

# CATTLE FEED PLANT BERHAMPORE

Unit of West Bengal Co-Op. Milk Producers' Federation Ltd.  
Po. Cossimbazar Raj, Dt: Murshidabad, 742 102

Phone No. 03482/ 250979

Mobile No. 9475369677

E-Mail- [gopushtibhb@gmail.com](mailto:gopushtibhb@gmail.com)

## SET OF TENDER DOCUMENTS (ON LINE)

- Each set contains :-*
1. NOTICE INVITING E-TENDER
  2. GENERAL TERMS & CONDITIONS FOR SUBMISSION OF TENDER ( Annx-I)
  3. MATERIAL SPECIFICATIONS (Annex-II)
  4. FORMAT FOR APPLICATION (Annex-III)
  5. FORMAT FOR CHECK LIST.
  6. ITEM WISE BOQ.

LAST DATE FOR SUBMISSION OF TENDER (ONLINE) **20-07-2018 (UP TO 5:00PM)**

<b>Critical Dates</b>			
Publish Date	09-07-2018, 10:00	Document download/sale start date	09-07-2018, 11:00
Pre-bid-meeting	12-07-2018, 12:00	Sample Submission date	12-07-2018, 12:00
Bid submission start date	13-07-2018, 10:00	Bid submission end date	20-07-2018, 17:00
Technical bid opening date	23-07-2018, 12:00	Financial bid opening date	Later on

SD/  
Joint Manager & Incharge,  
Cattle Feed Plant Berhampore

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## NOTICE INVITING E-TENDER

**NIT NO. WBARD/WBCMPF/CFPB/PUR/B-July(18-19)/01-3242 Dated 09-07-2018**

for procurement of Cattle Feed Ingredients. (Submission of Bid through NIC E-Tender portal- <http://wbtenders.gov.in>)

E-TENDER IS INVITED (ON LINE) FROM MANUFACTURERS / AUTHORISED DEALERS / DISTRIBUTORS / BONAFIED SUPPLIERS FOR SUPPLY OF DIFFERENT CATTLE FEED INGREDIENTS FOR OUR CATTLE FEED PLANT BERHAMPORE, PO. COSSIMBAZAR RAJ, DIST: MURSHIDABAD, WEST BENGAL FOR 3 (three) MONTHS SUBJECT TO THE TERMS & CONDITIONS LAID DOWN IN ANNEXURE-I.

Sl.No.	Material Description	Quantity in MT	Estimated Cost	Earnest Money	Validity
1	Mustard Cake (Exp)	50	QUOTATED RATE ON TOTAL QUANTITY BASIS AS PER ITEM BASIS	AS PER ANNEXURE-I UNDER SL NO. 8 OF GENERAL TERMS & CONDITIONS	90 days
2	Salt	20			

Rate as per BOQ, item wise must be quoted in per MT basis.

- 1) Necessary earnest money / security money is to be submitted for participation in the tender through online ICICI payment gateway as per annexure – I , Sl. No. 8
- 2) After publication of E-Tender in news paper, detailed terms & conditions BOQ (Bill of quantities) are obtainable from website <http://wbtenders.gov.in> for free of cost. Submission of tender by the tenderer can be made with the help of DSC (digital signature certificate) in this website (<http://wbtenders.gov.in>).
- 3) Tender should normally be floated in two parts – one Technical Bid (Bid-A) and other financial Bid (Bid-B).
- 4) Above tender for Cattle Feed ingredients must be supported by :
  - A. Earnest money / security money shall have to be deposited through online ICICI payment gateway on line as prescribed in the Tender Document in favour of West Bengal Co-op. MPF Ltd.
  - B. GST Registration certificate (wherever applicable)
  - C. Professional Tax clearance certificate.
  - D. Valid Trade License.
  - E. I.T. return as on 31-03-2018
  - F. PAN Card.
  - G. Upload copy of NIT duly digitally signed.
  - H. Upload Annexure-III (with seal signature on company Letter Head).

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- 5) **Pre Bid Meeting:** The pre-bid meeting shall be held on 12.07.2018 at 12:00 PM at West Bengal Milk Federation office, LB-2, Sec-III, Salt Lake, Kolkata- 700 106. The purpose of the meeting shall be to submit samples for testing and clarify issues and to get answers of the questions on any matter related to supply of different cattle feed ingredients for our Cattle Feed Plant Berhampore, po. Cossimbazar Raj, Dist: Murshidabad, West Bengal for 3 (three) months.

