



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE ASSISTANT DIRECTOR OF FISHERIES,**  
**MEEN BHAVAN**  
**Jalpaiguri – 705101**  
 Ph. No. (03561) 231037 Fax No. 03561-231037  
 Email Id: adf.jal@gmail.com

**Memo.  
No. 07**

**Dated: Jalpaiguri 05.01.2018**

**NOTICE INVITING e-TENDER 2/2017-18 of  
Assistant Director of Fisheries ,Jalpaiguri**

On behalf of Governor of West Bengal The Assistant Director of Fisheries, Jalpaiguri invites e-tender for the works detailed in the table below.(Submission of Bid through **online**)vide G.O. no. 117(Sanc) dt.20.11.2017

List of works:

Sl. No	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Technical & Financial Bid documents and other annexures (Rs.)	Period of Completion	Eligibility of bidder
1.	Supply of inputs for 174units of IMC fingerlings and lime at different blocks in the Jalpaiguridistrict as per G.O. No.117(sanc) dt.20.11.17.One unit consist of 1000nos. , Size 10-12cm IMC fingerlings.@ Rs.5.00 per no., Lime(CaO)-30 kg.@ Rs.12.00 per kg.	9,32,640.00	18,653.00	NIL(Applicable only for L1 bidder)	30(Thirty) days	Resourcefulbonafide accredited hatchery ownerfor IMC or supplier with a good track record for supplying quality fingerlings of IMC/Exotic carp/Magur/Singhi. <b>WORKS COMPLETED THAT ARE SIMILAR IN 40 NATURE TO THE WORKS HAVING MORE THAN 40% OF THE PROJECT COST EXECUTED DURING THE LAST 5 YEARS.</b>  Speccification of the seeds and others given in the respective BOQ. All rates are inclusive carrying cost, labour cost etc.all complete upto the supply point at Block level.

N.B. Intending tenders shall not have to pay the cost of tender documents for the purpose of participating in the e-Tendering(ref. notification no. 199-CRC/2M-10/2012 dated 21.12.2012 and 452-A/PW/O/10C -35/10 dated 25.07.2011 of the secretary of the PWD, Accounts Branch, W.B.), but the successful L1bidder shall have to pay

the fees requisite set of tender documents through Net banking or RTGS/NEFT for execution of formal agreement.

- 1) In the event of e-filling, intending bidder may download the tender documents from the website directly by the help of Digital Signature Certificate & same documents may be submitted along with earnest money through e-filling and details of which has been narrated in "Instruction to bidders".
- 2) Both **Technical Bid** and **Financial Bid** will be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>. Tender document may be downloaded from website and submission of technical bid should be maintained as per tender time schedule of this NIT. The documents submitted by the bidders should be properly as per prescribed indexed and digitally signed.
- 3) Earnest Money: The amount of Earnest money is 2% of the estimated amount put to tender in favor of Assistant Director of Fisheries, Jalpaiguri. Tenders 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 mode vide finance deptt. Memo no. 3975-F(Y) dated 28.07.2016.
  - i) NET banking( any of the banks listed in the ICICI bank payment gateway) In case of payment through ICICI bank payment gateway
  - ii) RTGS/NEFT, in case of offline payment through bank account in any bank.
    - a) Payment by NET Banking( any listed bank) through ICICI bank payment gateway
      - I) On selection of NET banking as the payment mode the bidder will be directed to ICICI payment gateway webpage(along with as string containing a unique Id) where he will select the bank through which he wants to do transaction.
      - II) Bidder will make the payment after entering his unique Id and password of the bank to process the transaction.
      - III) Bidder will receive a confirmation message regarding success/ failure of the transaction.
      - IV) If the transaction is successful the amount paid by the bidder will get credited under the respective pooling account of the state Govt./ PSU/Autonomous body/ Local body/ PRIs etc.maintained with the focal point branch of ICICI bank at R. N. Mukherjee road, Kolkata for collection of EMD/ Tender fees.
      - V) If the transaction is failure the bidder will try again for payment by going back to the first step.
    - b) Refund/ Settlement process:
      - i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e procurement portal of the state Govt., 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 bidder to ICICI bank by the eprocurement portal through web services.
      - ii) On receipt of the information from the e procurement portal the bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders bank account 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 of rejection of bid uploaded to the e procurement portal by the tender inviting authority.
      - iii) Once the financial bid evaluation electronically processed in the eprocurement portal EMD of the technically qualified bidders other than that of the L1 & L2 bidder through an automated process to the respective bidders bank account 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 of rejection of bid uploaded to the e procurement portal by the tender inviting authority however the L2 bidder should not be rejected till the LO1 process is successful
      - iv) If the L1 bidder accept the LO1 and the same is processed electronically in the eprocurement portal EMD of the L2 bidder will be refunded through and 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 of award of contract to the L1 bidder is uploaded to the eprocurement portal by the tender inviting authority.
      - v) As soon as the L1 bidder is awarded the contract and the same is processed electronically in the eprocurement portal.
  - c) EMD of the L1 bidder for tenders of State Govt. offices will automatically get transferred from the pulling account to the state Govt. deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L1 bidder.
  - d) EMD of the L1 bidder for tenders of the STAE/ PSU/ Autonomous bodies/ Local bodies/PRIs will automatically get transferred from the pulling account of their respective linked bank accounts along with bank particulars of the L1 bidder.

