



Government of West Bengal

OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR

জেলাশাসকের কার্য, কোচবিহার, পশ্চিমবঙ্গ

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NIT No 02/MGNREGA/COB/2016-17

Date: 23/11/2016

RETENDER NOTICE INVITING ON LINE TENDER (E-TENDER)

Name of the Work: SUPPLY OF MOBILE DEVICE AS PER SPECIFICATION

SCHEDULE OF IMPORTANT DATES OF BIDS

<u>PARTICULAR</u>	<u>DATE & TIME</u>
1. Date of Publication of NIT	<u>23/11/2016 at 4 pm</u>
2. Document download start date & time	<u>23/11/2016 from 4 pm</u>
3. Document download end date & time	<u>08/12/2016 up-to 12noon</u>
4. Bid submission start date & time	<u>23/11/2016 from 4 pm</u>
5. Last date & time of online submission of Technical Bid and Financial Bid.	<u>08/12/2016 up-to 01 pm</u>
6. Date & Time of opening of Technical Bid in the Office of the District Magistrate, CoochBehar	<u>8/12/2016 at 4 pm</u>
7. Date & Time of opening of Financial Bid in the office of the District Magistrate, CoochBehar.	<u>12/12/2016 at 2 PM</u>
8. Validity of bid	<u>120 days</u>
9. Completion Period of the work	<u>7 DAYS</u>

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Name of the Work: SUPPLY OF MOBILE DEVICE AS PER SPECIFICATION

For and on behalf of the District Magistrate & District Programme Co-ordinator, MGNREGA, Cooch Behar Online (e-Tender) item rate tenders in **TWO BID SYSTEM** is invited from reliable, resourceful, bonafide and experienced Distributors/firms / companies /suppliers/ Labour Contract Cooperatives having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1.	Name of work	:	Supply of mobile device as per specification for use of MGNREGA works
2.	Location of Work	:	COOCHBEHAR DISTRICT
3.	Scope of Work	:	Supply of mobile device as per specification for use of MGNREGA works
4.	Completion Period	:	<u>7 days</u>
5.	Security Deposit against work	:	<u>10% of Bill amount</u>
6.	Bid Inviting Authority	:	District Magistrate & District Programme Co-ordinator, MGNREGA, Cooch Behar
7.	Eligibility Criteria for "Pre Qualification"	:	<u>*CREDENTIAL-</u> 1. i) Intending tenderers should produce credentials of completion of a 'similar nature of work'* having minimum value of Rs 7.00 lakh(Rupees seven lakh) only in a single work during last 5(five) years prior to the date of issue of the tender notice .
	<u>Note :-</u> Similar nature means supply of computer, computer related materials/mobiles to any Govt /Semi Govt organization/autonomous bodies.	:	<u>*TURNOVER</u> 2. Average Annual Turn Over for the past 3 (Three) Financial Years should be minimum of Rs. 10.00 lacs (Rupees ten lacs) only from Contracting/supply Business. Balance Sheet/CA certificate shall have to be produced in support of the claim. 3. Statutory Documents: a. Work Completion Certificate /Payment certificate b. Filled up Form-I c. Filled up Form-II d. Latest Income Tax return e. Latest VAT Return f. Latest Professional Tax Return g. Balance Sheets of last 3 Financial years h. Pan Card i. Authorised Dealership/distributorship certificate in respect of Mobile/computer & peripherals / printer / Xerox / scanner or similar such products.

8. Earnest Money Deposit :	<p>Rs. 25,000.00 (Rupees twenty five thousand) only EMD will be received as soft copy (scanned copy of the originals) in the form of Bank Draft only, in favour of Coochbehar Employment Guarantee Fund Payable at Cooch Behar.</p> <p>The L1 bidder shall submit the hard copy of the Instrument (i.e Bank Draft/Bank guarantee) to the District Nodal Officer, MGNREGA, Coochbehar at the time of receiving the acceptance letter as L1. Failure to submit the hard copy within 1 (one) day from opening of the Tender will be construed as an attempt to disturb the Tendering process and will draw punitive action as per law and the bidder will be blacklisted instantly.</p>
9. Bid Document	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, https://wbtenders.gov.in. Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
10. Technical Bid Evaluation	<p>: The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.</p>
11. Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	<p style="text-align: center;"><u>12/12/2016 at 2 PM</u></p>
12. Financial Bid	<p>: Rate shall be quoted item wise against each item to be totaled below the last item of the BOQ in Column-6 of the BOQ.</p>
13. Validity of Bid	<p>: 120 days</p>
14. E-Tender registration and bidding	<p>: <u>ONLINE BIDS:</u></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal <i>i.e.</i> http:// wbtenders.gov.in. <p><u>ONLINE BID SUBMISSION:</u></p> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE <i>i.e.</i> uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>

