

GOVERNMENT OF WEST BENGAL
OFFICE OF THE ASSISTANT DIRECTOR OF AGRICULTURE (ADMINISTRATION)
SOIL CONSERVATION, JALPAIGURI
NOTICE INVITING TENDER (TWO COVER SYSTEM) (E-PROCUREMENT)
NIT No. WBAGR/SC-JAL/NIT(e)-3/24-25 (Sl. No. 01, 02, 03)
Tender ID: 2024_DOA_723770_1/2/3

Sealed tender is hereby invited in percentage of rate basis (below/at par) for each of the following works in Two Cover System (E-procurement) for vermicompost production units, as Site Specific Activities of Soil and Water Conservation, under RAD CC from resourceful & bonafide agencies, as mentioned in Annexure-I of NIT No. WBAGR/SC-JAL/NIT(e)-3/24-25 (Sl. No. 01, 02, 03), dated, 26/07/2024.

The pre-qualification documents have to be uploaded in 2 (two) separate folders, one for Technical Documents (or Bids) and the other for Financial Bids.

Annexure-I of NIT No. WBAGR/SC-JAL/NIT(e)-3/24-25, dated- 26/07/2024

Sl. No	Name of the Work	Amount put to Tender (Rs.)	Earnest Money @ 2% of the amount put to Tender	Time for Completion of Work
1.	Vermicompost Production Units (144 Nos.) at Kuchia-Dandrajhar Cluster, within Ghoshpukur GP Under Phansidewa Block, Siliguri Sub-Division	13,81,038	27,620	60 Days
2.	Vermicompost Production Units (144 Nos.) at Uttar Rangali Bazna-Dakshin Sishubari Cluster, Rangali Bazna GP under Madarihat-Birpara Block, Alipurduar	13,81,038	27,620	60 Days
3.	Vermicompost Production Units (144 Nos.) at Kodalkati Cluster, Rajadanga GP under Kranti (Mal Agriculture Block) Block, Jalpaiguri	13,81,038	27,620	60 Days

All the important Date, Time & Venue are being stated in the Annexure-II as follows: -

Annexure-II of NIT No. WBAGR/SC-JAL/NIT(e)-3/24-25 (Sl. No. 01, 02, 03), dated, 26/07/2024.

LIST OF IMPORTANT DATES OF BIDS

Sl. No.	Particulars	As mentioned in Annexure to NIT No. WBAGR/SC-JAL/NIT(e)-3/24-25 (Sl. No. 01, 02, 03), dated, 26/07/2024.
1	Period and time for download of Bidding Documents	From 30/07/2024, Time 15:00 Hours To 19/08/2024, Time 15:00 Hours
2	Date & Time of Submission of Bids	From 30/07/2024, Time 15:05 Hours To 19/08/2024, Time 15:00 Hours
3	Date & Time for Opening:	
a)	Technical Bids	21-08-2024 at 15:10 hours
b)	Date of Publication of Technically Qualified Bidder	Date & Time will be communicated later on.
c)	Date & Time of Opening Financial Bids	Date & Time will be communicated later on.
4.	Place of opening bids	O/o the Assistant Director of Agriculture (Admn), Soil Conservation, Jalpaiguri, Krishi Bhaban, Club Road, Jalpaiguri, PIN - 735101
5.	Last Date of Bid Validity	180 days or up to 31/03/2025 whichever is less
6	Officer inviting Bid	O/o the Assistant Director of Agriculture (Admn), Soil Conservation, Jalpaiguri

GENERAL:

