



Office of the District Manager
WEST BENGAL STATE SEED CORPORATION LIMITED
 (A Govt. of West Bengal Company)
 Beej Bhawan, Agriculture Campus, Vivekananda Street, CoochBehar,
 West Bengal, PIN-736101

Memo No.: 509/WBSSC/Cooch**Dated: 03.06.2019****Notice inviting - e - tender**

Tender Reference No. : WBSSCL/Coochbehar/NIT-01/2019-20
(e-Tender ID: 2019_WBSSC_226562_1)

Sub:- Transportation of different types of Seeds and other Agricultural Inputs in Bags & Cartoons from WBSSCL CoochBehar Godown to different blocks of CoochBehar & Alipurduar Districts, other Districts of West Bengal, other states & vice versa.

Notice inviting e-tender no. WBSSCL/CoochBehar/NIT-01/2019-20 dated 03.06.2019 of West Bengal State Seed Corporation Ltd., Coochbehar, from the reputed and experienced Transporters having valid Trade License for transport/carrying work for Transportation of different types of seeds and other agricultural Inputs in bags & cartoons from W.B.S.S.C Ltd. CoochBehar Go-down to different blocks of Cooch Behar and Alipurduar Districts, other Districts of West Bengal and also to the neighboring States and Vice Versa. Estimated Tender Value is Rs.20,00,000=00 (Twenty lakh only) approx. on an average per year.

Terms and Conditions

- In the event of e-filling, intending Bidders may download the Tender Documents from the website www.wbtenders.gov.in directly with the help of Digital Signature Certificate.
- (A) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website www.wbtenders.gov.in. Submission of Technical Bids and Financial Bids will be done as per time schedule stated below:

| Sl. No. | Particulars | Date and Time |
|---------|--|-------------------------------|
| 01. | Date of Publishing(online) | 03.06.2019 at 1 PM |
| 02. | Documents downloading start date | 04.06.2019 at 11 AM |
| 03. | Bid submission start date (online) | 04.06.2019 at 11 AM |
| 04. | Bid submission closing date (online) | 18.06.2019 at 1 PM |
| 05. | Bid opening date for technical proposal (online) | 19.06.2019 at 11.30 AM |
| 06. | Date for Opening of Financial Proposal (online) | To be notified later |

(B) The Financial proposal of the prospective bidders will be considered only if the technical Bid of the tender is found qualified by the "Tender Evaluation Committee". The decision of the Tender Evaluation Committee will be final and absolute in this respect. The list of the qualified Bidders will be displayed in the website. After opening of the financial bid, the authority may at their discretion ask for submission of original documents of L-1 bidder.

- Seeds and other materials may be loaded and unloaded at 2 to 3 points or more points as will be directed by the corporation & single point in case of transport for outside states. In case of outside State, the loaded qty. should not exceed 9.0MT & the stock has to be transported under insurance cover.
- No Haltage or Demurrage charges will be provided by the corporation.
- For any transit loss in quality and quantity like storage and pilferage, damage, rain-soaking, weight-loss or shortages etc. the cost of seeds & inputs will be deducted from the bill at per selling price of the seeds & other inputs under transport operation.
- If the selected Transporter unable to provide goods-carriage vehicles within 12 hours of instruction, the undersigned reserves the right to arrange the Vehicle from the open market at any rate and the excess bill amount of the carrying will be adjusted from the bill amounts of the Transport-contractor.

