

Bidding Document

For

TECHNICAL BID

**Government of West Bengal
District Horticulture Office, Jalpaiguri
Jalpaiguri Horticulture Research & Development Farm,
Mohitnagar, Jalpaiguri**

SECTION 1

LIST OF IMPORTANT DATES

NOTICE INVITING e-TENDER

| | | | |
|---|--|---|--|
| 1 | Date of publication of Notice Inviting e-Tender | : | 21.11.2019 |
| 2 | Period of downloading bidding documents from the e- Procurement portal. | : | From 21.11.2019 from 15.00 Hrs to 11.12.2019 upto 17.30 Hrs. |
| 3 | Deadline for receiving of Bids online. | : | 11.12.2019 upto 17.30 Hrs. |
| 5 | Time and Date and place for opening of Technical Bids | : | 13.12.2019 at 11.00 am at District Horticulture Office, Jalpaiguri, Jalpaiguri Horticulture Research and Development Farm, Mohitnagar |
| 6 | Time & Date and place of submission of original documents by the Tenderers for verification. | : | To be submitted after acceptance of Financial Bid. by Deputy Director of Horticulture, Jalpaiguri |
| 7 | Date and Time and Place for publication of the name of the Technically Qualified Tenderers. | : | 13.12.2019 after 11.00 am or on any other day and time as desired and fixed by the Tender Inviting Authority. Place: District Horticulture Office, Jalpaiguri |
| 8 | Time and Date and place for opening of Financial Bids | : | As desired and fixed by the Tender Inviting Authority. Place: District Horticulture Office, Jalpaiguri |
| 9 | Officer Inviting Bids / Tender Inviting Authority | : | District Horticulture Office, Jalpaiguri |

Note: Days mean working days excluding Saturdays, Sundays and Government Holidays.

GOVERNMENT OF WEST BENGAL
District Horticulture Office, Jalpaiguri
Jalpaiguri Horticulture Research & Development farm,
Mohitnagar, Jalpaiguri

ABRIDGED NOTICE INVITING e-TENDER

Memo No: 349/DDH/APD/19

Date: 21/11/2019

Tenders on Work-rate-Basis by Two-Bid System are hereby invited by the undersigned for Construction of Bamboo Poly House (100 m²) & Bamboo Shade Net (100 m²), Nursery Development supply of inputs and monitoring on horticultural crop production inside poly house in different blocks under Alipurduar District of West Bengal under BADP Scheme through **electronic tendering (e-Tendering)** from the bonafied contractor/agency/person subject to the fulfillment of the terms and conditions as given in the Bidding Document.

| Sl. No. | Description of Item | No. of Units | Estimated Amount (Rs.) | Earnest Money Deposit (Rs.) |
|---------|--|--------------|--------------------------------------|-----------------------------|
| 1 | Construction of Shade Net & Poly House (100 m ² each) | 20 | Rs. 910500.00 @Rs. 45525.00/unit | 2280/- |
| 2 | Fencing, Construction, supply of inputs & monitoring | 20 | Rs.1089500.00 @ Rs.544750.00/Unit | 2720/- |
| Total | | | | 12470/- |

Any supplier willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System.

The intending Tenderer(s) may download the tender documents by logging to the link www.wbtenders.gov.in free of cost.

Intending Tenderer(s) have to deposit Rs. 12470/- INR as Earnest Money Deposit (EMD) through NEFT/RTGS method in favour of Deputy Director of Horticulture, Jalpaiguri and the same should be uploaded with other documents during quotation of rate in the portal viz. wbtender.gov.in. The EMD of the tenderers will have to be submitted before opening of tender and the EMD of unsuccessful tenderers will be refunded after completion of the Tender Process.

Instructions / Guidelines for Tenderers for electronic submission of the tenders online have been incorporated in the Detail Notice / Bidding Document for assisting them to participate in e-tendering. The intending Tenderer is requested to click on the link www.wbtenders.gov.in for e-Tendering site as given on that web portal.

This Abridged Notice of the Tender can also be seen by visiting the website www.alipurduar.gov.in
THIS IS FOR INFORMATION TO ALL THE INTENDING PARTICIPANTS THAT NO TENDER WILL BE ACCEPTED OFFLINE.

