



Memo No.- 2739/WBCPCR-14017/6/2023-SEC(WBCPCR)-WBCPCR

Date 10/10/2023

## Notice Inviting Tender

### **Inviting e-Tender for supply of 1200 lunch packets on the occasion of celebration of International Child Rights Day at Mohor Kunja, Kolkata on 30<sup>th</sup> November, 2023**

West Bengal Commission for Protection of Child Rights (WBCPCR) is going to celebrate International Child Rights Day at Mohor Kunja, Kolkata on 30<sup>th</sup> November, 2023.

Accordingly, the Assistant Secretary, West Bengal Commission for Protection of Child Rights (WBCPCR) invites proposals /bids from reputed competent individual / firm / co-operative Societies /company / other business entity, hereinafter referred to as the 'Tenderer', who are experienced in supply of good quality packaged food which will be consumed on the occasion of **Celebration of International Child Rights Day at Mohor Kunja, Kolkata on 30<sup>th</sup> November, 2023**. Brief concept of the proposal is illustrated at **SECTION-C**.

### SECTION-A

#### IMPORTANT DATES AND TIME

E-Tenders are invited from bona fide eligible "Tenderer" for the above work. Bids are to be submitted in two parts.

- A. Technical Bid
- B. Financial Bid

- 1) The **FINANCIAL BID** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee'. Such decision will be final and absolute in this respect. The list of Qualified Tenderers will be displayed in the website.
- 2) **Date and Time Schedule:**

Sl. No.	Particulars	Date	Time
1)	Date of uploading N.I.T. & other Documents (Online)	11/10/2023	04.00 p.m.
2)	Documents download (Online)	11/10/2023	04.30 p.m.
3)	Bid submission start date (Online)	11/10/2023	04.30 p.m.
4)	Bid submission Closing (Online)	26/10/2023	05:00 p.m.
5)	Bid opening date Technical Proposal (online)	30/10/2023	11:30 a.m.
6)	Date of uploading list for Technically Qualified Tender (Online): Technical Opening Summary	To be disclosed later	
7)	Date for Opening of Financial Proposal (Online)	To be disclosed later	

## SECTION-B

### NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non-Statutory Documents” to send the “Technical” Folder to upload the technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> <li>1. Copy of fssai Certificate</li> <li>2. Copy of PAN</li> <li>3. P-Tax Registration Certificate</li> <li>4. G.S.T Registration Certificate (if registered under GST Act)</li> <li>5. Copy of Income Tax Return of any one year out of last three financial years ending on 31/03/2023 i.e. FY 2020-21, FY 2021-22 &amp; FY 2022-23.</li> <li>6. Self-declaration certifying that the tenderer has not been blacklisted by any Govt. establishment and any legal proceedings has not been initiated against the Tenderer(s) or any of its Directors.</li> <li>7. EMD Certificate / Exemption Certificate (as applicable).</li> </ol>
B	Organisational Details	Details of Organisation	<ol style="list-style-type: none"> <li>8. Proprietorship Firm (Registration certificate, Trade Licence) / Partnership Firm (Partnership deed, Trade Licence) / Limited Company (Incorporation Certificate, Trade Licence) / Wholesale Consumers' Co-operative Society (Society Registration Copy, Trade Licence)</li> </ol>



C	Credential	Credentials	<p>8. Credential Certificate for turnover of Rs. 6 lakh (Rupees six lakh) at least for three financial years out of last five financial years ending on 31/03/2023 from competent Authority.</p> <p>9. The copy of document to justify the experience in supplying good quality foods to different Govt. offices.</p> <p>10. Credential Certificate / copy of document to justify that the Tenderer(s) is engaged in the business of supplying good quality food as stated above at least for two years out of last five financial years ending on 31.03.2023.</p>
---	------------	-------------	--

#### **FINANCIAL COVER:**

- The financial proposal should contain the following documents in one cover (folder): -
  - (i) The Tenderers will give their consents/undertakings to the effect that they are willing to take up the work/s at their quoted rate accepted by the Tender Evaluation Committee
  - (ii) The duly filled in B.O.Q.

#### **WHOM TO CONTACT**

**For any other information the Section Officer, West Bengal Commission for Protection of Child Rights at landline number 033-6824 6322 of the Commission may be contacted during the office hours (Monday to Friday from 10.30 a.m. to 5.30 p.m.).**

#### **EARNEST MONEY DEPOSIT**

**Earnest Money** will have to be deposited through online payment as in the e-tender portal. Intending bidders shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his / her login ID and password to make the payment. EMD may be paid either by Net Banking through ICICI Bank Payment Gateway or By process of RTGS /NEFT vide Memorandum No. 3975-F(Y) Dated-28/07/2016 of the Finance Department (Audit Branch), Government of West Bengal.