In both the above cases such transfer will take place within T+1 bank working days where T will mean the date on which the contract of the award will issue. The bank will share the details of the GRN no. generated on successful entry in GRIPS with the eprocurement portal for updation.

- e) Once the EMD of the L1 bidder is transferred in the manner mentioned above tender fees if any deposited by the bidders will be transferred electronically from the pulling account to the Govt. revenue receipt head "0070-60-800-013-27" through GRIPS for Govt. tender and to the respective linked bank account for the STAE/ PSU/ Autonomous bodies/ Local bodies/PRIs etc.tenderers.
- f) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees were initiated.

4) **Eligibility criteria for participation in the tender.**

**A)** Bidders such as farms, companies, organisation fishermen co-operative societies as applicable as per Govt. Orders having validity, experience and requisite credentials all also having capacity to fulfill all the criteria upto the mark of satisfaction of tender evaluation committee as narrated in different clauses. Terms and conditions of this NIT are eligible to participate in bid/ Tender.

**B)** Work credential :

- i) **Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% in single work of the estimated amount put to tender during 3years prior to the date of issue of the tender notice or**
- ii) **Intending tenderers should produce credentials of 2 similar nature of completed works of the minimum value of 30% in single work of the estimated amount put to tender during 3years prior to the date of issue of the tender notice or**
- iii) **Intending tenderers should produce credentials of a single running work (only for our departmental works) of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i)above.**

**C)** Other term and conditions of the credentials:

- a) Payment certificate will not be treated as credential..
- b) Credential certificate issued by the Asst. Director of Fisheries or equivalent or competent authority of a state/ Central Govt., State/ Central/Govt./Undertaking, statutory/ autonomous bodies, constituted under the State/ Central statute, on the executed value of completed/ running work will be taken as credential.  
N.B. Completion certificate should contain i) Name of work, ii) Name of client, ii) Amount put to tender, iv) schedule month and year of commencement and completion as per work order, v) actual month and year of completion, vi) Income tax return for annual year 2016-17/2017-18, professional tax receipt chalan for the year 2016-17 financial year, vii) PAN card, viii) GST number, ix) Trade license 2017-18 in respect of the prospective tenderer are to be accompanied with the technical bid documents (norm statutory documents).
- c) Neither prospective bidder nor any of their constituent partner had been debarred to participate in tender by any Govt./ Semi Govt./undertaking deptt.,section division establishment during the last five years prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility.
- d) Registered [partnership deed for partnership farm along with power of attorney is to be submitted. The company shall furnish the article of association and memorandum. [Non statutory documents]
- e) Joint venture will not be allowed.
- f) A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a farm if found to have applied severally in a single job all his application will be rejected for that job without assigning any reason thereof.
- g) In case of PFCS/ CFCS regular Audit report and A.G.M. for last three consecutive years i.e. upto 2015-16 is mandatory for eligibility.

**D)** Any dispute subject to the jurisdiction of the Dist. Court of said District.

5) **Security Deposit:**

Retention money towards performance security amounting 10% of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order no. Interest will be paid on security deposit.

