



Government of West Bengal
Office of the Superintendent
Bongaon Subsidiary Correctional Home
P.O. - Bongaon, District - North 24 Parganas, PIN-743235.

TENDER NOTICE

NIT No 02/TN-19

Date: 02.09.2019

Notice Inviting e Tender for supply of Dietary & Miscellaneous Articles to Bongaon Subsidiary Correctional Home in West Bengal during the period for the period from 01.10.19 to 31.03.20 by Superintendent, Bongaon Subsidiary Correctional Home.

Superintendent, Bongaon Subsidiary Correctional Home invites tender for and on behalf of the OSD & EO D.G. & I.G. of Correctional Services, West Bengal for supply of **Dietary and Miscellaneous Articles** for the period as mentioned above at Bongaon Subsidiary Correctional Home.

1. Dates & Information:

1	Date of Publishing	02.09.19
2	Date of Documents Download Starts	02.09.19 from 16:00 hrs.
3	Date of Bid Submission Starts	02.09.19 from 16:00 hrs.
4	Date of Pre Bid Meeting	09.09.19 at 12:00 noon
5	Date of Bid Submission Ends	16.09.19 by 16:00 hrs.
6	Date of submission of EMD along with list of articles & copy of Financial Bid and Samples (with proper packaging as mentioned)	Within 16.09.19 by 16:00 hrs.
7	Bid Opening (Technical Bid for evaluation)	From 18.09.19

2. Description of Tender Article(s) :

A complete list of Articles is available under Schedule-I of the tender notice.


3. Guidelines for Rate(s) of the Article(s) :

- Rate(s) are to be quoted for item(s) as per the list of the Schedules as provided in BOQ.
- Only one rate for each item should be submitted and it should be inclusive of GST, Excise Duty & Cess, Entry Tax, Customs Duty (if applicable), Transportation Cost, Insurance, Freight, Testing Charges, Incidental Charges etc.
- Rate(s) should be quoted in decimal coinage stating the particular item as per unit mentioned in the Schedule-I of the Tender proposed to be supplied inclusive of all incidental charges including Free Door Delivery to the Correctional Homes, listed above. No other charges can be levied over and above the rate quoted in the BOQ. Sterile items are to be transported in such packaging so that there is no damage to the primary packaging during the transportation process.
- Rate(s) quoted in respect of article(s) shall not exceed the Market Rate/ Controlled Price/ M.R.P. fixed by G.O.I. wherever it is applicable.
- Rate(s) shall be valid throughout the period to be covered by the contract to be executed with successful bidder(s) along with any extensions as may be made by the competent authority from time to time.

2. Earnest Money :

Necessary earnest money of Rs. 80,000/- (Rupees eighty thousand only) is to be submitted in online mode in the e-Tender Portal in favour of "Superintendent, Bongaon Subsidiary Correctional Home".
No other mode of E.M.D. in the e-Tender portal shall be entertained.

If it is found that any bidder has not submitted any EMD (unless he is exempted from that) or submitted EMD lower than the expected value, then the bidder shall be disqualified at once.


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- No deposition of Earnest Money shall be entertained after closing date & time of the submission of bids.
- The onus of providing that a Bidder is exempted from Earnest Money will lie on the Bidder and must be proved by the submission of valid documents
- The earnest money of the Bidder will liable to be forfeited if the Bidder withdraws his tender as a whole or for any particular item at any stage after the opening of the tender, or fails / refuses to enter into written agreement for any or all of the items of his accepted tender within the time specified above requested to do so/fails to furnish Security Deposit within the stipulated time.
- The Earnest Money will be refunded to the qualified bidder(s) after finalization of the tender & execution of agreement by the bidder with concerned Correctional Home authority. For non-qualified bidders, Earnest Money will be refunded after finalization of the tender obtaining a prayer of the bidder for release of the same.

No interest will be paid for Earnest Money.

2. Eligibility Criteria for Bidder(s) :

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India. DSC is given as a soft e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA, bidders are required to register the fact of possessing the Digital Signature Certificates through the registration facility available in the website.

