereby submit the **Tender** for the Supply of various items as per the **Tender** Document in Nirasray Nari-O-Shishu Seva Bhaban [both Boys' & Girls' wings],Cooch Behar specified in the under written memorandum at the rates specified therein by me / us and in accordance with all respect with the specifications, instructions and with the Rules , Terms & Conditions referred herewith and in all other respect in accordance with any such conditions so far as applicable.

**MEMORANDUM**

[a]	<b>General Description of work :</b> -	<b>Supply of Veg. and Fire Wood to Nirasry Nari-O-Shishu Seva Bhaban Vill.Chhatguriahati, Po.&amp; Dist.Cooch Behar.</b>
[b]	<b>Earnest Money : -</b>	<b>Rs.12,250.00 ( Rupees Twelve thousand Two hundred Fifty) only in the form of a DCR/FDR in favour of the "Secretary, Nirasry Nari-O-Shishu Seva Bhaban, Cooch Behar" issued from any Nationalized Bank and payable at Cooch Behar.</b>
[c]	<b>Time allowed for the work from the date issuing Contract of Supply Order : -</b>	<b>One year w.e.f. 1st.April,2019 to March 2020.</b>

<b>Accumulated Amount to be offered in with figure &amp; words ( in Rs.)</b>	
<b>Estimated Cost of Supply = Rs. 4,90,000.00</b>	<b>Accumulated Amount = Rs. _____ only.</b>

**~ :: TERMS & CONDITIONS FOR THE SUPPLY WORKS :: ~**

**A. FOR ACCEPTING A TENDER DOCUMENT FOR EVALUATION :: ~**

1. Tender Application is valid for 1 st. April 2019 to 31<sup>st</sup> March,2020 with effect from the date of Inviting the Notice for the same. The Tender Document Cost should be paid through A/c payee Bank D.D. issued from any Nationalized Bank payable at Cooch Behar.
2. Tender Application should be accompanied with the respective Earnest Money of the amount as shown in the MEMORANDUM in the form of **DCR/FDR** issued from any Nationalized Bank payable at Cooch Behar in favour of "Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar". A Tender Application without any Earnest Money will be liable for outright cancellation. The Earnest Money will be refunded to the unsuccessful Tenderer if sought for and the same will be released to the successful Tenderer after the completion of the supply work satisfactorily.
3. No Interest on Earnest Money deposited can be claimed.
4. Attested photocopies of upto date Trade License Certificate, VAT C.C./ S.T.C.C./ P.T.C.C. and Credentials such type of supply any Government Order supply works during two previous financial years i.e. 2017-18 ,2018-19 & financial year should be given along with the Tender application.Without these documents; a Tender Application will be liable for outright cancellation.
5. Tender Documents are non-refundable. Mention NIT-002/19-20/TQ-H, Dt.04/02/2019 on the Tender Envelope.
6. Tenderer can not claim any compensation for non-approval of his Tender Application.
7. Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar has the sole authority to accept or reject any or all Tender application(s) without assigning any reasons after scrutinizing all the Tenders and she will not be bound to accept either the lowest Tender Application submitted or any of the Tenders as thereof.
8. If any information provided in the Tender Application alongwith the supporting papers found to be false at any stage of the whole process upto the completion of the term, the Tender Application/ the Approved Tender will be terminated along with the penalties depicted in Clause No.B-7.
9. Rate provided in the Tender Document should be inclusive of all charges ( i.e. Taxes, freight, VAT and all other incidental charges, if any).

**B. FOR SUPPLY & PAYMENTS :: ~**

1. Quality of each and every item listed in the Tender Form must be best possible in its own category or sub-category.
2. Samples provided at the time of opening of Sealed Tender will act as the standard as is for any further scrutiny during the Tenderer's term as and when required. Mismatch in the Quality between samples provided & the materials supplied would bring about the termination of the **APPROVED TENDER** as the Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar holds the right to cancel the Tender at any time { if the Quotationer disagree to change in a stipulated period given by the undersigned / fail to provide as per standard being accepted in the time of approving the Tender }.
3. The Supplier should intimate this office literally regarding the date & time of the delivery of the items ordered 7 days in advance, failing which the Supply Work may be suspended.
4. Payments will be made after as per availability of Allotments for the financial year i.e. 2019-2020 from the Directorate of Mass Education Extension, Govt. of West Bengal.
5. Quantity of each item to be supplied is **PROPORTIONAL** to the Actual No. of inmates present in the Hostel at any given time.
6. TDS deduction as per 194(c) of Direct Income Tax will be deducted from the amounts of each valid Bills before payment to be made to the contractor concerned according to the Govt. Rules.
7. In the event of any breach of conditions of the contract, as depicted in the above clauses following actions may be taken against the supplier concerned by the Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar

