



## Notice Inviting E-Tender

The Deputy Director of Agriculture (Admn), Bankura invites e-Tender No. **NIT/01(e)/2023-24/DDA(ADMN)/BNK** from the bonafide Wholesalers/ Distributors/ Manufacturers/ Organizations duly authorized by Manufacturers/ Suppliers/ Firms/ Corporations / Organizations having experience regarding supply of Micronutrients / Insecticide/Fungicides/Herbicides etc. as appended in the table below for supplying the same in this district under different Schemes during Kharif 2023-24.

### (Submission of Bid through online mode)

List of Schemes under which the understated inputs are to be procured:

- Indigenous Aromatic Rice – a precious wealth: its area expansion and seed multiplication under RKVY 2023-24
- NFSM Nutri-cereals 2023-24
- Enhancement of area of Finger Millets (Ragi) under SDS 2023-24.
- Diversified Cropping Programme in Dryland / Rainfed condition 2023-24
- Increasing Cropping Intensity of The Cultivable Fallow Land Brought under Cultivation in Matir Srishti Project Area under Red Lateritic Zone of West Bengal for Ensuring Food Security under RKVY 2023-24.

Sl. No.	Name of the Goods	Pack Size	Estimated Amount (Rs.)	Earnest Money @ 2% (Rs.)	Cost of Agreements Documents (Rs)	Period of Completion	Name of the Concerned Officer	Eligibility of supplier
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Chelated Zinc (Zn-EDTA) (Zn 12%)	100 g	991400.00	19828.00	Free of Cost	15 Days from the date of supply order issued	Deputy Director of Agriculture (Administration), Bankura	As mentioned in this NIT
2	Azadirachtin 10000 ppm	250 ml	1122600.00	22452.00				
3	Azoxystrobin 11% + Tebuconazole 18.3% SC	100 ml	1500000.00	30000.00				
4	Fipronil 5% SC	250 ml	1500000.00	30000.00				
5	Novaluron 5.25% + Emamectin benzoate 0.9% SC	100 ml	2748000.00	54960.00				

In the event of e-filling, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary Earnest Money @ 2% of estimated value of each item is to be submitted through Demand Draft in favour of Deputy Director of Agriculture (Admn.), Bankura, payable at Bankura. Bidders are also advised to submit EMD of their bid, and scanned copy of the Demand Draft for EMD amount for each item is to be uploaded.

- Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.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 Technical Bid/Proposal is to be submitted in two parts. The two parts of the 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 of similar nature 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. The said contract shall not be less than at least 40% value of the proposed contract within the last 5 years.
- 3) Copy of audited Annual Report (only profit & loss portion) along with Income Tax return for last 3 years to substantiate financial capabilities should be submitted.
- 4) Professional Tax clearance certificate, GST registration certificate & PAN Card, EMD Document (Scanned copy of Demand Draft in favour of Deputy Director of Agriculture (Admn.), Bankura, payable at Bankura) should be furnished (Scan Copy).
- 5) Registered point (as per LOA / License) of Prepositioning/ Storing of Agril inputs should be furnished.
- 6) Trade Licence should be submitted



- 7) 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

#### **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 for each item both in figures and in words clearly based on pack size mentioned. The rate should be inclusive of all taxes & incidental charges and transportation & loading / unloading charges upto 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. Application for transfer of Earnest Money from one Tenderer to another will not be entertained. The same will not be refunded till security period is over. The Earnest Money will be released as per norms.
4. The payment will be made after successful completion of supply subject to availability of fund. No payment for extra supply of goods beyond the cost limit mentioned in the supply order will be made. No advance payment will be made. Payment will be made after receipt of the fund of the respective scheme from the Authority. No interest will be paid for any delay in payment. 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.
5. The procurement quantity may be increased or decreased in due course based on changes in schematic allotment, as per requirement of the said input, within the period for which the tender agreement will remain valid, as per decision of the District Level Tender Committee.
6. 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.
7. The successful supplier must complete the supply of goods within the cu-toff date as specified 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 thereof. 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 Tenderer. This is, apart from any other protective measure the undersigned may take, including black listing of the supplier and forfeiture of Earnest money.
8. All Inputs to be supplied will have to be according to specification approved by the authority and as per direction of the DDA (Admn), Bankura. All Inputs are to be supplied at block level / ADA office of the block as per direction of the undersigned.
9. The undersigned will not entertain any loss or damage of goods due to transit, theft or any other natural calamity. No claim will be entertained for any increase in any kind of freight and market price.
10. Before dropping the Tender, the intending tenderer are requested to have a clear idea regarding the location of blocks where the supply will have to be made. No extra charges will be entertained after accepting the Tender. No conditional Tender will be entertained
11. The Earnest Money as deposited through Demand Draft will be released after completion of supply of Inputs or completion of Tender Validity period.
12. The taxes and Govt. duties, as applicable, will be deducted from the bills of the supplier.
13. 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.
14. All terms and conditions will be followed by Government rules and norms. Any other information of such relevant matters not included in the notice may be gathered from 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.
15. GST deduction will be applied as per Govt. norms.
16. No Tender paper will be accepted by Post.
17. 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 Bankura
18. The products offered for supply must be in strict compliance to various provisions of FCO, 1985/ Insecticide Act & Insecticide Rules and as amended from time to time.
19. 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.
20. The scope of work involves supply of Micronutrients / Pesticides, (Insecticides / Fungicides / Herbicides etc) as per procurement requirement of DDA (Admn), Bankura. Orders will be placed from District level for supply of the item mentioned in this NIT in the district of Bankura
21. The responding Agency hereinafter referred as Supplier shall have adequate capacity to execute supply orders as would be placed by DDA (Admn), Bankura. The supplier must ensure to supply timely, adequately and in good useable condition the products at the destination(s) as mentioned earlier across the district of Bankura
22. 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.