- 6) All fingerlings and others required for the proposed work shall be procured and supplied by the agency at their own cost including all taxes shall be of specific grade authentic evidence for fingerling purchase to be submitted along with chalan.

- 7) Bid shall remain valid for a period not less than 180days from the last date of submission of financial bid/ sealed bid. If the bidders withdraws the bid during the validity period of the bid the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 8) In case of any unscheduled holidays on the aforesaid date the next working days will be treated as scheduled/prescribed date for the same purpose.
- 9) All tenderers or his/her authorized representative are required to be present personally during opening of the tender positively. If considered necessary instant bid may be conducted immediately after opening of the tender to lower down the rates. In case it will be presumed that the bid has been can be conducted inpresence of all participating tenderers and in no case his absence will stand in any way in conducting the instant bid.
- 10) All intending eligible applicant is/are requested to be present personally during the ime of submitting application, authorized representative through notary/power of Attorney will only be allowed in absence of original applicant(s).
- 11) Local labourers have to be utilized as far as possible and as per rule in vogue and tender documents will be issued as specified date as started above.
- 12) Intending tenderers must declare in his application if there is any other firm or firms in which proprietor/partner/Director and have common or identical business.
- 13) Intending tenderers should obtain tender document well in advance to guard against any difficulty due to possible absence from the headquarter of the office issuing tender papers.
- 14) Acceptance of the tender rate with the Assistant Director of Fisheries, Jalpaiguri- who doesnot bind himself to accept the tender and reserves the right to reject any or all the tenders without assigning any reason thereof. There shall be no provision for arbitration.
- 15) The work must be completed within stipulated time mentioned in the tender schedule from the date of issue of work order however Assistant Director of Fisheries, Jalpaiguri have the right to extend the time if satisfied for valid reason.
- 16) Admissible payment/ part payment will be made when fund will be available.
- 17) The contractor will not be allowed in any case to get the wirk done through any sub contractor. In case it is detected the tender will be cancelled and the earnest money, security money deposited for the work will be forfeited.
- 18) No claim for enhancement of rates on those items of work which will be executed on the ground of fluctuation of market rate will be entertained during currency of the contract.
- 19) Additional, substitute items of work if required have to be executed as per rates of concerned PWD/ Fisheries schedule of rates.
- 20) Date and time schedule:

Sl. No.	Particulars	Date and time
1	Date of uploading of N.I.T. & other Documents(online) publishing date	08.01.2018 at 4pm
2	Documents download/sell start date (Online)	08.01.2018 at 4pm
3	Documents download/sell end date (Online)	16.01.2018 at 5pm
4	Bid submission start date (On line)	08.01.2018 at 4pm
5	Date, time and place of opening of technical bid	19.01.2018 at11am
6	Bid Submission closing (On line)	16.01.2018 at 10am
7	Date for opening of Financial Proposal (Online)	To be Notified Later
8	Place of opening of Financial Proposal (Online)	Jalpaiguri, Meen Bhawan.

- 21) The prospective bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and 3(three) months from the date of successful completion of the work to the entire satisfaction of the Assitant Director of Fisheries/ District Fishery Officer if any defect/damage is found during the period as mentioned above. The contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so penal action against the contractor will be imposed by this office. The contractor may quote his rate considering the above aspect. Refund of security deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 6months from the date of completion of work. Provision in clause no.17 of WB form no.2911(II) shall be treated as superseaded.
- 22) Earnest money: The process of deposit of earnest money through offline instrumennts like bank draft, pay order etc.will be stopped for eTender procurement. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemtion of EMD must be uploaded in the EMD folder of statutory bid.
- 23) The bidder at his own responsibility and risk is encouraged to visit and examine the site of works and its surrounding and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in the NIT,before submitting offer with full satisfaction.Cost of visit of the site at his own expense.
- 24) The intending bidder shall clearly understand that whatever may be the outcome of the present invitation of bids no cost of bidding shall be reimbursable by the department.The tender committee of the said tender reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might hace been incurred by any tenderer at the stage of bidding.
- 25) Refund of EMD: After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the eprocurement portal of the state Govt.,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 eprocurement portal through web service. On receipt of the information from the eprocurement portal the bank will refund through automated process. The EMD of the bidders disqualified at the technical evaluation to the respective bidders bank account from which they made the payment transaction. Such refund will take place within T+2bank working days where T will mean the date on which information on rejection of bid is uploaded to the eprocurement portal by the tender inviting authority. Once the financial bid electronically processed in the eprocurement portal EMD of the technically qualified bidders other than that of the L1 & L2 bidders will be refunded through an automated process to the respective bidders bank account from which they made the payment transaction. Such refund will take place within T+2bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the eprocurement portal by the tender inviting authority.However the L2 bidder should not be rejected till the LO1 process is successful. If the L1 bidder accepts the LO1 and the same is processed electronically in the eprocurement portal EMD 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 contact of L1 bidder is uploaded to the eprocurement portal by the tender inviting authority.
- 26) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' simultaneously read out attentively and caarefully all the clauses and contents of this NIT before submission of bid stated in Section – 'A' before tendering the bids.
- 27) Conditional / Incomplete tender will not be accepted under any circumstances.**
- 28) The intending tenderers are required to quote the rate *online*.**
- 29) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- 30) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice. Tender committee may ask the original documents at the time of scrutiny.
- 31) The Tender committee of the said work reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

