

**Notice Inviting e-Tender**

**Notice inviting e-tender No. WBHDCL/NIT-402/2022-23 Dated: 26/08/2022  
of the West Bengal Handicrafts Development Corporation Limited (MANJUSHA)**

Electronic-tender is hereby invited by the office of West Bengal Handicrafts Development Corporation Limited (MANJUSHA), IB-181, Sector-III, Salt Lake, Kolkata - 700106 from the Experienced Agencies/Firms/Individuals/SHG/ Co- operative having adequate Godown facilities in West Bengal for package preparation with specified items and delivery of **Relief & Disaster Management Kits** (as per enclosed Annexure-I) to different offices and districts of West Bengal.

- **This e-tender is being invited to enable West Bengal Handicrafts Development Corporation Ltd. (MANJUSHA) to quote rates to different authorities who shall require the items.**
- **The exact value of supply can only be ascertained when actual order is received by West Bengal Handicrafts Development Corporation Ltd. (MANJUSHA) from the buyer.**
- **EMD Rs. 10,00,000.00/- (Rupees Ten Lakh only) refundable is to be deposited either online by Net Banking through using ICICI Bank Payment Gateway or through RTGS/NEFT. Please refer memo no. 3975-F(Y) dated 28.07.2016 of the Finance Department, Govt. of West Bengal. EMD exemption is allowed for those having SSI (MSME) Part II or NSIC/Udyog Aadhar Certificate.**

- **TECHNICAL BID:**

SL NO.	CATEGORY NAME	CATEGORY DESCRIPTION
A	Certificates	<ul style="list-style-type: none"><li>• Attested copy of I.T. Return (A.Y. 2021-22) with PAN card.</li><li>• GST Registration Certificate of West Bengal.</li><li>• Copy of GST return (March, 2022).</li><li>• Trade licence/S.S.I. Registration /Co-Operative certificate/ EM Part-II/Udyog Aadhar/Udyam.</li><li>• Attested Photocopy of latest P-Tax Clearance Certificate/ Paid Challan.</li></ul>
B	Company Details	<ul style="list-style-type: none"><li>• Name &amp; Address of participant</li><li>• Documents regarding legal entity of the participant.</li><li>• Bank details in letter head with company seal.</li></ul>

C	Credential 1	<ul style="list-style-type: none"> <li>• Credentials: <ul style="list-style-type: none"> <li>i. Turnover of at least 5 Crore in any of the last three financial years (2018-19, 2019-20 &amp; 2020-21).</li> <li>ii. Supply of relief articles including DM Kit of at least Rs. 2 Crore in any one of last 3 years (including 2021-22) to Department/Directorate of Disaster Management/District Disaster Management Cell.</li> </ul> </li> </ul>
E	Declaration 1	<ul style="list-style-type: none"> <li>• Notarised Affidavit for not being black listed by any Government / Private Institution in Non-judicial stamp paper.</li> </ul>
F	Declaration 2	<ul style="list-style-type: none"> <li>• Notarised declaration regarding having adequate godown in West Bengal with full address of godown and contact number.</li> </ul>
G	Financial	<ul style="list-style-type: none"> <li>• Audited Balance Sheet &amp; P&amp;L A/c for last 3 years i.e. FY -2018-19, 2019-20 &amp; 2020-21.</li> </ul>

- **FINANCIAL BID :**

SL NO.	CATEGORY NAME	CATEGORY DESCRIPTION
A	BOQ	<ul style="list-style-type: none"> <li>• Item wise price</li> <li>• Package price</li> </ul>

### Terms and conditions

- Items/Products/Samples shall be accepted only if the specification fixed by buyer of WBHDCL is met and sample is approved by the buyer. The specification is enclosed in Annexure-I.
- First the credential documents shall be taken up for scrutiny and the eligible bidders who meet the credentials shall be listed. Thereafter the samples of the bidders only whose credentials are in order shall be examined.
- The sample submitted by the bidder should not contain any mark/label of manufacturer or supplier anywhere on the body of sample.
- One bidder is allowed to submit only one variety of sample.

