



Government of West Bengal  
Office of the Deputy Director of Agriculture (Admn),  
South 24 Parganas  
New Administrative Building  
Alipore, Kolkata-700027  
Email id: [ddaadmnsouth24@gmail.com](mailto:ddaadmnsouth24@gmail.com)

### Notice Inviting E-Tender

Notice Inviting e-Tender No. **WB/SOUTH 24 PGS/DDA(ADMN)/NIET-04/2023-2024** of The Deputy Director of Agriculture (Admn), South 24 Parganas invites e-tender from the bonafide Wholesalers/ Distributors/ Manufacturers/ Organizations duly authorized by Manufacturers/ Suppliers/ Firms/ Pull Handling Agencies/ Organizations having experience regarding supply of Micronutrients / Insecticide/Fungicides/Herbicides etc. as appended in the table below for supplying of the same in this district under different Schemes during Kharif 2023-24 ----

(Submission of Bid through online)

**List of Schemes:** (1) National Food Security Mission (NFSM) (DC and Non DC), (2) Targeting Rice Fallow Areas (TRFA) (DC and Non DC), (3) Rashtriya Krishi Vikas Yojana (RKVY), (4) National Mission on Edible Oils(DC-Mustard and DC-Sesame) and (5) State Plan during 2023-24(Rabi & Rabi Summer).

Sl. No.	Name of the Goods	Packet Size	Estimated Amount (Rs.)	Earnest Money (Rs.)	Cost of Agreements Documents (Rs)	Period of Completion	Name of the Concerned Officer	Eligibility of supplier
	(1)		(2)	(3)	(4)	(5)	(6)	(7)
1	Supply of Weedicides: "Bispyribac Sodium 10% SC"	100 ml	2,40,000.00	2 % (4800/-)	Free of Cost	15 Days from the date of supply order issued	Deputy Director of Agriculture (Admn) South 24 Parganas	As mentioned in this NIT
2	Supply of Insecticides "Imidachloprid 17.8% SL".	100 ml	7,47,000.00	2 % (14940/-)	Free of Cost	15 Days from the date of supply order issued	Deputy Director of Agriculture (Admn) South 24 Parganas	As mentioned in this NIT
3	Supply of Bio-fertilizers: Rhizobium Culture(R/C)	400gm	3,60,000.00	2 % (7200/-)	Free of Cost	15 Days from the date of supply order issued	Deputy Director of Agriculture (Admn) South 24 Parganas	As mentioned in this NIT
4	Supply of Bio-fertilizers Phosphate Solubilizing Bacteria(PSB)	400 gm	3,60,000.00	2 % (7200/-)	Free of Cost	15 Days from the date of supply order issued	Deputy Director of Agriculture (Admn) South 24 Parganas	As mentioned in this NIT
5	Supply of Micronutrients "Zinc Sulphate Heptahydrate (ZnSO <sub>4</sub> .7H <sub>2</sub> O) (Zinc 21%)".	1Kg	9,92,450.00	2 % (19849/-)	Free of Cost	15 Days from the date of supply order issued	Deputy Director of Agriculture (Admn) South 24 Parganas	As mentioned in this NIT
6	Supply of Insecticides "Novaluron 5.25% + Emamectin Benzoate 0.9% SC".	100 ml	1,37,400.00	2 % (2748/-)	Free of Cost	15 Days from the date of supply order issued	Deputy Director of Agriculture (Admn) South 24 Parganas	As mentioned in this NIT

In the event of e-filing, intending bidders may download the tender documents from the website directly with the help of Digital Signature Certificate & necessary Earnest Money is to be submitted electronically online - through net banking enabled bank account, maintained at any listed bank through ICICI Bank Payment Gateway or offline- through any bank by generating NEFT/ RTGS Challan from the e-tender portal as per provision as contained in G.O No-3975-(F)Y dated 28/07/2016 of the Secretary to the Govt of W.B. Finance Deptt. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate (DSC)

and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account no, Amount, Beneficiary Bank Name (ICICI Bank) & IFSC Code and eProc Ref. No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from e-Procurement portal. Bidders are also advised to submit EMD of their bid, **at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.**

Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbttenders.gov.in> Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule.