Two (2) nos. sealed samples of each to be quoted items along with test certificates to be provided during pre-bid meeting. Testing will be done at Berhampore Cattle Feed Plant in presence of Vendors' representatives. In absence of the representative, report of CFPB will be binding. In case of samples testing failure, vendors have to give undertaking that their bid if submitted will be rejected during technical evaluation. **Failure to provide samples, technical bid of such vendor's will be summarily rejected.**

- 6) **AFFIDAVIT [To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly Certified by Notary Public, (Annexure-V)]**

In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.

**SUBMISSION OF THE TENDER:** The tender is to be submitted in a two Bid System:-One **Technical Bid** & other **Financial Bid** .The documents will get encrypted (transformed into non readable formats)

## **A. TECHNICAL PROPOSAL: BID – A**

- STATUTORY COVER containing the following documents:  
➤ "BID-A": PART I (SINGLE FILE MULTIPLE PAGES SCANNED):

1	Check List in the prescribed format
2	Application in the prescribed format given in Annexure I
3	Authorization letter of signatory from Company in case of authorized agency.
4	Copy of NIT and terms & conditions duly digitally signed.

**PART – 2 (NON-STATUTORY COVER)** containing the following documents:

Sl. No	Category	Sub Category Description
1.	CERTIFICATES- ✓ All valid up to 31.3.2017. ✓ All certificates are to be furnished in English/Hindi/Vernacular ✓ Affidavits are not valid. ✓ Scanned original copy	ii) PAN Card of the authorized signatory. ii) Prof. Tax clearance certificate. iii) GST Registration certificate.
2.	AGENCY / COMPANY DETAILS (valid up to 31 <sup>st</sup> March, 2017), scanned original copy	iv) Trade License v) Credential Certificates
3.	DECLARATION 1,2,3 (Scanned original copy)	

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N.B.: ALL STATUTORY & NON-STATUTORY DOCUMENTS ARE REQUIRED TO BE FURNISHED IN ORIGINAL AS & WHEN ASKED FOR. Neither Photocopy nor cyclostyled literature will be accepted, in case of Brochure.

## **B. FINANCIAL COVER: "BID – B"**

### **➤ BOQ:**

- ❖ The folder as "Financial Bid" shall contain

a) BASIC RATE would be as stated in **clause 2 of General Terms and Conditions.**

Hard copies of Bid -A (Technical Bid) should be submitted physically to the Office of Managing Director, West Bengal Co-Operative Milk Producers' Federation Ltd. at LB-2, Sector-III, Salt Lake City, Kolkata-700106 as per scheduled date & time more clearly described in the time programme under sealed cover through a forwarding letter super scribing e-tender for "Supply of different cattle feed ingredients for Cattle Feed Plant Berhampore, po. Cossimbazar Raj, Dist: Murshidabad, West Bengal for 3 (three) months". on or before 20.07.2018 upto 5.00 PM failing which the bidder shall be disqualified.

- ❖ **SUBMISSION OF HARD COPY OF FINANCIAL COVER (BID-B) IS TOTALLY PROHIBITED AND ONLY BE SUBMITTED THROUGH ON LINE E- TENDER PORTAL.**

## **EVALUATION OF TENDERS:**

During the tender Evaluation Process, the **Technical proposal** (BID-A) will be opened first. Those bidders who have qualified the Technical proposals described in BID-A containing Statutory & Non-Statutory documents in Part-I & Part-II will be identified and only their Financial Cover (BID-B) shall be opened. The Financial Cover (BID-B) will not be opened and will be summarily rejected if that Bidder will fail to meet the technical requirements participating in the tender. The bidder offering the item found suitable & as being as per the tender specification will only be selected.

Technical Evaluation of the Tender will be held on two parts, i.e., **opening & evaluation of tender.**

## **Opening of the Technical Proposal:**

- Technical proposal will be opened by the authorized officers of the undersigned, electronically from the website using their Digital Signature Certificate (DSC).
- Cover (folder) for Statutory Documents and non-statutory documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the Statutory & Non-Statutory Cover will be downloaded and handed over to the Tender Evaluation Committee.
- Summarily list of technically qualified tenderers will be uploaded online.

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- Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Bidders will be uploaded in the web portals.
- During evaluation the committee may summon the Bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

The **Financial Cover (BID-B)** of those bidders passing the technical requirements will only be opened.

## **THE DECISION OF UNDERSIGNED/TENDER COMMITTEE WILL BE FINAL BINDING & ABSOLUTE IN THIS RESPECT.**

**The rate should 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 any other place, the tender is liable to be summarily rejected.** All the tender documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.

