**NOTICE INVITING e-TENDER No.**


E-Tender by two cover system are invited by the Assistant Director of Fisheries, Dakshin Dinajpur, Balurghat from eligible resourceful company/entrepreneur/contractor/supplier having experience in similar nature of works as per particulars given below- List of the Schemes:- (submission of scheme through online)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of the work</th>
<th>Estimated Value Amount (Rs.)</th>
<th>Earnest Money (Rs.)</th>
<th>Period of Completion</th>
<th>Date of release of tender through e-portal</th>
<th>Last date &amp; time for online submission of tender</th>
<th>Eligibility of Contractor/Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply of fishery inputs for production of Big sized fish (more than 2 kg. per piece) over a period of 2 years in the water bodies duly managed by FCS/SHG/FPG under the scheme &quot;Distribution of Minikits, water conditioner etc. &amp; Development of social fisheries during the year 2015-16&quot; at Harirampur block in Dakshin Dinajpur District in consultation with ADF &amp; respective block CEOs as per specification. Supply should be made through distribution roll with documentation (Photography) (4 unit).</td>
<td>164800/-</td>
<td>32960/-</td>
<td>30 days</td>
<td>09/12/2015</td>
<td>23.12.15 upto 6 pm</td>
<td>Departmental and outside bonafide co-operative societies/suppliers/ agencies/and having experience in execution of similar nature of supply in the last 3 years (Payment certificate, completion certificate, supply order of the competent authority to be produced in original for credentials)</td>
</tr>
<tr>
<td>2.</td>
<td>Supply of fishery inputs for production of Big sized fish (more than 2 kg. per piece) over a period of 2 years in the water bodies duly managed by FCS/SHG/FPG under the scheme &quot;Distribution of Minikits, water conditioner etc. &amp; Development of social</td>
<td>824000/-</td>
<td>16480/-</td>
<td>30 days</td>
<td>Do</td>
<td>Do</td>
<td>Departmental and outside bonafide co-operative societies/suppliers/ agencies/and having experience in execution of similar nature of supply in the last 3 years (Payment certificate, completion certificate, supply order of the competent authority to be produced in original for credentials)</td>
</tr>
<tr>
<td>Fisheries during the year 2015-16 &quot; at Kushmandi block in Dakshin Dinajpur District in consultation with ADF &amp; respective block FEOs as per specification. Supply should be made through distribution roll with documentation (Photography) (2 Unit)</td>
<td>824000/-</td>
<td>16480/-</td>
<td>30 days</td>
<td>Do</td>
<td>Do</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the event of e-filling, intending bidder may download the tender documents from the website http://wbtenders.gov.in directly with the help of Digital Signature Certificate. For participating in the tender bidders shall not have to pay the cost of tender documents. The Earnest money must be remitted through Demand draft or Bankers cheque in favour of Assistant Director of Fisheries, Dakshin Dinajpur, payable at Balurghat issued by any Nationalized Bank on or after the date of publication of this notice. The orginal copies of the Demand Draft / Banker’s Cheque towards earnest money deposit should be submitted in the sealed envelope to the Office of the “Assistant Director of Fisheries, Dakshin Dinajpur” payable at Balurghat. The Lowest Bidder (LI) will submit the same after receiving the letter of Acceptance (LOA) along with the LOI for executing Formal Agreement, failure to submit the hard copy with LOA/LOI within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including Blacklisting of the bidder(vide Finance Department Order No.-1592-
Notice Inviting e-Tender

F(Y), dt.20.03.2014), Scan copies of Demand Draft of Bankers Cheque for earnest money deposit should be uploaded as Statutory Documents/Technical Files. **TERMS AND CONDITIONS**

1) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website
   http://wbtenders.gov.in

2) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 18.

3) The **FINANCIAL BID** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the assigned “Technical Committee” and ‘Tender Evaluation Committee’ formed by the Directorate of Fisheries, Government of West Bengal. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

4) **Eligibility criteria for participation in the tender.**
   The Bidder must be well established & experienced in undertaking similar nature of work **having 40% credential** in a single similar nature of work in Government sector within last 3 (three) years. Capability statement in separate sheet should be submitted along with Technical Bid. Bidder whose tender is accepted shall supply the items within 30 days from the date of issue of supply order ensuring quality and description as per tender specifications.. Supply order shall however be placed in different Blocks as per requirement of the authority.