The Bids /Proposals of the NIET to be submitted in two parts. The two parts of the Bids / Proposal are: (i) Part – 1: Technical proposal (• Folder 1: Prequalification documents. • Folder 2: Technical submission by bidder). (ii) Part – 2: Financial proposal

#### Eligibility criteria for participation in the tender :

- 1) Having valid LOA / License (whichever is applicable) issued by the competent authority of the Department of Agriculture, Govt. of W.B.
- 2) The applicant in the same name and style as prime supplier should have successfully supplied at least one contract of Supply of goods, **at least 40% value of the proposed contract to the Government/ Semi-Government/ Corporation/ Co-operatives (Registered) in all over India in any of two years of last five years.**
- 3) Income Tax return should be submitted for last 3 years.
- 4) Professional Tax clearance certificate, GST registration certificate & Pan Card, paying slip (EM, bid document) should be furnished (Scan Copy).
- 5) Acknowledgment receipt of EM deposited.
- 6) Registered point (as per LOA / License) of Prepositioning/ Storing of Agricultural inputs.
- 7) Trade License.

#### TERMS AND CONDITIONS

1. Intending bidders who are willing to participate in this N.I.T shall have to submit all self-attested photo copy of requisite documents.
2. The rate should be quoted both in figure and word clearly. The rate should be inclusive of all taxes & incidental charges and transportation & loading / unloading charges up-to ADA office of all blocks in this district and within the limit of MRP
3. An earnest money of specified amount (@ 2%) should be deposited along with requisite documents. Tender submitted without Earnest Money will be treated as invalid. No application for transfer of Earnest Money from one Tender to another will be entertained. **The Earnest Money except lowest bidder will be released as per norms.**
4. The payment will be made after successful completion of supply and subject to availability of fund. No payment of extra supply of goods beyond the restricted amount will be made.
5. Acceptance of lowest tender is not obligatory and the undersigned reserves the right to reject or accept any or all of the Tenders received at his discretion without assigning any reason what - so -ever at any stage.
6. The successful supplier must complete the supply of goods within the time specified / cutoff date in the supply order. No extension of time will be allowed except in special case. If any supplier fails to complete the supply of inputs within the stipulated time, the supply order issued in his favour will be cancelled without assigning any reason therefore. The undersigned may also proceed to get the balance inputs supplied by any other means including through other suppliers for completion of supply. The excess expenditure, if any, due to such a step would be recoverable from the unpaid bills / EMD of the Accepted Tenderer. This is, apart from any other protective measure the undersigned may take, including black listing of the supplier and forfeiture of Earnest money.
7. All supply of inputs will have to be done according to specification approved by the authority and as per direction of the DDA (Admin), South 24 Parganas. All inputs are to be supplied at block level / ADA office of the block as per approval of the undersigned.
8. This end will not entertain any loss or damage of goods due to transit, theft or in any other natural calamity. No claim will be entertained for any increase in any kind of freight and market price.
9. Before submitting the Tender, the intending tenderer are requested to have a clear idea regarding the location of blocks where the supply will be made. No extra charges will be entertained after accepting the Tender. No conditional Tender will be entertained.
10. **The Earnest Money of lowest bidder as deposited online will be treated as Security Money and will be released after 6 (Six) months from the date of completion of supply.** The taxes and Govt. duties, as applicable, will be deducted from the bills of the supplier.
11. The Tenderer who does not fulfill any or all of the above noted condition and submit incomplete tender the same will be summarily rejected. This tender notice will form a part of agreement.

12. All terms and conditions will be followed by Government rules and norms. Any clarification regarding this notice, if required, may visit the office of the undersigned in any working day between 11.00 a.m. to 3.00 p.m. prior to the date of opening of this tender.
13. GST deduction will be applied as per Govt. order.
14. No Tender paper will be accepted by Post.
15. The products offered for supply must be in strict compliance to various provisions of FCO, 1985/ Insecticide Act, 1968 and as amended from time to time.
16. Any other relevant Government Orders which are not included in this document may be added later on, if found suitable/ applicable and will be part of this NIT.

**Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	21/ 09/2023
2	Documents download / sale start date (online)	22/ 09/2023 at 11 :00 A.M.
3	Bid submission start date (online)	22/ 09/2023 at 11 :00 A.M.
4	Bid Submission closing date (online)	30/ 09/ 2023 at 04 :00 P.M.
5	Date and Time for opening Technical Bid/Bids (Online)	03/ 10/2023 at 11 :30 A.M.
6	Date for opening of Financial Proposal (Online)	Will be declared after evolution of Technical Bids.

**THE ABOVE STATED NON -STATUTORY /TECHNICAL DOCUMENTS  
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document 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)	<ol style="list-style-type: none"> <li>1. GST &amp; Service Tax Registration Certificate &amp; Acknowledgement.</li> <li>2. PAN</li> <li>3. P. Tax (Verified Challan) (updated).</li> <li>4. Latest Income Tax Receipt.</li> <li>5. Annual IT Return for last financial year.</li> <li>6. Trade Licence</li> <li>7. Partnership deed (For partnership Firm)</li> <li>8. Valid LOA / Licence issued by the competent authority of the Department of Agriculture Govt. of W.B.</li> <li>9. Registered point of prepositioning or storing of Agricultural inputs.</li> <li>10. Valid Authorization Letter from the Manufacturers (in case of Organizations duly authorized by the Manufactures).</li> <li>11. Registration certificate, Bye-Laws and current Audit Report (for registered Co-op-societies.).</li> <li>12. Registration certificate and current Audit report [for registered S.I.S. Unit].</li> <li>13. Payment/Completion Certificates in support of credential.</li> </ol>

**Tender Evaluation Committee (TEC)**

1. Tender Committee constituted as per Order No. 544(33)/PSJ dt – 15.06.23 of the Director of Agriculture & Ex Officio Secretary, Government of West Bengal, Department of Agriculture, Kol-1, will function as Tender Evaluation Committee for selection of technically as well as financially qualified tender and approval of the L1(Lowest Bidder) Bid, if needed.

**Technical Proposal**

1. Opening & evaluation of tender: If any supplier is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

2. Opening of Technical Proposal: Technical proposals will be opened by the Deputy Director of Agriculture (Admn), South 24 Parganas and/ or his authorized representative electronically from the website using Digital Signature Certificate (DSC)
3. Intending tenderers may remain present if they so desire at the time of opening of the Technical Bid.
4. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened.
5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee
6. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of goods for which their proposal will be considered and uploaded in the web portals.
7. During evaluation, the committee may summon the tenderers & seek clarification / information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
8. The Bidder who will be technically pre-qualified in respect to Technical and Financial eligibility/ capability criteria specified in this N.I.T can only be permitted for opening respective financial Bidding.

#### **Financial Proposal**

1. The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities (BOQ)**. The Bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidder.
3. Separate BOQ have to be uploaded for each of the goods with pack size as mentioned in the NIT.

#### **Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents or any other documents on demand of the Tender 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 tenderer and the case may be referred to the appropriate authority for taking necessary action as per relevant Act.

#### **Rejection of Bid:**

The undersigned reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the Award of Contract and thus without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for this action of the undersigned.

#### **Award of Contract:**

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

The Notification of Award will constitute the formation of the Contract.