**Possible action(s) to be taken as the case may be ::~**

- [i] Forfeiture of the Earnest Money.
- [ii] Termination of Work order.
- [iii] Demanding compensation @ 5% of the uncommenced / unfinished supply work of the whole or part of the supply work or as the case may be in accordance with the Tender Document.
- [iv] Loss of opportunity to participate in any Tender / Tender Invitation for a term of 10 years or as Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar., Cooch Behar will impose.

**By order ---**  
**Sd/-Sri Nripendra Mohan Chakraborty**  
**Secretary, Nirasray Nari-O-Shishu Seva Bhaban**  
**Cooch Behar**

**Accepted the above mentioned Terms & Conditions.**

**Signature of the Tenderer with Seal**

**:: TENDER DOCUMENT ::**

**NIT No.003/19-20/TQ-H,**

**TENDER DATE :04/02/2019**

**Date & time for submission of TENDER Document : 19/02/2019 upto 5:00 P.M.**

**Date & time for Opening of the Sealed TENDER : 20/02/2019 at 12 Noon**

**I / we hereby submit the Tender to supply the items noted in the next page(s) in the both wings of Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar as a contract basis maintaining all the Terms & Conditions stated in your "TERMS & CONDITION" paragraph in the penultimate page.**

**Name of the Contractor/Agency/Farm : \_\_\_\_\_.**

**Address \_\_\_\_\_,**

**\_\_\_\_\_, PIN : \_\_\_\_\_.**

**Contact No. \_\_\_\_\_.**

\_\_\_\_\_  
**Signature of the Tenderer with Seal.**

**- : Value Added Tax / Sales Tax / Professional Tax Declaration : -**

**VAT / S.T./ P.T. Registration No. \_\_\_\_\_ in the State of West Bengal.  
{ mark ( ✓ ) at wherever is applicable }**

**Valid with effect from \_\_\_\_\_, 20\_\_ up to \_\_\_\_\_, 20\_\_.**

**Current Rate of VAT / S.T. / P.T. @ \_\_\_\_\_% ( as chargeable on the amount of valid Bills.)**

\_\_\_\_\_  
**Signature of the Tenderer with Seal.**

**List of Item to be Supplied****Meat, Fish & Egg**

Sl.No.	Description of Item	Quantity (Approx)	Rate (in Rs.)	Amount (in Rs.)
1.	Mutton	30 kg	/kg	
2.	Chicken	700 kg	/kg	
3.	Ruhi (solied 75gm/pc wise)	1150 kg	/kg	
4.	Katal " "	25 kg	/kg	
5.	Poultry Egg	15000pcs.	/pcs	
Total Amount =				
Rupees :-				

N.B. Item in Sl. No. 3 (Fiswh) should be provided by 75 gm. Pc wise at the time of supply.

Signature of Tenderer with Seal

Cont. to page-3

**~ :: TENDER FOR SUPPLY WORKS :: ~**

I / we hereby submit the **Tender** for the Supply of various items as per the **Tedner** Document in Nirasray Nari-O-Shishu Seva Bhaban [both Boys' & Girls' wings],Cooch Behar specified in the under written memorandum at the rates specified therein by me / us and in accordance with all respect with the specifications, instructions and with the Rules , Terms & Conditions referred herewith and in all other respect in accordance with any such conditions so far as applicable.

**MEMORANDUM**

[a]	<b>General Description of work : -</b>	<b>Supply of Meat,Fish,Egg to Nirasry Nari-O-Shishu Seva Bhaban Vill.Chhatguriahati, Po.&amp; Dist.Cooch Behar.</b>
[b]	<b>Earnest Money : -</b>	<b>Rs.11,250.00( Rupees Eleve thousand Two hundred Fifty) only in the form of a DCR/FDR in favour of the "Secretary, Nirasry Nari-O-Shishu Seva Bhaban, Cooch Behar" issued from any Nationalized Bank and payable at Cooch Behar.</b>
[c]	<b>Time allowed for the work from the date issuing Contract of Supply Order : -</b>	<b>Nine month of April to March 2019.</b>

