



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE ASSISTANT DIRECTOR OF FISHERIES,  
COOCHBEHAR**

**Meen Bhawan, Sarada Devi Road, PIN-736101  
Ph. No. 03582-222384, e-mail Id: adfcoochbehar@gmail.com**

**No: 801**

**Date: 05.10.2018**

**TENDER NOTICE**

**Tender Reference No : WBDOF/ADF/COOCH BEHAR/NIT-3/2018-19**

Sealed Tenders are invited by the Assistant Director of Fisheries, Cooch Behar from the eligible contractors/suppliers/entrepreneur etc. having experience in similar nature of works for supplying the articles as mentioned below for conducting 4 days Gram Panchayet/Block/District level training programme on Fish Culture in rural areas/Inland Fish Farming/Application of formulated feed in intensive fish farming.

Sl No.	Name of the articles/ work	Estimated value(Rs.)	Earnest Money(Rs.)	Cost of tender paper (Rs)	Period of completion
1	Supply of Tiffin packets, Meal, tea & biscuits, Xerox paper, Folder-pen-writing pad, Certificate, Flex, pH paper, for conducting 4 days Gram Panchayet/Block/District level training programme on Fish Culture in rural areas/Inland Fish Farming/Application of formulated feed in intensive fish farming -2018-19. (Please see details in Annexure-I).  GO No-59(Sanction) dated 07.08.2018.	307675/-	6153/-	755/-	60 days

**The last date for submitting application for tender documents is 31/10/2018 up to 1.00 p.m.**

**The list of qualified tenderer will be published on 01/11/2018. The date for sale of tender documents to the qualified tenderer is on 02/11 /2018 up to 3.00 p.m. The tender documents will be received in sealed cover in this office on 05/11/2018 up to 2.00 pm and will be opened on the same day at 3.00 p.m.**

**TERMS & CONDITIONS**

1. Application for tender documents should be done in their own letter head pad with all requisite testimonials.
2. **Eligibility Criteria for participation in the tender.**
  - A) Bidder such as firms, Companies, Organization, Fishermen's co-operative Societies, (as applicable as per Govt. Orders) having validity, experience and requisite credential and also having capacity to fulfill all the criteria upto the mark of satisfaction of Tender Evaluation Committee as narrated in different clauses, terms & condition of this NIT are eligible to participate in bid/Tender.
  - B) **Work Credential:**

- i) Intending tenders should produce credentials of a similar nature of completed work of the minimum value of 40% in single work of the estimated amount put to tender during 3 (three) years prior to the date of issue of the tender notice; or
  - ii) Intending tenders should produce credentials of 2 (two) similar nature of completed work of the minimum value of 30% in single work of the estimated amount put to tender during 3 (three) years prior to the date of issue of the tender notice; or
  - iii) Intending tenderes should produce credentials of a one single running work (**only for our departmental works**) of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above-
- C) Other term and conditions of the credentials:**
- a) Payment certificate will not be treated as credential;
  - b) Credential certificate issued by the Assistant Director of Fisheries or equivalent or competent authority of a State/ Central Government, State/ Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute, on the executed value of completed/ running work will be taken as credentials.

**N.B. :- Completion Certificate should contain a) Name of Work, b) Name of Client, c) Amount put to tender, d) Schedule month and year of commencement and completion as per work order, e) actual month and year of completion.**

3. Self attested copy of valid PAN issued by the Income Tax Department, Govt. of India, 15 digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act 2017, Valid Professional Tax (PT) receipts for the FY 2017-18, Valid Trade License from the concerned Municipality/Panchayat, Credential certificate issued by the competent authority are to be produced along with application.
4. Tender paper will be issued to qualified tenderer only.
5. Rate should invariably & clearly mentioned in the letter head pad duly signed by the tenderer. The rate must be quoted in terms of FIGURE & WORDS neatly & correctly in English including loading/unloading, transportation and all other charges. Rate should be less /at per. Above rate shall not be accepted.
6. The amount of Earnest money have to be deposited @2%(two percent) of the estimated amount put to tender in the shape of Bank draft/Banker`s cheque of Nationalized Bank in favour of the Assistant Director of Fisheries, Cooch Behar payable at Cooch Behar Branch with tender paper. In case of successful tenderer the earnest money will be treated as security deposit and will be refunded after 6 months after supplying the same and unsuccessful tenderer it will be refunded within one month.
7. Tender papers will be available at the office of the undersigned on payment of tender cost in favour of Assistant Director of Fisheries, Cooch Behar through e-challan under the head 0070-60-800-013-17.
8. The Tender in sealed cover should be submitted in the office of the Assistant Director of Fisheries, Cooch Behar on or before **05/11/2018 at 2:00 P.M.** and after that no tender will be entertained in any circumstances.
9. The Tender will be opened on the same date i.e. on **05/11/2018 at 3:00 P.M.** in the office of the Assistant Director of Fisheries, Cooch behar and at that time supplier themselves may remain present.
10. The undersigned reserves the right to accept or reject any tender assigning any reasons whatsoever and is not bound to accept the lowest rates, stating the reasons thereof.