**The Notification of Award will be given after getting approval from the Appropriate Authority**

#### **SPECIAL TERMS AND CONDITIONS**

- 1) The scope of work involves supply of Micronutrients / Pesticides including Mechanical control as per procurement requirement of DDA (Admn), South 24 Parganas. Orders will be placed from District level for supply of the item mentioned in this NIT in the district of South 24 Parganas.
- 2) The responding Bidder hereinafter referred as Supplier shall have adequate capacity to execute supply orders as would be placed by DDA (Admn), South 24 Parganas. The supplier must ensure to supply timely, adequately and good useable condition of the products at the destination(s) as mentioned earlier across the district of South 24 Parganas
- 3) The products offered for supply must be in strict compliance to various provisions of FCO, 1985/ Insecticide Act, 1968 and as amended from time to time to the relevant Rules & Acts.
- 4) All Micro Nutrients (Straight) / Insecticide/Fungicides/Herbicide to be supplied must have adequate shelf-life (at least 12 months validity period from the date of supply) to facilitate its use over a reasonable period of time.
- 5) Related information about the Micro Nutrients / Insecticide/Fungicides/Herbicide should be printed on the body of the package/container as per packaging rules of the Govt.
- 6) Intended suppliers should have adequate experience in supply of **Micronutrients/ Insecticide/Fungicides/Herbicide for last 5 years**. Out of which supply of same to the Government/ Semi-Government/ Corporation/ Co-operatives (Registered) in all over India in any of two years of last five years should be fulfilled as financial credential and for which necessary work orders along with payment certificate should be submitted positively.
- 7) The Supplier must possess:


- a) Valid license of the product offered.
  - b) Valid Letter of Authorization / License for marketing of offered Micro Nutrients (Straight) / Insecticide/Fungicides/Herbicide in the state of West Bengal including South 24 Parganas.
  - c) The offered Straight Micronutrients/ Insecticide/Fungicides/Herbicide shall be in strict compliance of various provisions of Fertilizer Control Order (FCO), 1985 / Insecticide Act, 1968.
  - d) Registered point of Prepositioning / Storing of such Agricultural inputs / goods.
- 8) The each and every supplier participating in the tender process must submit an affidavit (Notarized) on a non judicial stamp paper of Rs. 10/- containing a self declaration on " the tendering supplier has not been convicted / blacklisted by any Govt. organization/ semi or quasi Govt organization/ Corporation of Govt or any other state Govt. in the country during last three years". Suppression of such facts/ events happened during the period in question shall invite punishment to be decided by the Department of Agriculture, Govt. of West Bengal along with disqualification from the tender process
  - 9) Copy of audited Annual Report (only P & L A/c portion) along with Income Tax Return File for last 3 years to substantiate financial capabilities should be produced.
  - 10) Copy of valid Trade License, Letter of Authorization / License for marketing in South 24 Parganas, West Bengal, PAN, GSTN Registration Certificate should accompany the application.
  - 11) The Earnest Money of lowest bidder as deposited online will be treated as Security Money and will be released after 6 (Six) months from the date of completion of supply.
  - 12) Payment will be made after receiving confirmation of supply of indented materials (only tested as per specification) from the block units as per supply orders and receiving quality test report from the competent authority as per clause 19.
  - 13) No advance payment will be made. Payment will be made after receipt of the fund of the respective scheme from the Authority
  - 14) Successful suppliers will have to raise Bill/ GST Invoice etc. of his own along with receipted Challans from the concerned Assistant D. A. of the locks to DDA (Admn), South 24 Parganas against supply of indented materials.
  - 15) Information regarding Prepositioning / Storing of the goods must be submitted before supplying.
  - 16) Quoted rate should inclusive of all cost (transport, loading/unloading) of delivery to up to block level/ ADA office of all blocks of this district and within the limit of MRP
  - 17) Pack size must be 100 gram or ml /50 gram or ml / others as mentioned in the schedule / NIT
  - 18) TDS may be applicable as per provision of extant rules and subsequent amendment thereof.
  - 19) In respect of any consignment declared Non-standard / Not Conformed according to the specification by notified laboratory of the state Government against sample drawn and submitted by Notified Quality Control Inspector as per relevant rules, **no delivery at the Block level will be allowed.** The same would apply in respect of consignments which has/ have been rejected by the consignee due to short in weight or any other reasonable cause. The supplier must have to replace the NR / Non-standard / Not Conformed goods as per specification stock from the place immediately after intimation for timely execution of the supply order. The Inputs has to be stored in the registered point of Prepositioning / Storing as approved by the competent authority (preferably within this district) at his own cost from where the sample will be sent for necessary Laboratory test from the Competent State Lab by the Notified Inspectors
  - 20) In case of failure to supply of the ordered quantity within the stipulated date, supply order will be deemed as cancelled and penal action will be taken as per Para-21 below. Whereas this situation if arises, then apart from the action mentioned herein, the DDA (Admn), South 24 Parganas also reserves the right to take necessary steps as per existing Govt. norms in order to ensure supply of valued order timely.

