



GOVERNMENT OF WEST BENGAL
WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

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Memo No.- **3519/WBCPCR-14017/4/2025-SEC(WBCPCR)-WBCPCR**

Date **10/10/2025**

NOTICE INVITING TENDER

Tender Reference Number: WBCPCR/Kol/AS/3519/2025
Tender ID: 2025_CDWDS_920107_1

Inviting e-Tender for supply of 500 nos. of school bag and 500 nos. of jacket to the office of the West Bengal Commission for Protection of Child Rights by 10/11/2025

The West Bengal Commission for Protection of Child Rights (WBCPCR) is going to celebrate the International Child Rights Day at Durgakinkar Sadan, Malda on 20th November, 2025.

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 school bags and/ or jackets which will be gifted to the children on the occasion of **Celebration of the International Child Rights Day at Durgakinkar Sadan, Malda on 20th November, 2025**. 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

- Documents for Checking Eligibility
- Samples for Testing Quality

B. Financial Bid

- SAMPLES** of school bags and/ or jackets will be taken for testing quality if the **DOCUMENTS** of the tenderer are found valid by the 'Tender Evaluation Committee'. And the **FINANCIAL BID** of the prospective tenderer will be considered only if the **QUALITIES OF SCHOOL BAGS** and/or **JACKETS** are found satisfactory. 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) | 10/10/2025 | 06:00 p.m. |
| 2. | Documents download (Online) | 15/10/2025 | 09:00 a.m. |
| 3. | Prebid Meeting in the Conference Hall of the WBCPCR | 16/10/2025 | 12:00 Noon |
| 4. | Bid submission start date (Online) | 16/10/2025 | 03:00 p.m. |
| 5. | Bid submission Closing (Online) | 30/10/2025 | 09:00 a.m. |
| 6. | Bid opening date Technical Proposal (online) | 01/11/2025 | 09:00 a.m. |
| 7. | Date of uploading list for Technically Qualified Tender (Online): Technical Opening Summary | To be disclosed later | |
| 8. | 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"> 1. Copy of valid PAN 2. Valid P-Tax Registration Certificate 3. Valid G.S.T Registration Certificate (if registered under GST Act) 4. Copy of valid Income Tax Return of any one year out of last four financial years ending on 31/03/2025 i.e. FY 2021-2022, FY 2022-2023, FY 2023-2024 & FY 2024-2025. 5. 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. 6. EMD Certificate / Exemption Certificate (as applicable). |
| B | Organisational Details | Details of Organisation | <ol style="list-style-type: none"> 7. Proprietorship Firm (valid Registration certificate, valid Trade Licence) / valid Partnership Firm (valid Partnership deed, valid Trade Licence) / Limited Company (valid Incorporation Certificate, Trade Licence) / valid Wholesale Consumers' Co-operative Society (valid Society Registration Copy, valid Trade Licence) |
| C | Credential | Credentials | <ol style="list-style-type: none"> 8. Credential Certificate for turnover of Rs. 10 lakh (Rupees Ten lakh) at least for two financial years out of last five financial years ending on 31/03/2025 from competent Authority. 9. The copy of document to justify the experience in supplying school bags and/or jackets etc. |

FINANCIAL COVER:

- The financial proposal (BoQ) must be uploaded in the Financial Folder. The Bidder should download the BoQ and the same must be uploaded in the Financial Folder, The Company Name and Rate must be provided in the Blanks given in the BoQ only. Any other additional documents related to Rate will not be entertained.

WHOM TO CONTACT

For any other information contact the Assistant Secretary, 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, 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 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 in accordance with 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. 20,000/- (Rupees twenty thousand)** only should 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 the Security Deposit. After successful completion of the work, the Security Deposit will be refunded. Otherwise, it may be fully or partially forfeited as per decision of the tender inviting authority.

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 the West Bengal Commission for Protection of Child Rights- the State Government 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 other State/Central Govt. Organisation.

TECHNICAL BID

The Technical Bid 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.

SECTION – C**SPECIFICATIONS OF ITEMS****1 SCOPE OF WORK:**

- i) Supply of following items on or before **10/11/2025** to the office of the West Bengal Commission for Protection of Child Rights.
- ii) **Specifications:**

| Sl. No. | Items | Quality / Specification | Quantity |
|---------|------------|--|----------|
| 1. | School Bag | <ul style="list-style-type: none">• Outer Material: Polyester,• Color: Black• Water Resistance: Water resistant• Capacity: 30 liters• Dimensions: 50 cms x 34 cms x 18 cms (LxWxH)• Number of compartments: 2• Number of Pockets: 2• Strap Type: Adjustable• Closure Type: Zipper• Pocket Description: Utility Pocket• Age Range Description: Adult• Ideal for: Unisex• Printing: Logo of the WBCPCR | 500 |
| 2. | Jacket | <ul style="list-style-type: none">• Colour: Navy Blue• Fabric: Nylon• Pattern: Solid• Ideal For: Unisex• Sleeve: Full Sleeve• Closure: Zipper• Reversible: No• Hooded: No• Type: Casual Jacket• Neck: Spread Collar• Suitable Season: Winter• Logo of WBCPCR on the back side• Size: 32-34 (32 Size: 200 Nos and 34 size: 300 Nos) | 500 |

2. PAYMENT SCHEDULE AND PROCEDURE:

- i. No advance payment will be made.
- ii. Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- iii. Invoice should be raised in favour of the Assistant Secretary, WBCPCR for payment.

3. N.B.

- i. Tender selection Committee constituted as per Order of the WBCPCR will function as Evaluation Committee for selection of technically qualified tenderers.
- ii. Opening & evaluation of tender: If any tenderer is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii. 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).
- iv. 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.
- v. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- vi. Summary list of technically qualified will be uploaded online.
- vii. 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
to the Government of West Bengal

Memo No. : 3519/1(10)/WBCPCR-14017/4/2025-SEC(WBCPCR)-WBCPCR Date: 10/10/2025

Copy forwarded for information and taking necessary action to:-

- 1) The Additional Secretary (Administration), W.C.D. & S.W. Department- with a request to kindly arrange for putting up the notice in the office notice board of the Department.
- 2) The Sr. Pr. P.S. to the Secretary, WBCPCR
- 3) The Sr. P. A. to the Chairperson, WBCPCR
- 4) Shri Arunangshu Kar, DFA, W.C.D. & S.W. Department
- 5) Md. Sahid Hossain Molla, Section Officer, WBCPCR
- 6) Shri Chiranjib Acharyya, Accountant, WBCPCR
- 7) Shri Tilak Kumar Paul, UDA, WBCPCR
- 8) ☒ Shri Kuldeep Polley, Data Entry Operator, WBCPCR

He is requested to upload this NOTICE in the official website of this office.

- 9) Copy for the Office Notice Board
- 10) Office Copy

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Assistant Secretary
to the Government of West Bengal