15. Important Instructions	<p style="text-align: center;">:</p> <ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. The authority reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, toll, taxes and other levies payable by the Contractor/supplier under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. • The intending bidders are requested to obtain detail specification of the products before quoting their rates.
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Addl. District Programme Co-ordinator
MGNREGA,Coochbehar

NIT No 02/MGNREGA/COB/2016-17

Date: 23/11/2016

Copy forwarded for information to:

1. District Magistrate, Cooch Behar
2. Sabhadhipati, Cooch Behar Zilla Parishad
3. NDC, Cooch Behar.
4. DICO, Cooch Behar with request to display in his office notice board and also brief referral advertisement in the three daily news papers, one each in Bengali, in English and in Hindi.
7. D.I.O., NIC, Cooch Behar with request to upload the Notice in the website of the district.
8. Office Copy.
9. Office Notice Board.

Addl. District Programme Co-ordinator
MGNREGA,Coochbehar

INFORMATION TO THE BIDDERS (ITB)

1. Download of Tender

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.in>.

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online.

2. Online Bid submission procedure

- i. **Registration of Contractor:** Agencies/Bidders who are interested in participating D.M.'s e-tenders will have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://wbenders.gov.in>.
- ii. **Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.
- iii. **Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://wbenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. **Submission of Tenders:** General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).
- v. **Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice (Ref: 3.1.3 of this ITB)

A. Technical Bid:

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in **2 (two)** covers (folders),

Cover A-1 >Statutory Cover file Containing

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of Bank Draft for Earnest Money Deposit (EMD) as prescribed in the NIT
4. Duly filled in **FORM-I** (Declaration for Credential)
5. Duly Filled in **FORM-II** (Declaration for Turn-Over)

Cover A-2 >Non- Statutory Cover (Mandatory Documents)

All the documents as given under **TECHNICAL BID (Clause 2.1.1 Mandatory Documents)**

Note: *Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.*

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the rate (**Item rate against each item**) online through Computer only in the space marked for quoting rate in the Bill of Quantities (**BOQ**). Only downloaded copies of the above documents, **digitally signed** by the contractor are to be uploaded (**Excel file**). Incomplete/Partial tender is not allowed.

2.1 TECHNICAL BID

2.1.1 Mandatory Documents

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii) Copy of Completion certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies with requisite single tender value (in accordance with **Clause 3.1**).
- iii) Authorised Dealership/distributorship certificate in respect of computer & peripherals / printer / Xerox / scanner /similar such products.
- iv) Copies of balance Sheet of last three Financial Years for establishing average Annual Turnover in contractual business.
- v) PAN Card (Xerox Copy)
- vi) Income Tax return of last financial year.
- vii) Latest Professional Tax return.
- viii) Latest VAT return.
- ix) Duly filled in **FORM-I** (Declaration for Credential)
- x) Duly Filled in **FORM-II** (Declaration for Turn-Over)

Note: The tender will be summarily rejected if any of these documents are not submitted online. Bidders shall produce original hard copies of the requisite documents during evaluation for the technical bid.

2.1.2 Receiving of Earnest Money Deposit (EMD)

EMD will be received as soft copy (scanned copy of the originals) in the form of Bank Draft only, in favour of Coochbehar Employment Guarantee Fund. The L1 bidder shall submit the hard copy of the instrument (i.e. Bank Draft) to the Officer in Charge, Material Management Cell, Cooch Behar at the time of receiving the Acceptance Letter as L1 .

Failure to submit the hard copy within 1(one) day from opening of the tender will be construed as an attempt to disturb the tendering process and will draw punitive action as per law and the bidder will be black listed instantly.

2.1.3 Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be minimum of **Rs. 10.00 lacs (Rupees ten lacs) only** in contracting/supply business. This shall be ascertained from the balance sheets of the last three years.

