

Government of West Bengal
Office of the District Magistrate, Birbhum
District ICDS Cell
Prasashan Bhawan, Suri, Birbhum-731 101

NOTICE INVITING TENDER

Notice Inviting Tender No. ___425___/ICDS/BIR dt. 25.07.2019_ of the Office of the District Magistrate, Birbhum, DPO, ICDS Section.

Tenders are invited from the bonafide Firms/ Companies/ Agencies/ Registered Corpus/ SHGs/ Clusters/ Federation of SHGs willing to work in Storing and Distribution work for works & services contract for Project Level Storing of Food Stuff and other Articles under ICDS Programme for the period of 12 months from date of signing of Agreement of Contract.

Intending bidder may submit offers in Original Letterhead of the organization clearly in Annexure –I stating the scope of work as “Project Level Storing of Food Stuff and other Articles at Bolpur ICDS Project (unbifurcated)” and quote the offer in Rupees per month only. No other calculation in the offer would be accepted. Earnest Money Deposit may be remitted through original Bank draft issued from any Nationalized Bank in favour of “District Magistrate, Birbhum” payable at Suri for an amount of Rs. 3,000/- only. The original Bank draft along with other Tender documents should be submitted in the Office of District Magistrate, Birbhum, ICDS Section at Suri.

● Eligibility Criteria for participation in the tender:

1. The tenderer must possess the requisite strength and capability in providing the services necessary to meet the requirements as described in the Tender documents.
2. Tender must be completed in all respects and should cover entire scope of works as stipulated in the Tender documents. The invitation of bid is open to all tenderers who qualify under general and specific eligibility criteria as given below:

Sl. No.	General Eligibility Criteria	Documents required
1	The Tenderer should be a Registered Firm (Proprietary or Partnership)/ Company under The Companies Act 1956 or 2013/ Society under The Societies Registration Act, 1961 or bonafide corpus like SHG/ Clusters/ Federation of SHGs under extant law of the land and must be registered with	<ol style="list-style-type: none">i. Valid documentary proof of Trade License/ Enlistment Certificate of PDDRDC/ Group Formation Certification from PD. DRDC concerned in relevant trade, copy thereofii. GST Registration Certificate, copy thereof

	appropriate authorities for all applicable statutory duties/taxes.	<ul style="list-style-type: none"> iii. Income Tax Registration with valid PAN, copy of PAN and last FY (2017-18) IT Return iv. Current Profession Tax Clearance Certificate, copy thereof v. Any other specific license required for similar nature of works, copy thereof
2	The Tenderer shall commit that a dedicated key personnel is to be employed for the services at the specific place of work having sufficient experiences in the similar types of work and that once assigned to this service he/she will not be moved out of it, except for reasons beyond the control of the Tenderer (to be substantiated, if required)	<ul style="list-style-type: none"> i. Self certification by authorized signatory in Original Letterhead with Seal in this regard must be produced.
3	The Tenderer shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of Government Agency.	<ul style="list-style-type: none"> i. Declaration in this regard by the authority signatory of the tender in original letterhead with seal.
Specific Eligibility Criteria		
4	For Project Level Storing the tenderer should have access to either own or rented dedicated/ exclusive Godown Space of at least 800 sq. ft within 5 Kms from the ICDS Project Office having facility of at least 16 ft wide metal road.	<ul style="list-style-type: none"> i. Sketch Map of Godown Space clearly indicating width of approach road. ii. Location Map (Sketch) specifying distance from ICDS Project Godown.
5	For Project Level Storing the Godown should be secure and safe with RCC & Brick Construction with at least 12' ft height and having grill gates and steel shutters at the entrance and also the Godown should have proper dunnage, proper insulated Lighting facility, Weighing Scales upto 100 Kgs, effective fire fighting equipments installed with valid Fire Insurance and Theft Insurance and small Office Desk system to facilitate proper documentation.	<ul style="list-style-type: none"> i. Self certification by authorized signatory in Original Letterhead with Seal to comply with all specifications as detailed in Clause 4 & 5 of the Eligibility Criteria.

