

Government of West Bengal
Office of the District Magistrate::Darjeeling
Disaster Management Section
NOTICE INVITING e-TENDER

NOTICE INVITING ELECTRONIC TENDER No. 4-Clothing/DMS/2014-15 Dt: 13/01/2015.

On behalf of The Office of the District Magistrate, Darjeeling, Disaster Management Section, tenders are invited by the undersigned for the supply of items mentioned in the table below through electronic tendering (e-tendering). The intending tenderers may visit Website – www.darjeeling.gov.in for the tender notice & other details. But submission of bid will be through the web site www.wbtenders.gov.in only.

Sl No	Name of items to be Supplied	Amount put to tender (in Rs.)	Earnest Money (in Rs.)	Cost of tender document	Period of supply	Eligibility of contractor
1	1)Male clothing Trouser (full sleeve)	10,41,795/-	20,000/-	NIL	15 Days	Resourceful bonafide contractors having 40% credential in single supply order of similar nature of supply within last five years issuing of this Nle-T.
2	2) Male clothing Shirt (full sleeve)					
3	3) Male clothing Sweater (full sleeve)					
4	4) Female Clothing Salwar-Kameez					
5	5) Female Clothing Sweater (full sleeve)					
6	6)Boys Children Garment Trouser (full sleeve)					
7	7) Boys Children Garment Shirt (full sleeve)					
8	8) Boys Children Garment Sweater (full sleeve)					
9	9) Girls Children Garment Long Frock					
10	10) Girls Children Garment Sweater (full sleeve).					

Desired specification for clothing has been mentioned in Annexure-A

Conditions and instructions for bidders:

1. For e-tendering, intending tenderer may download the tender document from the said website directly with the help of Digital Signature Certificate. Necessary Earnest money (where required) shall be deposited by the intending tenderers by way of DCR/NSC/Bankers Cheque/DD etc. in favour of the District Magistrate, Darjeeling in original and the same should be documented for e-tendering and virus free colour scanned copies be uploaded.
2. The Earnest Money deposit in the form of DCR/NSC/Bankers Cheque/DD etc. will be received by Shri S. B. Rai, UDA/ Smt. Bimla Subba, UDA of Disaster Management Section, Office of the District Magistrate, Darjeeling during office hours on working days. **Non submission of the original DCR/NSC/Bankers Cheque/DD etc. till specified time and date will make the bids summarily rejected.**
3. Properly Indexed, self-attested & duly digitally signed documents of both the Technical Bid and the Financial Bid should be concurrently submitted in the Website mentioned above as per time schedule given below.
4. **Eligibility criteria for participation in tender :**
 - i) The prospective tenderer, as a primary agency, should have satisfactorily completed at least one supply of similar nature for a magnitude of 40% of amount put to this tender under the State Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 5 (five) years from the date of issue of this Notice.
 - (ii) Technical Bid Documents should be accompanied with copies of valid Trade License, tenderer's Pan Card, Professionals Tax Receipt/ Challan for the current year, VAT Registration Certificate (if any) etc.
 - (iii) Registered Co-operative Societies of Unemployed Engineers and Diploma-holders in Engineering are required to furnish valid Bye-Law, Latest Audit Report, Valid Clearance Certificate from the Assistant Registrar of Co-operative Societies for the year 2014-15 along with other relevant supporting papers.
 - (iv) The partnership firm is required to furnish copy of **Registered Partnership Deed.**
 - (v) A Company shall furnish the **Article of Association and Memorandum.**
5. Payment of bill on its production will be made after successful supply of the items subject to availability of fund and no claim, whatsoever, will be entertained for any delay of payment. No escalation charge will be entertained against any N.I.T/ any accepted tender.
Deduction of Income tax, V.A.T. (if required), etc. will be made at Source in accordance with the existing rules/orders.
6. Neither any Mobilization Advance nor any Secured Advance will be allowed.
7. The contractor shall have to arrange supply of items to the Office of the District Magistrate, Darjeeling at his own cost and responsibility.
8. **The interested bidder will have to bid for all the items and not for one/more individual item.**
9. Bids shall remain valid for a period of 365 (three hundred sixty five) days from the date of opening of Financial Bid. If the bidders withdraw the bid during the period of bid validity the

earnest money as deposited will be forfeited forthwith without assigning any reason thereof. No interest on the deposited Earnest Money shall be allowed if the said bid is cancelled.

