



**The Bhagirathi Co-op. Milk Producers' Union Ltd.**  
**Feeder Dairy: P.O-Berhampore: PIN -742101: Dist.-Murshidabad**  
e-mail: [bhagirathi6@rediffmail.com](mailto:bhagirathi6@rediffmail.com); Website:  
[www.bhagirathimilk.com](http://www.bhagirathimilk.com)

## **NOTICE INVITING TENDER**

**BU/DAIRY/PKGM/2774**

**Dated: 15.10.2019**

**The Bhagirathi Cooperative Milk Producers' Union Limited invites Online Tender (E-Tender) in two bid system for entering into rate contract for supply of Paneer Pouch for a period of one year.**

### **IMPORTANT DATE AND TIME SCHEDULE**

Sl. No.	Particulars	Date & Time
1	Date of uploading (Publishing)of N.I.T. Documents (Online)	15.10.2019 at 1500 hrs
2	Documents download start date (Online)	15.10.2019 at 1505 hrs
3	Technical Bid proposal submission start date (Online)	15.10.2019 at 1510 hrs
4	Bid Submission end date (Online)	30.10.2019 at 1500 hrs
5	Technical bid opening date	02.11.2019 at 1500 hrs
6	Pre bid Meeting (The Office of The Bhagirathi Milk Union)	19.10.2019 at 1500 hrs
7	Financial Bid Opening date	To be notified later

**The details of work are given below:**

<b>Nature of Work</b>	Rate Contract for supply of Paneer Pouch
<b>Scope of Work</b>	E-Rate Contract for supply of Paneer Pouch for a period of one year
<b>Estimated Cost of Work</b>	Rate to be offered by the bidder
<b>Contract Period</b>	1 year
<b>Bid Inviting Authority</b>	The Managing Director of The Bhagirathi Cooperative Milk Producers' Union Limited
<b>Eligibility Criteria</b>	<b>Credentials:</b> <ol style="list-style-type: none"><li><b>Experience:</b> Minimum 1 year experience within the last five years in supply of Pouch in the Government/Govt. undertakings/ Cooperative Dairies / any private dairy. The one year experience of the tenderer should be in the same name and style as the bidding entity. Experience certificate supporting the claim must be uploaded in the Technical Bid Folder.</li><li><b>Turnover:</b> Average Annual Turnover from supply of polyfilm/pouch business should be minimum 50 lakhs for the last 3 financial years. Audited Balance Sheet should be</li></ol>

	<p>produced in support of the claim must be uploaded in the Technical Bid Folder.</p> <p><b><u>NB: Scanned Copies of all the above documents should be uploaded in the Technical Folder</u></b></p>
<p><b>Statutory &amp; Non Statutory Documents</b></p>	<ol style="list-style-type: none"> <li>1. Latest IT Return</li> <li>2. GST Registration Certificate</li> <li>3. Audited Balance Sheet for last financial year.</li> <li>4. PAN Card</li> <li>5. Trade License</li> <li>6. Credentials of executing similar nature of work along with completion certificate.</li> <li>7. Sample of Pouch</li> <li>8. Quality Assurance Certificate</li> </ol> <p><b>N.B: All these documents are mandatory. Failure to upload the documents will result in disqualification during technical bid. No document other than the sample is to be sent physically.</b></p>
<p><b>Earnest Money Deposit</b></p>	<p>The EMD amounting to Rs. 10,000/- should be deposited online through Net Banking, NEFT/RTGS in favour of the Managing Director, The Bhagirathi Cooperative Milk Producers' Union Limited payable at Berhampore. EMD shall not carry interest. Tenderers will select the Tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payments modes (vide Finance Department Memorandum no. 3975-F(Y) Dt. 28/07/2016) :</p> <ol style="list-style-type: none"> <li>1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.</li> <li>2. RTGS/NEFT in case of offline payment through bank accounts in any Bank.</li> </ol> <p><b>Payment procedure.</b></p> <p><b>a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :</b></p> <ol style="list-style-type: none"> <li>1. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.</li> <li>2. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.</li> <li>3. Bidder will receive a confirmation message regarding success/failure of the transaction.</li> <li>3. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of The Bhagirathi Cooperative Milk Producers' Union Limited maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.</li> </ol>

4. For transaction failure, the bidder will again try for payment by going back to the first step.

**b) Payment through RTGS/NEFT:**

1. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

2. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

3. Once payment is made, the bidder Will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

4. If verification is successful, the fund will get credited to the respective Pooling account of The Bhagirathi Cooperative Milk Producers' Union Limited maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road for collection of EMD/Tender Fees.

5. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

6. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**B. Refund/Settlement Process:**

i. After opening of the bids and technical evaluation of the same by the Quotation inviting authority through electronic processing in the e-Procurement portal of the State Government, the Quotation 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 e-Procurement 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 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 bid is uploaded to the e-Procurement portal by the Tender inviting authority.

iii. Once the financial bid evaluation is electronically processed in the e Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an 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 Quotation inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv. If the L1 bidder accepts the LOI and the same is processed

	<p>electronically in the e-Procurement 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 Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.</p> <p>v. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –</p> <p>a) EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L1 bidder.</p> <p>b) EMD of the L1 bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRI, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.</p> <p>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 Award of Contract (AOC) is issued.</p> <p>vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.</p> <p>vii. 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 pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRI, etc tenders.</p> <p>viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD (if any) were initiated.</p>
Bid Document	The bid document is available in the E-Tendering Portal of Govt. of West Bengal <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> .
Technical Bid Evaluation	The Technical Bid will be evaluated by the Tender Committee. Bidders shall upload all the necessary documents in the Technical Folder which will be verified and evaluated by the Tender Committee.
Financial Bid	<p>Rate shall be quoted in the Financial bid</p> <p>The bidder shall quote the rate online through Computer only in the space marked for quoting rate in the Bill of Quantities (BOQ). <b>Only downloaded copies of the above documents, digitally signed by the bidder are to be uploaded (Excel file).</b></p> <p>The rate quoted by the tenderer shall be inclusive of all elements of taxes and duties, demands, tolls etc. The tenderer shall include income tax, GST etc as applicable, octroi if any and all other charges if applicable while quoting the rate, FOR (freight on road) delivery of the material in the place of delivery.</p>
Validity of Bid	365 days
E Tender registration and bidding	<p><b>ONLINE BIDDS:</b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p>

	<p>Companies\ Agencies\ bidders who are interested in participating e tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. Online tenders can be submitted by logging in the e –Tendering portal of Govt. of West Bengal i.e. <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> .</p> <p><b>ONLINE BID SUBMISSION:</b> The bidders are required to submit the Technical and Financial bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
<p>Important Instructions</p>	<p>Names of the technically qualified bidders as per the bid criteria after <b>verification with original</b> &amp; evaluation will be displayed in the e-portal. The financial bid documents of the technically qualified bidders will only be opened.</p> <p>List of Financial comparison chart of bidders will be published after opening of Financial Bid. The Managing Director, Bhagirathi Cooperative Milk Producers’ Union Limited reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</p> <p>All duties, taxes, toll and other levies payable by the Bidders under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder.</p>
<p>Download of Tender</p>	<p><b>1. Download of Tender</b></p> <p>Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> .The tender will be submitted in two bid system i.e. Technical bid &amp; Financial bid only through online.</p> <p><b>2. Online Bid submission procedure</b></p> <p>i. <b>Registration of Bidders:</b> Agencies/Bidders who are interested in participating e-tenders will have to get enrolled &amp; registered with the Government e-Procurement system. through logging on to <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a></p> <p>ii. <b>Digital Signature certificate (DSC):</b> Each bidders is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.</p> <p>iii. <b>Tender Download:</b> The bidders can search &amp; download NIT &amp; Tender Documents electronically from computer once he logs in to the e-Tendering portal <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.</p> <p>iv. <b>Submission of Tenders:</b> General process of submission, Tenders are to be submitted through online to the stipulated website in two folders, (one is Technical Bid &amp; the other is Financial Bid) before the prescribed date &amp; time using the Digital Signature Certificate (DSC). The documents are to be</p>

	uploaded duly digitally signed. The documents will get encrypted (transformed into non readable formats).
<b>Award of Contract</b>	The <b>bidder selected</b> after evaluation of financial bid by the tender committee will be given Award of Contract, subject to fulfillment of Terms and Conditions provided in the tender.
<b>Publication of Tender</b>	<ol style="list-style-type: none"> <li>1. E-Procurement Portal Govt. of West Bengal (<a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>)</li> <li>2. District Website of Murshidabad (<a href="http://www.murshidabad.gov.in">www.murshidabad.gov.in</a> )</li> <li>3. Website of the Milk Union (<a href="http://www.bhagirathimilk.com">www.bhagirathimilk.com</a> )</li> <li>4. Office Notice Board</li> </ol>