**The undersigned reserves the right to reject any/or all tender at any stage without assigning any reason thereof & will not bound to accept lowest tender. No Tender will be accepted across the table/tender box/by post or otherwise.**

## **TENDER PRE- REQUISITES:**

- a) Original Trade License, PAN card, GST Registration Certificate, Professional tax Paid Challan Clearance certificate, Exemption Certificate (all valid up to 31.03.2017), turnover of company are required to be furnished along with the tender (on line).
- b) In no case, Affidavit of Trade License / GST Registration certificate will be accepted.
- c) Authorized vendors of the aforesaid Job Description in NIT should furnish documentary evidence to that effect along with offer will have to be documented as mentioned in Non-Statutory cover (BID-A).
- d) Original Trade License, Pan Card, GST Registration Certificate, Prof. Tax Paid Challan Clearance certificate, Exemption Certificate or any other documents are required to be documented on line and are required to be furnished when called for.
- e) Bidders, if they do not furnish GST Registration certificate must have to furnish the same at the time of receiving payment against bill otherwise payment, will not be made.
- f) Duly certified copy of English/Hindi version of pre- requisites are to be furnished.
- g) Prescribed Application Form (Annexure-I) duly filled in and signed & affix with the seal of the firm by indicating full communicating address with PIN Code No. Telephone No/ FAX/ e-mail address/ website Number, mentioning Tender Notification No. & Date and is to be documented on line.

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## **RATE:**

I) Rate is to be quoted in BOQ (Bill of Quantities) in FINANCIAL COVER-*Bid-Bin* figures.

II) Rate shall be valid upto 90 days with successful bidders from the date of order along with any extensions as may be made by the competent authority from time to time.

III) Rate quoted which are not as per specification mentioned in the Tender documents will not be accepted.

IV) Under no circumstances enhancement of rate whatsoever will be accepted after closing of online bid submission, whatever the reasons given thereafter except for any tax imposed by the Government. Attested photocopy of Govt. Order in this respect is to be submitted while claiming such increase.

V) Abnormally LOW RATE quoted by the Tendering Firm in the offer with some malafide intention will not be accepted, if detected.

## **VALIDITY:**

(i) Rate quoted shall hold good for 90 days, from the date of approval of rate by the Tendering Authority and/or any extended period, if situation arises and within the validity period.

(ii) Any addendum/ corrigendum / Extension of validity period will be notified at our departmental Web-Site [www.benmilk.com](http://www.benmilk.com) as it is not possible to inform any individual.

SD/  
Joint Manager & Incharge,  
Cattle Feed Plant Berhampore.

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## ANNEXURE- I

### GENERAL TERMS AND CONDITIONS

1. **Firm delivery period/schedule** : Goods will be received between 10 a.m. and 4 p.m. other than holidays.
2. **Price basis** : FOR, Cattle Feed Plant Berhampore, Murshidabad net weight basis inclusive of forwarding ,packing unloading charges etc.
3. **Mode of despatch** : By road transport inclusive of all taxes , duties and insurance charges etc.
4. **Challans/Bills** : Three copies of challans should be submitted with every consignment, subsequently bills should be drawn in triplicate to the Cattle Feed Plant Berhampore, P.o. Cossimbazar Raj, Dist: Murshidabad along with the original challan duly signed and sealed by the concerned authority of the plant.
5. **Place of delivery** : Cattle Feed Plant Berhampore, (Oppo.MIT College) p.o. Cossimbazar Raj, Dist : Murshidabad, Pin: 742 102, West Bengal.
6. **Weighment** : Certification of weighment by the concerned authority of the Cattle Feed Plant Berhampore will be final.
7. **Terms of payment** : 80% payment will be made against delivery of the goods within 30 days subject to inspection, acceptance of the materials by Cattle Feed Plant, Quality Control department with regard to quantity, quality and specification of the material. Balance 20% payment is subject to satisfactory result of the chemical and physical testing.
8. **Earnest Money/Security Money** ; The supplier must furnish earnest money through online ICICI payment gateway while submitting e-tender online through the procurement portal.

**DEPOSIT OF EARNEST MONEY : 50000.00 ( Rupees Fifty Thousand Only)**

In case of successful tenders, earnest money shall be converted in to security money, which is refundable at the option of supplier after the supply has been completed in all respect. If the earnest money deposited does not suffice to cover the security money the balance amount shall have to be deposited within the stipulated period of seven working days as mentioned above. Earnest/security money shall not carry any interest.