- Intending bidders may download tender documents from the e-procurement portal of our website: www.wbtender.gov.in from **30/07/2024, 15:00 Hours to 19/08/2024 up to 15:00 Hours**. The pre-qualification bid documents duly filled in all respect may be submitted online before 15:00 hours (as per server clock) on 19/08/2024.
- Both Technical bid & Financial Bid are to be submitted concurrently duly signed digitally in the above-mentioned portal. The financial offer of the prospective tenderer will be considered only if tender qualifies in the technical bid.
- Intending bidders may also download tender documents from www.jalpaiguri.gov.in
- The pre-qualification bid documents duly filled in all respects may be submitted within the scheduled date & time as per Annexure-II of NIT No. WBAGR/SC-JAL/NIT(e)-3/24-25, dated, 26/07/2024 attached with this NIT (as per the server clock).
- The office of the undersigned does not take any responsibility for the delay caused due to the non-availability of internet connection/ internet traffic jam etc for online bids.
- **The Earnest money as mentioned in Annexure-I of NIT No WBAGR/SC-JAL/NIT(e)-3/24-25, dated, 26/07/2024 has to be deposited by all the bidders through the portal. The serial number of the work along with the NIT No and name of the bidder has to be mentioned clearly on the deposit challan. Payment made in otherwise will not be accepted.**
- Name of technically qualified bidders will be displayed in the portal and the office notice board subject to verification of all the documents and technical verification.

- The Financial Bid documents of the technically qualified bidders will be opened for evaluation and the bids of non-qualified ones will remain closed. No separate intimation will be given for this; in case of change of date, intimation will only be given online.
- The Tender Inviting Authority reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason.
- Income Tax, GST, Construction Workers Welfare Cess etc. will be deducted from bill as per Rule in force at the time of payment of the selected agency. GST, IT, Royalty & all other statutory levy/ Cess will have to be borne by the contractor. The earnest money of the successful bidders will form part of the security deposit.
- For e-Tender intending tenderers may download the tender document from said website directly with the help of Digital Signature Certificate. **Earnest Money shall be deposited by the intending tenderers by way of RTGS/NEFT through ICICI Bank and the same should be documented for e-Tender and virus free scanned copies are downloaded.**
- The same may be deposited through RTGS/NEFT/CBS System also. The serial number of the work should be clearly mentioned on the deposit Challan & Scanned copy of the same Challan Should be uploaded in the folder of technical bid, Payment made otherwise will be rejected.:
- The Security Deposit of the successful bidders will be released at least after six months of completion of work. The NOC from the Engineer-in-charge is mandatory in this case.
- Time allowed for completion of work is as mentioned in the Annexure-I of WBAGR/SC-JAL/NIT(e)-3/24-25, dated, 26/07/2024 from the date of issue of the work order.
- All the related documents are to be produced in original at the time of verification of documents as per Annexure-II of NIT No. WBAGR/SC-JAL/NIT(e)-3/24-25, dated, 26/07/2024.
- Any concealing of facts will be dealt seriously by the Tender Inviting Authority and tender paper submitted by the agency will be treated as cancelled and his earnest money will be forfeited.
- Additional performance security as per Govt. rule will be applicable

The scan copies of the following shall have to be uploaded in the Technical documents folder:

1. PAN Card of the Agency/Bidder
2. Professional Tax Clearance of the Agency/Bidder alongwith enrolment
3. Trade License of the Agency/Bidder
4. GST registration certificate along with up-to-date return of the Agency/Bidder
5. Up-to-date Income Tax Return of the Agency/Bidder
6. Credentials certificate of similar nature/type of completed works (Format enclosed) of the consolidated (year basis) minimum value of 40% of the amount put to the Tender during previous 5 (Five) years prior to the issue of the Tender Notice of the Agency/Bidder as it intends to submit.
7. **Proper Credential Certificate/Experience certificate from any Govt. or Quasi Govt. Department Signed by the competent authority along with work orders & BOQ/Schedule**
8. In case of partnership firm / Registered company, the intending tenderers are requested to submit the DEED of Partnership/Relevant document in support of proof of so.
9. In case of a Co-Operative society '**Society Registration Certificate**' must be submitted.
10. Any other documents required by the tender portal at the time of submission.

All the Bidders/Agency etc. should have to upload only their self-attested copies of the requisite documents in the website for submitting their tender.

