

MOTHER DAIRY CALCUTTA

P.O DANKUNI COAL COMPLEX,
DIST.: -HOOGHLY, PIN - 712310

Ref No.: WBMDC/PUR/19-20/TENDER-077/WB

Date: 27.02.2020

E – NOTICE INVITING TENDER

A. PREFACE:-

Mother Dairy Calcutta invites e-tender offer for procurement of **200 MT White Butter (F.O.R Dankuni Rate per kg)** from manufacturer of White Butter(WB) exclusively from State/ multi State Milk Unions/ Coop./Federations/ Govt. Dairies/ Dairy Sector PSUs in prescribed forms for execution of the following work.(Submission of Bid through online). No participants other than those mentioned herein above are allowed.

❖ **The manufacturing date of commodity should be August-2019 onwards having shelf life of 1 year(min) from the date of manufacture.**

B. SCHEDULE:-

Sl No	Nature of the work	Eligibility For Participation	Earnest Money (Rs.)	Bid Validity Days	Time Allowed For final Completion of job (Days)	Cost of Tender Document	Estimated Tender Value
1.	Supply of 200 MT of White Butter over Mar,2020 to May ,2020	Manufacturer of White Butter (WB) exclusively from State/ Multi State Milk Unions/ Coop./Federations/ Govt. Dairies/ Dairy Sector PSUs.	N.A.	120 days	120 days	N.A.	N.A.

C. APPLICATION:-

In the event of e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate as per Time Schedule stated herein under Sl. No:- D.

a. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non- Statutory) and financial folder concurrently duly digitally signed in the website <http://wbtenders.gov.in>.

b. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL Document of the tenderer found qualified by the 'Tender Committee'. The decision of the 'Tender Committee' will be final and absolute in this respect.

c. The tenderers shall adopt the item Rate per kg and required to quote his rate item-wise as specified in tender schedule (B.O.Q).

d. The acceptance of lowest tender is not obligatory and the authority reserves the right to accept or reject any of all the tenders without assigning any reason whatsoever.

e. Conditional and/or incomplete tender will be rejected summarily.

f. This notice shall form part of terms & conditions of the tender and the tenderer is bound to abide by them.

g. The firm who submitted false credentials/set back from the work after bidding lowest rate and acceptance/withdrawn from the job/not completed the work after token start earlier in this organization should be barred from participation in the tender.

h. Firms black listed by any Govt./Semi-Govt. organization are not eligible to participate in the tender. Contractors shall give an undertaking in this regard.

i. Contractors should not have a conflict of interest.

j. Duly attested/certified copies of the following documents are to be enclosed in the tender along with the e-application with authorized address & contact details of the tenderer. The originals are to be shown on demand:-

- i. PAN Copy, GSTIN Registration Certificate.
- ii. IT Return receipt for Assessment Year-2019-20
- iii. Registration Certificate under Company Act. (if any).
- iv. VALID FSSA-2006 License and Rules & Regulation 2011, BIS Certificate

k. Tenderers are requested to submit their e-tender forms along with all relevant documents as mentioned above. Tender will be treated as invalid if any of the required documents is not enclosed.

l. Chief General Manager reserves the right to place order(s) on one or more bidder(s) for required quantity and may accept any or reject any or all tenders without assigning any reason whatsoever.

D: IMPORTANT INFORMATION:-

Date & Time Schedule:-

SL. No.	Particulars	Date & Time
01.	Date of uploading of Tender Document online (Publishing Date)	28.02.2020
02.	Documents download start date (Online)	28.02.2020
03.	Documents download end date (Online)	21.03.2020
04.	Bid submission start date (Online)	28.02.2020
05.	Bid submission Closing (Online)	21.03.2020 upto 02:00 PM
06.	Bid Opening date (Online)	23.03.2020 at 02:00 PM

Chief General Manager

SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i. 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> .

ii. 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.

iii. 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.

iv. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

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).

(a). Statutory Cover Containing the following documents:-

- 1) **Tender Document**
- 2) **N.I.T.**

(NIT, Tender Document, and All Corrigendum, if any, downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

(b) Non-statutory Applicable Cover Containing the following documents:-

- i. PAN Copy , GST Registration Certificate .
- ii. IT Return receipt for Assessment Year-2019-20
- iii. Registration Certificate under Company Act. (if any).
- iv. Valid FSSA-2006 License and Rules & Regulation 2011, BIS Certificate

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. (a). and Sl. No.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

Financial Proposal:

The financial proposal should contain in two folders.

B.O.Q (Bill Of Quantity):

The rate will be quoted in the B.O.Q including taxes. Quoted rate will be encrypted in the B.O.Q under financial Bid.

Price Breakup :

It contains the scanned filled copy duly signed, sealed of Annexure A for detail price breakup of quoted rate with all applicable taxes.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab 'Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	PAN Copy, Goods & Services Tax(GSTIN) Registration Certificate .
B	Company Detail(s)	Company Detail	IT Return receipt for Assessment Year-2019-20, Registration Certificate under Company Act ,MOA/ AOA/ (if any). Limited Company (Incorporation Certificate, Trade License) if any. Society (Society Registration Copy, Trade License) if any.
C	Credential	Credential -1	Valid FSSA-2006 License and Rules & Regulation 2011, BIS Certificate.