The Deputy Director of Horticulture, Jalpaiguri reserves the right of accepting any or rejecting any or all the tender(s) without assigning any reason.

-Sd-

Deputy Director of Horticulture, Jalpaiguri
District Horticulture Office, Jalpaiguri
Mohitnagar, Jalpaiguri

Memo No: 349(4)/DDH/APD/19

Date: 21/11/2019

Copy forwarded for information to:

1. The District Planning Officer, Alipurduar
2. The District Informatics Officer, National Informatics Centre, Alipurduar with a request to publish this tender notice in website www.alipurduar.gov.in
3. This Office notice Board for wide publicity.
4. Tender file.

-Sd-

**Deputy Director of Horticulture, Jalpaiguri
District Horticulture Office, Jalpaiguri
Mohitnagar, Jalpaiguri**

SECTION 2

INSTRUCTION TO BIDDERS

1. General Guidance for e-Tendering

- i. Instructions / Guidelines for Tenderers for electronic submission of the tenders online have been briefed herein for assisting the Tenderers to participate in e-tendering.
- ii. The e-Procurement System of West Bengal enables the Tenderers to download the Tender Schedule and then submit the bids online through the portal. The Tenderer is to click on the link for e-Tendering site as given on that web portal.

2. Registration of Tenderers

- i. Bonafied producers / parties having experience in similar nature of work and willing to participate in the processes of e-Tendering is required to log on to www.wbetenders.gov.in (the web portal of the Government of West Bengal) with user ID (a valid e-mail ID with password) for enrolment and registration. The contractor is to click on the link for e-Tendering site as given on the web portal.
- ii. The Registration page would appear where the contractor is to fill up the details asked for regarding basic organization information in that page.
- iii. Upon submission of such details online, registration would be done.

3. Digital Signature Certificate (DSC)

Each Tenderer 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) or from the other service providers approved by the competent authority, on payment of requisite amount. DSC is given as a USB e-Token.

4. Collection of Tender Documents

The Tenderer can search and download NIT and Tender Documents electronically from computer once he / she logs on to the website using the Digital Signature Certificate. This is the only mode of collection of tender documents.

Intending Tenderers may download tender documents from e-procurement portal of the website <http://www.wbtenders.gov.in> and, the pre-qualification and bid documents duly filled and digitally signed in all respect may be submitted on-line through the e-portal during the period as mentioned earlier in Section:1 (List of Important dates) of this Bidding Document.

5. General process of submission of tender

- i. Tenders are to be submitted online through the website stated in Clause 4 before the prescribed date and time, in two folders, at a time for each work. One is Technical Proposal and the other is Financial Proposal. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).
- ii. The EMD (Earnest Money Deposit), in the form as stated hereunder should be followed- Intending Tenderer(s) have to deposit Rs. **12470/-** INR as Earnest Money Deposit (EMD) through NEFT/RTGS method in favour of Deputy Director of Horticulture, Jalpaiguri and the same should be uploaded with other documents during quotation of rate in the portal viz. wbtender.gov.in. The EMD of the tenderers will have to be submitted before opening of tender and the EMD of unsuccessful tenderers will be refunded after completion of the Tender Process.
- iii. **ALL THE TIMES MENTIONED IN THIS NOTICE ARE AS PER THE SERVER CLOCK** if not mentioned otherwise.

