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**COOCH BEHAR ZILLA PARISHAD**  
**COOCH BEHAR-736101**

**NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER (TWO COVER SYSTEM)**  
[(E-Procurement) (Two Cover System)]

**Auction Notice**

Memo No. **505** /CZP-Press/XIII-36/17-18 NIT NO. **WBZP/104/DE-ET/COB/2017-18** Date : **15/02/2018**

On behalf of Executive Officer, Cooch Behar Zilla Parishad, the Additional Executive Officer invites auction rate tender (in item-wise rate) from bonafide Paper Manufacturers / Paper Mills / Distributors or any other intending agency for auction of each of the following items through Two Cover System (e-procurement). The pre-qualification documents are to be uploaded in two separates folders. One of the folders shall contain Technical documents – Statutory technical documents such as the NIT etc. and Non-Statutory technical documents (other important documents of bidder) such as PAN, GSTIN, ITCC, Trade License, Credential etc. And the other folder shall contain the Financial Bid (BOQ) only, in which bidders are required to quote their rates.

Sl. No.	Item	Manner of Rate Quotation (in Rs.)
1.	Wastage Cut Paper	Per Kg
2.	Wastage Printing Forma	Per Kg
3.	Wastage Reel Core	Per Pc
4.	Wastage Plate	Per Kg
5.	Wastage Plastic Drum (within 20 Ltr & 5 Ltr)	Per Pc

- Bidders may verify goods in the open area of the courtyard of Cooch Behar Zilla Parishad Press only without any sorting before quoting their rates.
- Intending bidders may download tender documents from the e-procurement portal of Govt. of West Bengal: <https://wbtenders.gov.in> or <https://etender.wb.nic.in>.
- Earnest money of Rs. 10,000.00 (Rs. Ten thousand) should be deposited.

Soft copy of the EMD submitted (Scanned PDF File) through ICICI Bank or ICICI NEFT / RTGS have to be submitted. It is compulsory on the part of the Bidders to pay EMD through online mode of the payment only. The L 1 Bidder shall submit the hard copy of the documents to the Tender Inviting Authority with the acceptance letter of the LOI (Letter of Intend). Failure to submit the hard copy with acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklist of the bidder. EMD should be deposited only at any ICICI Bank vide order no.3975-F (Y) dt. 28.07.2016 of Finance Deptt., Govt.of W.B.

The EMD of the successful bidder will be adjusted with the Security Money.

Labour Contract Co-Operatives are exempted from paying of Earnest Money Deposit.

*Failure to submit RTGS / NEFT / CBS system only with LOI acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to vitiate the tendering process and will be dealt with accordingly including blacklisting of the bidder.*

- The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 30 days from the bid validity period without interest.
- Intending bidders must quote rates for all the items listed in the table above.
- Cooch Behar Zilla Parishad does not take any responsibility for the delay caused due to non-availability of Internet connection, Internet traffic jam etc. for the online bids.

- There will be 2-stage opening of bids. First, Technical opening and thereafter, Financial opening.
- The Technical Bid documents alone will be opened by the Additional Executive Officer, Cooch Behar Zilla Parishad & the Secretary, Cooch Behar Zilla Parishad in presence of participating bidders who shall manage to come. No objections in this regard will be entertained raised by any participant who will not be present during opening of tenders.
- Names of Technically qualified bidders will be informed through the e-procurement portal and will be displayed on the office Notice Board subject to completion of verification and evaluation of technical documents.
- The Financial Bid documents of the technically qualified bidders will be opened for evaluation and selection of qualified bidders (and the bid documents of technically non-qualified bidders will remain unopened). No separate intimation will be given for this Financial opening.
- In case of any change of date or other issue, corrigendum will be floated through the same e-procurement portal. No individual intimation will be given.
- All the related documents are to be produced **IN ORIGINAL** to this office as and when asked for.
- Any concealment of fact will be seriously viewed and all tender papers submitted by the agency will be treated as informal.
- **All the important date, time & venue of bid are given in the following table (ANNEXURE-I) and will be as per the server clock.**

**Documents to be enclosed along with the Tender:**

1. PAN Card.
2. GSTIN.
3. Income Tax Clearance Certificate (up to date).
4. Trade License (up to date).
5. Credential of Rs. 2 (two) Lacs preceding 3 years for any type of Govt. work.