The intending Bidder(s) shall have to possess the following qualifications as on the date of publication of this e-Tender :-

- Should be a legal entity either of individual/proprietor/partnership firm or a body corporate which may sue or may be sued.
- Must have a bona fide office in West Bengal from where business is being operated.
- Must possess requisite and valid Trade License regarding supply of dietary articles, issued from the Competent Authority.
- Must have PAN Card (in the name of the bidder only) and I.T. Returns for last 3 consecutive financial years.
- Must have GST Registration Certificate.
- Must have proper Audited Balance Sheets for last 3 consecutive financial years, duly signed by the appropriate authority, clearly stating the annual gross turnover of sales and Audit Report (for individual/partnership/Company/ Co-operative Society etc. as the case may be).
- Must not have been convicted in any Court of Law or have pending any vigilance case or any criminal case against it or its proprietors or principal employees and must possess a No Conviction Certificate from competent authority
- Must have Professional Tax Enrollment Certificate along with Deposit Challans (offline/ online) for last 3 consecutive years (as per slab as published by Directorate of Commercial Taxes).
- The intending Bidder, if he claims for any exemption from submission of Earnest Money, must have proper Certificate from the Competent Authority regarding the matter and for Co-operative Societies, West Bengal in terms of G.O. No. 4141(66)/Co-op/7S-121/66 dated.04.12.66 failing which tender is liable to be rejected.
- In case of a Co-operative Society, must have Registration Certificate received from concerned ARCS Certificate of area of operation/supply and authority for supply of items and the provision of supply of dietary items to correctional homes must be included in the bye-laws of the Society
- The Intending Bidder, under his authorized letter head, must have a list of Articles along with their Name and M.R.P. (where applicable) for which he is going to offer his rate(s).
- Must have Credentials for Correctional Home supply/ supply in to any Govt. organization/ PSC or any other organization/ institute.

The matter related to Way Bill is the responsibility of the Bidder and the procuring authorities will not entertain any way bill.

The Bidders who have been black listed by any Govt. Concern in the Country are not eligible to apply.

No. 496 /1(5)/TN-2019

Dated:02.09.2019

Copy sent for information and taking necessary action to:-

1. The Principal Secretary to the West Bengal, Department of Correctional Administration, Jessop Building, 63, N.S. Road, Kolkata - 700001.
2. The Principal Accountant General (General & Social Sector Audit), West Bengal, Treasury Buildings, 2, Govt. Place (W), Kolkata - 700001
3. The Assistant Agricultural Marketing Officer(Administrative),Bongaon, North 24 Parganas. He is requested to
(a) provide the Market Rate or M.R.P. (wherever applicable) of the items/articles on the basis of the location of the Correctional Homes (Kolkata & District wise) as noted in the proforma for schedules to this Directorate before 18.09.2019. This may be treated as most urgent and may be completed within the stipulated time on priority basis.
(b) attend the meeting of the Selection Committee of DTC on the specified date(s) as noted above or may arrange for an authorized representative in case of his unavailability to attend the programme.
4. The Sub-Divisional Information and Cultural Officer, Department of Information & Cultural Affairs, Government of West Bengal,Bongaon, North 24 Parganas.

It is requested to kindly arrange for immediate wide publication of the same in the leading Bengali, English and Hindi newspapers of Bongaon in two insertions only at an interval of three days as stated below:

"The Superintendent of Bongaon Subsidiary Correctional Home, Bongaon, North 24 Prganas, West Bengal, for and on behalf of the Governor of West Bengal, invites tenders for supply of dietary and misc. articles along with bona fides are to be supplied to Bongaon Subsidiary Correctional Homes of West Bengal for the period from 01.10.2019 to 31.03.2020:

Tender Inviting Notice No. NIT No-02/TN-19 Date:02.09.2019

Last date of submission of tender: 16.09.2019 (as specified in the schedule).

5. The District Informatics Officer, North 24 Paganas of NIC is requested to upload the advertisement in the district website as well as www.banglarmukh.gov.in

Full particulars may be had from the website www.wbtenders.gov.in and www.banglarmukh.gov.in .

The OSD & Ex-Officio DG & Inspector General of Correctional Services, West Bengal reserves the rights to cancel any or all the tenders without showing any reason."


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During the scrutiny, if it comes to the notice to tender inviting authority that the bona fides or any other paper found incorrect/ manufacture 1/ fabricated, that bidder would not be allowed to participate in the tender and that application will be outrightly rejected without any prejudice.

The Central Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

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SUPERINTENDENT
Sd/- Superintendent
Bongaon Subsidiary Correctional Home

- DTC or the DG & IG of Correctional Services, West Bengal being the Chief Controlling Officer of Correctional Homes in West Bengal.
- e. Quoting absurdly high or low rate in the opinion of Tender selection Committee, with the intention to vitiate the tender process if proved later on, penal action shall be drawn against the Bidder/Co-operative Society/firm/ company as may be deemed fit by DTC.
 - f. Submission of tender during the period of blacklisting of a Concern /Company/ Co-operative Society, its Principals/ or sister concern (where the Bidder have any amount of shares) shall also be treated as blacklisted either by Tender Inviting Authority.
- 2) The A.I.G. (South) of Correctional Services, West Bengal, being the Chairman of District Tendering Committee will have the right to inspect the sample units submitted by the Bidder/ bidders before accepting the rates quoted by them or at any point of time during continuation of the tender and the Department will also have the right to reject tender or terminate/ cancel the purchase order(s) and/ or not to re- order based on the adverse reports brought during those inspections.