- iv. **District Horticulture Office, Jalpaiguri does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for on-line bidding.**
6. **Work specification as mentioned any estimate as Annexure-I & II will have to be followed by the successful tenderer**
- i. The materials for construction will be as per standard specification. The polythene for construction of Green House, shade net, etc should be of specified quality.
 - ii. Bamboo for construction should be hardy, strong, appropriate and similar circumference from base to top, straight and should be pre treated for long lasting with the method as mentioned an estimate.
 - iii. The bamboo for structure should be placed on concrete pipe like structure atleast 75 ft depth and 20 cm above the ground level to prevent direct contamination of soil and water with the bamboo.
 - iv. The work includes construction as well as supply of all of the inputs as mentioned in estimate as well as monitoring of the scheme for a period of one year.
 - v. The rate will include transportation to the beneficiary field and the Office of the undersigned will not bear any cost towards transportation.
 - vi. The protection of the materials for structure and inputs required to supply for one will year will solely depends on the successful tenderer. The office of the undersigned will not be liable for any damage caused during the period of contract.
 - vii. The entire work will be evaluated time to time, hence the successful bidder should keep in contact with the office of the undersigned on regular basis for supervision and clarification on technical aspects.
7. **Terms and conditions for technical specification:**
- i. The supplier should furnish GST No., I. T. Return for last 3 years, Trade license, P. Tax details, PAN card details
 - ii. Concerned participants should have sufficient experience in similar nature of work. Govt. supply credentials upto minimum 40% of the amount put to tender needs to be furnished in this regard.
8. **Bid Security :** Online receipt and refund of Bid Security i.e. E.M.D. of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/ Bid Security/ Tender Fees related to e-Procurement of the State Government departments. This clause is also applicable for all categories of applicants.

A. Login by bidder:-

- i. A bidder desirous of taking part in a tender invited by a State Government Office shall login to the e-Procurement portal of the Government of West Bengal **<https://wbtenders.gov.in>** using his login ID and password.
- ii. He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
- iii. **Net banking** (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
- iv. **RTGS/NEFT** in case of offline payment through bank account in any Bank

B. Payment procedure :

i) Payment by Net Banking(any listed bank) through ICICI Bank Payment Gateway

- a) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- b) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c) Bidder will receive a confirmation message regarding success/failure of the transaction.
- d) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e) If the transaction is failure, the bidder will again try for payment by going back to the first step.

ii) Payment through RTGS/NEFT:

- a. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- b. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- c. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

- d. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- e. But if the payment verification is unsuccessful, the amount will be returned to the bidder's Account automatically for which department has no liabilities.

C. Refund/Settlement Process:

- A. After opening of the bids and technical evaluation of the same by the Tender Evaluation Committee through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- B. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD/ bid security of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- C. Once the technical and financial bid evaluation is electronically processed in the e-procurement portal, EMD / bid security of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- D. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD / bid security of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority. A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

9. Technical Proposal

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

Statutory cover (folder) containing Digitally signed copy (virus scanned) of the

Digitally signed copy of Bidding Document.

(Tenders may be liable for rejection if any item in the statutory cover (folder) is missing

Non-Statutory cover (folder) containing Digitally signed copy (virus scanned) of the,

- I. GST no. (if applicable)
- II. I. T. Return for last 3 years

- III. Trade Licence issued by Municipality / Corporation / Panchayet Body / other Authority.
- IV. P. Tax Challan & P. Tax Certificate (if applicable)
- V. PAN card.
- VI. Govt. supply credential for similar nature of work within last 5 (Five) years. The credentials should be at least 40% of the amount of tender of supply in which the Tenderer intends to participate.
- VII. If any Tenderer fails to submit any document of Non-Statutory cover during uploading of Tender, may be allowed by the Tender Inviting Authority to submit the same (self attested copy) during scrutiny & verification of the original documents.
- VIII. Technical Proposal of any Intending Tenderer will come under the purview of consideration only if the above criteria are fulfilled.
(ALL THE CLEARANCE CERTIFICATES / OTHER NECESSARY DOCUMENTS SHOULD BE UP-TO-DATE AND VALID TILL THE DATE OF OPENING OF THE TECHNICAL BID.)

10. Financial Proposal

The Financial proposal should contain the document in one cover (folder), i.e. the Bill of Quantities (BoQ). The Tenderer is to quote the rate (Item wise or Percentage wise, as defined in the NIT) online through computer in the space marked for quoting rate in the BoQ. Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the Tenderer.

- The successful Bidder should submit the downloaded hard copy of the Form of Bid and the BoQ, duly fill the BoQ in the manner as submitted during online submission of Tender and also duly fill the Form of Bid, sign it and submit after accepting the Tender.
- The brief Specification of the item(s) is inserted in BoQ (Bill of Quantities). Item wise brief Technical Specification of the works is entered in the respective pages of the BoQ.