<b>Accumulated Amount to be offered in with figure &amp; words ( in Rs.)</b>	
<b>Estimated Cost of Supply = Rs. 4,50,000.00</b>	<b>Accumulated Amount = Rs. _____ only.</b>

**~ :: TERMS & CONDITIONS FOR THE SUPPLY WORKS :: ~**

**A. FOR ACCEPTING A TENDER DOCUMENT FOR EVALUATION :: ~**

1. Tender Applicaton is valid for April to 31<sup>st</sup> March,2019 with effect from the date of Inviting the Notice for the same. The Tender Document Cost should be paid through A/c payee Bank D.D. issued from any Nationalized Bank payable at Cooch Behar.
2. Tender Application should be accompanied with the respective Earnest Money of the amount as shown in the MEMORANDUM in the form of **DCR/FDR** issued from any Nationalized Bank payable at Cooch Behar in favour of "Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar". A Tender Application without any Earnest Money will be liable for outright cancellation. The Earnest Money will be refunded to the unsuccessful Tenderer if sought for and the same will be released to the successful Tenderer after the completion of the supply work satisfactorily.
3. No Interest on Earnest Money deposited can be claimed.
4. Attested photocopies of uptodate Trade License Certificate, VAT C.C./ S.T.C.C./ P.T.C.C. and Credentials such type of supply any Government Order supply works during two previous financial years i.e. 2017-18, 2018-19 financial year should be given along with the Tender application.Without these docoments; a Tender Application will be liable for outright cancellation.
5. Tender Documents are non-refundable. Mention NIT-003/19-20/TQ-H, Dt.04/02/2019 on the Tender Envelope.
6. Tenderer can not claim any compensation for non-approval of his Tender Application.
7. Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar has the sole authority to accept or reject any or all Tender application(s) without assigning any reasons after scrutinizing all the Tenders and she will not be bound to accept either the lowest Tender Application submitted or any of the Tenders as thereof.
8. If any information provided in the Tender Application alongwith the supporting papers found to be false at any stage of the whole process upto the completion of the term, the Tender Application/ the Approved Tender will be terminated along with the penalties depicted in Clause No.**B-7**.
9. Rate provided in the Tender Document should be inclusive of all charges ( i.e. Taxes, freight, VAT and all other incidental charges, if any ).

**B. FOR SUPPLY & PAYMENTS :: ~**

1. Quality of each and every item listed in the Tender Form must be best possible in its own category or sub-category.
2. Samples provided at the time of opening of Sealed Tender will act as the standard as is for any further scrutiny during the Tenderer's term as and when required. Mismatch in the Quality between samples provided & the materials supplied would bring about the termination of the **APPROVED TENDER** as the Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar holds the right to cancel the Tender at any time { if the Quotationer disagree to change in a stipulated period given by the undersigned / fail to provide as per standard being accepted in the time of approving the Tender }.
3. The Supplier should intimate this office literally regarding the date & time of the delivery of the items ordered 7 days in advance, failing which the Supply Work may be suspended.
4. Payments will be made after as per availability of Allotments for the financial year i.e. 2019-20 from the Directorate of Mass Education Extension, Govt. of West Bengal.
5. Quantity of each item to be supplied is **PROPORTIONAL** to the Actual No. of inmates present in the Hostel at any given time.
6. TDS deduction as per 194(c) of Direct Income Tax will be deducted from the amounts of each valid Bills before payment to be made to the contractor concerned according to the Govt. Rules.
7. In the event of any breach of conditions of the contract, as depicted in the above clauses following actions may be taken against the supplier concerned by the Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar

**Possible action(s) to be taken as the case may be ::~**

- [i] Forfeiture of the Earnest Money.
- [ii] Termination of Work order.
- [iii] Demanding compensation @ 5% of the uncommenced / unfinished supply work of the whole or part of the supply work or as the case may be in accordance with the Tender Document.
- [iv] Loss of opportunity to participate in any Tender / Tender Invitation for a term of 10 years or as Secretary, Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar., Cooch Behar will impose.

**By order ---**  
**Sd/-Sri Nripendra Mohan Chakraborty**  
**Secretary, Nirasray Nari-O-Shishu Seva Bhaban**  
**Cooch Behar**

**Signature of Tenderer with Seal**



**:: TENDER DOCUMENT ::**

NIT No.004/19-20/TQ-H,

TENDER DATE : 04/02/2019

Date & time for submission of TENDER Document : 19/02/2019 upto 5:00 P.M.