7. The selected Transporter should regularly collect the information daily basis at 10.30am & 4.30pm regarding the transportation schedule.
8. The following statutory documents should be enclosed with the tender (folder) :-
 - (a) **Processing fees Rs.3, 000/-** (Three thousand only) non refundable, will have to be submitted through online in the form of RTGS / NEFT to bank a/c in favour of WEST BENGAL STATE SEED CORPORATION LTD. Payable at Coochbehar [STATE BANK OF INDIA, A/C NO. 11323858564, IFSC CODE: SBIN0000058, BRANCH: COOCHBEHAR]. RTGS/NEFT Challans /Vouchers are to be documented through e-filing.
 - (b) **Earnest Money of Rs.40,000/-** (Forty Thousand Only) will have to be submitted through online in the form of RTGS/NEFT in favour of WEST BENGAL STATE SEED CORPORATION LTD. Payable at Coochbehar [STATE BANK OF INDIA, A/C NO. 11323858564, IFSC CODE: SBIN0000058, BRANCH: COOCHBEHAR] & payment challans/vouchers are to be documented through e-filing.
 - (c) Self-attested Copies of Latest GST- Return (i.e 4th Quarter of 2018-19), PAN Card, Aadhar Card & Income Tax Return Acknowledgement of last financial year 2018-19.
 - (d) Self attested Copy of valid Trade License for transportation/carrying work.
 - (e) Self attested Copy of latest Certificate of Professional Tax Clearance .
 - (f) Self attested Copies of Blue Books or Notary registered Lease-Agreement Certificates for at least 4(four) numbers of goods-carriage vehicles. Two nos. vehicles must have loading capacity of more than 5.00MT/vehicle & another two nos. vehicles must have the loading capacity of less than 5.00MT/vehicle.
 - (g) Self attested copies of Bank A/C details & Bank solvency certificate
 - (h) Self attested copy of Credential Certificate for at least 40% of estimated value of tender i.e. Rs.8,00,000/- (Eight Lakh only) approx. on an average per year for any one financial year during last 5(five) financial years for the work done in Govt. Departments /Govt. undertakings or Reputed non-Govt. Organizations for Transport/ carriage works.
 - (i) Self attested copies of Partnership deed if the participants are partnership Firms.
 - (j) Self attested copies of technical & non-technical (labour) man-power, if any.
9. Upon acceptance of the tender by WBSSCL, CoochBehar, Rs.2,00,000=00(two lakh only) mandatorily has to be deposited by the transporter as SECURITY DEPOSIT(10% of the tendered value) within 15(fifteen) days of issue of work order & EMD of Rs. 40,000=00(forty thousand only) will be adjusted as part of Security deposit. WBSSCL reserves the right to forfeit the security deposit in part or full in the event of failure on the part of the transporter to comply with the terms of contract. WBSSCL also reserves the right to forfeit the Security deposit in the event of non submission of receipted copies of challans from our consignees or failure to execute the time bound supply works to the satisfaction & best interest of the WBSSCL. Security Deposit in the form of Demand Draft of any Nationalized Bank in favour of WBSSCL, CoochBehar has to be submitted by the successful bidder.
10. The bidder must submit rates (inclusive of loading, unloading, other incidental charges but exclusive of GST) in specified BOQ only.
11. Applicable T.D.S. will be deducted from the bill claims of the transporter as per prevailing Govt. rules.
12. Corporation will not be responsible for any type of prosecution made by the Traffic Police/Law enforcing authority against Transporter while in transit and cost of materials will be realized from the transporter's bill & security deposit.

13. If, in some cases the unloading charge varies considerably from the quoted rates, for such condition transporter has to produce voucher of unloading duly certified by the Asst. Director of the Block/Savapati/Pradhan with stamp. But this is under exceptional circumstances only for delivery of stock for remote GP/other points instead of Block godown/store.
14. The transport contract period will be at least for one year & subject to written assurance for no extra claim for increase in rate because of hikes in diesel price, spare parts price, loading-unloading costs etc, it may be extended for further years at the same tendered rate if both the WBSSCL & the transporter mutual consent & agreement. Extension of contract period is purely under the sole discretion of the Corporation & based on performance of the contractor & cost effectiveness on the part of business interest of the Corporation.
15. The transportation bill will be paid on the basis of **Distance covered X Weight X Rate** on one way transportation of each assignment.
16. The envelope should be superscripted as “**Tender for Transportation**”.
17. The authority reserve the right to accept or reject any tender either full or part or all tender without assigning any reason or may impose further conditions if it is found deem necessary in future.
18. In case of outside state transportation the stock to be delivered with insurance coverage charges & other taxes
19. All the challans issued in the same date / received at the common date to a particular route through a single or more than one vehicle must be treated as a single consignment & the weight will be considered as a whole.
20. The bidder who has quoted lowest rate in maximum nos. of items, preference will be given to him provided he accepts in writing to execute the whole contract on the basis of lowest rate (L-1) of all items tendered.
21. The contractor or his representative has to be present at the time of loading & unloading.
22. In case of Misconduct, misbehavior with the employees or with the consignees, this office has the absolute right to terminate the contract before the contract period of tender.
23. In case of emergency all specified work including loading & unloading may has to be undertaken beyond the office hours as per the direction of the authorities of the corporation.
24. All the receipted copy of challans will have to be deposited within 5 (five) days of lifting.
25. All the bills should be accompanied with the copy of receipted challans in duplicate and bills may be paid more than once in a quarter subject to availability of fund from HQ, WBSSCL, Kolkata & bills are to be submitted serially date wise.
26. Necessary TDS will be deducted from the bill of the contractor as per I.T. Act.
27. The intended bidder must submit rate in BOQ both for general bags and cartoons.
28. All statutory papers are submitted in soft copy only. Hard copies are not entertained by office. If any statutory documents are not submitted by any bidders within above mentioned time frame, their proposals will be treated as liable for rejection.
29. All court cases, if any, are subject to Jurisdiction of Kolkata.
30. All original documents & documents of fees paid may have to be submitted by the successful bidder for verification before award of contract.
31. Loading norms as per motor vehicle act should always be followed & no risk or cost will be borne by the corporation regarding violation of any Traffic Act & regulations of local Law enforcing authority.