Technical Packet should contain:

1. Signed NIT including forms, 2. Other relevant documents, 3. EMD Fee (Deposit challan)

Terms and Conditions

1. All the intending bidders are requested to visit the sites of work prior to the submission of the tender at their own effort and interest.
2. The Notice Inviting Tender will be treated as a part of the Tender Document.
3. All the rates of work are inclusive of all types of taxes, cess, levy, royalties, transportation, loading, unloading, stacking, etc, or any other incidental charges. **NO TOOLS AND PLANTS WILL BE SUPPLIED FROM THIS END.**
4. The authority has the right to decide whether the bid is unbalanced or not, depending upon the percentage of deviation from the Bill of Quantity (BOQ). Moreover, no bid will be accepted for which quoted percentage rate is more than the provided BOQ. Additional performance security for unbalance bid has to be deposited as per law.
5. If any of the days of Bid opening turned as holiday, the next working day will be treated as scheduled/ prescribed day for the same purpose.
6. The validity of the bid is 180 days or up to 31st March, 2025 whichever is earlier
7. All the rates of work are inclusive of all types of taxes, cess, levy, royalties, transportation, loading, unloading, stacking, etc, or any other incidental charges.
8. The successful bidder will have to execute an agreement on a non-judicial stamp paper as per rules.
9. All other conditions of W.B.F. No. 2911 will be obligatory and binding to the contractor.
10. Any bill payment of the proposed/ executed work may be made to the Agency as per availability of fund to the undersigned.
11. The registered co-operative societies have to submit their up-to-date certificate along with Technical Bid.
12. Any escalation claimed by the Agency will not be entertained in any form.
13. Although the works mentioned in the tender notice are of civil in nature, agency having knowledge of vermicompost production/agency associated with a trained person on vermicompost production would be preferred, as the TIA authority has to train the beneficiary farmers.
14. If anything, mistaken information appears in the BOQ or in the rate, the authority reserves the right to correct the same as per original approved estimate.
15. The mode of execution of all works will be as per Govt. schedule or otherwise as per communication received from the Higher Authority.
16. The Engineer-in-charge/ Asstt. DA (Soil Conservation) will visit the site of work anytime and the Agency will be bound to obey his/ her instruction or provide all sorts of assistance during the execution of his/ her duty.
17. **In case, if, there is any query regarding the qualifying of the Agency in the Bid that should be lodged to the Assistant Director of Agriculture (Admn), Soil Conservation, Jalpaiguri, within 2 days from the date of publication of the list of qualified Agency and beyond that schedule no query will be entertained**
18. Copies of Photographs (both soft & hard) shall have to be submitted by the Agency to the TIA during the submission of bills for documentation and before making payment. The Photographs shall have to be taken in phases with higher resolution, no watermark and also as per the direction of the concerned Asstt. DA (Soil Conservation).

19. **Quantities and Rates of items of supply mentioned in the departmental tender schedule/BOQ are only tentative. In actual works, these may vary considerably. Payment will be made based on the supply completed.**
20. A display board must be installed at the site during the execution of supply as per the direction of the TIA/Engineer-in-Charge.
21. **Issuance of work/supply order, as well as Payment, will depend on site clearance, availability of materials (if any), and availability of funds in the appropriate head and no claim whatsoever will be entertained for delay issuance of the work order as well as payment (if any). Works would be completed within the stipulated time period. Intending tenderers may consider these criteria while quoting their rates.**



**Assistant Director of Agriculture (Administration)
Soil Conservation, Jalpaiguri**

Memo. No: 398(18)

Date: 26/07/2024

Copy forwarded for information and necessary action to

1. The Sabhadhipati, Jalpaiguri Zilla Parishad/Alipurduar Zilla Parishad/Siliguri Mahakuma Parishad
2. The Director of Agriculture & Ex-Officio Secretary, Department of Agriculture, Government of West Bengal. He is requested to arrange for the publication of the NIT in the website of the administrative department vide G.O. No 5400-F(Y) dated 25th June, 2012.
3. The Additional Director of Agriculture, North Bengal Region, Jalpaiguri
4. The District Magistrate, Jalpaiguri/Alipurduar
5. The Sub-Divisional Officer, Siliguri Sub-Division
6. The Joint Director of Agriculture (Soil Conservation), West Bengal, Kolkata - 1.
7. The Deputy Director of Agriculture (Admn), Jalpaiguri/Alipurduar
8. The District Informatics Officer, Jalpaiguri/Alipurduar. He is requested to publish the NIT in the District Website.
9. The Assistant Director of Agriculture (Admn.), Siliguri Sub-Division
- 10-12) The Assistant Director of Agriculture, Soil Conservation, Jalpaiguri/ Alipurduar/ Siliguri. He is requested to remain present in the opening of the Technical & Financial Bid as per Annexure II.
- 13 to 15) The Junior Engineer (Civil), O/O Assistant Director of Agriculture, Soil Conservation, Jalpaiguri/ Alipurduar/ Siliguri. He is requested to remain present in the opening of the Technical & Financial Bid as per Annexure II.
16. The Post Master, Jalpaiguri Head Post Office.
17. The Account Section of the Office.
18. The Office Notice Board.