10. Financial bids of those tenderers who qualify in technical bid will only be opened. Dates, if changed, due to un-avoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.
11. A tenderer may visit the site of storage and its surroundings on his own cost in order to prepare bid for its submission.
12. No cost of Bidding shall be reimbursable by the Office of the District Magistrate, Darjeeling. Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might have been incurred by a Bidder.
13. **Refund of EMD:** The Earnest Money of all unsuccessful Tenderers will be refunded on receipt of application from the Tenderer to the Office of the District Magistrate ,Darjeeling.
14. The Earnest Money deposited by a successful Tenderer will be converted into Security deposit and the balance amount for security deposit @ 8% of the bill value will be deducted from the bill at the time of payment to retain 10% of bill value of the total supply done (final bill value) to form Security Money for performance of work. No interest on Security Deposit will be paid to the tenderer from any end.
15. The willing tenderers may remain present at the time of opening of Tender.
16. The District Magistrate, Darjeeling reserves the right to cancel the N.I.T due to unavoidable circumstances without assigning any reason thereof and no claim in this respect will be entertained.
17. A tenderer's bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the tender inviting authority during scrutiny or later that the credential or any other papers of a tenderer are manufactured/fabricated etc.
18. The Tender Inviting Authority may verify the original credential & other original documents of the lowest tender, if found necessary, before issuance of the supply order and the supply order will not be issued in favor of the tenderer if it is found on verification that such document submitted by him is either manufactured or fabricated, etc.,
19. **Scrutiny of Technical Bids (Offline) & Scrutiny of Financial Bids (Offline) will be held at the Chamber of Additional District Magistrate (General), Darjeeling, Office of the District Magistrate, Darjeeling .**
20. Approximate quantity of items to be supplied is given in annexure "B"
21. **Technically qualified bidder should submit the sample of materials on the date of scrutiny .Validity of Technical bid depends on submission of the samples at the time of scrutiny along with the other conditions. If the rates quoted by two bidders are found to be similar, preference will be given to the bidder who will submit the samples with testing report from textile committee/ Indian Jute Industries' Research Association . Decision of the tender committee regarding the quality of the items and other aspects of the tender will be final.**
22. The Order no.9754-F(Y) ,Kolkata, 3rd December, 2012 of the Finance Department (Audit Branch), Govt. of W.B. will be followed for this e-tender.

INSTRUCTION TO BIDDERS

1. **Registration of Tenderer:** Any Tenderer willing to participate in e-Tendering will have to get himself enrolled & registered with the government e-procurement system by logging on to <http://etender.wb.nic.in> . The tenderer is to click on the link for e-Tendering site as given on the web portal.
3. **Digital Signature Certificate (DSC):** For submission of tenders, each tenderer is required to obtain a Digital Signature certificates (DSC) from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount, the details of which are available at the web site.
4. A tenderer can search & download NIT & tender documents and submit bid electronically, the only mode of collection of tender documents, from computers once he logs on to the website (www.wbtenders.gov.in) using his Digital Signature Certificate.

Submission of tenders

General process of submission:-

Both the Technical bid and the Financial bid in separate folders will have to be submitted online in the website at a time before the notified date & time using the Digital Signature Certificate (DSC) and virus scanned and duly digitally signed copies of documents should also be uploaded in the website. (These documents will get encrypted i.e. transformed into non-readable formats)

Date & time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIT documents(on line) (Publishing date)	13/01/2015
2	Start date of downloading of documents (online)	14/01/2015 from 10:00 am.
3	Last date of downloading of documents (online)	29/01/2015 up to 4.00 pm.
4	Start date of submission of bid(online)	14/01/2015 from 10.00 am
5	Last date of submission of bid (online)	29/01/2015 up to 6.00 pm.
6	Last date of submission of Original instrument for the EMD (off line)	29/01/2015 up to 4.00 pm.

7	Opening date of Technical Bid	02/02/2015 at 10.00 am.
8.	Date of Scrutiny of Technical Bid(Off line)	04/02/.2015 (From 12.00 Noon) at the chamber of ADM (G), Darjeeling at District Magistrate's Office, Darjeeling.
9.	Opening date of Financial Bid(Online)	06/02/2015 (from 02.00 pm.)
10.	Date of Scrutiny of Financial Bid(Off line)	09/02/2015 (from 12.00 Noon) at the chamber of ADM (G), Darjeeling at District Magistrate's Office, Darjeeling.