32. In no circumstances the Transport contractor will stop transportation work as directed, failing which the security deposit will be forfeited & contract will be terminated forthwith with punishment for not to allow the contractor to participate in tenders in future for any other District units of WBSSCL.
33. An agreement on NJS Paper of Rs.10=00 mentioning the terms & conditions of the contract to be executed by the successful transporter within 7(seven) days of AOC Letter served.
34. The rate should be quoted in BOQ inclusive of loading & unloading charges, stacking charges, all applicable incidental charges FOR Delivery points but exclusive of GST. Quoting "NIL" or "0" rate for any item in BOQ is strictly prohibited & the financial bid of the concerned firm/individual will be disqualified & rejected summarily.


03/06/19

District Manager
West Bengal State Seed Corporation Ltd.
Cooch Behar

Memo No.: 509/1(12)/WBSSC/COOCHBEHAR

DATED: 03.06.2019

Copy forwarded for kind information & wide circulation to:-

1. The Managing Director, W.B.S.S.C Ltd., 6, Ganesh Chandra Avenue, 5th Floor, Kolkata-700013.
2. The District Magistrate, CoochBehar.
3. The Regional Manager, W.B.S.S.C Ltd., Jalpaiguri Range, Jalpaiguri.
4. The Deputy Director of Agriculture(Admn), Coochbehar District.
5. The Asst. Director of Agricultural Marketing (Admin.), Coochbehar.
6. The District Cultural & Information Officer, CoochBehar.
7. The District Informatics Officer (NIC), CoochBehar....with a request to kindly display this e-NIT in the
a. website of the District Magistrate, CoochBehar, if possible.
8. Notice Board of this office, Coochbehar
9. The Post Master, HPO, CoochBehar.
10. The Station Master, CoochBehar Town Rly. Station.
11. Sr. Accountant of this office.... He is requested to supervise the entire Tender floating process with the help of reputed local e-tender service provider & arrange for publication of this notice in short form in Bengali, English & Hindi Newspapers of repute.


03/06/19

District Manager
West Bengal State Seed Corporation Ltd.
Cooch Behar

SECTION - A

INSTRUCTION TO BIDDERS

General Guidance for e-tendering:

Instructions/Guidelines for electronic submission of the tenders have been annexed for assisting the Contractors to participate in e-tendering.

➤ **Registration of Contractor:**

Any Contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-procurement System, through login on to <https://wbtenders.gov.in> the contractor is to click on the link for e-tendering site as given on the web portal.

➤ **Digital Signature Certificate (DSC):**

Each Contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Website stated in clause A.I. above. DSC is given as a USB e-token. The Contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in clause A.I. using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

➤ **Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause A.I. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

❖ **Technical Proposal:**

The Technical Proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover (folders) containing the following Documents:

- (i) **Processing fees Rs. 3, 000/-** (Three thousand only) will have to be submitted through online in the form of RTGS/ NEFT to bank A/C in favour of WEST BENGAL STATE SEED CORPORATION LTD. Payable at COOCHBEHAR [STATE BANK OF INDIA, A/C NO. 11323858564, IFSC CODE: SBIN0000058, BRANCH: COOCHBEHAR] & RTGS/NEFT CHALLANS/VOUCHERS are to be documented through e-filing.
- (ii) **Earnest Money of Rs. 40,000/-** (Forty Thousand Only) will have to be submitted through online in the form of RTGS/NEFT to bank a/c in favour of WEST BENGAL STATE SEED CORPORATION LTD. Payable at COOCHBEHAR [STATE BANK OF INDIA, A/C NO. 11323858564, IFSC CODE: SBIN0000058, BRANCH: COOCHBEHAR] & RTGS/NEFT CHALLANS/VOUCHERS are to be documented through e-filing.
- (iii) Self attested copies of Latest GST Return (i.e 4th quarter of 2018-19), Aadhaar card, PAN Card & Income Tax Return Acknowledgement of last financial year 2018-19.
- (iv) Self attested Copy of valid Trade License for transportation/Carrying work.
- (v) Self attested Copy of latest Certificate of Professional Tax Clearance.