6	For Project Level Storing the tenderer should be liable for any loss due to receipt on transit/ damage due to pests and improper dunning and any other incidental loss of commodity and the commodity should be delivered in the same quantity as received from the District Level Carrying Contractor for each Delivery/Receipt Challan.	i. Self certification by authorized signatory in Original Letterhead with Seal to comply with all specifications as detailed in Clause 6 of the Eligibility Criterion.
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Storing of Food Stuff & Other Articles for the ICDS Project Level should be done by successful Tenderer at a secure dedicated Godown space within 5 Kms from the ICDS Project Office at Bolpur Block as detailed in Annexure – I within Birbhum District.

The Tenderer must fulfill the above eligibility criteria / pre-qualification conditions to qualify as a bidder.

Finalization of Tender is to be done on rates quoted on rate per month basis only. Bid of Tenderer not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria before finalization of the tender.

● **Scope of work, Security Deposit and Earnest Money:**

Job Description	Estimated Amount	Security Deposit	Earnest Money
Project Level Storing of Food Stuff & Other Articles for Bolpur ICDS Project (unbifurcated) of Birbhum	Rs. 1,20,000/- per year	Rs. 10,000/-	Rs. 3,000/-

● **Security Deposit:** The Successful Tenderer will have to sign a Contract Deed on Non-Judicial Stamp paper worth of Rs. 10 (Rupees ten) only with a *de novo* deposit of Total Security Deposit in the form of Demand Draft payable to District Magistrate, Birbhum at Suri. The cost of the Non-Judicial Stamp is to be borne by the Tenderer.

The tender when properly contracted shall remain valid for a period upto 12 months from Date of Signing of Agreement of Contract.

- **Date & Time schedule of Tender:**

Sl. No.	Particulars	Date & time
1	Date of publication of N.I.T. (Publishing Date)	26/07/2019
2	Bid submission start date (offline at the Office of the District Magistrate, Birbhum, DPO, ICDS Section)	23/08/2019 at 12.00 P.M.
3	Bid submission closing date (offline at the Office of the District Magistrate, Birbhum, DPO, ICDS Section)	24.08.2019 at 01.00. P.M.
4	Bid opening date (at the Office of the District Magistrate, Birbhum, DPO, ICDS Section)	24/08/2019 at 2.00 P.M.

- **Instructions to Tenderers:**

The Tenderers shall bear all costs associated with the preparation and submission of its bid and the authority will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

- **Tender Documents:**

The works and services required, bidding procedures and contract terms are prescribed in the NIT. The Tenderer is expected to examine all instructions, forms, terms and specifications in the NIT. Failure to furnish all information required and/or false/incorrect information and /or submission of bid not substantially responsive to the NIT in every respect will be at the Tenderer's risk and may result in rejection of its bid. Tenderers are advised to submit bids based strictly on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations. **Each Tenderer shall submit only one bid. A Tenderer who submits more than one bid will be rejected from participating in the current tender and NO alternative bid will be accepted.**

- **Submission of Tenders:**

Tenders are to be submitted through offline mode at the sealed Tender Box at the Office of the District Magistrate, Birbhum, DPO, ICDS Section in a sealed envelope superscribing the Scope of Work and subscribing the Name & Address of the Tenderer.

The tender must contain the following 12 (Twelve) documents (max) (self attested copies where applicable)

Sl. No.	Sub Category	Documents required
1	TENDERER PROFILE	1. Valid documentary proof of Trade License/ Enlistment Certificate of PDDRDC/ Group