- 32) If there be any objection regarding prequalifying the Agency that should be lodged online to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- 33) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 34) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
- 1) TenderFormno-2911(II)
  - 2) N.I.T.
  - 3) Technical bid.
  - 4) Financial bid.(B.O.Q.)
- 35) Qualification criteria:  
The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
- 1) Financial Capacity
  - 2) Technical capability comprising of personal and equipment capability.
  - 3) Experience / Credential
- The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (1), (2) & (3) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.
- 36) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 37) **No. price preference and other concession will be allowed.**
- 38) Prohibition on suspended/ debarred person entities in the bidding of Govt. projects/contracts: A person/entity i.e. suspended/debarred by a procuring entity shall not be allowed to participate in procurement process. During the period of suspension/debarment unless the same have been revoked.A joint venture or consortium which is suspended/debarred or which has suspended/debarred member or partner as well as a person/entity who is member of a suspended/debarred, a joint venture or consortium shall likewise not be allowed to participate in any procurement process under any Govt./semi Govt./undertaking department/section/division/establishment during the period of suspension/debarment unless the same has been revoked.
- 39) In case if there be any objection/complaint regarding non eligibility in technical bid evaluation only intending bidders or authorised persons on behalf of the bidders may lodge objection/complaint alongwith specific authentic document in support of their objection/complaint as a proof to the notice inviting authority within 48hrs.from the publication time uploading time in web portal of the technical bid evaluation and beyond that time schedule i.e. after expiry of 48hrs.no objection of complaint will be entertained as well as without any specific document as a proff in support of lodged objection/complaint no objection/complaint in this regard will be entertained by the tender evaluation committee.On the other hand strict penal action may be taken against the respective bidder for lodging false objection or complaint for obligatory attitude/creating hindrence towards development works of the Govt. be provided in their letter through which if objection /complaint has to be lodged.
- 40) Apart from the content of this NIT further information if required will be had from the office of the NIA in any working day. Price of tender documents per set i)above Rs. 5lakhs upto Rs. 25lakhs, Rs. 1005.00 ; ii) above Rs. 25lakhs upto Rs. 125lakhs, Rs. 2505.00

Assistant Director of Fisheries,  
Jalpaiguri

Assistant Director Of Fisheries, Jalpaiguri  
Government of West Bengal  
|

Seal and Signature of the Tenderer.

(Signature of Tender Accepting Authority)

Seal and Signature of the Tenderer.

Assistant Director Of Fisheries, Jalpaiguri  
Government of West Bengal  
|

(Signature of Tender Accepting Authority)

## SECTION - A INSTRUCTION TO BIDDERS

### General guidance for e-Tendering:

- i. Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.
- ii. Registration of Contractor:  
  
Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of Public Works Department) the contractor is to click on the link for e-Tendering site as given on the web portal.
- iii. Digital Signature certificate (DSC):  
  
Each contractor 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) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.
- iv. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- v. Submission of Tenders:  
  
Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

### Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders). At the time of downloading of technical bid for evaluation if it is observed that after trying best if any folder or file of web portal cannot be opened or found not in a readable format it may be established that there is some deficiency at intending tenderers part in uploading of requisite document in web portal, accordingly for such cases the technical bid of the respective bidder will be summararily rejected so at the time of uploading bids and its related supporting documents in web portal care should be taken so that during evaluation all the documents as to be submitted by the bidders can be opened and can found neat & clean in a readable format and as per prescribed indexed.