#### Para 21: Penalties for non compliances, Violations and Non Performance:

The following penalties would be imposed for supply of sub-standard/ Not Conformed materials or for non compliance, violation or non performance of any of the terms and conditions of the tender:

- a) EMD treated as the security deposit would be forfeited. However, if the value of goods involved in such noncompliance, violation or nonperformance is less than the total amount of the **EMD treated as the security deposit**, the forfeited amount would be restricted to the value of goods involved.
  - b) The supplier will be black listed and barred for three years from participation in any tender process of the DDA (Admn), South 24 Parganas.
- 22) Concerned supplier will be held responsible if a consumer forum or any other law enforcing agency impose any penalty on the DDA (Admn), South 24 Parganas due to any dispute arising out of the supplied agricultural Inputs. Penalty in terms of monetary, if imposed by the competent authority / agencies along with all other litigation expenses shall have to be borne by the supplier concerned.
  - 23) DDA (Admn), South 24 Parganas reserves the right to consider/ reject any or all offers invited under the present tender without assigning any reason thereof.
  - 24) Any disputes, questions or difference or any interpretation arising out of or in connection with the terms and conditions of this tender if not settled / resolved amicably, then they shall be referred to a sole arbitrator who shall be appointed by the Department of Agriculture, Govt. of West Bengal in accordance and subject to provision of the arbitration and conciliation act, 1996 or any other enactment or statutory modification thereof for the time being in force. The place of arbitration shall be Allpore, Kolkata 700027 and the language of arbitration shall be English. The award of the arbitrator shall be binding on both the parties.
  - 25) When any dispute occurs and when any dispute is under arbitration, except for the matter under dispute, the parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligation as per the agreement based on terms and conditions of the tender.

- 26) All disputes and Court cases are subject to the jurisdiction of the Honourable District Judge Court, South 24 Parganas.
- 27) Rate submitted by the supplier if not complying any of the terms and conditions above is liable to be summarily rejected
- 28) No conditional offer will be accepted.
- 29) In case of concealment of any fact, if detected later on, such tenderer will be debarred from all future dealings with DDA (Admn), South 24 Parganas and penal action will be taken within the provisions of this tender.
- 30) No interest shall be claimed on EMD in any way.
- 31) That any licenses/ statutory obligations that expire during the contract period shall be duly renewed by the tenderer without any lapses.
- 32) Except as otherwise stated above DDA (Admn), South 24 Parganas reserves right to delist any successful tenderer if fails to comply with the order satisfactorily or any license adjudged as essential criteria in this tender by the tenderer if cancelled by any State / Central Enforcement Agencies. The DDA (Admn), South 24 Parganas will also delist any successful tenderer if its activities are found to be prejudicial on verification through its own sources,
- 33) Provisions of purchase policy of the State Govt. vide G.O. no. 10500-F dated 19.11.2004 and subsequent amendment thereof as well as G.O. no. 76-Inpt. /IP-3/98 dt. 30.01.2006 of the agriculture (Inputs) Department, Govt. of West Bengal shall be applicable.


  
 Deputy Director of Agriculture (Admn),  
 South 24 Parganas

Memo No: 1926 (58)/DDA(Admn) South 24 Pgs.

