



The Bhagirathi Cooperative Milk Producers' Union Limited

(A Govt. of West Bengal Project)

Memo No: BU: PUR:NIT:2629

Dated: 08.11.2018

NOTICE INVITING OFFLINE TENDER

Name of the work: Annual Rate Contract for Design, Printing & Supply of Flex Banner and Leaflet.

Offline tenders are invited by The Bhagirathi Cooperative Milk Producers' Union Limited in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies/ agencies / individual contractors having requisite financial capability and sufficient experience in **Design, Printing, supply** and technical credential on execution of similar nature of work.

Scope of Work:

Sl No.	Description Goods	Specifications	Quantity (may vary depending upon demand)
01	Design, Printing & Supply of Flex Banner and Leaflet	Flex material Matter, Size and quantity will be provided by the Milk Union.	500 No(s)

Time line for tender:

PARTICULAR	DATE & TIME
Date of Publication of NIT	08.11.2018 at 03.00pm
Tender submission start date & time	08.11.2018 at 03.05pm
Pre-bid meeting in the office of the Managing Director BCMPUL	09.11.2018 at 11:00am
Last date & time of submission of Technical Bid and Financial Bid	16.11.2018 at 03:00pm
Date & Time of opening of Technical Bid in the office of the Managing Director BCMPUL	17.11.2018 at 03:00pm

Date & Time of opening of Financial Bid in the office of the Managing Director BCMPUL	To be published later
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Estimate of the Work: NIL. The rate shall be quoted by the bidder in Rs. /sqft depending upon the prevailing market rate.

Eligibility Criteria & Mandatory Documents:

Experience: Bidder should have experience in design, printing, supply and erection.

Financial Capacity: Bidder should have annual turnover of at least Rs. 5 lakh in the last three consecutive financial years.

Earnest Money Deposit: Bank Draft / Bankers Cheque of Rs. 10,000 (Rupees Ten Thousand) only shall be submitted in favour of the “District Magistrate, Murshidabad” payable at Berhampore.

Statutory documents: Bidder shall submit latest GST Registration, copy of valid PAN, latest IT return and PT tax return.

All the above-mentioned criteria and documents are mandatory and if the bidder fails to submit any of them, their bid will summarily be rejected.

Submission of bids: The bids will be submitted in offline mode.

Technical bid submission:

All the mandatory documents namely

1. Experience Certificate
2. EMD
3. GST Registration
4. Copy of valid PAN
5. Latest IT Document
6. Latest PT tax return

Shall be placed in a sealed cover having written on top “**Annual Rate Contract for Design, Printing & Supply of Flex Banner and Leaflet.**”

Financial Bid Submission:

The financial offer of the bidder shall be submitted in a sealed cover having written on top “Financial Bid for **Annual Rate Contract for Design, Printing & Supply of Flex Banner and Leaflet**”. The financial offer of the bidder shall be in the following format:

To
Bid Inviting Authority Office of the Managing Director The Bhagirathi Cooperative Milk Producers’ Union Limited
Sub: Financial Offer
Sir,
I beg to submit that I agree with all the terms and conditions mentioned in the NIT No..... dated and submitting my Financial Offer of Rs..... which is Rs./sq. ft. inclusive of all for Annual Rate Contract for Design, Printing & Supply of Flex Banner and Leaflet . My financial offer includes all the taxes and incidental charges FOR BCMPUL.
You are requested to kindly accept my financial offer.
Yours faithfully
[Name of the Bidder]
Dated:

Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as “BID for **Annual Rate Contract for Design, Printing & Supply of Flex Banner and Leaflet**”.

The bid shall be submitted in The Bhagirathi Cooperative Milk Producers’ Union Limited.

Security deposit: EMD shall be converted to security deposit and will be released within 1 months after successful completion of the contract

Validity of the bid: The bid once submitted will be valid for 90 days.

Work Completion period: The selected bidder shall complete his work within the time as directed by the authority of the Milk Union.

Other Terms & Conditions:

1. The earnest Money deposited:
 - a. Shall be converted into a security deposit against selected bidder. The EMD will be returned to the non-selected bidders within 20 days after opening of financial bid.

- b. Forfeiture of EMD will be done
 - i. If the bidder withdraws tender after opening or acceptance
 - ii. If the selected bidder fails to accept work order, refuses whether wholly or partly the offer that would be made by the undersigned
 - iii. If the selected bidder fails to do the work or supply materials as per specifications
2. Income tax and other mandatory tax deduction shall be done as per government norms before payment
3. This office shall have the right and discretion to terminate the contract and forfeit EMD in the event of any sort of breach of contract.
4. Any black listed bidder shall not be allowed to participate in this NIT
5. No cost escalation will be entertained
6. Payment will be made after satisfactory completion of Work with 15 days.
7. Subletting of work is not allowed
8. Penalty shall be imposed @1% of the total pending works if the works are not completed within the stipulated time mentioned in the bid.

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.

Bid Inviting Authority

Sd/-

Managing Director
The Bhagirathi Cooperative
Milk Producers' Union Limited

Memo No: BU: PUR: NIT: 2629

Dated: 08.11.2018

Copy forwarded to:

1. Office Copy
2. I/C F&A
3. I/C Purchase
4. I/C MP&E
5. I/C Store

Bid Inviting Authority

Sd/-

Managing Director
The Bhagirathi Cooperative
Milk Producers' Union Limited