   Earnest Money: The amount of Earnest Money have to be submitted @ 2% (two percent) of the Estimated Amount put to tender in the shape of Bank Draft / Bankers cheque of any nationalised bank drawn in favour of the “**Assistant Director of Fisheries, Dakshin Dinajpur,„**” payable at Balurghat against the work. This clause is also applicable for all categories of applicants.

5) The bidder should submit the tender in the following two bids:

   **TECHNICAL BID—** It should contain the following and the same are to be uploaded.
   i) Income Tax Return for last one year & photocopy of PAN Card.
   ii) Sale tax/ VAT Registration Certificate.
   iii) Professional Tax Certificate.
   iv) Trade License No. (with Copy)
   v) Cooperative Registration No.(for Co-operative Societies) (with Copy)
   vi) Scan copy of Earnest Money.
   vii) Experienced and past performance on similar contracts in Govt. Department, PSU for last 3 years.
   viii) Power of Attorney (if any).
   ix) Others documents if applicable.

   **FINANCIAL BID**
   The offered rate should be inclusive of all applicable taxes and delivery charges to the respective Block Development Office and/or Gram Panchayat offices and/or site of scheme work of Dakshin Dinajpur District quoted by the tenderer. Financial bid of the tenderer will be opened if he/she is found qualified for technical bid.

6) No mobilisation advance and secured advance will be allowed.

7) **Payment Terms:** The bidder shall prepare and submit the bill in duplicate to the Assistant Director of Fisheries, Dakshin Dinajpur along with signed challan, copy of Muster Roll, Photograph etc. The payment will be made after statutory deduction (as Income Tax etc.) as per applicable rate of Government.
8) **Security Deposit:**
Retention money towards performance Security amounting to 8% (*eight percent*) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit. The Security Money will be refunded after six months from the date of completion of supply.

9) **Bid shall remain valid for a period of 180 (*one hundred eighty*) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

10) In case of any unscheduled holidays on the aforesaid dates, the next working days will be treated as Schedule/prescribed date for the same purpose.

11) All tenderers or his/her authorized representative are required to be present personally during the opening of the tender positively. If considered, necessary instant Bid may be conducted immediately after opening of the tender to lower down the rates. In case it will be presumed that the Bid can be conducted in presence of all participating tenderers and in no case his absence will stand in any way in conducting the instant bid.

12) Intending tenderers should obtain tender document well in advance to guard against any difficulty.

13) Assistant Director of Fisheries, Dakshin Dinajpur, reserves the right to reject or accept any or all the tenders without assigning any reason thereof. There shall be no provisions for Arbitration.

14) The supply work must be completed within stipulated time (i.e., 30 days) mentioned in the tender schedule from the date of issue of supply order. Extension of time will be under the purview of Assistant Director of Fisheries, Dakshin Dinajpur.

15) Payment may be delayed due to unforeseen circumstances.

16) The tenderer will not be allowed, in any case to get the work done through any sub-contractor, in case it is detected the tender will be cancelled and the earnest money deposited for the work will be forfeited.