Date: 21/09/2023

Copy forwarded for information to:

- 1) The Sabhadhipati, South 24 Parganas Zilla Parishad.
- 2) The Director of Agriculture & EOS, Govt. of WB, Govt. of Agriculture, Jessop Building, 1<sup>st</sup> floor, Kolkata-700001
- 3) The District Magistrate, South 24 Parganas.
- 4) The Additional District Magistrate (Dev), South 24 Parganas.
- 5) The Joint Director of Agriculture, Alipore, South 24 Parganas.
- 6) The Joint Director of Agriculture, PR & PI, Government of West Bengal, Jessop Building, Kolkata-700001. He is requested to upload the NIT in the Matir Katha Portal for wide publicity.
- 7) The Karmadakhshya, Krishi Soeh -O- Samabaya Sthayee Samiti, South 24 Parganas Zilla Parishad.
- 8) The District Information & Cultural Officer, South 24 Parganas.
- 9) The District Information Officer, NIC, South 24 Parganas. He is requested to make necessary arrangement to upload this NIT in the South 24 Parganas district Portal, District Magistrate Portal & South 24 Parganas Zilla Parishad Portal for wide publicity.
- 10-18) Members, District Level Tender Committee, O/O the DDA (Admn.), South 24 Parganas.
- 19-23) The Assistant Director of Agriculture (Admin), Alipore Sedar/ Diamond Harbour/ Baruipur/ Canning/Kakdwip Sub-Division.
- 24- 53) The Assistant DA..... (All) Block, South 24 Parganas.
- 54) The District Manager, WBSSC LTD., South 24 Parganas.
- 55) The District Manager, BENFED, South 24 Parganas.
- 56) The Officer-in-charge, WBAIC Ltd., South 24 Parganas.
- 57) Notice Board of this office for display.
- 58) Establishment Section.

  
 Deputy Director of Agriculture (Admn),  
 South 24 Parganas

**Declaration by the Bidder**

1. I/We have read and understood the NIT, Terms & Conditions as contained in this Tender Ref. No. \_\_\_\_\_ and I/We have submitted the bid in accordance with above conditions and instructions of this tender document.
2. The information furnished in the bid are true and factual and I/We clearly understood that our tender is liable for rejection, if any information furnished is found not to be true and not factual at any point of time and the Deputy Director of Agriculture ( Admn), South 24 Parganas reserves right to initiate actions as deemed fit.

Place:

Date:

\_\_\_\_\_  
Signature of the Bidder  
(To be digitally signed by the Bidder)

**SECTION - A**  
**INSTRUCTION TO BIDDERS**

**General guidance for e-Tendering:**

Instructions/Guidance for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

**Registration of bidder:**

Any bidders willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on the <https://wb.tenders.gov.in> the bidder is to click on the link for e-Tendering site as given on the web portal.

**Digital Signature Certificate (DSC):**

Each bidder 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 Web Site stated above. DSC is given as a USB e-Token.

The bidders can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate (DSC). This is the only mode of collection of Tender Documents.

**Submission of Tenders:**

Tenders are to be submitted through online to the website stated above in the 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 copies of the following in two covers (folders).

- (a) **Statutory Cover** containing the following documents as laid down in their respective clauses mentioned herein with:

**A. Technical Cover:**

- i) e-Challans / Receipts from e-portal for Rs.4800/- for SL. No. 1, Rs.14940/- for SL.No.2, Rs.7200/- for SL.No.3, Rs.7200/- for SL.No.4 and Rs. 19849/- for SL.No.5 towards Earnest Money Deposit (EMD) as prescribed in the e-NIT in favour of the Deputy Director of Agriculture (Admn), South 24 Parganas should be submitted separately.
- ii) Copy of IT Return ((Last Three years), PAN, GSTIN Registration Certificate, P. Tax Clearance certificate (Last Three years) & Bank Solvency Certificate for value Rs.96,000/- for SL.No.1, Rs.2,98,800/- for SL.No.2, Rs.1,44,000/- for SL.No.3, Rs.1,44,000/- for SL.No.4 and Rs.3,96,980/- for SL.No.5 should accompany the application.
- iii) Copy of valid Trade License, Manufacturing License, Declaration by bidder.
- iv) Copy of up-to-date Professional Tax Clearance Certificate (Last Three years).
- v) Copy of valid Letter of Authorization of Fertilizer / License for Pesticides/ insecticides/ Fungicides/ Herbicides etc. in the State of West Bengal / Manufacturing Licence of Micro Nutrient (Straight/ Complex).
- vi) NIT (download properly and upload in the same as Digitally Signed).

