



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LIMITED

E-TENDER DOCUMENT

ECSC/RB/2022-23/298, Dated: 18/01/2023

**For printing and packaging of 20 MT Tulaipanji Rice within 1 Kg packet with
Nitrogen filling method.**

Tender Documents will be available on & from 18.01.2023 from
5:50 pm at www.wbtenders.gov.in

: Closing Date and Time :

Submission of the Technical and Financial bid: on or before **01.02.2023** upto **5:50 pm (Online)**
EARNEST MONEY to be deposited through the online E-Tender portal.

Bank Details for Security Deposit

**PUNJAB NATIONAL BANK, NEW MARKET BRANCH, IFSC-PUNB0009300,
Beneficiary-WBECSC Ltd, A/C No. – 0093000109114712.**

Opening date and time:

Technical Bid : on **03.02.2023** at **5:50 pm (ONLINE)**

Financial Bid: on **06.02.2023** at **5:50 pm (ONLINE)**

Details of date and time schedule is provided with this tender document (Appendix - 6)

The Financial Offer of the prospective Bidder will be considered only if the Technical Aspects of such Bidder is found qualified by the authority of the Corporation. The decision of the Corporation will be final and binding upon in this regard.

**Tenders, comprising both technical and financial bids, are to be submitted concurrently,
digitally signed and posted in the website: www.wbtenders.gov.in**

HEAD OFFICE: 11 - A, MIRZA GALIB STREET, KOLKATA - 700 087.

Contents

Sl. No.	Topics	Page No.
I	Eligibility Criteria & Specifications.	2
II	Instruction to tenderers.	3
III	Terms and Conditions.	4 - 9
IV	List of Documents to be uploaded along with tender.	10 - 11
V	Appendix - 1:- Offer.	12 - 13
VI	Appendix - 2:- Questionnaire about Bidder.	14 - 15
VII	Appendix - 3:- Performance Statement.	16
VIII	Appendix - 4:- Technical Details.	17
IX	Appendix - 5:- Proforma for Commercial Bid.	18
X	Appendix - 6:- Date & Time Schedule.	19

-WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LIMITED:-

(I) Eligibility Criteria:-

E-Tender is invited from bona-fide & competent, professional agency, who meet the following criteria & specifications:-

1. The bidder must have minimum 3 (three) years experience in similar kinds of work. They should submit documentary evidence in support of that.
2. The bidder should upload the copy of the Balance sheet with an annual turnover in similar kinds of work not less than 50 (fifty) lakh / year for last three financial years **(2018-19, 2019-20 and 2020-21)**, duly audited by Chartered Accountant.
3. The bidder should upload the copy of Income Tax Return for last 3 financial years **(2018-19, 2019-20 and 2020-21)** duly self attested.
4. The GST registration number/Copy of GSTIN Acknowledgement letter of bidder must be submitted by each bidder and HSN code specially related to packaging business must also be mentioned.
5. The bidder must have capacity to supply at least 50 MT packets of food grain products like rice, cereals, pulses etc. at a time throughout West Bengal. Documentary evidence of supply with quantity should be submitted.
6. The bidder should submit documentary evidences i.e. ID Transaction / UTR Number of NEFT / RTGS receipt for deposit of EMD.
7. The Bidder should submit valid license for packaging of food grain product from the competent authority.

Specifications

❖ **Supplied packet should be as per Specification of -**

1. **Govt. of West Bengal.**
2. **FSSAI norms.**

(II) Instruction to tenderers for appointment as packer of Tulaipanji Rice.

- i) Supplied packet must be of Standard quality and compliant to the above mentioned specification.
- ii) Supplier must have facilities to test the quality of packet in their processing units /at their godowns.
- iii) The Tulaipanji Rice shall be packed in premises maintained in a hygienic condition which shall be open to inspection at any time.
- iv) Supplier should submit 3 (three) ready to supply samples to the office of the undersigned before starting of supply for quality testing.
- v) Finished Tulaipanji Rice packet should be transported up to the designated storage point at Khadya Bhavan, 11 - A, Mirza Ghalib Street, Kolkata-700087 or as per the direction of the authority in WBECSC Ltd.