### Statutory Cover Containing the following documents:

- i) Application duly typed/written in letter headed pad as per format given and also duly signed in hard copy if it is observed that prescribed proforma duly typed/printed/written is pasted or affixed to the letter head pad by the intending bidder that will not be treated as application for which respective bidders bid may be summararily rejected.
- ii) Structure an organisation section B, Form -II
- iii) Experience profile Section B, Form-IV
- iv) Section B, Form-III affidavit-"Y" to be furnished in non judicial stamp paper of appropriate value duly notarized.
- v) Requisite amount of EMD as prescribed in this NIT has to be made. Exemption from submission of EMD will not be allowed.
- vi) Tender in WB form no. 2911(II) and NIT including special terms and condition & specification of works with all addenda and corrigendum( Download and upload the same digitally signed, quoting rate only encrypted in the B.O.Q. under financial bid. In case quoting any rate in Wb Form no. 2911(II) by the bidder the tender is liable to be summararily rejected.
- vii) Audit report and AGM resolution for last 3years in case of PFCS/CFCS.



**Non Statutory cover containing the following documents:**

Sl. No.	Category Name	Detail(s)
A.	Certificate(s)	Income tax return for A.Y.2016-17/2017-18, professional tax receipt chalan for the 2016-17 financial year, PAN card, GST registration no., trade license 2017-18 in respect of the tenderer are to be accompanied with the technical bid documents. Registration certificate from co-operation deptt. Or Fisheries Directorate are to be submitted by the Registered PFCS/CFCS
B.	Company Detail(s)	1.Registration certificate under company act if any. Registered details contractor as applicable as per G.O. 2.Registered or notarized deed of partnership firm/ Registered article of association and memorandum 3.Registered power of atorney for partnership firm/pvt.Ltd. company if any
C.	Credential	Credential is applicable as mentioned in list of scheme. Scanned copies of original credential certificate along with workorder and priced schedule of the respective work of credential certificate as stated in Sl. No. 3(i)(B) of this NIT shall have to be submitted along with bid.Email address and ph no.of the credential issuing officer in a separate sheet may please be submitted for verification.
D.	Financial information	

Note: Failure of submission by the bidders of any of the above mentioned documents and for non compliance may render the tender to be summararily rejected for both statutory and non statutory cover.

**B) Tender Evaluation Committee (TEC)**

1. Opening & evaluation of tender:  
If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
2. Opening of Technical Proposal:  
Technical proposals will be opened by the Assistant Director of Fisheries, Jalpaiguri, WB electronically from the website using their Digital Signature Certificate (DSC).
3. Intending tenderers may remain present if they so desire.
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 tenderers will be uploaded online.
7. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
8. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**2. Financial Proposal**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At par) online through computer in the space marked for quoting rate in the BOQ.

2. Only downloaded copies of the above documents are to be uploaded, virus scanned & Digitally Signed by the contractor.

ii. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

iii. Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject any or all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action. Also if any bidder withdraws his bid without any reasonable ground within bid validity period his/her/their EMD will be forfeited and legal action may be imposed as per norms.

iv. Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement in W.B. Form No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in N.I.T. along with requisite cost through Net banking/RTGS/NEFT and submit the same to this office within time limit within time limit to be set in the letter of acceptance positively and failure to comply content of the clause and failure to submit the requisite documents by the successful bidder necessary penal action may be taken by the notice inviting authority including cancellation of tender with forfeiture of Earnest money to the Govt. of West Bengal as the case may be and also may be debarred from participation in any tender for a minimum period of 1 year or more as it deem fit by the tender inviting authority or the competent authority and in this regard appeal of the respective bidder will not be entertained by the department.

**PRE-QUALIFICATION APPLICATION**

To

The A.D.F Jalpaiguri.

**Ref:-**Tender for.....

(Name of work) .....

.....