8. Agreement :

On a tender being accepted, the Bidder will have to execute agreement in the prescribed form along with submission of requisite amount of Security Deposit to the concerned Superintendent within 15 days from the date of issue of invitation. Superintendent of the Correctional Home is authorized to accept Security Money Deposit. Security Money Deposit shall be pledged in favour of the Superintendent concerned.

9. Validity period of agreement :

The contract period will be for the period mentioned before and/or up to next date of commencement of the supply at per rate of items as accepted by DTC.

10. Security deposit :

- (i) The Security Deposit will be mandatory for all approved suppliers and will not be waived in any case.
- (ii) The successful Bidder shall be required to furnish the security deposit as assessed by the Superintendent @2% of assessed rate of items for which Bidder has been selected.
- (iii) Successful S.S.I./ M.S.M.E. Units/ Co-operative Societies are exempted from security deposits. However, the Superintendent may ask for Performance Guarantee in lieu of that.
- (iv) The Security Deposit should be submitted to the Concerned Superintendent strictly within 15 (fifteen) days from the date of receipt of the acceptance letter, to be issued by the Correctional Home authority.
- (v) If Agreement has not been executed along with submission of Security Deposit within 15 days from the date of receipt of the acceptance letter, to be issued by this Directorate, the candidature may be cancelled and the next Bidder will be accepted on the orders of the AIG (HQ) of Correctional Services, WB. Superintendent of the correctional home shall submit a summary report of agreement of contract deal signed by the selected bidders) at earliest to this directorate.
- (vi) The Security Deposit will be liable to forfeiture as enumerated above.
- (vii) The Security Deposit shall be refunded on the end of the Contract period and its extensions thereof provided that the supply of articles made by the successful Bidder/ bidder is satisfactory and no complaint is pending.

11. Tender Committee :

The Tendering Committee (both Tender Opening & Selection) has been constituted with the following composition:

- | | | |
|----------------------------------------------------------|---|------------------|
| (1) AIG (HQ) of Correctional Services, West Bengal | — | Chairman |
| (2) DIG (Dum Dum) of Correctional Services, West Bengal | — | Member Secretary |
| (3) Superintendent, Bongaon Subsidiary Correctional Home | — | Member |
| (4) Controller, Bongaon Subsidiary Correctional Home | — | Member |
| (5) Asstt. Agricultural Marketing Officer, Bongaon | — | Member |

No officer of a Correctional Home, nor any person in trust for, or employed by him shall have an interest, directly or indirectly in any contract for the supply of any Correctional Home articles. Again, his/her relatives is not allowed to participate in tender process for supply of Correctional Home articles.

DTC RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCY AFTER PUTTING UP A NOTICE.

6. **Withdrawal /Cancellation & Purchase Policy of Tendering Authority :**

- i) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Bidder will not be allowed.
- ii) The tendering authority reserves the right to withdraw any item from the tender without assigning any reason.
- iii) Purchase will, however be made following the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under **Notification No. 10500-F dated 19.11.04 and 5400-F(Y) dated 25.06.12 of Finance Department, Govt. of West Bengal** should be observed in considering the tenders.
- iv) The tendering authority reserves the right to purchase any item of the Schedule at the approved rate from any outsider (Non- Bidder) during the tender period in case of emergency, if the Bidder fails to supply such items.
- v) The tendering authority reserves the right to procure any item. of the tender directly from a State/ Central Govt. undertaking even if a tender for the same has been offered/ accepted.

7. **Penalty Clauses :**

It should be realized by all the bidders that dietary and other items are required for the inmate and patients of the correctional homes. There can be no relaxation in the quality and timely supply of these items under any circumstances, as this would seriously & adversely affect administration. Bidders are therefore advised to carefully assess their ability and capability for ensuring timely supply to the Correctional Home, prior to participating in this tender.