11. As per supply order supplier shall supply the required no. of stationery articles & Tiffin packets (as per specification in Annexure-I) to the selected beneficiary spot in presence of concerned Fishery Officer duly authorized officer of the office of the Assistant Director of Fisheries Cooch Behar, Panchayat representative(s). The date and time of supply should be fixed in consultation with concerned District Fishery Officer and to be communicated to the undersigned well in advance. The supply should be made through bill / challan with proper documentation (Photographs). The Bill / Challan and challan should be authenticated / signed by the concerned Fishery Extension Officer of Block, duly authorized officer of the office of the Assistant Director of Fisheries, Cooch Behar and also by the Panchayat Representative (s) present at the time of distribution.
12. The supplier shall prepare and submit the bill in duplicate to the office of the Assistant Director of Fisheries; Cooch Behar supported with receipted challan (in duplicate) of the supplied input along with the documentation (Photography) and signed muster roll. The payment cannot be processed without complete challan, muster roll, documentation (Photography)/ the payment will be made after necessary deduction as applicable under rule of Govt.
13. Security money will be deducted from the bill at source at the time of payment as per rule. The Security Money will be refunded after six months from the date of completion of supply.
14. Selected suppliers will have to execute an agreement in Non judicial stamp paper of Rs. 10/- as to smooth & timely completion of the assigned works.
15. Any dislocation, delay, willful negligence will make this office compelled to forfeit the earnest money and the entire claim whatsoever & initiate penal action against the defaulting suppliers / agency.
16. West Bengal Form no-2911 (ii) attached herewith which will form part of tender documents.
17. Offered rate should be on total estimated cost. Rate offered on individual item shall not be accepted.

*Swt 5/10/18*  
Assistant Director of Fisheries  
Cooch Behar.

Dated: 05.10.2018

Memo No:801/1(9)

Copy forwarded for information & taking necessary action to:-

1. The Savadhipati, Cooch Behar Zilla Parishad.
2. The Karmadhakya, Matsya-o-Prani-Sampad Bikash Sthayee Samity, Cooch Behar Zilla Parishad.
3. The Director of Fisheries, West Bengal, 31,G.N. Block, Sector-V, Salt Lake City, Kolkata-700091.
4. The District Magistrate, Cooch Behar.
5. The Additional Director of Fisheries (Technical), North Bengal.
6. The Deputy Director of Fisheries, Northern Zone, Siliguri.
7. The District Information & Cultural Officer, Cooch Behar for its wide publicity.
8. The District Informatics Officer, NIC, Cooch Behar with the request to display the notice in the District Website.
9. Notice Board of Assistant Director of Fisheries, Cooch Behar

*Swt 5/10/18*  
Assistant Director of Fisheries  
Cooch Behar

**Annexure-I**

**Specification of the Articles to be supplied for the training programme**

**GO No-59 (Sanction) dated 07.08.2018.**

SL No.	Items	Specification of the items	Quantity	Rate per unit cost (Rs)	Total Amount (Rs)
1	Printing of certificate	Texture paper, Size 1/4	425 nos.	12.00/No	5100.00
2	Writing Pad	Printed with page no 25	425 nos.	20.00/No	8500.00
3	Pen	Good quality dot pen	425 nos.	10.00/No	4250.00
4	Folder	Transparent with plastic button	425 nos.	25.00/No	10625.00
5	pH paper	Merck, range 0-14	20 boxes	300.00/box	6000.00
6	Refreshment	Tea, biscuits for two times and lunch (rice, dal, sabji, fish)	1750 heads	150.00/meal	262500.00
7	Flex	Good quality (4 ft X 6ft)	14 nos.	500.00/No	7000.00
8	Documentation	Photographs (4 X 6 inch)	30 nos.	20.00/No	600.00
9	Feed sample for demonstration during field visit	500 gm each of 2mm, 3mm)	15 Kg	40.00/No	600.00
10	Xerox paper	Good quality A4 size	10 rim	250.00/rim	2500.00
		<b>Total</b>			<b>307675.00</b>

(Rupees three lakh seven thousand six hundred seventy five)

  
Assistant Director of Fisheries  
Cooch Behar