.....

e N.I.T.No.: \_\_\_\_\_ (Sl. No. \_\_\_\_\_) of 2017-18 of A.D.F Jalpaiguri

Dear Sir,

Having examined the Statutory, Non statutory, Instruction to Bidders & NIT documents along with its Agenda & corrigendum, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of.....In the capacity..... duly authorized to submit the offer.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

**We understand that:**

- (a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

1. Statutory Documents
2. Non Statutory Documents

**Date:-****Signature of applicant**

**SECTION B**  
**FORM II**  
**Structure of Organisation**

1	Name of Applicant	
2	Address of communication with Pincode	
3	Telephone No.(Land)	
4	Mobile No.	
5	Fax No.	
6	PAN no.	
7	GST no.	
8	Email Id	
9	Details of Bank Account: Name of bank: Name of Branch and address with Ph. No.: Account No.: IFCS code:	
10	Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data	
11	Attach proof of photo ID and technical qualification of of Technical personnel with Bio-data	

Signature of applicant including title and capacity in which application is made

**Section B**  
**Form III**  
**Affidavit- " Y"**  
**(To be furnished in Non-Judicial Stamp)**

**(Paper of appropriate value duly notarized)**

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm  


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Nor any of constituent partner had been debarred to participate in tender, suspended or black listed by any Govt./Semi Govt./under taking department, section/division/establishment during the last 5years prior to the date of this NIT.
3. The under-signed would authorize and request any bank person firm or corporation to furnish partinant information as deemed necessary and or as requested by the department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that I have applied in the tender in the capacity of individual/as a partner of a firm and I have not applied severaly for the same job.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the Officer

\_\_\_\_\_  
Name of the Firm with seal

Date\_\_\_\_\_

**LIST OF WORKS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS HAVING MORE THAN 40% OF THE PROJECT COST EXECUTED DURING THE LAST 5 YEARS.**

Name of Employer	Name, location and nature of work	Name of consulting officer responsive for supervising	Contract price in Indian Rs.	Percentage of participation of company	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion of the work	Reasons for delay in completion, if any

Note: a) Certificate from the employers to be attached.

b) Non disclosure of any information in the schedule will result in disqualification of the firm.

c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations let down herein is liable to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.

d) canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.

e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

**TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME:** When a contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled and his security deposit will be forfeited.

**Signature of applicant including title and capacity in which application is made**

**SECTION C****Special terms and conditions and specification of works:****C.1 General:**

Unless otherwise stipulated all the works are to be done as per general conditions and general specification as mentioned below:

The technical specification as mentioned against each item duly approved by the Director of Fisheries will be followed.

**C.2 Definition of A.D.F., D.F.O. and commencement of works:**

The word A.D.F/D.F.O means the Assistant Director of Fisheries/ District Fishery Officer. The word Department appearing anywhere in the tender documents means Fisheries Department, Govt. of West Bengal, who have jurisdiction, administrative or executive over part of whole of the works forming the subject matter of the tender/contract. The word approved appear anywhere in the documents means approved by the Assistant Director of Fisheries, Jalpaiguri. The work shall have to be taken up within seven days of the receipt of the work order or otherwise mentioned therein. Failure to do so will constitute a violation of the contract stipulation as regards of proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

**C.3 Transportation arrangements:**

The bidder shall arrange for all transport including railway wagons required for carriage and supply of materials and also the materials required for supply of inputs. The department may however at their own discretion grant necessary certificates if required. But in case of failure of the department to help the supplier in this respect the supplier will have arranged at his own initiative so that progress of supply work will not hamper and no claim whatever on this ground will be entertained under any circumstances. If railway facilities are not available, the contractor will have to depend on transport of materials by road as necessary to complete the work without claiming any extra payment from department as regard. The supplier must consider this aspect while quoting rate.

**C.4 Incidental and other charges:**

The cost of all materials, hire charges to labour, corporation/ Municipal fees for water supply. Royalty or road materials (if any), electricity and other charges of Municipalities or statutory local bodies, ferry charges, toll charges, loading and unloading charges, handling charges, overhead charges etc. will be deemed to have been covered by the rates quoted by the contractor inclusive of also sales tax, income tax, VAT etc. All other charges for the execution of the work including supply of materials and related carriage complete or finished in all respect upto the entire satisfaction. No claim extra claim in this regard beyond the specified rate as per work schedule whatsoever in this respect will be entertained.