		<p>Formation Certification from PD, DRDC concerned in relevant trade, copy thereof</p> <p>2. GST Registration Certificate, copy thereof</p> <p>3. Income Tax Registration with valid PAN, copy of PAN</p> <p>4. FY (2017-18)/ AY (2018-19) IT Return Copy</p> <p>5. Current Profession Tax Clearance Certificate, copy thereof</p> <p>6. Any other specific license required for similar nature of works, copy thereof</p>
2	DEPLOYMENT OF KEY PERSONNEL	1. Self certification by authorized signatory in Original Letterhead with Seal in this regard must be produced through declaration Official Letterhead as per Eligibility Criteria.
3	PREVENTION OF CORRUPTIVE FRAUDULANT PRACTICE	1. Declaration in this regard by the authority signatory of the tender in original letterhead with seal.
Specific Eligibility Criteria		
4	GODOWN SPECIFICATIONS – PROJECT LEVEL STORING	<p>1. Sketch Map of Godown Space clearly indicating width of approach road within Project Area only</p> <p>2. Location Map (Sketch) specifying distance from ICDS Project Headquarters</p> <p>3. Self certification by authorized signatory in Original Letterhead with Seal to comply with all specifications as detailed in Clause 4 & 5 of Eligibility Criteria</p>
6	NO COMMODITY LOSS	1. Self Declaration in Official Letterhead to comply with all specifications as detailed in Clause 6 of Eligibility Criteria

● **Financial Proposal:**

The Financial proposal should be submitted offline along with the tender in the sealed envelope

BREAK-UP OF DECLARATION - It is mandatory to provide break-up of all taxes duties and levies wherever applicable and payable. Any overwriting in rate quoted is to be clearly authenticated by full signature. Otherwise the tender would be rejected.

Place of Opening of Financial Tender Bids:

Place: Office of the District Magistrate, Birbhum, DPO ICDS Section, Prasashan Bhawan, Suri, Birbhum – 731 101.

Date: As mentioned in the N.I.T.

All bidders are hereby informed to be present in person on the day and place of Opening of the Financial Bids.

Receipt / Rejection of Bids:

Bids will be received by the authority as mentioned above till the scheduled closing time of the closing date. Tenderers must submit their proposal within the schedule closing time and no request for dropping of tender after the closing period would be accepted.

The authority may at its discretion extend the last date for the receipt of bids by amending the Tender Document, in which case all rights and obligation of the authority and Tenderers previously subject to the last date will thereafter be subject to the last date as extended.

The Authority reserves the right to accept or reject any or all tenders without assigned any reason whatsoever.

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



District Programme Officer, ICDS, Birbhum &
Member Convener, District Level Tender Committee at Birbhum

Date: Suri, 25th July 2019

To be filled in the Original Letterhead of the Organisation

ANNEXURE -I

Schedule for Storing of Food Stuff and Other Articles in Bolpur ICDS Project in Birbhum

Sl. No.	Items	Minimum Non-Negotiable Specifications	Mention any other higher specification	Rate to be Quoted in Unit	Appx. Annual Requirement (Rs.)	Rate (Rs.) upto 2 decimals Without taxes	Taxes (GST) (Rs.)	Rate (Rs.) upto 2 decimals With taxes
ICDS Project Level Storing								
1	Storing of Food Stuff and Other Articles at Central Godown of Bolpur ICDS Project (unbifurcated)	Godown contracted as per requisite criteria detailed in NIT irrespective of the quantity stored	Max Quantity to be stored at a time is 70 Tonnes	Month	12 Months			

Rate with taxes (Rs.) upto 2 decimals (in words)

Signature of Tenderer with Seal

Copy forwarded for information to:

1. Additional District Magistrate (Dev), Birbhum
2. Additional Director, NRLM & PO, DRDC, Birbhum
3. CMOH, Birbhum
4. District Controller of Food & Supplies, Birbhum
5. Treasury Officer, Birbhum Treasury-I
6. Regional Transport Officer, Suri
7. District Agri Marketing Officer, Birbhum
8. CDPO, Bolpur ICDS Project, Birbhum District for wide circulation
9. DIO, NIC, Birbhum with a request to kindly upload the tender notice in district website
10. DICO, with a request to kindly arrange for publishing the attached publication notice in at least two local news papers
11. CA to DM, Birbhum for kind information of District Magistrate, Birbhum



District Programme Officer, ICDS &
Member Convenor, DLTC on ICDS in Birbhum