11. Penalty

- i. If any Bidder fails to produce the original hard copies of the documents on demand within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Bidder will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Office of the undersigned may take appropriate legal action against such defaulting Bidder.
- ii. If the successful Bidder fails to construct the mentioned components supply of input and monitoring within the stipulated time, the supply order will be cancelled and the EMD will be forfeited without giving any notice.

12. Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection.

13. Opening and evaluation of tender

Opening of Technical Proposal

Submission of the EMD is a pre-requisite and the intending Bidders who will submit the same in the manner as specified in Clause 7 of this ITB (Instruction to Bidders) in the manner and within the time specified will be treated as primarily eligible.

- i. The pre-qualification documents alone of the primarily eligible Bidders, as defined in Clause 10 above, will be opened on the date and time as mentioned in Section: 1 earlier by the Tender Inviting Authority and/or his/her authorised representatives electronically from the website in presence of the available Bidders.
- ii. Intending Tenderers may remain present if they so desire.

- iii. Cover (Folder) for Statutory Documents (vide Clause 10.1) should be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 10.2) will be opened. If there is any deficiency in the Statutory and Non-Statutory Documents, the tender will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non-Statutory Cover will be downloaded for scrutiny and verification with the originals.

14. Payment details:

The payment on construction of green house will be made after satisfactory field level construction duly verified by the office of the undersigned and bill towards remaining supply and monitoring will be made after one year from the date of issue of work order considering satisfactory field level execution duly certified by the office of the undersigned.

Tender Selection Committee (TSC)

Committee already constituted by the Deputy Director of Horticulture, Jalpaiguri for evaluation, scrutiny, verification and recommendation for Acceptance or Rejection of Tender. The Deputy Director of Horticulture, Jalpaiguri may engage / co-opt any technical person(s) / expert for evaluation of the Technical and / or Financial Bid(s).

Uploading of summary list of technically qualified tenderers (1st round)

1. Pursuant to scrutiny and verification of the technical documents on the basis of information furnished & uploaded by concerned Tenderers, the summary list of **technically qualified Tenderers** and the name of the work / supply for which their Financial Proposals being considered may be displayed in the office notice board.
2. During evaluation of Technical Documents, the Tenderer(s) may be summoned and any clarification / information or additional documents or original hard copy of any of the documents already submitted may be sought for and if these cannot be produced within the stipulated timeframe, Tender of the defaulter may be liable for rejection.

Provision for appeal and its disposal

1. If the intending Tenderer is not satisfied with the decision of the Tender selection Committee may prefer an appeal to the Deputy Director of Horticulture, Jalpaiguri in writing within two working days after the date of uploading of the summary list of the successful Tenderers. Copy of such appeal should also be sent to the Tender Inviting Authority.
2. The Appellate Authority, i.e. Deputy Director of Horticulture, Jalpaiguri will dispose off such appeals and the Tenderer will be communicated accordingly. Decision of Deputy Director of Horticulture, Jalpaiguri will be final and binding.

Opening and evaluation of Financial Proposal

1. The Financial Bid Documents of the technically qualified Tenderers will be opened electronically from the web portal by the Deputy Director of Horticulture, Jalpaiguri on **the date and time as mentioned in Section: 1** for scrutiny. List of Financial comparison chart of Tenderers will be published accordingly. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation may be given on line. No individual intimation will be given. The List of Financial comparison chart of Tenderers will be placed before the Tender Selection Committee for recommendation accordingly.
2. The encrypted copies will be decrypted and the rates will be read out to the Tenderers remaining present at that time.
3. The Tender Accepting Authority may ask any Tenderer to submit analysis to justify the rate quoted by that Tenderer.
4. If the date of opening of tender falls in holiday, the tender will be opened on the next working day at the same time and venue.