**C.5 Power of Attorney:**

The provision of the power of attorney, if any, must be subject to the approval of the department. Otherwise the department shall not be bound to take cognizance of such of attorney.

**C.6 Extension of time:**

No extension of time will be granted due to preliminary works and non availability of materials etc. For cogent reasons over which the bidder will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, enhanced cost materials and hire charges of tools and plants etc. would be entertained under any circumstances. The contractor should consider the above factor while quoting this site. Applications for such extension of time should be submitted by the contractor in the manner indicated in clause-5 of the printed form of W.B.F. no.2911(ii).

- C.7 Contractor's Godown:**
- i) Any input, which is found at the time of use to have been damaged/died shall be rejected and must immediately to remove from the site by the bidder as per directed by the ADF/DFO
  - ii) In case of supply of fish seed of any species the seeds are to be procured/produced in accredited hatchery (for IMC only) and reared in own/leasehold fish farm/tank in West Bengal.
  - iii) Difficulties and inconveniences in transporting materials over the bad Roads, Kutcha Road, incomplete roads and over the weak and damaged culverts will be taken into consideration of the contractor. The materials for the work may be required to carry over Kutcha road difficulties in collection of different materials in collection over the road road, flunk due to insufficient space if there be, should be noted by the bidder for which no rate or time will be allowed on these accounts as stated. The bidder should quote his rate taking into consideration regarding security of the materials. Nothing would be entertained under any circumstances beyond the respective tendered provisions.
  - iv) In case seed not produced in West Bengal the bidders must have requisite certificates as the case may be and has fish culture activities in West Bengal/may be attached to any fish culture farm.

**C.8 Approval of sample:**

Samples of all materials to be supplied by the contractor and to be used in the work shall have to be approved by the ADF/DFO and checking the quality and brand of such materials shall have to be done by the concerned department or as directed by the ADF prior to utilization in the work.

**C.9 Bidders risk for loss or damage:**

All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any will have to be borne by the bidder without any extra claim towards department.

**C.10 Charges and fees payable by contractor:**

a) The bidder shall pay all fees required to be given or paid by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liabilities of every kinds for breach of such regulation or law.

b) The bidder shall save, harmless and indemnify the department from and against all claims, demands, suit and proceedings for or an account of infringement of any patent rights, design, trade mark or name of other protected right in respect of any constructional plant, machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

**C.11 Realisation of departmental claims:**

Any some of money due and payable to the bidder including security deposit returnable to him under this contract may be appropriated by the Govt. and set off against any claim of Govt. for the payment of some of money arising out of this contract or under any other contract made by the bidder with the Govt.

**C.12 Compilation of different acts:**

The bidder shall also make himself for any pecuniary liabilities arising out on account of any violation of the provision of the said acts. The contractor must obtain necessary certificate and license from the concerned registering office under the contract labour act, 1970.

**C.13 Safety, security and protection of the environments:**

The bidder shall throughout the execution and completion of the works and the remedying of any defects therein:

a) have full regard for the safety of all persons and the works.

b) take all reasonable steps to protect the environment on and off the site and to avoid the damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his method of operation.

**C.14 Commencement of work:**

The work must be taken up within the date as stipulated in the work order and completed in all respect within the period specified in notice inviting tender.

**C.15 Programme of work:**

Before actual commencement of work the bidder shall submit a programme of supply of inputs to the ADF/DFO reserves the right to make addition alternation and substitution to such programme in consultation with the contractor and such approved programme shall be adhered to by the bidder unless the same is subsequently found in practicable in part or full in the opinion of the ADF/DFO and is modified by him. The contractor may pray in writing showing sufficient reasons therein for modification of programme. The conditions laid down in clause 2 of the printed W.B.F.no.2911(II) regarding the division of total period and progress to work and the time table therefor as provided in the said clauses shall be deemed to have been sufficiently complied with the actual progress of work and does not fall short of the progress laid down in the approved time table for 1/4<sup>th</sup>, 1/2 and 3/4<sup>th</sup> of time allowed for the work.