(III) Terms and Conditions

1. Submission of Tender:

- I. All appendices, attached with this Tender Document should be duly filled in and uploaded with digital signature in all pages. This is mandatory for considering any offer as valid.
- II. Bidder must complete the questionnaires on standard proforma enclosed (**Appendix-1 to 6**) with this Tender Document.
- III. The Tender Committee reserves the right to get the processing / packaging capacity of any bidder re-verified through the inspecting agencies/ Officials of WBECSC Ltd, irrespective of their registration status.
- IV. Tenders are to be submitted online in the website in the specified folder - one for Technical Details and another for Financial.
- V. All appendices attached with this Tender Document should be duly filled in with signature in all pages and are mandatory for considering any offer as valid.
- VI. The tenders of those who do not qualify the eligibility criteria shall be rejected at any time during detailed scrutiny and evaluation stage.
- VII. Tender form downloaded in the name of the prospective bidder / firm / organization alone should be used otherwise it will be rejected.
- VIII. Conditional offer will summarily be rejected.

2. Deposition Of Fees:

- a) The Bidders should furnish an Earnest money of **Rs 10,000.00 (Rupees ten thousand) only** and that should be deposited through online E-Tender portal by **01.02.2023 at 12:00 noon**.
- b) Successful bidder should deposit **Rs. 15,000.00 (Rupees fifteen thousand) only** as security deposit which will be kept till completion of work.
- c) The security deposit shall not carry any interest.

3. Registration of Bidder:

Bidders 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 website

www.wbtenders.gov.in and to click on the link for e-tendering site as given on the web portal.

4. Digital Signature Certificate (DSC):

Each participant, for submission of tender, is required to obtain a Class - II or Class - III Digital Signature Certificate (DSC) from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount the details of which are available at the Web Site Guideline to the Bidder. DSC is given as a USB e-Token.

5. Downloading:

Bidders can download NIT & Tender Documents through log in into the website mentioned using the Digital Signature Certificate. **This is the only mode of collection of Tender Documents.**

6. Pre Bid Meeting:

Prospective bidders in the tender may attend a Pre-Bid Meeting which will be held on **30.01.2023 at 12:00** noon at our Head Office at 11-A, Mirza Ghalib Street, Kolkata - 700087 for any type of clarification regarding Tender.

7. Financial Bid :

The Financial Bids of only Technically Qualified Bidders shall be opened.

8. Transport Facility:

The bidder should have a sufficient fleet of trucks, owned/ or contractual to ensure door-step delivery at distribution point.

9. Validity of Offer :

- a) The offers made by the bidders will be valid for 365 (three hundred and sixty five) days from the date of acceptance of offer.
- b) The entire quantity of work order has to be delivered within the specified time.
- c) The bidder should not quote any other date for validity of the offer.
- d) Tenderer quoting any other validity date are liable to be summarily rejected.
- e) The validity of the offer may be extended if deemed necessary by the relevant authority.

The management is not responsible for any upward revision of any taxes or raw materials after issue of the confirmed orders and the extra amount, if any incurred

towards the packaging materials will be borne only by the successful bidder. Entire GST liability lies on the successful bidder for the packaging materials.

10. Agreement:

The successful bidder shall execute an Agreement in the prescribed form on a stamp paper of Rs. 100.00 (rupees one hundred) only after depositing the Security Amount, within three days from the date of receipt of the communication of acceptance of the Tender. In the event of failure to execute the agreement, the earnest money deposit shall be forfeited. In addition, the bidder will be treated as having committed breach of contract and will be liable to pay damages to the WBECSC Ltd. for such breach of contract besides black listing the firm. Further WBECSC Ltd. reserves the right to collect the consequential loss, if any, sustained by them on account of re-tender from the bidder and the bidder is bound to pay the same on demand.

11. Quality Control :

The supplier is solely responsible for the quality of packaging materials to be supplied by them. Before commencing delivery, the supplier should submit the analysis report made by any reputed laboratory approved by the Govt. of West Bengal or Govt. of India or FSSAI at their own cost.

12. Scope of Work:

- (i) Supply of finished packaged product of Tulaipanji Rice in 1 (one) Kg packets under the brand name of WBECSC Ltd. duly packed in predesigned packaging material. Design of packaging which will be provided by the WBECSC Ltd.
- (ii) Supplied packaging materials must be of Standard quality and compliant to the prescribed FSSAI specification.
- (iii) Suppliers must have facilities to test the quality of packaging materials in their processing units / at their godowns.
- (iv) Suppliers should have capacity to supply packaging materials as per specification mentioned above.
- (v) The Tulaipanji Rice shall be packed in premises maintained in a hygienic condition which shall be open to inspection at any time.

(vi) The Supplier shall ensure that the products are neatly and cleanly packed in such manner and quantity as required by the Corporation before supply.