17) No claim for enhancement of rates on those items of work (under tender specifications) will be entertained during currency of the contract.
18) **Date and Time Schedule:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</td>
<td>09.12.2015 &amp; 01.00 P.M.</td>
</tr>
<tr>
<td>2</td>
<td>Documents download/sale start date (Online)</td>
<td>09.12.2015 &amp; 2:00 P.M.</td>
</tr>
<tr>
<td>3</td>
<td>Documents download/sale end date (Online)</td>
<td>23.12.2015 &amp; 6:00 P.M</td>
</tr>
<tr>
<td>4</td>
<td>Bid submission start date (Online)</td>
<td>09.12.2015 &amp; 2:00 P.M.</td>
</tr>
<tr>
<td>5</td>
<td>Bid submission closing date (Online)</td>
<td>23.12.2015 &amp; 6:00 P.M.</td>
</tr>
<tr>
<td>6</td>
<td>Last Date of submission of original copies for the pre-qualification application and Earnest Money Deposit (Off Line)</td>
<td>22.12.2015 &amp; 1:00 P.M</td>
</tr>
<tr>
<td>7</td>
<td>Bid opening date for Technical Proposals (Online)</td>
<td>29.12.2015 &amp; 2:00 P.M</td>
</tr>
<tr>
<td>8</td>
<td>Verification with the original Documents</td>
<td>29.12.2015 &amp; 2:30 P.M</td>
</tr>
<tr>
<td>9</td>
<td>Date of uploading list for Technically Qualified Bidder(online)</td>
<td>29.12.2015 after 4.00 PM</td>
</tr>
<tr>
<td>10</td>
<td>Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.</td>
<td>29.12.2015 after 5.00 PM</td>
</tr>
<tr>
<td>11</td>
<td>Date and Place for opening of Financial Proposal (Online)</td>
<td>29.12.2015 at 5.30 pm MEENBHABAN, DAKSHIN DINAPUR, BALURGHAT</td>
</tr>
<tr>
<td>12</td>
<td>Date of uploading of list of Bidders along with the offered rates through online, also if necessary for further negotiation through offline for final rate</td>
<td>TO BE NOTIFIED LATER ON</td>
</tr>
</tbody>
</table>

19) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works (supply) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

20) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Tender committee of the said tender reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

21) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in ‘Instructions to Bidders’ stated in Section – ‘A’ before tendering the bids.

22) **Conditional / Incomplete tender will not be accepted under any circumstances.**

23) **The intending tenderers are required to quote the rate online.**

24) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice. Tender committee may ask the original documents at the time of scrutiny.

25) The Tender committee/Tender inviting authority of the said work reserves the right to cancel the N.I.T. without assigning any reasons.

26) If there be any objection regarding prequalifying the Agency that should be lodged to the Tender Inviting Authority within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained.
27) Before issuance of the SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

28) **Qualification criteria:**

The tender inviting and Accepting Authority through a “Tender Evaluation Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

1) Financial Capacity
2) Technical Capability
3) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (1), (2) & (3) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.

Assistant Director of Fisheries,
Dakshin Dinajpur

Memo no.: 981/1(11) Date: 09.12.15
Copy forwarded for information and necessary action to:
1. The Sabhadhipati, Dakshin Dinajpur Zilla Parishad, Dakshin Dinajpur
2. The Director, Department of Information & culture Affairs, Govt. of West Bengal, Writers Buildings, Block-I (Top Floor), Kolkata-700001.
3. The Director of Fisheries, West Bengal, 31 G.N. Block, Sector-V, Salt Lake City, Kolkata-91
4. The District Magistrate, Dakshin Dinajpur
5. The Deputy Director of Fisheries, Gour Banga Zone, Malda with a request to remain present on the scheduled date & time.
6. The Sub- Divisional Officer, Balurghat, Dakshin Dinajpur
7. The District Information Officer, NIC, Dakshin Dinajpur, with a request to publish the notice in the Dakshin Dinajpur District Govt. website for wide publicity.
8. The District Information & Culture Officer, Dakshin Dinajpur.
9. The Chief Executive Officer, FFDA, Dakshin Dinajpur
10. The Accounts Section of this establishment.
11. The Notice Board.

Assistant Director of Fisheries,
Dakshin Dinajpur
SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

a. Registration of Contractor:

Any company/supply/entrepreneur/contractor 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 to https://wbtenders.gov.in (web portal of Govt. of West Bengal). The contractor is to click on the link for e-Tendering site as given on the web portal.

b. Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1 above. DSC is given as a USB e-Token.

c. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he/she logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

d. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job. Separate credentials are required for different works.

e. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in 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.

f. All financial transactions (EMD, payment etc.) will be made on Indian Currency only.

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(A). Statutory Cover Containing the following documents:
1) Prequalification Application (Application to be addressed to the Tender publishing authority mentioning Name of Work, NIT No., tender ID with the list of supporting documents submitted online in his letter Head duly signed by appropriate authority)
2) Demand Draft / Banker’s Cheque towards Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of the “Assistant Director of Fisheries, Dakshindinajpur” payable at Balurghat.
3) No bidder is exempted from payment of Earnest Money Deposit.
4) Tender Form No. 2911(ii) & N.I.T. (download properly and upload the same digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Tender Form No. 2911(ii), the tender is liable to be summarily rejected.