**C.16 Precaution during works:**

The contractor shall carefully execute the work without disturbing and damaging underground or overhead service utilities viz. electricity/telephone/gas/water pipes/sewers etc. In case disturbances of service utilities is found unavoidable the matter should immediately be brought to notice of the ADF/DFO and necessary precautionary measures as would be directed by the ADF/DFO shall be carried out at the cost and expenses of the bidder. If the service utilities are damaged or disturbed in any way by the contractor during execution of the work the cost of rectification or restoration of damages as would be fixed by the ADF/DFO concerned will be recovered from the bidder.

**C.17 Testing of qualities of materials and workmanship:**

All supply shall be in accordance with the specifications laid down in the contract. The ADF/DFO reserves the right to test/examine/measure the materials. The cost of such tests shall be borne by the agency and that must be considered during quoting rate.



**C.18 Timely completion of work:**

All the supply and the work must be completed in all respect within the time specified in the NIT from the date of commencement as mentioned in work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

**C.19 Procurement of materials:**

All materials required to complete execution of the work shall be supplied by the contractor after procurement from authorized and approved source.

**C.20 Rejection of materials:**

All materials brought to be site must be approved by the ADF/DFO. Rejected materials must be removed by the contractor from the site within 24hrs. of the issue of the order to that effect. In case non compliance of such order the ADF/DFO shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to claim for any loss or damage of that account.

**C.21 Force closure:**

In case of force closure or abandonment of the input supply works by the department that contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.

**C.22 Tender rate:**

The bidder should note that the tender is strictly based on the rates quoted by the bidder on the price schedule of probable item of work. The quantities for various other items of work as shown in the price schedule of probable items of the works are based on the drawing and design by the department. If variation becomes necessary due to design consideration and as per actual site condition those have to be done by the contractor at the time of execution at the rate prescribed in the tender condition. No conditional rate will be allowed in any case. The intending bidders are requested to read carefully and go through all the terms and conditions specification etc as stipulated in the tender document duly uploaded in the WEB Portal by the NIA and considering all aspects rate in the B.O.Q. shall be quoted.

**C.23 Delay due to late supply:**

The bidder shall not be entitled for any compensation for any loss due to delay in supply.

**C.24 Additional Conditions:**

A few additional conditions under special terms and conditions:

1. Rate quoted shall be inclusive of loading unloading and transportation as fixed by the ADF/DFO.
2. Rate quoted shall be inclusive of West Bengal sales tax, income tax, octroi and all other duties/charges/taxes if any.
3. The whole work will have to be executed as per departmental order available in this connection at the tender rate.
4. Income tax and other taxes and charges as applicable will be deducted from each bill of the contractor as per available rate and Govt. rules in force.
5. In accordance with the West Bengal Taxation laws (amendment) ordinance, 1993 amending the West Bengal Finance (Sales tax), Act. 1994 necessary Sale tax/VAT will be deducted as per rate in force from the bill in addition to other deduction as per extent rules.
6. Rate quoted shall be inclusive of preliminary works (vide Clause-15 to clause 17 under Section C) at work site and for such preparatory and ancillary works no further time will be extended beyond the stipulated date of completion of the work,

**C.25 Payment of bills:**

As mentioned in the NIT.

**C.26 Refund of Security deposit:**

As mentioned in the NIT.

**C.27 Settlement of dispute:**

As mentioned in the NIT.

Memo no. 7/1(10)

Dated:05.01.2018

Copy forwarded for favour of information and taking necessary action to:-

1. The Sabhadhipati, Jalpaiguri Zila Parishad.
2. The Director of Fisheries, West Bengal, 31, G.N. Block, Sector-V, Salt Lake City, Kolkata-700091.
3. The District Magistrate, Jalpaiguri.
4. The Additional Director of Fisheries, Technical, North Bengal.
5. Deputy Director of Fisheries, Northern Zone, Siliguri.
6. The Sub-Divisional Officer, Sadar, Jalpaiguri.
7. The Chief Executive Officer, Fish Farmers Development Agency, Jalpaiguri
8. The District Information and Cultural Officer, Jalpaiguri. He is requested to publish abridged notice (Enclosed) in one daily Bengali and English newspaper.
9. The District Informatics Officer, NIC, Jalpaiguri. He is requested to please upload the notice in the Govt. website of Jalpaiguri District.
10. Notice Board.

**Assistant Director of Fisheries, Jalpaiguri**