(vii) The Supplier shall ensure that each and every package containing the materials / products shall contain the following in the main display panel:-

- (i) The identity of the commodity in the package.
- (ii) The accurate number of the commodity contained in the package.
- (iv) The Maximum Retail Price.
- (v) The name and address of the manufacturer.
- (vi) The date when packed and the serial number
- (vii) The contact details in case of any consumer dispute
- (viii) Veg Logo.
- (ix) List of ingredients.
- (x) Nutritional Panel.
- (xi) Batch number.

In the event of any action being brought against the Corporation or any penalties being imposed on the Corporation for failure on the part of the Supplier to conform to the Food Safety and Standards Act 2006, Food Safety and (Standards Packaging And Labeling) Regulations 2011, Legal Metrology Act 2009 and Legal Metrology (Packaging Commodity) Rules 2011 or any other law in force from time to time.

(viii) The Supplier shall indemnify the Corporation for any loss or damage incurred by the Corporation as a result of the action or penalty imposed.

(ix) The Supplier shall indemnify the Corporation for all costs, expenses and damages incurred by the Corporation in any and all proceedings, civil or criminal, that may be brought against the Corporation for failure to conform to the Packaging Rules;

(x) The responsibility of supplier will be -

1. To print the provided design on both sides of 1 (one) Kg size packet.
2. To fill the packets with supplied rice maintaining quality, quantity and others standard packaging norms. Required Aromatic Rice will be provided by the WBECSC Ltd. in due course for packaging.

3. The selected supplier should maintain the design of the packet which will be provided by the WBECSC Ltd. and the supplier should supply the Tulaipanji Rice under the prescribed brand and logo of WBECSC Ltd.
4. To fill the packets with Tulaipanji Rice with Nitrogen filling method maintaining proper quality, quantity and others standard packaging norms and relevant FSSAI regulations.
5. Finished packet should be transported up to the designated storage point at Khadya Bhavan, 11 - A, Mirza Ghalib Street, Kolkata-700087 or as per the direction of the authority in WBECSC Ltd.

13. Financial Evaluation :

- A. Financial bid of only technically qualified bidders shall be opened.
- B. Bidders shall quote their commercial bid (inclusive of all cost and exclusive of all applicable taxes) within the base price assigned for the instant purpose. Any quoted rate equal or above the base price of the bidders shall not be considered for acceptance.
- C. Prospective bidders who have qualified for the desired technical specification and quoted lowest commercial bid will be selected.

14. Applicability of Laws :

This E-Tender Document shall be governed and construed in accordance with the laws of India and shall be within the exclusive jurisdiction of the Courts at Kolkata only.

15. Arbitration :

In the event of any disputes arising between the parties any of the parties aggrieved may refer the said dispute to the Managing Director of the First party seeking for arbitration and after having such a presentation from the aggrieved party, the Managing Director of the First party will appoint a sole arbitrator to settle the disputes according to the Arbitration and Conciliation Act, 1996 and the Award so passed by the Ld. Arbitrator will be binding upon both the parties.

16. Penalty on Default/ Extension of Time:

- A. Failure to keep up the supply schedule, a penalty of minimum of Rs. 5/- per day

per packet for the defaulted quantity may be levied for every day of delay in supply up to the date of actual supply.

- B. If any deviation from approved quality is found in sample testing during, the supply will immediately be suspended and the supplier will be blacklisted for future supply.
- C. The bidders should submit documents regarding production capacity per day in their official letter head apart from mentioning the same in **Appendix-4**.
- D. The firms / companies / suppliers who have been blacklisted by any government organization / Govt. PSU or a process of blacklisting is pending against them, are debarred from participating in the tender process.
- E. Any supply beyond valid indented period will be treated as illegal and penal action shall be initiated against the supplier which may include blacklisting.
- F. Only selected bidders will perform the job. No sub-bidder will be allowed to make any supply. If found, it will be viewed as violation of norms.

Sd/-
Managing Director,
WBECSC Ltd.