Cover "A" :

(Technical Bid should contain scanned copies of the followings in one cover)

- I. Scanned copy of valid Trade License.
- II. Scanned Copy of Bank Draft /NSC/Bankers Cheque/DD etc. towards earnest money (E.M.D) as prescribed in the N.I.T. in favor of the District Magistrate, Darjeeling.
- III. Scanned Copy of Proper Credential Certificate in form of Completion Certificate / Payment Certificate of at least one supply of similar nature having a magnitude of 40% (forty percent) of the amount put to this tender under the State Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 5 (five) years from the date of issue of this Notice.
- IV. Scanned Copies the Professional Tax (PT) Deposit Receipt/Challan for the **financial year 2014-15**, the I.T. PAN Card, the VAT Registration Certificate (if any).
- V. Scanned Copy of Registration Certificate under the Companies Act. (If applicable)
- VI. Scanned Copy of Registered Deed of Partnership Firm/Article of Association & Memorandum. (If applicable)
- VII. Scanned Copy of Power of Attorney (for Partnership Firm / Private Limited Company, if applicable)
- VIII. **Co-operative society will have to submit credential as mentioned in 'III' above and is not exempted from deposit of Earnest Money** (as per order no.1177-F(Y) dt-28/02/2014 of Govt. of West Bengal, Finance Department, Audit Branch.).

N.B: Original copies of all documents have to be produced on demand for checking at the time of Scrutiny of Technical Bids, otherwise tender will summarily be rejected.

Cover "B".

Financial Bid

The financial proposal should contain the following documents in one cover (folder) i.e. the tenderer is to quote the rate, of the items to be supplied, online through computer in the space marked for quoting rate in Bill of Quantities (BOQ). Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Tender Selection Committee.

- i) The Committee will act for determination of technically and subsequently financially qualified bidders.
- ii) Intending Tenderers may remain present during Scrutiny of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will summarily be rejected.

Sd/-

Additional District Magistrate(G)

Darjeeling

No. 08/DMS

Date: 13/01/2015

Copy forwarded for information to:

1. The District Magistrate, Darjeeling with a request for its display in his office notice board.
- 2-5. The Sub Divisional Officer, Darjeeling/Kurseong/Kalimpong/ Siliguri with a request for its display in his office notice board.
6. The O/C Disaster Management Dept, Office of the District Magistrate, Darjeeling for information and also with a request for its display in his office notice board.
- 7-8. Mr. S.B Rai, UDA / Mrs. B Subba, UDA ,Disaster Mgt Dept. with a request to remain present at the time of downloading ,during opening of tender {(downloading for evaluation of NI e-tender, B.O.Q. (signed copy)} & submission of hard copies to the O/C Disaster Management Section, Office of the District Magistrate, Darjeeling and to help him for taking steps for preparation of bid evaluation sheet. finalization of tender. Utmost care should be taken as per norms & any query regarding web site version or any other matter related to web publication be instantly attended to.
9. Office Copy.

Sd/-

Additional District Magistrate(G)

Darjeeling

ANNEXURE "A"

Specification for clothing

All the garments should be of good quality full sleeve normal/free sized, to be used as principal garments by an full grown average adult male/female or child of hilly areas of darjeeling district .

Absence of Major Defects: Holes, Torn, Stitching defects, and Non-std dimensions.

Criteria for Conformity:

Garment cloth should not be union fabric, i.e. both warp & weft yarns must be blend of polyester & wool fibres.

ANNEXURE “B”

Articles to be supplied and their quantity

Sl. No.	Name of Articles	Quantity
1	Male Clothing 1)Trousers(full sleeve) 2)Shirt(full sleeve) 3)Sweater(full sleeve)	Each item upto 1000 pcs. Exact quantity will be informed after acceptance of rates.
2	Female Clothing 1)Salwar-Kameez 2)Sweater(full sleeve)	
3	Boys Children Garment (1)Trousers(full sleeve) 2)Shirt(full sleeve) 3)Sweater(full sleeve)	
4	Girls Children garments 1)Long Frock 2)Sweater(full sleeve).	