9. **Mode of payment:** Payment will be made by A/C payee cheque/draft/RTGS only on the basis of certified quantity of the concerned authority.
10. **Guarantee:** (a) Goods should be fresh, free from rancidity, putrid smell, mould formation, insects infestation and foreign particles etc. (b) Guarantee of analysis of raw materials is on as such basis not moisture free basis.(c) All De-oiled and oil cakes should be free from mahua and castro cakes. (d) De-oiled cakes and extractions should be product of continues/batch processing and should be free from toxic residues of solvent.
11. **Inspections:** Immediately after delivery of the material at Cattle Feed Plant (CFP) Berhampore, Quality control department will inspect and test the material with regard to acceptability of quality, quantity and specifications of the materials.

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12. **Rejection:** In case of rejection the rejected stock are required to be lifted by the supplier within 15 days of issuing notice failing which Cattle Feed Plant reserves the right to dispose off the rejected stock.
13. **Dispute:** In case of any dispute the decision of the Cattle Feed Plant will be final as arbitrator subject to Berhampore, Murshidabad jurisdiction. In case of any dispute regarding analysis, the supplier are to submit the report of the sample duly sealed by the CFP, Berhampore from either ITALAB, Kolkata or from SGS, Kolkata.
14. Exact quantity of purchase for different raw materials may vary to that of enquired quantity.
15. The competent authority reserves the right to cancel the entire/part of the purchase proceedings without assigning any reasons whatsoever

SD/-

Joint Manager & Incharge,  
Cattle Feed Plant Berhampore.



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## ANNEXURE II

### GUARANTEE SPECIFICATIONS OF RAW MATERIALS

Code No.	Materials	Moisture Max.	A.I.Ash Max.	Crude Protein Min.	Oil Min.	Fiber Max.	BIS Standard	Required Quantity in MT for 3 months
1	Mustard Cake (Exp).	10%	1.5%	35%	8%	9%	IS.1932-1986	50

Code No.	Materials	Moisture	Purity				BIS Standad	Required Quantity in MT for 3 months
2	Salt	-	98%	Fine dust & free from foreign materials				20

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## ANNEXURE III

### FORMAT FOR CHECK LIST Information about Bidders (To be furnished with the Tender)

Serial Number	Description	Particulars	Please ✓ Mark		Page No.
			Yes	No	
1.	Name of the Firm				
2.	Registered Address with PIN code, Phone No., FAX, e-mail, etc.				
3.	Name of the person authorized to enter into & execute Contract Agreement.				
	Item				
4.	Application submitted in Annexure-I				
5.	Authorization Letter of Signatory from Company				
6.	Scanned document of PAN Card of the Authorized Signatory.				
7.	Scanned document of GST Registration Certificate.				
8.	Scanned document of Tax Clearance Certificate /Paid Challan.				
9.	Scanned document of Trade License.				
10.	Scanned document of <b>Schedule of work and General Terms and Conditions</b> of the tender duly digitally signed of each page.				
11.	Digitally signed Scanned N.I.T. (Notice inviting Tender) duly uploaded				

Signature with seal

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## ANNEXURE IV

### Application Format

To be furnished in the company's official Letter Head Pad with full address and contact number (Telephone No. , Mobile No., Fax No., E-Mail Id., Website etc.).

To,  
Joint Manager & Incharge,  
Cattle Feed Plant, Berhampore,  
(a unit of West Bengal Co-Operative Milk Producers' Federation Ltd.)  
PO, Cossimbazar Raj, Dist. Murshidabad. Pin-742 102

Sub ; NIT for supply of Cattle Feed Ingredients.

NIT No.: WBARD/WBCMPF/CFPB/PUR/B-July(18-19)/01-3242 Dated 09-07-2018.

Having examined the pre-qualification and other documents published in the NIT, I/We hereby submit all the necessary information and relevant documents for evaluations.

1. That the application is made by me/us on behalf of .....duly authorized to submit the offer . The authorization letter from the company is attached with the name of the person authorized to enter into and execute the agreement.
2. We accept the terms & conditions as laid down in the NIT mentioned above and declare that we shall abide by it throughout tender period.
3. We are offering rates for the following item/items.
4. We are the existing vendor of Cattle Feed Plant Berhampore / We are not the existing vendor. (strike out whichever is not applicable)
5. We understand that ; Tender selection committee / Tendering Authority reserves the right to reject any application without assigning any reason.