**Terms & Conditions:**

1. The rate should be quoted per Kg, Per Pc etc. basis under the BASIC RATE (in Rs.) column of the BOQ.
2. All payments should be made in advance before taking delivery.
3. Lifting should be completed within 10 days from the date of lifting order. No time extension will be allowed.
4. Weighing measure will be based on weigh-bridge slip of empty vehicle and loaded vehicle.
5. The vehicle will be loaded in presence of authorised officer / officials of Cooch Behar Zilla Parishad.
6. An amount Rs. 2 (two) lakh should be deposited in advance in Union Bank of India, Cooch Behar Branch vide A/C No. **548102050000015** (IFSC Code UBIN0554812) in Cooch Behar Zilla Parishad Press A/C for each trip of delivery which will be adjusted from the last trip of delivery.
7. The undersigned reserves the right to cancel or accept any tender without assigning any reason thereof.
8. In case of any dispute regarding this tender that may be resolved in any Court in Cooch Behar having Jurisdiction on such issue.



9. In case of any day meant for this tender (only Bid Opening) appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.

10. Bid Validity - 90 days.

**ANNEXURE-I**

**LIST OF IMPORTANT DATE, TIME & VENUE OF BID**

1. Name of Work:	Auction of Wastage Cut Paper, Wastage Printing Forma, Wastage Reel Core, Wastage Plate and Wastage Plastic Drum (within 20 Ltr & 5 Ltr) from Cooch Behar Zilla Parishad Press.
2. Date of Publication of Tender:	Date:16 Month:02 Year:2018 Time 18:00 hours
3. Period and time for download of bidding Documents:	From:- Date:16 Month:02 Year:2018 Time 18:00 hours To:- Date:02 Month:03 Year:2018 Time 18:00 hours
4. Date & time of Submission of Bids:	From:- Date:16 Month:02 Year:2018 Time 18:00 hours To:- Date:02 Month:03 Year:2018 Time 18:00 hours
5. Date & time of Opening:	As follows:
a) Technical Bids:	Date:05 Month:03 Year:2018 Time 12:00 hours
b) Date of Publication of Technically Qualified Bidders:	After evaluation by the Tender Committee
c) Date & Time of Opening Financial Bids:	After acceptance by the Tender Committee
6. Place of opening of Bids:	Cooch Behar Zilla Parishad Office
7. Bid Validity:	90 days
8. Officer inviting Bids:	Additional Executive Officer, Cooch Behar Zilla Parishad, Kalika Das Road, P.O. & Dist. Cooch Behar-736101, West Bengal.

*[Signature]*  
Addl. Executive Officer  
Cooch Behar Zilla Parishad  
Cooch Behar

Date : 15/02/2018

Memo No. 505 (13) /CZP-Press/XIII-36/17-18

**Copy forwarded for information and necessary action to :**

1. The Sabhadhipati, Cooch Behar Zilla Parishad, Cooch Behar.
2. The District Magistrate, Cooch Behar.
3. The Secretary, Cooch Behar Zilla Parishad, Cooch Behar.
4. The District Engineer, Cooch Behar Zilla Parishad, Cooch Behar.
5. The F.C & C.A.O., Cooch Behar Zilla Parishad, Cooch Behar.
6. The SDO (All), Cooch Behar.
7. The BDO (All), Cooch Behar.
8. The DIO, NIC, Cooch Behar with request to upload the matter in www.coochbehar.nic.in.
9. The Chairman, Cooch Behar Municipality, Cooch Behar.
10. Sri *Tapan Chakrabarty*, Cooch Behar Zilla Parishad, Cooch Behar.
11. The DIA, CZP to upload the Notice in the e-Tendering Portal of Govt. of West Bengal.
12. The Secretary, Cooch Behar Babsayee Samity, Cooch Behar.
13. Office Notice Board.

*[Signature]*  
Addl. Executive Officer  
Cooch Behar Zilla Parishad  
Cooch Behar

*[Signature]*  
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