

**MOTHER DAIRY CALCUTTA**  
**P.O. - DANKUNI COAL COMPLEX, DIST. - HOOGHLY, PIN - 712310**

Ref No. : WBMD/PUR/23-24/TENDER-025/EDP

Date : 17.08.2023

**E - NOTICE INVITING TENDER**

**A. PREFACE :**

The Mother Dairy Calcutta invites e-tenders on Item Rate / Percentage Basis in prescribed forms from the suppliers/ contractors for execution of the following work. (Submission of Bid through online).

**B. SCHEDULE**

Sl. No	Nature of the Work	Eligibility of Contractors for Participation	Earnest Money	Bid Validity Days	Time Allowed for Completion (Days)	Cost of Tender Document	Estimated Tender Value (Rs)
01	Maintenance of Computer Hardware and Software Tools for 2 years. Contractors responsibility is to run our computerized system smoothly by providing spares / machines / manpower as mentioned in the tender paper.	Reputed organization having 5 years experience in this type of job in different industries / Cooperative / Govt / Semi Govt.	Rs. 11000/- (ELEVEN thousand )	60 days	2 years.	1050.00 (Including GST )	549700.00 (Excluding GST)

**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. Necessary Earnest Money & Tender Fee to be remitted **on line ( Net Banking/ NEFT )** in favour of '**MOTHER DAIRY CALCUTTA**' payable at Kolkata and also to be documented through e-filing.

- 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 / percentage and required to quote his rate item-wise or percentage-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.** Trade License.
  - ii.** PAN Card and Acknowledgement Receipt of I.T. Return for Assessment Year-2022-23; GST Registration Certificate, ESI Registration Certificate.
  - iii.** Credential of Experience for execution of similar nature of work as specified under any Govt./ Govt. Undertaking / Co-operative Sector / Other Sectors.
  - iv.** Partnership Deed in the case of Partnership Firm or relevant part of the Constitution in the case of Registered Company.
  - v.** Valid Registration Certificate in the case of Firm / Engineers' Co-operative Societies.
- k.** In the event of the application being submitted by a Firm, it must be signed separately by each Member of the Board of Directors / Partners or in the event of absence of any Partner, it must be Signed on his / her behalf by a person holding a Power of Attorney authorizing him / her to do so.
- l.** 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.
- m.** 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**

SI No.	Particulars	Date & Time
01.	Date of uploading of Tender Document online (Publishing Date)	25.08.2023
02.	Documents download start date (Online)	25.08.2023
03.	Documents download end date (Online)	12.09.2023
04.	Bid submission start date (Online)	25.08.2023
05	Pre Bid Meeting at Mother Dairy Calcutta (Dankuni)	01.09.2023 at 02 pm
06.	Bid submission Closing (Online)	12.09.2023 at 02 pm
07	Bid Opening date (Online)	14.09.2023 at 02 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) COST OF TENDER AND EMD**

Demand Draft towards cost of tender and EMD as prescribed in the **TENDER DOCUMENT**. against each of the serial of work in **Favour** of the **Mother Dairy Calcutta, Payable at Kolkata to be submitted " ONLINE " ( Net Banking / NEFT )**

**2) Tender Document**

**3) 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 Card, Current IT Return Certificate
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).

i. 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.

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)	GST , ESI and PAN Certificate . Current IT Return Certificate.
B	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) -Structure & Org.] Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C	Credential	Credential -1	Should have experience of work for more than 5 years with any Government /reputed organization.