Date & time for Opening of the Sealed TENDER : 20/02/2019 at 12 Noon

I / we hereby submit the Tender to supply the items noted in the next page(s) in the both wings of Nirasray Nari-O-Shishu Seva Bhaban, Cooch Behar as a contract basis maintaining all the Terms & Conditions stated in your "TERMS & CONDITION" paragraph in the penultimate page.

Name of the Contractor/Agency/Farm : \_\_\_\_\_.

Address \_\_\_\_\_,

\_\_\_\_\_, PIN : \_\_\_\_\_.

Contact No. \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Tenderer with Seal.

**- : Value Added Tax / Sales Tax / Professional Tax Declaration :-**

VAT / S.T./ P.T. Registration No. \_\_\_\_\_ in the State of West Bengal.  
{ mark ( ✓ ) at wherever is applicable }

Valid with effect from \_\_\_\_\_, 20\_\_ up to \_\_\_\_\_, 20\_\_.

Current Rate of VAT / S.T. / P.T. @ \_\_\_\_\_% ( as chargeable on the amount of valid Bills.)

\_\_\_\_\_  
Signature of the Tenderer with Seal.

Contd. to page 2 . . .

~ :: List of Items to be Supplied :: ~

**FESTABLE GERMENT**

*1.	T.C.Full pant ( Any Colour /printed )	70 pcs	/pc. /
*2.	T.C.Full Shirt ( Any Colour/printed )	70 pcs	/Pc.
*3.	Churhidar ( Cotton/Swiss Cotton ) †	70 pcs.	/pc.
*4.	Frock ( 20 x 30 ) †	25 pcs.	/pc.
*5.	Frock ( 32 x 40 ) †	25 pcs.	/pc.
*6.	Long Clothes ( White or any Colour )	50 mts.	/mt.
*7.	Tape ( 20 x 30 ) †	100 pcs.	/pc.
*8.	Tape ( 32 x 40 ) †	20 pcs.	/pc.
9.	Panty ( Free size ) [RUPA]	120 pcs.	/pc.
*10.	Swiss Cotton Sari	6 pcs.	/pc.
*11.	Blouse ( Swiss Cotton )	6 pcs.	/pc.
<b>TOTAL AMOUNT =</b>			
<b>Total Amount =</b>			

**N.B.:**

† In cases of Churhidar,Tape & Frock items; the rates should be offered including sewing-charges/pcs.

\* Samples should be attached with the Tender Document.

\_\_\_\_\_  
Signature of the tenderer with Seal.

**~ :: TENDER FOR SUPPLY WORKS :: ~**

I / we hereby submit the **Tender** for the Supply of various items as per the **Tender** Document in Nirasray Nari-O-Shishu Seva Bhaban [both Boys' & Girls' wings],Cooch Behar specified in the under written memorandum at the rates specified therein by me / us and in accordance with all respect with the specifications, instructions and with the Rules , Terms & Conditions referred herewith and in all other respect in accordance with any such conditions so far as applicable.

**MEMORANDUM**

[a]	<b>General Description of work : -</b>	<b>Festival Garments to Nirasry Nari-O-Shishu Seva Bhaban Vill.Chhatguriahati, Po.&amp; Dist.Cooch Behar.</b>
[b]	<b>Earnest Money : -</b>	<b>Rs. 2,500.00( Rupees Two thousand Five hundred) only in the form of a DCR/FDR in favour of the "Secretary, Nirasry Nari-O-Shishu Seva Bhaban, Cooch Behar" issued from any Nationalized Bank and payable at Cooch Behar.</b>
[c]	<b>Time allowed for the work from the date issuing Contract of Supply Order : -</b>	<b>One year w.e.f. 1st.April,2019 to March 2020.</b>

<b>Accumulated Amount to be offered in with figure &amp; words ( in Rs.)</b>	
<b>Estimated Cost of Supply = Rs. 1,00,000.00</b>	<b>Accumulated Amount = Rs. _____ only.</b>

**~ :: TERMS & CONDITIONS FOR THE SUPPLY WORKS :: ~**

**A. FOR ACCEPTING A TENDER DOCUMENT FOR EVALUATION :: ~**

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**Contd. to page 4. . .**

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**By order ---**  
**Sd/-Sri Nripendra Mohan Chakraborty**  
**Secretary, Nirasray Nari-O-Shishu Seva Bhaban**  
**Cooch Behar**

**Accepted the above mentioned Terms & Conditions.**

**Signature of the Tenderer with Seal**