15. Correction of Errors

Bids determined to be substantially responsive will be checked by the tender inviting authority for any arithmetic errors. Errors will be corrected by the tender inviting authority as follows:

- a) In case of Percentage Rate Tender, where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- b) In case of Item Rate Tender, where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

15. Acceptance of Tender

- I. Lowest valid rate should normally be accepted. However, Deputy Director of Horticulture, Jalpaiguri do not bind to do so and reserve the right to reject any or all the tenders, for valid reasons and also reserve the right to distribute the work amongst more than one Tenderer.
- II. The Deputy Director of Horticulture, Jalpaiguri reserves the right to reject or cancel any or all pre-qualification documents and Financial bid document without assigning any reason whatsoever.

16. Other information to be furnished by the Tenderer

Authorized address and contact details of the Tenderer having the following information.

- i. Address for communication.
- ii. Telephone No(s) of both office and residence of the Key person.
- iii. Mobile No.
- iv. Office Facsimile (FAX) No.
- v. Electronic Mail Identification (e-mail ID).

BILL OF QUANTITIES

Preamble

1. The Bill of Quantities shall be read in conjunction with the Instructions to Tenderers, Conditions of Warranty, Quality and Specifications of the materials.
2. For the supply of materials, the quantities given in the Bill of Quantities are estimated, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of supply ordered and carried out, as measured by the Tenderer and verified and valued by the Office of the Deputy Director of Horticulture, Jalpaiguri at the rates and prices tendered in the Bill of Quantities in the case of item rate tenders.
3. The rates and prices tendered in the priced Bill of Quantities shall, except in so far as it is otherwise provided under the Supply, include all transport, labour, supervision, materials, maintenance, insurance, profit, taxes and duties, together with all general risks, liabilities and obligations set out in the Contract.
4. Arithmetic errors will be corrected by the Office of the Deputy Director of Horticulture, Jalpaiguri accordingly.
5. For Item rate tenders, the Bill of Quantities will show in the bidding documents the rates used for different items.

Estimate for construction, supply of inputs and monitoring for 01 year

Fixed and recurring cost for one year:

- Fencing in an area of 7.5 decimal with bamboo structure
- Poly shade (bamboo structure): 100 m² (central height: 12 ft, side height: 10 ft, cover with 1.5 m of shade net on four sides from top, lower half will remain open)
- Shade net house (bamboo made) : 100 m² (central height: 10 ft, side height: 9 ft, cover all 04 sides)

Structure

| A. Fixed Cost | | | | |
|--------------------------|--|---------------------|-------------|-----------------|
| SI No. | Particulars | Quantity/No. | Rate | Amount |
| 1. | Shade net | 300 m ² | 30 | 9000.00 |
| 2. | Polythene | 120 m ² | 82 | 9840.00 |
| 3. | Channel, spring, self drill screw, | LS | LS | 4000.00 |
| 4. | Implements | LS | LS | 2000.00 |
| 5. | Bamboo for structure | 76 | 105 | 7980.00 |
| 6. | Nails, Tread, paint etc. | LS | LS | 2000.00 |
| 7. | Bamboo for temporary fencing | 25 | 105 | 2625.00 |
| 8. | GI wire for fencing and structure | 24 Kg | 80 | 1920.00 |
| 9. | Labour for structure | 25 No. | 176.00 | 4400.00 |
| 10. | Labour for fencing | 10 No. | 176.00 | 1760.00 |
| Total | | | | 45525.00 |
| B. Recurring cost | | | | |
| 1. | Poly packet | 30.00 Kg. | 150.00 | 4500.00 |
| 2. | Areca nut seed | 5100 No. | 3.00 | 15300.00 |
| 3. | Black peeper cutting | 2550No.(1mtr Long) | 3.00 | 7650.00 |
| 4. | Manures, sand and soil | 2.00 Qt. | LS | 5000.00 |
| 5. | Plant protection chemicals | LS | LS | 734.00 |
| 6. | Labor for soil manure mixing and poly packet filling | 50 No. | 176.00 | 8800.00 |
| 7. | Labor for seed sowing and planting | 30 No. | 176.00 | 5280.00 |
| 8. | Labor for maintenance | 40 No. | 176.00 | 7040.00 |
| 9. | Miscellaneous | | L.S | 171.00 |
| Total | | | | 54475.00 |
| One lakh only | | | | |

Total Cost (A + B) = Rs. 100000.00