- (vi) Self attested Copies of updated and valid Blue Book/Notary Registered Lease-Agreements of ownership for at least 4(four)numbers of goods carriage vehicle. Two nos. vehicle must have loading capacity of more than 5.00MT /Vehicle & another two nos. vehicles must have the loading capacity of less than 5.00MT/Vehicle.
- (vii) Self attested copies of Bank A/C details & Bank solvency certificate
- (viii) Self Attested copy of Credential Certificate for at least 40% of the tender value i.e Rs. 8, 00, 000/- (Eight Lakh only) on an average per year for any one financial year during last 5(five) financial years for transportation work done in any Govt. Department /Govt. undertakings or Reputed non-Govt. Organizations.
- (ix) N.I.T. (Downloaded properly and uploaded the same Digitally Signed).

The Rates have to be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q under Financial Bid. In case of quoting any Rate as 'NIL' or '0' in the BOQ the tender is liable to be summarily rejected.

- (b) Non Statutory covers (folders) containing the following documents:
- (g) List of Technical/Non Technical staff.
- (h) Power of Attorney (in case of partnership firm).

THE ABOVE STATED STATUTORY / NON - STATUTORY (TECHNICAL DOCUMENTS) SHOULD BE ARRANGED IN THE FOLLOWING MANNER:

Click the check boxes besides the necessary documents in the My Documents list and then click the TAB "Submit Non Statutory Documents" to send the selected documents to Non – Statutory folder. Next click the TAB "Click to Encrypt and upload" and then click the "Technical" folder to upload the Technical Documents.

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|-------------------|---|---|
| A. | Certificate(s) | Certificate(s) | <ul style="list-style-type: none"> ➤ PAN , Up to date P.Tax clearance certificate ➤ Aadhar Card, Goods vehicle Bluebooks/Notary Lease-Agreements ➤ Bank Solvency Certificate ➤ Latest I.Tax Return Acknowledgement(18-19) ➤ Latest GST Return (4th qr.2018-19) |
| B. | Company Detail(s) | Organization Detail(s) | <ul style="list-style-type: none"> ➤ Proprietorship Firm (Trade License for carrying/transport works) ➤ Partnership Firm (Trade License, Partnership Deed) ➤ Limited Company (Incorporation Certificate, Trade License) ➤ Society (Society Registration Copy, Trade License, Power of Attorney) |
| C. | Credential | Credential – I | Credential certificate on transportation work which is applicable for eligibility in this Tender. |
| D. | Manpower | Technical Personnel / Unskilled Labours | List of Technical Staffs / Unskilled Labours with structures and organization (As per N.I.T) |

Tender Evaluation Committee (TEC)

1. Evaluation Committee constitute as per order of the Managing Director, West Bengal State Seed Corporation Limited will function as Evaluation Committee for selection of Technically Qualified Contractors.
2. Opening and Evaluation of Tender:
If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. Opening of Technical Proposal:
Technical proposals will be opened by the District Manager, West Bengal State Seed Corporation Limited, Coochbehar and his authorized representative Sr. Accountant/WBSSCL, CoochBehar electronically from the website using their Digital Signature Certificate (DSC).
4. Intending Bidders may remain present in person (by strictly avoiding sending representative) during tech. bid opening, if they so desire .
5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-statutory documents will be opened. If there is/are any deficiency in the statutory documents the tender Summarily will be rejected.
6. Decrypted (transformed into readable formats) documents of the non – statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified tenders will be uploaded online.
8. Pursuant to scrutiny & decision of Tender Evaluation Committee, the summary list of eligible tenders & the serial number of work for which their proposal will be considered and uploaded in the web portal.
9. During evaluation the bidders may remain present with original copies of all documents submitted through e-Tender for verification.

FINANCIAL PROPOSAL

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantity (BOQ). The contractor is to quote the item wise rate on line through computer in the space marked for quoting rate of BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.
3. **Penalty for suppression / distortion of facts:**
If any participator fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the Tender and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
4. **Rejection of Bid:**
W.B.S.S.C Ltd., reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all the Bids at any time prior to the award of the contract without there by incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the ground for W.B.S.S.C Ltd's action.
13. **Award of Contract:**
 - a. The Bidder who have quoted lowest rate in maximum numbers of items preference will be given to him, provided he accepts in writing to execute the whole contract on the basis of lowest rate (L1) of all items of transport work.
 - b. The Bidder who's Bid has been accepted will be notified by the Tender inviting and Accepting Authority through Acceptance Letter / Letter of Acceptance.


District Manager

West Bengal State Seed Corporation Ltd.
Cooch Behar