Signature & Seal of the Bidder

Date \_\_\_\_\_

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## ANNEXURE-V

### **AFFIDAVIT**

**(To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly Certified by Notary Public)**

- 1). I/We the undersigned solemnly declare that all the statements made in the documents, records etc., attached with this application are true and correct to the best of my/our knowledge.
- 2). I/We the undersigned do hereby certify that neither my/our firm/company nor any of its constituent partners have abandoned any work/works of similar nature and magnitude in India, in the past.
- 3). I/We the undersigned do hereby certify that any of the contracts awarded to me/us has not been terminated rescinded, due to breach of contract on my/our part in the past.
- 4). I/We the undersigned authorize (s) and request any bank / person / firm / corporation / Government Departments to furnish pertinent information deemed necessary and requested by the WBMF to verify the statement made by me/us or to assess my/our competence and general reputation.
- 5). I/We the undersigned, understand(s) that further qualifying information / clarifications on the statement made by me / us may be requested by the WBMF and agree(s) to furnish such information/clarification within SEVEN Days from the date of receipt of such request from the WBMF

### **Dated Signature of Applicant with Seal:**

To be signed by the officer authorized by the Firm/Company to sign on behalf, the Firm/Company with company's seal)

**Note:** In case of sole proprietary concern, affidavit should be signed only by the sole proprietor. (Title of the Officer) (Title of the firm/Company)

(Date)

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at.....and signed before me on this day of .....  
(Seal).

**(Signature of the Notary Public)**

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## **MISCELLANEOUS:**

- i) Tender pre-requisites such as Trade License, etc., will not be accepted after scheduled date & time.
- ii) Conditional Tenders & Tenders not accompanied with the documents as mentioned in clause shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained.
- iii) If the opening of tender is not possible on the scheduled date & time due to any unavoidable circumstances, the same will be done on immediate next working day at the same time prescribed in the tender. The bidder shall not be informed separately in this regard.
- iv) The offer may go to the next bidder, if the successful bidder fails to perform the contract.
- v) No negotiation/enquiry/subsequent representation regarding rate or otherwise will be entertained after closing of Bid submission (on line) Tender.

**vi) The undersigned reserved the right to reject any or all of the tenders at any stage without assigning any reason thereof and will not be bound to accept the Lowest Tender Rate.**

vii) Any dispute /difference arising out of this Tender will be referred to the sole arbitrator to be appointed by the undersigned and the same will be held at Kolkata. Arbitrator will have the power to pass interim order and will be guided by the Arbitration & Conciliation Act, 1996.

viii) When a Tendering Firm submitted their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, term & conditions of this tender. No extra payment will be made on the pretext that the Tendering Firm did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Tendering Authority will constitute a contract between the parties.

ix) Non-compliance to any terms & conditions/specification laid herein shall constitute a breach of contract and penalty for non-compliance shall be enforced very rigidly.

x) Firm quoting rates on behalf of its Principal should indicate that it is a DIVISION of the principal firm.

xi) All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Registered post to the address mentioned in the tender or by any other process permissible under civil law.

**xii) ALL INSTRUCTIONS GIVEN EITHER IN THE SPECIFICATION, TENDER NOTICE, TENDER & ORDER FORM ARE BINDING ON THE BIDDER & ARE PART OF TERMS & CONDITIONS.**

xiii) In the event of delay/non-availability/garbled printout/inconvenience in getting access to the Website for downloading tender documents, the authority will not be held responsible, if there is any discrepancy arises in between printing of downloaded tender documents, the master copy available at the office will be acceptable and intending bidders shall have to abide by.

xiv) Any addendum/ corrigendum / Extension of validity period will be notified at our departmental website [www.benmilk.com](http://www.benmilk.com) as it is not possible to inform any individual.

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xv) Detailed evaluation done based on the Documents / Records / Evidences/ Certificates produced by the Applicant in the Technical Bid.

xvi) INFORMATION REGARDING CURRENT LITIGATION / DEBARRING /EXPELLING OF APPLICANT OR ABANDONMENT OF WORK BY THE APPLICANT

1. (a) Is the Applicant currently involved in any Arbitration /litigation relating to any contract works ?  
Yes/No (b) If Yes, Details thereon
2. (a) Has the Applicant or any of its constituent partners ever been Debarred/Expelled by any agency ?  
(b) If yes, Details thereon
3. (a) Has the Applicant or any of its constituent Partners failed to complete, any contract work during the past?  
Yes/No  
(b) If yes, give details thereon

During the scrutiny, if it comes to the notice to 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 out rightly rejected without any prejudice.

The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

SD/  
Joint Manager & Incharge,  
Cattle Feed Plant Berhampore.