



Memo No.- 997/WBCPCR-19/2/2021-SEC(WBCPCR)-WBCPCR

Date 26/04/2023

Notice Inviting Tender**Inviting e-Tender for printing and supply of 500 copies Annual Report of West Bengal Commission for Protection of Child Rights for the year 2021-2022 on or before 31st May 2023**

West Bengal Commission for Protection of Child Rights (WBCPCR) is going to publish its Annual Report for the year 2021-2022.

Accordingly, the 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 printing and supply of books which should be printed on or before 31st May 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)	27/04/2023	03:30 p.m.
2	Documents download (Online)	28/04/2023	12:30 noon
3	Bid submission start date (Online)	28/04/2023	12:30 noon
4	Bid submission Closing (Online)	08/05/2023	12:30 noon
5	Bid opening date Technical Proposal (online)	10/05/2023	01:00 p.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"> 1. Copy of PAN 2. P-Tax Registration Certificate 3. G.S.T Registration Certificate (if registered under GST Act) 4. Copy of Income Tax Return of any one year out of last three financial years ending on 31/03/2022 i.e. FY 2019-20, FY 2020-21 & FY 2021-22. 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 (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)

C	Credential	Credentials	<p>8. Credential Certificate for turnover of Rs. 4 lakh (Rupees four lakh) at least for three financial years out of last five financial years ending on 31/03/2022 from competent Authority.</p> <p>9. The copy of document to justify the experience in printing and supply of books to different Govt. offices.</p> <p>10. Credential Certificate / copy of document to justify that the Tenderer(s) is engaged in the business of printing and supply of books as stated above at least for two years out of last five financial years ending on 31.03.2022.</p>
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FINANCIAL COVER:

- The financial proposal should contain the following documents in one cover (folder). 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.
- Annexure B to be filled signed and scanned.

WHOM TO CONTACT

For any other information contact 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 10.30 am to 5.30 pm).

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 as stated in 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. 3,000/-(Rupees three 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 and L2 bidders 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 L2 bidder will be refunded through automated process, to his bank account from which he made the payment transaction after the LOI process is successful and L1 bidder accept the LOI. 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.

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 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 duly filled in the prescribed format (Annexure- A) 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 clearly mentioned in words and figures as per the format for the Financial Bid annexed with the Tender Document as Annexure-B. 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

1 SCOPE OF WORK:

- i) Printing and supply of 500 copies Annual Report of West Bengal Commission for Protection of Child Rights for the year 2021-2022.

ii) **Specifications:**

Sl. No.	Items	Quality / Specification	Quantity
1	Annual Report of West Bengal Commission for Protection of Child Rights for the financial year 2021-2022.	<ul style="list-style-type: none">• 76 pages + Cover (4 pages)• Demy ¼• Inside 130 GSM Glossy Art Paper• Cover 250 GSM Artboard with Mat Lamination• 4 colour offset printing• Perfect Binding	500

2. PAYMENT SCHEDULE AND PROCEDURE :

- Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- Invoice should be raised in favour of the Assistant Secretary, WBCPCR for payment.



Assistant Secretary

West Bengal Commission for Protection of Child Rights

No. 997/1(8)/WBCPCR-19/2/2021-SEC(WBCPCR)-WBCPCR Date: 26/04/2023

Copy forwarded for information to:-

- 1) The Principal Secretary of the Department for information.
- 2) The Director of Information, Nabanna, 9th Floor, Howrah with a request to publish the NIT in wb.gov.in for wide publicity.
- 3) The State Informatics Officer, NIC, WB with a request to upload the NIT in <https://wbenders.gov.in>.
- 4) Joint Secretary (Administration), WCD&SW Department- with a request to arrange for putting up the notice in the office notice board.
- 5) Deputy Secretary, WCD&SW Department- with a request to upload the NIQ in the website of this Department.
- 6) Shri Arunangshu Kar, W.B.A. & A.S., Assistant Financial Advisor, Department of WCD&SW
- 7) Sr. P.S. to HCP, WBCPCR.
- 8) Sr. P.S. to the Secretary, WBCPCR
- 9) Section Officer



