



The Bhagirathi Co-operative Milk Producers' Union Limited
(A Govt. of West Bengal Project)

NOTICE INVITING E-TENDER

BU/STORE/GLU/2905

Dated: 03.02.2024

The Bhagirathi Cooperative Milk Producers' Union Limited invites Online Tender (E-Tender) in two bid system for hiring services for loading and unloading of goods for a period of 3 years

IMPORTANT DATE AND TIME SCHEDULE

| Sl. No. | Particulars | Date & Time |
|---------|--|------------------------|
| 1 | Date of uploading (Publishing)of N.I.T. Documents (Online) | 03.02.2024 at 1500 hrs |
| 2 | Documents download start date (Online) | 03.02.2024 at 1505 hrs |
| 3 | Technical Bid proposal submission start date (Online) | 03.02.2024 at 1510 hrs |
| 4 | Bid Submission end date (Online) | 10.02.2024 at 1500 hrs |
| 5 | Technical bid opening date | 12.02.2024 at 1500 hrs |
| 6 | Pre bid Meeting (Query can be addressed by mail or phone) | NIL |
| 7 | Financial Bid Opening date | To be notified later |

The details of work are given below:

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| Nature of Work | Hiring services for loading and unloading of goods |
| Scope of Work | Hiring services for loading, unloading, shifting, stacking of goods at Feeder Dairy, Berhampore, Chilling Plant at Kandi, Chilling Plant at Domkal. |
| Estimated Cost of Work | Rate to be offered by the bidder |
| Contract Period | 3 years |
| Bid Inviting Authority | The Managing Director of The Bhagirathi Cooperative Milk Producers' Union Limited |
| Eligibility Criteria | Credentials: 1. GST Registration: Bidder must be GST Registered. Valid GST Registration Certificate should be uploaded. 2. PAN Card: Bidder must have PAN Card. Valid PAN Card should be uploaded. <u>NB: Scanned Copies of all the above documents should be uploaded in the Technical Folder</u> |
| Statutory & Non Statutory Documents | 1. GST Registration Certificate 2. PAN Card |



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| | <ol style="list-style-type: none">3. Signed Copy of NIT in all pages as a token of acceptance of the Tender with the terms and conditions.4. Declaration as per Annexure-A |
| Earnest Money Deposit | <p>The EMD amounting to Rs. 2,000/- 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.</p> <p>EMD shall not carry interest. EMD is exempted for MSME industries. In that case UDYAM Certificate is to be uploaded.</p> <p>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">1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.2. RTGS/NEFT in case of offline payment through bank accounts in any Bank. <p>Payment procedure.</p> <p>a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :</p> <ol style="list-style-type: none">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.2. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.3. Bidder will receive a confirmation message regarding success/failure of the transaction. <ol style="list-style-type: none">1. 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.2. For transaction failure, the bidder will again try for payment by going back to the first step. <p>b) Payment through RTGS/NEFT:</p> <ol style="list-style-type: none">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. |



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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.

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

4. 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 electronically in the e-Procurement portal, EMD of the L2 bidder



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| | <p>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 https://wbtenders.gov.in . |
| 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 | Rate shall be quoted in the Financial bid The bidder shall quote the rate online through Computer only in the space marked for quoting rate in the Bill of Quantities (BOQ). Only downloaded copies of the above documents, digitally signed by the bidder are to be uploaded (Excel file). |
| Validity of Bid | 1095 days |



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| Download of Tender | <p>1. Download of Tender</p> <p>Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. https://wbtenders.gov.in .The tender will be submitted in two bid system i.e. Technical bid & Financial bid only through online.</p> <p>2. Online Bid submission procedure</p> <p>i. Registration of Bidders: Agencies/Bidders who are interested in participating e-tenders will have to get enrolled & registered with the Government e-Procurement system. through logging on to https://wbtenders.gov.in</p> <p>ii. Digital Signature certificate (DSC): 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. Tender Download: The bidders can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal https://wbtenders.gov.in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.</p> <p>iv. Submission of Tenders: General process of submission, Tenders are to be submitted through online to the stipulated website in two folders, (one is Technical Bid & the other is Financial Bid) before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly digitally signed. The documents will get encrypted (transformed into non readable formats).</p> |
| Award of Contract | The bidder selected 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. |
| Publication of Tender | <ol style="list-style-type: none">1. E-Procurement Portal Govt. of West Bengal (https://wbtenders.gov.in)2. Website of the Milk Union (www.bhagirathimilk.com)3. Office Notice Board |

Brief Description of Scope of Work

The Contractor/Service Provider shall be responsible for loading, unloading, shifting, and stacking of goods, cleaning floor space with clearance of debris. The scope of Work along with Tentative Requirement per month is as follows:



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| SL No | Category | Scope of Work | UOM | Tentative Quantity in MT per month (may vary) |
|-------|----------|---|-----|---|
| 1 | A | Loading, Unloading, Shifting, Stacking, Bags of different weights, container, crates, drums, barrels, stationery items, miscellaneous items, glassware, fragile items, small light weight machinery, spare parts etc. | MT | 105 |
| 2 | B | Unloading Heavy Machinery, Structural Fitting which requires cranes, hydras and forklift to unload. | MT | 1 |
| 3 | C | Unloading of Chemicals and Hazardous items. | MT | 2 |
| 4 | D | Cleaning Warehouse, Stack yard which includes removal of debris, blockage pipelines, removal of shrubs and vegetation. | job | 2 |

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. Milk Union may seek clarification of rate quoted in the tender during bid evaluation.
4. Subletting is strictly prohibited and shall lead to disqualification of the bidder. The bidder shall also be subsequently blacklisted for 3 years.
4. EMD of the lowest successful bidder shall be converted to Security Deposit and shall be released after successful execution of the contract. EMD shall not carry any interest.
5. **Rate Escalation:** The rate quoted by the bidder will be fixed. No escalation in the rate of the above materials would be considered during the contract period whatsoever.
6. **Quantity of Goods:** Quantity of goods as mentioned is tentative. Actual quantity may vary depending upon business requirements.
7. **Terms of Payment:** Payment shall be made in NEFT/RTGS on monthly pro rata basis on the basis of the job done, subject to presentation of 3 copies of bills detailing the service rendered duly certified by the Concerned Sectional In-Charge and approved by the Competent Authority.
8. **Loading & Unloading Time & Place:** Loading and Unloading shall be from 09:00 am to 09:00 pm at Feeder Dairy Berhampore, Chilling Plant at Kandi, Chilling Plant at



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Domkal. 1 MT of item should be unloaded and stacked in 10 minutes. Unloading and stacking of goods must be done in a reasonable time.

9. **Liquidated Damage:** Time being the essence of contract no variation shall be permitted in the unloading time as prescribed in the NIT. If the bidder fails to supply and execute the work in time then the Milk Union Ltd. shall reserve the right to impose penalty (@ Rs. 300/- per day)/cancel the order/contract besides forfeiture of Security Deposit. If the Milk Union makes alternative arrangement for Loading & Unloading of goods due to failure of the contractor/service provider, the extra cost if any shall be deducted from the bills of the contractor.
10. **Penal Provision:** 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.
11. **Maintenance of ethical Standard in Business:** Suppliers shall maintain ethical standard in business. Contract may be terminated if there is lack of ethical standards from the party. Dishonesty shall be strictly prohibited.
12. The Contractor must follow safety and security rules as prevalent in industry.
13. **Dispute Resolution** Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration and Conciliation Act of 1996 of India. The venue of adjudication/arbitration shall be Kolkata. The language of arbitration shall be English.
14. **Applicable Law:** The Agreement shall be interpreted in accordance with the laws of Union of India.
15. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) neither party shall have any claim for damages against other in respect of such non-performance or delay in performance.
16. The Milk Union reserves the right to cancel any bid at any point of time or to cancel the entire tender at any point of time without assigning any reason thereof.
17. In case of any dispute between the supplier and the milk union, the decision of the Milk Union shall be final and binding.

Sd/-
Managing Director
The Bhagirathi Cooperative
Milk Producers' Union Limited

Copy forwarded to:

1. Website www.bhagirathimilk.com



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2. E-Tender portal Govt. of WB (<https://wbtenders.gov.in>)

ANNEXURE - A

DECLARATION

(To be furnished in the Letter Head of the Lowest Bidder)

1. I/We the undersigned solemnly declare that all the statements made in the documents, records etc., attached with this application are true and correct to the best of my/our knowledge.
2. I/We the undersigned do hereby certify that neither my/our firm/company nor any of its constituent partners have abandoned any work/works of similar nature and magnitude in India, in the past.
3. I/We the undersigned do hereby certify that any of the contracts awarded to me/us has not been terminated rescinded, due to breach of contract on my/our part in the past.
4. I/We the undersigned authorize (s) and request any bank / person / firm / corporation / Government Departments to furnish pertinent information deemed necessary and requested by The Bhagirathi Cooperative Milk Producers' Union Ltd. to verify the statement made by me/us or to assess my/our competence and general reputation.
5. I/We the undersigned, understand(s) that further qualifying information / clarifications on the statement made by me / us may be requested by The Bhagirathi Cooperative Milk Producers' Union Ltd and agree(s) to furnish such information/clarification within SEVEN Days from the date of receipt of such request from The Bhagirathi Cooperative Milk Producers' Union Ltd.
6. I/We agreed to abide by the terms and conditions of the Tender Notice.

Dated Signature of Applicant with Seal:

To be signed by the officer authorized by the Firm/Company to sign on behalf, the Firm/Company with company's seal)

Note: In case of sole proprietary concern, affidavit should be signed only by the sole proprietor.

(Title of the Officer)

(Title of the firm/Company)

(Date)