**B. Financial Cover:**

The rate will be quoted in the space marked for quoting rate in the Bill of Quantity (BOQ). Quoted rate will be encrypted in the BOQ under Financial Bid. In case of quoting any rate in NIT, the tender is liable to be summarily rejected.

- (b) **Non- Statutory Cover** containing the following documents as laid down in their respective clauses mentioned herein with:

- i) Credential documents related to supply.
- ii) Documents related to Audited P&L A/c portion (Annual Report) & IT Return (Last Three years) as per respective clause(s).
- iii) Incorporation Certificate, Company details, Power of Attorney, declaration, authorization.

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

Click the check boxes beside the necessary documents in the My Document 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	Details(s)



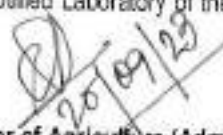
A	Certificate(s)	Certificate(s)	PAN, GSTIN Registration Certificate, Manufacturing License, Letter of Authorization of Fertilizer /License for Pesticides/ Insecticides/ Fungicides/ Herbicides etc. in the State of West Bengal, P. Tax (Challan) (Last Three years), Valid Trade license, Self-declaration as applicable, declaration by the bidder & Bank Solvency Certificate.
B	Company Detail(s)	Organization Detail(s)	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company. (Incorporation Certificate, Trade License). Society Registration Copy, Trade License). Power of Attorney.
C	Credential & others	Credential & others	Similar nature of work done & completion certificate which is applicable for eligibility in this tender. Audited Annual Report (P&L A/c) & IT Return (Last Three years), Production Capacity and others.

### Evaluation of Tender

- Opening & Evaluation of tender.  
If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- Opening of Technical Proposal:  
Technical Proposals will be opened by the Deputy Director of Agriculture (Admn), Paschim Medinipur, and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- Intending Tenderers may remain present at the time of opening of Tender.
- 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 any deficiency in Statutory Documents the tender will be summarily rejected.
- Decrypted (transformed into readable formats) documents of the statutory and non-Statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- During evaluation the committee may summon the tenderers & seek clarification/information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- A tenderers bid will be outrightly rejected with a forfeiture of his earnest money if it comes to the notice of the Tender Inviting Authority scrutiny that the credential or any other documents of a tenderer are manufactured/fabricated, etc. NIT authority reserves the right to accept or reject any or all the bidders without assigning any reason what so ever.
- The Tender Inviting Authority may verify the original credential & other original documents of the lowest tenderer, if found necessary, before issuance of the Work/ Supply Order and the Work/ Supply Order will not be issued in favour of the tenderer if it is found on verification that such documents submitted by him is either manufactured or fabricated, etc.

### FINANCIAL PROPOSAL

- The financial proposal should contain the following documents in one cover (folder) i.e., Bill of Quantity (BOQ). The bidder is to quote the **item wise rate** online through computer in the space marked for quoting rate in the BOQ.
- Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.
- Financial capacity of a bidder will be judged on the basis of information furnished.
- Penalty for suppression/distortion of facts:  
If any tenderer fails to produce the original hard copies of the documents on demand of the Tender Evaluation Committee within 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 tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
- Rejection of bid:  
The Deputy Director of Agriculture (Admn), South 24 Parganas reserves the right to accept or reject any bid and to cancel the bidding processes and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Deputy Director of Agriculture (Admn)'s action.
- Award of Contract:**
  - The bidder who have quoted lowest rate in respect of items mentioned in NIT and BOQ, Award of Contract will be given to him, provided he accepts in writing to execute the whole contract on the basis of item wise lowest (L1) quoted by him.
  - The bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance.
  - The Notification of Award will be given after getting approval from the Appropriate Authority.**
  - Delivery at the Block Level will be allowed only after getting the laboratory test result from the Notified Laboratory of the State Govt. against sample drawn and submitted by the Inspectors as per relevant rules.

  
 Deputy Director of Agriculture (Admn)  
 South 24 Parganas