Assistant Secretary

West Bengal Commission for Protection of Child Rights

Annexure-A

**TECHNICAL BID FOR PRINTING AND SUPPLY OF 500 COPIES ANNUAL REPORT OF
WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS FOR THE
FINANCIAL YEAR 2021-2022**

TECHNICAL BID

(To be filled up by the Tenderer)

- I. Name of the Tenderer**
- II. Address of the Office of the Tenderer Situated at Kolkata.**
- III. Particulars of the Tenderers**

A If Proprietorship **Name of the Proprietor** **Full Address**

B. If Partnership firm **a) Name of the partners and address**

- 1.
- 2.
- 3.
- 4.
- 5.

C. if company under

Indian Companies Act, 1956 **a) Name of the Directors & their address**

- 1.
- 2.
- 3.
- 4.

D. If Other Business entity **a) Details of Owner(s) / Signatory authority with address**

- 1.
- 2.
- 3.

IV. Permanent Account Number

V. Contact number (Mobile) with e-mail ID :

VI. Credentials

Experience of last 5 years in printing and supply of books to Govt. Offices. (Two years compulsory)	Year	Client	Event	Venue & Location	Job Value (in Rs.)
	2021-22				
	2020-21				
	2019-20				
	2018-19				
	2017-18				

I/We have read all the terms and conditions of the **NOTICE INVITING TENDER DOCUMENT** and the ANNEXURES thereto and agree to accept and abide by the same in toto. The above quotation has been prepared after taking into account all the terms and conditions of **TENDER DOCUMENT** and **NOTICE INVITING TENDER**.

Signature of the Tenderer.....

Date.....

Name of the Signatory.....

Place.....

(in Capital letters)

“SEAL”

Designation of

Signatory.....

NB: Apart from the above information the following documents should be enclosed along with the Technical bid for fulfilling the General Eligibility Terms.

- Earnest Money Deposit (EMD) interest free for Rupees Three Thousand only shall be deposited through online payment as in the e-tender portal in accordance with the terms and conditions of this tender document.
- Credential Certificate for turnover of Rs. 4 (Rupees four lakh) only at least for three financial years out of last five financial years ending on 31/03/2022 from competent Authority (i.e. Copy of certificate from Practicing Chartered Accountant / copy of credential certificate from any Government , Government agency , PSU) .
- The Tender should provide the copy of document to justify the experience in supplying garments / sports items to different Govt. offices.
- Certificate from practicing Chartered Accountant (CA) or the copy of document to justify that the Tenderer(s) is engaged in the business of printing and supply of books as stated above at least for two years out of last five financial years ending on 31/03/2022.

**ANNEXURE – B
FINANCIAL BID**

**FINANCIAL BID FOR PRINTING AND SUPPLY OF 500 COPIES ANNUAL REPORT OF
WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS FOR THE
FINANCIAL YEAR 2021-2022**

FINANCIAL BID FORMAT	
Particulars	Amount in Rupees
The bidder should quote for printing and supply of 500 copies Annual Report of WBCPCR for the financial year 2021-2022 keeping the requirements in mind inclusive of all .	
Lump sum Price including all and GST in figures	
Price in words (Rupees) only	

I/We have read and understood all the terms and conditions of the **NOTICE INVITING TENDER** and the ANNEXURES thereto and agree to accept and abide by the same in toto. The above Tender has been prepared after taking into account all the terms and conditions of **NOTICE INVESTING TENDER along with other related documents.**

Signature of the Tenderer.....

Name of the Signatory.....

(in Capital Letter)

“SEAL”

Designation of Signature.....

Name & Address of the

Firm/Company.....

Date.....

Place.....

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.

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