### General Terms & Conditions

1. Two part bid which consists of Technical & Financial bid separately.
2. **The applicants must upload the Statutory & Non Statutory documents in the Technical Folder. Nothing should be sent physically.**
3. **Financial quote must not be sent through post / physically.**
4. The intending bidders are required to quote the rate online only. Financial Bid will contain rate of items only. No other document will be sent in the financial bid (Folder).
5. Bidder should quote unit price of the material inclusive of all taxes and levies F.O.R The Bhagirathi Cooperative Milk Producers' Union Limited.
6. EMD of the lowest successful bidder shall be converted to Security Deposit.
7. The rate quoted by the bidder will be fixed for the tenure of contract. No escalation in the rate of the above materials would be considered during the contract period whatsoever.
8. The intending bidder is required to quote the rate in figures as well as in words in financial bid. Rate should be quoted per piece of item.
9. Payment will be made on receipt of quality report of the supplied materials from Requisitioning Authority & on submission of Bill in duplicate along with the received challans from the Competent Authority.
10. The documents submitted by the bidders online should be properly indexed & digitally signed.
11. During the scrutiny, if it comes to the notice to the tender inviting authority that the credential(s) and/or any other paper(s) has/have been of any bidder found incorrect/ manufactured/ fabricated, that bidder will not be allowed to participate in the tender process and that application will be rejected outright. The Bhagirathi Cooperative Milk Producers' Union Ltd. Reserves the right to cancel the N.I.T. at any time without showing any reason and no claim in this respect will be entertained.

12. **Supply of Goods: The supply of goods must be delivered within Delivery time from the date of issue of Purchase Order in consignments as decided by the Purchasing Authority time to time.**
13. Time being the essence of contract no variation shall be permitted in the delivery time as prescribed in the delivery schedule. If the bidder fails to supply and execute the work in full or part of order as per delivery schedule, The Bhagirathi Milk Union Ltd. shall reserves the right to cancel the order besides forfeiture of Security Deposit. If the Milk Union arranges the material from any other party due to failure of the supplier, the extra cost if any shall be deducted from the bills of the supplier.
14. One termination of contract, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the contractor by legal means apart from forfeiture of any amount due to the contractor.
15. If there is any complaint regarding the quality/ damage / short supply / failure of schedule date delivery etc. you will be responsible for replacement of the same or the cost of such item would be deducted from the bill amount, Security Deposit whichever applicable.
16. The Milk Union reserves the right to terminate this contract if your performance is found unsatisfactory.
17. **Place of Delivery: The office of The Bhagirathi Cooperative Milk Producers' Union Ltd. Feeder Dairy, Panchantala, Berhampore, Murshidabad, Pin-742101, West Bengal.**
18. Conditional *and* incomplete tender will not be entertained. Violation of one or more clause will result in rejection of the tender
19. The accepting authority (The Bhagirathi Cooperative Milk Producers' Union Ltd.) reserves the right to reject any or all the tenders without assigning any reason whatsoever and will not be bound to accept either the lowest tender or any of the tenders. In case the accepting Authority observes that the L1 bidder will not be able to supply all the materials in time, then the accepting authority reserves the right to split up offer to L2, L3 and others on L1 price for completion of time bound programme.
20. Before issuance of the SUPPLY ORDER, the tender inviting authority may verify the original credential(s) and/ or other document(s) of the lowest bidder with original documents, if found necessary. After verification, if it is found that the document(s) submitted by the lowest bidder is/are either manufactured or false, the work order will not be issued in favour of the said Bidder and security deposit will be forfeited.
21. You will be required to serve us at least 3 months' notice in advance and Security Deposit will be forfeited, if you want to discontinue supplying us the materials as per the rate contract.
22. Loading and unloading of the goods is the sole responsibility of the supplier and no claim in this regard shall be entertained.
23. The Milk Union may approve more than one supplier at L1 rate and that should be termed as alternate supplier.

24. The rate quoted by the bidder shall be inclusive of all taxes packing, forwarding, Excise Duty & GST and other charges/ taxes if any for the delivery of the goods in the office of The Bhagirathi Cooperative Milk Producers' Union Ltd.
25. Mode of transportation for the supply of the goods will be arranged by the supplier.
26. The undersigned reserves the right to call a separate E-Tender by superseding this Tender at any time after expiry of two (2) months or earlier as may be deemed necessary without assigning any reason thereof.

### SPECIFICATION OF PANEER POUCH

Sl. No.	Particulars	Specification	Size	Quantity required per year (may vary)
1.	Paneer Pouch 1 Kg	12mic Pet/12mic Met pet /38mic poly(N)	280x235mm/560mm(open)	<b>1,50,000 no(s)</b>
2.	Paneer Pouch 200 gm	12mic Pet/12mic Met pet /38mic poly(N)	185x135mm/370mm(open)	<b>12,00,000 no(s)</b>
3.	Paneer Pouch 100 gm	12mic Pet/12mic Met pet /38mic poly(N)	100x147mm/294mm(open)	<b>75,000 no(s)</b>
<b>Technical Specifications: Printing shall be not more than 4 coloured printing as per our design</b>				

Sd/-

Managing Director  
The Bhagirathi Cooperative  
Milk Producers' Union Limited

Copy forwarded to:

1. Office Notice Board
2. Website [www.bhagirathimilk.com](http://www.bhagirathimilk.com)
3. Office Copy