**Assistant Director of Agriculture (Administration)
Soil Conservation, Jalpaiguri**

FORMS TO BE SUBMITTED

Format for Bid Form (Covering Letter)

(To be submitted as part of Technical bid, along with supporting documents, if any)
(on Bidder's Letter-head)

(Strike out alternative phrases not relevant to you)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

To

The Asstt. Director of Agriculture (Admn.), Jalpaiguri

Ref: Your Tender Document No. Tender No. WBAGR/SC-JAL/NIT(e)-3/24-25, dated-26/07/2024 (Sl. No. _____)

Tender Title: _____

Sir/ Madam

Having examined the abovementioned Tender Document, we, the undersigned, hereby submit/ upload our Technical and Financial bid (Price Schedule) for _____ works in conformity with the said Tender Documents.

1) Our Credentials:

- a) We are submitting this bid - on my/our behalf, and there are no agents/ dealers involved in this tender, and hence no agency agreement or payments/ commissions/ gratuity is involved.
- b) I/We..... hereby certify that We/ I, M/s is a firm of proven, established, and reputed Service Provider having Experience, past performance, Personnel, Machinery and Financial capability, with offices at -----.

2) Our Eligibility and Qualifications to participate

We comply with all the eligibility criteria stipulated in this Tender Document. We fully meet the qualification criteria stipulated in this Tender Document, and the relevant details are submitted

3) Prices:

We hereby offer to perform the works at our lowest prices and rates mentioned in the separately uploaded Price-Schedule. It is hereby confirmed that the prices quoted therein by us are:

- (a) Cost break-up of the quoted cost, showing inter-alia costs (including taxes and duties thereon) of all the included incidental Goods/ Works considered necessary to make the proposal self-contained and complete, has been indicated therein, and
- (b) based on the terms and mode of payment as stipulated in the Tender Document. We have understood that if we quote any deviation to terms and mode of payment, our bid is liable to be rejected as nonresponsive, and
- (c) The prices in this offer have been arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to:
 - i) those prices; or
 - ii) the intention to submit an offer; or
 - iii) the methods or factors used to calculate the prices offered.
- (d) The prices in this offer have neither been nor shall be knowingly disclosed by us, directly or indirectly, to any other bidder or competitor before bid opening or contract award unless otherwise required by law.

4) Affirmation to terms and conditions of the Tender Document:

We have understood the complete terms and conditions of the Tender Document. We accept and comply with these terms and conditions without reservations. We also explicitly confirm acceptance of the Arbitration Agreement as given in the Tender Document.

5) **Abiding by the Bid Validity**

We agree to keep our bid valid for acceptance for a period upto -----, as required in the Tender Document, or for a subsequently extended period, if any, agreed to by us, and are aware of penalties in this regard stipulated in the Tender Document in case we fail to do so.

6) **Non-tempering of Downloaded Tender Document and Uploaded Scanned Copies**

We confirm that we have not changed/ edited the contents of the downloaded Tender Document. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the Tender Document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our Technical bid are valid, true, and correct to the best of our knowledge and belief. If any dispute arises related to the validity and truthfulness of such documents/ affidavits/ undertakings, we shall be responsible for the same. Upon accepting our Financial bid, we undertake to submit for scrutiny, on-demand by TIA, originals, and self-certified copies of all such certificates, documents, affidavits/ undertakings.

7) **A Binding Contract:**

We further confirm that, if our bid is accepted, all such terms and conditions shall continue to be acceptable and applicable to the resultant contract, even though some of these documents may not be included in the contract Documents submitted by us. We do hereby undertake that, until a formal Contract is signed or issued, this bid, together with your written Letter of Award, shall constitute a binding contract between us.