- A) In case of supply of the sub-standard items found quality assurance norms by the appropriate authority will not be returned to the Bidder for replacement but will be destroyed and the payment of the defective item(s) will not be made to the supplier or if paid in the meantime, is to be deducted from the pending bills of the Bidder.
- B) In case of supply of defective item(s) found in respect of packaging or labeling, Bidder will be asked to replace the same.
- C) In addition to rejection of the supply, the AIG (South) of Correctional Services, WB and the Superintendent of Correctional Home will have the right to cancel the supply order wholly or in part, to forfeit security deposit and to recover the loss, if any, of the Govt. by making deductions from any pending claim of the supplier/ Security Deposit, as may be deemed fit in addition to action may be taken by police, or by tendering authority of the State Government or the Government of India or by any individual under the law of the land.
- D) If during the tender process or at any state during the validity of the tender period, it is found that a Bidder(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against that Bidder who have submitted false/ misleading/ fraudulent documents or made incorrect declarations.
The penal measure will be:
 - a. Forfeiture of Earnest Money.
 - b. Forfeiture of Security Deposit if enlisted as a supplier;
 - c. Black listing from all Departmental tenders of the Bidder/Suppliers/Co-operative Societies for a period of three years.
- E) Debarment from participation in next tender processes of the Correctional Services, WB:
 - 1) The tender selection committee reserves the right to declare a Bidder/Firm/ Co-Operative Society/ Company blacklisted for three (03) years due to the following reasons:
If the supplier:
 - a. Withdraws from agreement after achieving the "Lowest Quoted Bidder"
 - b. Failure in supply within stipulated period during the tenure of the tender period or its extension;
 - c. In case of supply of sub-standard item(s), particular item(s) shall only be compared with sample submitted by the Bidder, which are duly authenticated by the DTC.
 - d. In consequence of submission of false or fabricated documents by any Bidder/Co-operative Society/firm/ company for participating in the tender, if proved later on, penal action shall be drawn against the Bidder/Co-operative Society/firm/ company as may be deemed fit by

meet the technical & other requirements of participating in the tender shall not be opened and be rejected. Final selection of the lowest bidders in respect of Financial Bid is subject to further verification.

- b. The assured supply capability of the Bidder and the particular rate of the item(s) for which he has quoted, shall be assessed by the District Tender Committee under chairmanship of AIG (South) of Correctional Services, WB after opening of financial bid.
- c. The Bidders who have been so identified to be technically suitable in the context of above about the assured supply requirements of the above mentioned Correctional Home during the tender period and/or have supplied the ordered value made to them will be deemed to have passed the test of essential and other requirement of the quoted item or items.
- d. If found suitable in the context of above pre qualification etc, the Bidder quoting the lowest rate will be considered as successful after verification of item-wise lowest offered rate(s) with available market rate(s) received from the competent authorities and samples supplied by the bidders.
- e. For item(s) as mentioned in Schedule-I, if the lowest quoting Bidder fails to supply the L1 requirements of the above Correctional Home at any stage or in the exigency of the situation, counter offers shall be invited from the next higher bidder i.e. L2, L3 and L4 etc to supply at the lowest rate, i.e. at L1 rate or a re-tender may be called for the un-interrupted supply of those items.
- f. The Bidders possessing S.S.I. Registration Certificate/ U.A.M. Enrolment Certificate, obtained from Ministry of Micro, Small & Medium Enterprises, Govt. of India, enrolled as Manufacturers/ Wholesalers of raw dietary articles (viz. vegetables, cereals, pulses, dairy products, fruits, meat, fish, egg, spices, edible oils etc.)/ Service providers for food articles shall be exempted from deposition of Earnest Money and they shall be considered to get 15% price preference in connection with acceptance of rate of an article, in terms of G.O. No. 10500-F dt-19.11.04 of Finance Department (Audit Branch) and memo no. 25/RPC dt-17.11.16 of Directorate of Micro, Small & Medium Enterprises (the price preference is to be calculated as per existing rules).

In this context, the L1 rate of an article (unless it is not quoted by an SSI/MSME Unit as stated above) shall be enhanced by 15% and if the quoted rate of an SSI/ MSME Unit comes within this enhanced range of price, the later will be offered to supply that particular article at the L1 rate. If the party agrees to that, the total quantum of supply of that particular article shall be ordered to him.

It is to be noted in this regard that, evaluation of such an MSME certificate, whether is it suitable for the tender process, is under sole discretion of the Tender Committee and the Tender Committee reserves the right not to entertain any particular certificate furnished by the bidder.

The decision of the District Tender selection Committee will be final and binding in this matter.