Interest free **Earnest Money Deposit (EMD) of Rs. 6,000/- (Rupees six thousand)** only is to be paid through online in e-Procurement portal.

On processing the financial bid evaluation electronically in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 bidder will be refunded, through the 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, EMD of the L1 bidder will be kept as security deposit and ithe same will be refunded after satisfactory completion of work only.

**Earnest Money should be deposited through online well in advance preferably before minimum two bank working days from Bid Submission Closing Date to avoid problem related to deposition of EMD in time.**

#### **PENALTY CLAUSE**

Debarment from participation in the next tender process of West Bengal Commission for Protection of Child Rights: The Commission reserves the right to declare a contractor blacklisted for five years due to the following reasons-

- i. Withdraws from agreement after being the lowest quoted tenderer.
- ii. Fails to complete the work within stipulated period as required by the WBCPCR.
- iii. For supply of non-specified/below standard material.
- iv. In consequence of submission of false or fabricated document by any contractor for participating in the tender.
- v. Tenderer those who have quoted absurdly high or low rate in the opinion of the WBCPCR, with the intention to vitiate the tender process.
- vi. Submission of tender for completion of work mentioned previously for which the concerned company has been blacklisted either by the State Govt. or by another State/Central Govt. Organisation.

**In case of supply of unhealthy / harmful food, tenderers will invite legal proceedings against them.**

#### **TECHNICAL BID**

The Technical Bid duly filled in shall be submitted along with Technical Cover document:

All pages of the tender shall be digitally signed by the Tenderer(s) or its authorized representative as confirmation of the acceptance of the terms and conditions of the tender documents.

#### **FINANCIAL BID**

The price should be inclusive of cost of Raw Material, Packing, freight, hire charges, GST, cess, levies other cost of incidental charges and transportation cost etc.

### **SECTION – C**

#### **SPECIFICATION OF TENDER FOR 1200 LUNCH PACKETS AT MOHOR KUNJA, KOLKATA ON 30/11/2023.**

##### **(1) SCOPE OF WORK:**

- i) Supply of 1200 lunch packets and with following specifications at Mohor Kunja, kolkata on 30<sup>th</sup> November, 2023 at 11 a.m.



ii) **Specifications:**

Sl. No.	Category	Descriptions	Quantity
1	Non-Veg	(i) Standard Chicken Biryani with potatoes – 1 Bowl  (Chicken: 150 g, Potato: 100 g, Basmati Rice: 100 g, egg: 1 No.)	1100 packets
		(ii) Amul Lassi : 200 ml Carton – 1 No.	
2	Veg	(i) Veg Polao – 1 Bowl (400 g)	100 packets
		(ii) Kashmiri Kopta Alur Dam (100 g)	
		(iii) Amul Lassi : 200 ml Carton – 1 No.	
3	Carry Bags	Made of Cloth	1250 nos.

**2. PAYMENT SCHEDULE AND PROCEDURE :**

- Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- No advance payment will be made.
- Invoice should be raised in favour of the Assistant Secretary, West Bengal Commission for Protection of Child Rights for payment.

**NB: General Information**

1. Tender selection Committee constituted as per Order of the WBCPCR will function as Evaluation Committee for selection of technically qualified tenderers.
2. **Opening & evaluation of tender:**  
If any tenderer is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. **Opening of Technical Proposal:**  
Technical proposal will be opened by the Tender Selection Committee and their authorized representatives electronically from the website using Digital Signature Certificate (DSC).
4. 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.
5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
6. Summary list of technically qualified will be uploaded online.
7. During evaluation the committee may summon any of the Bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the submitted time frame, their proposals may be liable for rejection as per discretion of the Tender Evaluation Committee.

Sd/-

**Assistant Secretary**

**West Bengal Commission for Protection of Child Rights**

Copy forwarded for information to:-

- 1) Joint Secretary (Administration), WCD&SW Department- with a request to arrange for putting up the notice in the office notice board.
- 2) Sr. P.S. to HCP, WBCPCR.
- 3) Sr. P.S. to the Secretary, WBCPCR
- 4) Deputy Secretary, WCD&SW Department- with a request to upload the NIQ in the website of this Department.
- 5) Section Officer, WBCPCR
- 6) Shri Chiranjib Acharyya, Accountant, WBCPCR
- ✓ 7) Shri Kuldeep Polley, Data Entry Operator, WBCPCR

He is requested to upload the notice in the official website of WBCPCR

- 8) Office copy



**Assistant Secretary**  
**West Bengal Commission for Protection of Child Rights**