8) **Performance Guarantee and Signing the contract**

We further confirm that, if our bid is accepted, we shall provide you with performance security of the required amount stipulated in the Tender Document for the due performance of the contract. We are fully aware that in the event of our failure to deposit the required security amount and/ or failure to execute the agreement, the Procuring Entity has the right to avail any or all punitive actions laid down in this regard, stipulated in the Tender Document.

9) **Signatories:**

We confirm that we are duly authorised to submit this bid and make commitments on behalf of the Bidder. Supporting documents are annexed herewith. We acknowledge that our digital/digitised signature is valid and legally binding.

10) **Rights of the Procuring Entity to Reject bid(s):**

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred Tender Document.

.....
(Signature with date)

.....
(Name and designation)

Format for Bidder Information

(To be submitted as part of Technical bid)

(on Company Letter-head)

(Along with supporting documents, if any)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Tender No.

Tender Title: _____

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive.

1) **Bidder/ Contractor particulars:**

- a) Name of the Company/Bidder.....
- b) Complete Postal Address:
- c) Pin code:
- d) Telephone nos.
- e) Mobile Nos.:
- f) Contact persons/ Designation.....
- g) Email IDs:

Taxation Registrations:

- a) PAN number:
- b) GSTIN number:
- c) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

2) **Trade Registrations and Licences**

3) **Authorisation of Person(s) signing the bid on behalf of the Bidder**

- a) Full Name: _____
- b) Designation: _____
- c) Signing as:

- **A sole proprietorship firms:** The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,
- **A partnership firms:** The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,
- **A company:** The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.
- **A Society:** The person signing the bid is the constituted attorney.

4) **Bidder's Authorised Representative Information**

- a) Name:
- b) Address:
- c) Telephone/ Mobile numbers:
- d) Email Address:

(Signature with date)

.....
(Name and designation)

Format for Eligibility Declarations

(To be submitted as part of Technical bid)
(On Agency Letter-head)

(Along with supporting documents, if any)

Tender No. WBAGR/SC-JAL/NIT(e)-3/24-25, dated- 26/07/2024 (Sl. No.____)

Tender Title: _____

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)

We hereby confirm that we comply with all the stipulations of NIT and declare as under and shall provide evidence of our continued eligibility to the Tender Inviting Authority (TIA) as may be requested:

- 1) **Legal Entity of Bidder:** _____
- 2) **Bidder/ Agent Status:** _____
- 3) We solemnly declare that we:

- (a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons; (including our Contractors/ subcontractors for any part of the contract):
 - i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Processes; and/ or
 - ii) Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate authorities from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
- (b) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of TIA, as counter-indicated, in the Tender Document.
- (c) We certify that we fulfil any other additional eligibility condition if prescribed in Tender Document.
- (d) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

(Signature with date)

.....
(Name and designation)

Format of Credentials Certificate

Office LETTER HEAD

C E R T I F I C A T E

Memo. No:-

Date:-

This is to certify that has been awarded and completed the following work satisfactorily.

- 1. Name of the Work :**

- 2. Tender No & date :**

- 3. Name of the Agency :**

- 4. Estimated Amount :**

- 5. Tendered Amount :**

- 6. Work Order No & date :**

- 7. Date of Completion :**

- 8. Date of Payment :**

- 9. Payment details is stated below: -**

Gross Amount of the Bill	Deduction				Net Amount of the Bill
	Income Tax	Labour Cess	CGST	SGST	

Rupees in words: (.....) only

**Signature of the Officer issuing the
Credentials Certificate**

Format for Consolidated Performance/Experience during 2023-24

Statement of Performance of Services during 2023-24 year and Outstanding Current Orders

(To be submitted as part of Technical bid)
(on Agency/Company Letter-head)

Tender Document No. Tender No. _____; Tender Title: _____

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Contracting Entity/Tender Inviting Authority – Name and Address	Contract Title, Work order Number and Date	Role in Contract	The total value of the order	Status as on date ----
GRAND Total				

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign bid for and on behalf of

.....

.....

[Name & Address of Bidder and seal of Bidder/company]