(B). Non-statutory Cover Containing the following documents:
1) Income Tax Reference/PAN No.(with copy)
2) Sale Tax/VAT Registration No. (With Copy)
3) Professional Tax Registration No.(With Copy)
4) Trade License No.(with copy)
x) Co-operative Registration No.(for Co-operative Society)(with Copy)

v.

vi. Scanned copy of Earnest Money deposition.

vii. Experience and past performance on similar contracts in Govt. Department, PSU for last 5(five) years.

viii. Registered power of Attorney (if any).

N.B.: Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected for both statutory & non statutory cover.

1. **Tender Evaluation Committee (TEC)**

1. Tender Committee will function as Evaluation Committee for selection of technically qualified contractors.

2. Opening & evaluation of tender:

   If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

3. Opening of Technical bid:

   Technical proposals will be opened by the Tender Committee electronically from the website using their Digital Signature Certificate (DSC).

4. Intending tenderers may remain present if they so desire.

5. 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 the Statutory Documents the tender will summarily be rejected.

6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

7. Summary list of technically qualified tenderers will be uploaded online.

8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal has been considered will be uploaded in the web portals.

9. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents 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.

2. **Financial Proposal**

i. **The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate Below / At per online through computer in the space marked for quoting rate in the BOQ. Above rate in BOQ shall not be accepted.**

   Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

ii. Penalty for suppression / distortion of facts:
If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation 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 action may be referred to the appropriate authority for prosecution as per relevant Acts.

iii. Rejection of Bid:

Employer 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 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 Employer's action.

iv. Award of Contract

The Bidder whose Bid has been accepted 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.
### Specification and Quantity of Fishery Inputs/unit

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Specifications</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Size of IMC Fingerlings (Rohu, catla, mrigal: 4:3:3) – 30-40 gms. having good quality and pure variety in living condition.</td>
<td>IMC Fingerlings - 7500 nos</td>
</tr>
<tr>
<td>2</td>
<td>1. Urea</td>
<td>1. Urea-350 kg</td>
</tr>
<tr>
<td></td>
<td>2. SSP</td>
<td>2. SSP – 500 Kg</td>
</tr>
<tr>
<td>3</td>
<td>Lime (Calcium Oxide) (Branded)</td>
<td>Lime-500 kg</td>
</tr>
<tr>
<td>4</td>
<td>Fish Feed (Branded)</td>
<td>Fish Feed – 9000 kg.</td>
</tr>
</tbody>
</table>
FORM-1

PRE-QUALIFICATION APPLICATION

To
The Assistant Director of Fisheries,
Dakshin Dinajpur,
Balurghat.

Ref:- Tender for __________________________ (Name of Work) ____________

______________________________________________________________

Sir,

Having examined the Statutory, Non statutory & NIT documents, I /we hereby
submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of________________________

The necessary evidence admissible by law in respect of authority assigned to us on
behalf of the group of firms for Application and for completion of the contract
documents is attached herewith.

We are interested in bidding for the work(s) given in Enclouser to this letter.

We understand that:

i. Tender Inviting & Accepting Authority reserve the right to reject any
application without assigning any reason.

Enclo:- e-filling of tender:

Signature of applicant including
title and capacity in which application
is made.
DECLARATION BY THE TENDERER

1 / We have inspected the site of work and have made myself/ourselves fully acquainted with local condition in and around the site of work. 1 / We have carefully gone through the Notice Inviting e- Tender and other tender documents mentioned therein. I / We have also carefully gone through the ‘Priced schedule of Probable Items and Quantities.’

My / Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e- Tender to complete the proposed work in all respects.

1 / We promise to abide by all the stipulations of the contract documents and carryout and complete the work to the satisfaction of the department.

Postal address of the Tenderer:
Vill:
P.O.:
P.S. :
Dist:
Pin code:
Mobile No.:
PAN No. :
VAT No :

_______________________
Signature of tenderer with seal