23. 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.
24. Intended suppliers should have adequate experience in supply of micronutrients/ Insecticide/Fungicides/Herbicide for last 3 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 (as mentioned in the eligibility criteria).
25. Prepositioning of inputs is to be done preferably within the District.
26. Information regarding Prepositioning / Storing of the goods (Point of store as per LOA / Licence) must be submitted before supplying.
27. Prior to distribution, samples of inputs to be drawn from registered points of store/prepositioning and quality analysis will be carried at state quality control labs.
28. 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 send for necessary Laboratory test from the Competent State Lab by the Notified Inspectors.
29. In case the successful bidder be a manufacturer, then he may appoint Authorized Distributor for supply of materials for which an affidavit duly sworn in before he First Class Judicial Magistrate must be submitted.
30. Pack size must be the same as mentioned in the schedule / NIT
31. TDS may be applicable as per provision of extant rules and subsequent amendment thereof.
32. Successful bidder will have to raise bill/, GST invoice in favour of Deputy Director of Agriculture (Admn.), Bankura against supply of indented materials along with receipted challans from Block Asstt.D.As and testing report..
33. 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 Penalties stated below. Whereas this situation if arises, then apart from the action mentioned herein, the DDA (Admn), Bankura also reserves the right to take necessary steps as per existing Govt. norms in order to ensure supply of valued order timely.

**Penalties for non-compliances, Violations and Non-Performance:**

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

- a) EMD 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, 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), Bankura.
34. Concerned supplier will be held responsible if a consumer forum or any other law enforcing agency impose any penalty on the DDA (Admn), Bankura 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.
  35. DDA (Admn), Bankura reserves the right to consider/ reject any or all offers invited under the present tender without assigning any reason thereof.
  36. 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 Alipore, Kolkata 700027 and the language of arbitration shall be English. The award of the arbitrator shall be binding on both the parties.
  37. 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.
  38. All disputes and Court cases are subject to the jurisdiction of the honourable District Judge Court, Bankura.
  39. Rate submitted by the supplier if not complying any of the terms and conditions above is liable to be summarily rejected
  40. No conditional offer will be accepted.
  41. In case of concealment of any fact, if detected later on, such tenderer will be debarred from all future dealings with DDA (Admn), Bankura and penal action will be taken within the provisions of this tender.
  42. No interest shall be claimed on EMD in any way.
  43. That any licenses/ statutory obligations that expire during the contract period shall be dully renewed by the tenderer without any lapses.
  44. Except as otherwise stated above DDA (Admn), Bankura reserves right to delist any successful tenderer if they fail 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), Bankura will also delist any successful tenderer if its activities are found to be prejudicial on verification through its own sources,



45. 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.
46. An amount of 10% of the ordered value is to be deducted from the bill of the successful bidder as per existing norms. On receipt of application from the successful bidder and after successful completion of the contract agreement, the security deposit will be released.
47. Bid Validity: The bid will be valid for 90 days.
48. The bidder shall have to comply with the provisions of (a) Contract Labour Regulation & Abolition Rules, 1970 and b) Minimum Wages Act, 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
49. All possible precautions should be taken for the safety of the people and workforce deployed during supply period as per safety rules in force.
50. The supply work should have to be completed within the scheduled time mentioned in the tender notice.
51. The acceptance of the tender will depend on the approval of higher authority and / or District Level Tender Committee which has already been formed as per order of DA&EOS, WB including the right to distribute the work between two or more than two bidders, if the quoted rates are found same by the Tender Accepting Authority without assigning any reason thereof.

