



## The Bhagirathi Cooperative Milk Producers' Union Limited

(A Govt. of West Bengal Project)

Memo No: BU: P&I:3327

Dated: 02.01.2019

### NOTICE INVITING OFFLINE TENDER

**Name of the work: for Design, Printing & Supply of Signboard.**

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

**Scope of Work:**

SI No.	Description Goods	Specifications	Quantity
01	<b>Design, Artwork, Printing, Installation &amp; Supply of Signboard.</b>  (To be painted separate name in every Signboard and Erection at Dairy Cooperative Society Level)	Latex print of Vinyl with Mattie Lamination pasted on GI backing sheet framed with 1" sq pipe with picture plate. 1" Aluminum Channel  Size: 5 ft X 3 ft (15 sq.ft each)	183 No(s)

**Time line for tender:**

PARTICULAR	DATE & TIME
Date of Publication of NIT	02.01.2019 at 1400 hrs
Tender submission start date & time	02.01.2019 from 1500 hrs
Pre-bid meeting in the the office of the Managing Director BCMPUL	03.01.2019 at 100 hrs
Last date & time of submission of Technical Bid and Financial Bid	09.01.2019 till 1500 hrs
Date & Time of opening of Technical Bid in the office of the Managing Director BCMPUL	10.01.2019 at 1600 hrs
Date & Time of opening of Financial Bid in the office of the Managing Director BCMPUL	To be notified later

**Estimate of the Work:** Rs.2622 per unit with a total cost not exceeding Rs. 4,80,000/- .

**Eligibility Criteria & Mandatory Documents:**

**Experience:** Bidder should have at least 3 (three) years of experience in design, printing, supply and erection. Work Order value Rs. 1,00,000/- should be executed by the party within the last three years and Work Completion certificate of from a competent authority should be submitted in support of the claim.

**Financial Capacity:** Bidder should have annual turnover of at least Rs. 5 lakh in the last three consecutive financial years. Attested balance sheets shall be submitted in support of the claim.

**Earnest Money Deposit:** Bank Draft / Bankers Cheque of Rs. 10,000 (Rupees Ten Thousand) only shall be submitted in favour of the “Managing Director, The Bhagirathi Milk Union” 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. Work completion certificate from competent authority
2. Attested balance sheet for Annual turnover of last three consecutive financial years
3. EMD
4. GST Registration
5. Copy of valid PAN
6. Latest IT Document
7. Latest PT tax return

Shall be placed in a sealed cover having written on top “***Design, Printing & Supply of Signboard***”

**Financial Bid Submission:**

The financial offer of the bidder shall be submitted in a sealed cover having written on top “Financial Bid for **Design, Printing & Supply of Signboard**”. 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 <b>BU: P&amp;I: 3327</b> dated 02.01.2019 and submitting my Financial Offer of Rs. .... for <b>Design, Printing &amp; Supply of Signboard</b> 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 **Design, Printing & Supply of Signboard**”.

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

**Security deposit:** EMD submitted shall be converted to Security Deposit and will be released within one month after the completion of work.

**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 20 from the date of issuing work order.

**Other Terms & Conditions:**

1. The earnest Money deposited:
  - a. Can be converted into a security deposit against selected bidder. The EMD will be returned to the non-selected bidders within 15 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:P&I:3327**

**Dated: 02.01.2019**

Copy forwarded to:

1. Office Copy
2. I/C F&A
3. I/C Purchase
4. I/C MP&E
5. I/C Store
6. Official Website ([www.bhagirathimilk.com](http://www.bhagirathimilk.com) )
7. Office Notice Board

**Bid Inviting Authority**

**Sd/-**

Managing Director  
The Bhagirathi Cooperative  
Milk Producers' Union Limited