5. Order & Supply :

- a) Orders for the supply of the approved items will be placed with the successful Bidder after the execution of the agreements, in phases as and when required by the procuring Correctional Homes across the State. The successful Bidder will have to supply within the specified time schedule that had been assured as prescribed by the Superintendent of the Correctional Homes.
- b) Supply of the articles should be made in conformity with specifications and as per approved samples.
- c) All supplies will have to be completed by immediate door delivery after issuance of order by phone/fax/e-mail System of the procuring Correctional Home. No relaxation on any account will be allowed for condoning delayed supplies.
- d) In case of non-supply/less supply of any item by any approved lowest quoted Bidder, the Tender Committee can ask for willingness to L2 / L3 / L4 etc Bidder to supply at L1 rate (lowest approved rate) or a re-tender may be called for those items for un-interrupted supply.
- e) After making supply of the goods/ articles as per store orders issued by the Correctional Home authority delivery challan(s) shall be signed and recorded properly.
- f) As per existing system, the successful contractor/ supplier shall submit his bill for the entire supply of the month by first week of the next month positively so that bill shall be sent by the Correctional Home authority for countersignature of the zonal AIG/ DIC of Correctional Services, West Bengal until any further order in this regard.
- g) After selection, Bidder should maintain supply of the items (as selected during the tender) invariably throughout the entire tender period and/or up to next date of commencement of the supply at per rate of items as accepted by DTC.

Submission of Bids :

A Online Submission :

Both Technical bid and Financial Bid are to be submitted to observe Tender procedure under Two Bid systems as specified under G.O. No. 5400-F(Y) dated 25.06.2014, drop in separate folders fixed for "Technical Bid" and "Financial Bid".

The necessary documents to be submitted under Technical Bid folder are mentioned in the following table and those should be scanned copies from the originals, not scanned from the photocopies and those should be legible and readable and should not be repetitive. The intending bidder, at any time, during the process, may be asked to show any required original document for verifying the same with the scanned copy. Illegible documents will not be accepted and will stand for rejection of bid.

Technical Bid Packets :

Cover 1	Information Roll (Annexure-I)/ Scanned copy of EMD/ Certificate for exemption from EMD
Cover 2	Scanned copies of PAN/ IT return as per NIT
Cover 3	Scanned copies of P. Tax Enrollment Certificate/ Deposit Challan as per NIT
Cover 4	Scanned copy of Trade License/ GST Registration/ Enrollment Certificate/ GST returns as per NIT
Cover 5	Scanned copy of only the Summary of Audited Balance Sheets as per NIT
Cover 6	List of the Articles along with Brand Name and MRP

The intending Bidder(s) shall have to submit the requisite documents only through online under Technical Bid Packets as per specification stated above. The Bidder(s) need not submit attested hard copies of the requisite documents to this Office. The documents so submitted online shall be treated as full and final.

Information Roll (As per Annexure-I), duly filled in, is to be submitted by the bidder at the time of online bid submission in the prescribed Pre-forma attached herewith under proper Letter Head of the bidder.

Financial Bid Packet

The "Financial Bid" shall contain BOQ.

Rate per unit shall be inclusive of taxes, duties and charges. (Entry Tax, Customs Duty (if applicable), Transportation Charges, Insurance, Delivery Charges, Incidental Charges, Freight Charges, Testing Charges etc. and inclusive of GST, Excise duty and Cess (wherever applicable) etc.) No other charges can be levied over and above the rate quoted in the BOQ.

The intending Bidders are advised to quote rate(s) for the specific item(s). No "zero" shall be inserted for the item(s) for which bidders did not quote rate.

B Sample:

- Article-wise requirement of samples are shown in Schedule-I. As a general principle two sets of samples, each weighing 100 grams, as per Schedule-I shall be deposited.
- Sample units shall be packed in such a sealed container so that quality should be seen without opening the container and sample should not be degraded during the selection process. Each container shall be duly sealed and signed by the bidder properly.
- Blank packet or clear photograph showing the brand name(s) & quality of item(s) for Bread, Chhatu, Salt, Soyabean Nugget, Milk, Biscuit and Mustard Oil, Bathing Soap shall be placed during the submission of sample. The quality of sample must be at par with the specification(s) of the articles as mentioned in the Schedule of article(s).
- No e-tender bid shall be considered without sample (as mentioned in Schedule I) or improper packaging of sample or inferior quality of sample of item(s).**
- Sample shall be submitted within the closing of submission of bids failing which Bidder shall be liable to be rejected.

4. Evaluation of the tenders :

- During the tender evaluation process, the Technical Bid will be opened first and Financial Bid will be opened subsequently. Those Bidders who shall qualify after verification of submitted documents, will be identified and their financial bid will be opened. The financial bid of those Bidders failing to