2.1.4 CREDENTIAL

2.1.4.1 Technical:

- i) Intending tenderers should produce credentials of completion of a similar nature of work having minimum value of **Rs 7.0 lakh** (Rupees seven lakh) only in a single work during 5(five) years prior to the date of issue of the tender notice;

2.1.4.2 The completion certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

2.1.4.3 Financial:

Annual Turnover statement shall be submitted in the Form-II in addition to the Balance Sheet of the last three financial years.

- 2.1.5** If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

2.1.6 Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a minimum period of 2 (two) years.

2.2 FINANCIAL BID:

1. Single rate **against the item mentioned in the BOQ** shall be quoted in the specified space of the BOQ given under financial bid. (Form-III)
2. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

2.3 Taxes & duties to be borne by the Contractor:

It may again be reiterated that Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor/supplier while executing the work.

2.4 Bid Evaluation:

At first, the technical bid will be evaluated by the tender committee constituted for this purpose. The financial bid of only those tenderers will be opened who would be found eligible in the technical bid evaluation. The financial bid will be evaluated on the basis of total amount on quantity of the item offered in the BOQ/financial bid format. The lowest gross total amount received will be considered as L-I and orders will be placed accordingly.

2.4.1 Conditional and incomplete tender :

Conditional and incomplete tenders shall be summarily rejected.

3. Acceptance of Tender:

Lowest valid rate may be accepted, however, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one Tenderer if required.

4. Return of Earnest Money of the unsuccessful tenderer(s):

The earnest money of unsuccessful Bidder if submitted shall be returned within 30 days from the bid validity period without interest.

5. Payment:

The payment will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

6. Security Deposit:

6.1 In total 10% of the contract amount will be deducted progressively from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily. Failure to execute the supply properly will **lead to forfeiture of the security deposit. The entire security deposit will be released after defect liability period.**

6.2 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority with an undertaking that the supply is maintained properly as per the terms of contract.

7. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

8. Other Terms & Conditions:

8.1 Bidders are requested to be present in person during the opening of technical and financial bids.

8.2 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

8.3 Original copy of all certificates shall be produced before the Officer in Charge, Material Management Cell for checking and verification of all supporting documents after opening of bids.

8.4 Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.

8.5 The decision of authority with respect to this tender is final and binding.

8.6 District Programme Co-ordinator, MGNREGA, Coochbehar takes no responsibility for any delay/or late submission of tender by the bidder. The bidders are advised to submit bids in time. Any problem with server or internet problem or digital signature related issues Officer in Charge, Material Management Cell will not held responsible for non-submission or incomplete submission of bids.

8.7 Tenderer can approach the Officer in Charge, Material Management Cell for any clarification with respect to this tender.

8.8 **Agreement:** The Contractor, whose tender is accepted shall within 7 (seven) days of issue of an intimation to that effect by this office obtain additional one set of contract documents and submit the same duly signed by him to this office for formal agreement.

8.9 **Work Execution:**

- **Penalty:** Time is the essence of any contract and any deviations from completion time will attract penalty @ 1% per week delay and maximum of 10% for the non-executed portion of the work.
- The successful Tenderer shall have to start the supply at the directed place of delivery within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with Officer in Charge, Material Management Cell without assigning any reason.
- **Sub-letting** of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- All materials & workmanship shall be as per the approved quality and methodology.

8.10 **Cost Escalation:** No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.

8.11 District Programme Co-ordinator, MGNREGA, Coochbehar reserves the right not to allow the agency to participate in future tenders under the following circumstances.

- i) Delay in completion of job.
- ii) Poor performance in terms of quality of materials and workmanship.

8.12 **Termination of Contract/ Work Order:**

The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

8.13 Discretion of the authority inviting tender: The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of materials indicated in BOQ is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the District Magistrate, Cooch Behar. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

Addl. District Programme Co-ordinator
MGNREGA,Coochbehar

FORM - I
CREDENTIAL CERTIFICATE

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill or RA bills	:	

Note: *In case of completion of multiple natures of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.*

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the Bidder)

FORM - II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of _____ for the last three consecutive years.

Sl. No.	Financial Year	Turnover (rounded of)	Remarks
1	2013-2014		
2	2014-2015		
3	2015-2016		
Total:			
Average Turnover:			

Note:

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

(Signature of the Bidder)