#### **DATE AND TIME SCHEDULE:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (Online) (Publishing Date)	06/07/2023, 4:00 p.m.
2	Documents download start date (online)	06/07/2023, 4:00 p.m.
3	Bid submission start date (online)	06/07/2023, 4:00 p.m.
4	Bid Submission closing date (online)	27/07/2023, 4:00 p.m.
5	Date and Time for opening Technical Bid/Bids (Online)	31/07/2023, 11:00 a.m.
6	Date for opening of Financial Proposal (Online)	After technical bid evaluation
7.	Time of Bid Validity	90 days

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

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 three financial years</li> <li>6. Trade License</li> <li>7. Partnership deed (For partnership Firm)</li> <li>8. Valid LOA / License issued by the competent authority of the Department of Agriculture Govt. of W.B.</li> <li>9. Registered point of prepositioning or storing of Agril inputs(as per LOA /License as applicable)</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 along with work order in support of credential</li> <li>14. 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".</li> <li>15. In case the successful bidder be a manufacturer, then he may appoint Authorized Distributor for supply of materials for which an affidavit duly sworn in before the First Class Judicial Magistrate must be submitted.</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 qualified tender as well as financially qualified tender.

### Financial Proposal

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The supplier is to quote item-wise 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 supplier.
3. Separate BOQ have to be uploaded for each of the goods with pack size as mentioned in the NIT. 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

### 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**

  
Deputy Director of Agriculture  
(Administration), Bankura

Memo No. 575 (53) Dated, Bankura, the 05<sup>th</sup> July' 2023

Copy forwarded for information to:-

1. The Director of Agriculture & EOS, Govt. of WB, Govt. of Agriculture, Jessop Building, 1<sup>st</sup> floor, Kolkata-700001.
2. The Sabhadhipati, Bankura Zilla Parishad.
3. The District Magistrate, Bankura.
4. The Additional District Magistrate (ZP), Bankura.
5. The Joint Director of Agriculture, Bankura Range.
6. The Joint Director of Agriculture, PR & PI, Government of West Bengal, Jessop Building, Kolkata-700001. With a request to upload the NIT in the Matir Katha Portal for wide publicity.
7. The Karmadakhshya, Krishi Sech O Samabaya Sthayee Samiti, Bankura Zila Parishad.
8. The District Information & Cultural Officer, Bankura. With a requested to make necessary arrangement to publish in two daily Newspapers one in English and one in Bengali as per rule for wide publicity.
9. The District Information Officer, NIC, Bankura. He is requested to make necessary arrangement to upload this NIT in the Bankura district Portal, District Magistrate Portal & Bankura Zilla Parishad Portal for wide publicity.
- 10-22. Members, District Level Tender Committee, O/O the DDA (Admn.), Bankura
- 23-25. The Assistant Director of Agriculture (Admin) / Bankura Sadar / Bishnupur / Khatra Sub-Division.
- 26-47. The Assistant Director of Agriculture, ..... (All) Blocks of Bankura District.
48. The District Manager, WBSSC LTD., Bankura.
49. The District Manager, BENFED, Bankura.
50. The Officer-in-charge, WBAIC Ltd., Bankura.
51. Notice Board of this office for display.
52. ....
53. Establishment Section.

  
Deputy Director of Agriculture  
(Administration), Bankura



## **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 ( Administration), Bankura reserves right to initiate actions as deemed fit.

Place :

Date :

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**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://wbtenders.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 approver service provider of the National Informatic 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. \_\_\_\_\_ for SL. No. 1, Rs. \_\_\_\_\_ for SL. No.2 and Rs. \_\_\_\_\_ for SL. No.3 towards Earnest Money Deposit (EMD) as prescribed in the e-NIT in favour of the Deputy Director of Agriculture (Admn), Bankura 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. \_\_\_\_\_ for SL.No.1, Rs. \_\_\_\_\_ for SL.No.2 and Rs. \_\_\_\_\_ for SL.No.3 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 marketing of Micro Nutrient (Straight) in the State of West Bengal.
- 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 marketing of Micro Nutrient 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 (Administration), Bankura, 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 out rightly 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 (Administration), Bankura 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 (Administration)'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.
  - Supply order will not be issued to the successful bidder if the laboratory test result declared "Sub-Standard" / "Not according to specification" by the Notified Laboratory of the State Govt. against sample drawn and submitted by the Inspector as per relevant rules.

  
**Deputy Director of Agriculture  
(Administration), Bankura**