- e) Financial bid of only those bidders shall be opened whose credentials are in order and sample shall be as per approved specification of the buyer and confirmed by the test report.
- f) The participating bidders who shall fail to submit samples within stipulated time frame shall be rejected.
- g) The participating bidders who shall fail to submit sample in conformity with the approved specifications of the buyer in all respect shall be rejected.
- h) The authority reserves the right to distribute the order among the qualified bidders (if willing) at lowest/accepted rate considering the short time of supply.
- i) The rates quoted by the Bidder shall be deemed to include cost of packing, carrying and delivery to all locations and in such batches as per delivery programme to be fixed from time to time. The rate quoted shall be inclusive of applicable GST. Apart from the rates in the Financial Bid, nothing extra or additional, shall be payable.
- j) Rates quoted in the bid are to remain valid for a period of 12 months or any other extension thereof made by the authority after the last date for bid submission as specified in this e-NIT. Bids valid for a shorter period shall be rejected as non-responsive.
- k) Quantity can only be informed after the same is confirmed by the buyer in due course.
- l) If the items/products are rejected by buyer at any stage (before or after supply), the entire consignment shall be cancelled without further clarification. No compensation can be claimed from the corporation. An affidavit has to be supplied in this regard at the time of receiving supply order.
- m) West Bengal Handicrafts Development Corporation Ltd. shall ask for Performance Guarantee on value of work order as per Government rule.
- n) Payment shall be made only after the successful delivery and acceptance by the buyer of MANJUSHA and on receipt of payment from them.

In the event of e-filing intending bidder may download the tender document from the website directly by the help of Digital Signature Certificate.

Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time Schedule stated. The documents submitted by the bidders should be properly indexed & digitally signed.

**Date & Time Schedule:**

<b>SL NO.</b>	<b>PARTICULARS</b>	<b>DATE &amp; TIME</b>
1.	Date of uploading of NIT, Tender Documents (Online)	26/08/2022 (06:00 pm)
2.	Date of start of download the documents (Online)	26/08/2022 (from 06:00 pm)
3.	Pre-bid Meeting	05/09/2022 (from 03:00 pm)
4.	Date of start of submission of Technical Bid & Financial Bid (Online)	26/08/2022 (from 06:00 pm)
5.	Date of closing of submission of Technical Bid & Financial Bid (Online)	15/09/2022 (upto 03:00 pm)
6.	Last Date of Submission of Samples (Strictly as per desired Specification)(Offline)	15/09/2022 (upto 03:00 pm)
7.	Bid opening date for Technical Proposals (online)	19/09/2022 (at 03:00 pm)
8.	Date of uploading list for Technically Qualified Bidder (online)	20/09/2022
9.	Date for opening of Financial Proposal (online)	To be notified later

**Criteria:-**

The authority reserves the right to accept or reject any tender without assigning any reason whatsoever.

**ANNEXURE-I**

**Detailed Specifications of the items in the Package**

<b>Description of Package</b>	<b>Unit</b>
<p>Procurement of under mentioned materials, assembling them into a Kit and delivering the Kit to such location &amp; manner including cost of all materials and Kit, cost of making Kits, loading, unloading, carriage, handling charges, all taxes and incidentals thereon complete in all respect as per direction of the TIA:-</p> <p>Each Kit made up of Polypropylene-woven bag with handle (L-22.5", W-36", Side patty-(14.5)"(40 Kg capacity) written with the logo provided by the TIA shall contain following materials:</p> <ol style="list-style-type: none"><li>1. Bucket with Lid (Plastic) -13 litre – 1 No.</li><li>2. Jug (Plastic)- 2 litre – 1 No.</li><li>3. Mug (Plastic) – Standard – 1 No.</li><li>4. Thala -11.5"dia – 2 Nos.</li><li>5. Glass – 5"height – 2 Nos.</li><li>6. Handi with Lid (13)-1.5 Kg Rice cooking capacity (1.2 Kg.) – 1 No.</li><li>7. Kadai – 12"dia – 1 No.</li><li>8. Khunti – Standard – 1 No.</li><li>9. Hata – Standard – 1 No.</li><li>10. Tumbler - Small No. 12 – 1 No.</li><li>11. Bowl – small 5"dia – 1 No.</li><li>12. Side Tank Stove – 2 litre capacity – 1 No.</li><li>13. Bed Sheet</li></ol>	Each

**A Printed list of items inside the DM Kit, is to be inserted in each DM Kit package. For additional items, the TIA is to be consulted.**