(IV) List of Documents to be uploaded along with tender

- 1) Self declaration regarding the registered address & valid contact numbers with email ID of the firm / company / organization, along with its branches / units, if any, with their detailed addresses & valid contact numbers in the official letter head pad, duly signed & stamped by the person eligible to do so.
- 2) Self declaration regarding the name (in BLOCK letters), valid contact numbers, address and e-mail ID of the Owner / Partner(s) of the organization / firm / company and that of the authorized representative(s) of the organization / firm / company as well, duly signed & stamped by the person eligible to do so, in the official letter head pad.
- 3) Specimen Signature of the bidder / tenderer, with their name in BLOCK letters and that of the authorized representative(s) of the Firm / Organization / Company as well in the official letter head pad, duly signed & stamped by the person eligible to do so.
- 4) Self declaration regarding the name, designation, valid contact numbers & specimen signatures of the office bearers in the official letter head pad, duly signed & stamped by the person eligible to do so.
- 5) Self declaration regarding no pending cases / disputes against the firm / organization / company by any Authorities or any Govt. Departments / Agencies / PSUs / Autonomous Bodies, in the official letter head pad of the firm / company / organization, duly signed & stamped by the person eligible to do so.
- 6) Documents showing at least three years experience in supply of packed product.
- 7) Certificate of Registration of the Firm / Organization / Company.
- 8) Xerox Copy of Trade License issued in the name of Proprietorship concern, partnership firm or company as the case may be.
- 9) Xerox copy of valid FSSAI license especially for packaging business.
- 10) PAN Card of the Firm / Organization / Company.
- 11) GSTIN No. / Copy of GSTIN acknowledgement No., Origin place of supply, HSN especially for packaging business Code.
- 12) Auditors' Report for last three years 2018-19, 2019-20 & 2020-21.

- 13) Annual Turnover for last three years 2018-19, 2019-20 & 2020-21.
- 14) Income Tax Return for last three Financial Year 2018-19, 2019-20 & 2020-21.
- 15) Copy of the Money Receipt issued by the Corporation in respect of the EMD.
- 16) A cancel cheque showing clearly the name of the Firm / Organization / Company, address, Bank Name & its Branch, Bank A/c number, IFSC Code, contact numbers of the concerned Bank.
- 17) In case of a partnership firm, copy of the partnership deed and identity and address proof of all the partners.
- 18) In case of a Company, the Memorandum an Articles of Associations of the Company and Certificate of incorporation.
- 19) In case of a Proprietorship concern, the Photo-identity proof and Address proof of the Proprietor.

(V) Appendix-1

Offer

Full name and postal address of the Bidder in addition to post Box No., if any, should be quoted in all communication to this office

Bidder's Telegraphic Address / Telephone / Mobile Nos. / FAX No. & E-mail.D

From:

TENDER FORM NO. -----

Dear Sir,

1. In continuation of my / our above tender, I / we submit herewith the price offer at **Appendix - 5** for printing & packaging of 1 Kg Tulaipanji Rice with Nitrogen filling method as per work order of WBECSC Ltd.
2. I / We agree to abide by the terms and conditions stipulated by the WBECSC Ltd. and also agree to supply the entire ordered quantity at the rates quoted by me / us as per **Appendix-5**. The rate quoted and approved by the WBECSC Ltd. in this tender will be valid for 01 (one) years from the date of acceptance of offer, which may be further extended, if deemed necessary by the relevant Authority.
3. I / We have thoroughly examined and understood the eligibility criteria, the instructions to tenderers, terms and conditions of the contract & list of documents to be uploaded and agree to abide by them. I / We offer to supply at the rate(s) per 1,000 (one thousand), inclusive of all expenses and applicable taxes.

4. I / We hereby declare that the entries made in the tender and appendices (attached) therein are true, failing which the same may be summarily rejected, at any stage, or time later on.

Yours faithfully

FULL SIGNATURE OF BIDDER

Name (in BLOCK Letters)-----

Contact no.-----

Email ID-----

DATED/...../2023

ADDRESS-----

FULL SIGNATURE OF WITNESS

Name (in BLOCK Letters)-----

Contact no.-----

Email ID-----

DATED/...../2023

ADDRESS-----

(VI) Appendix-2
Questionnaire about Bidder

1. Name of the Firm / Company / Organization

2. (i) Full registered postal address of the Firm / Company / Organization _____

Valid Contact No. _____

Email ID:- _____

(ii) Local Address _____

Valid Contact No. _____

3. Name of the authorized person (in BLOCK)

Contact No. _____

Email I.D.:- _____

4. GSTIN: :- _____

5	Whether firm is registered (in case of Partnership firm)	Yes	No
6	Registered under the Companies Act (in case of Company)	Yes	No
7	Whether authorization letter duly authorizing the person to attend the Tender / Negotiation enclosed	Yes	No
8	The date of commencement of the Firm / Company / Organization:-/...../..... DD / MM / YYYY		

9	Whether they have packaging unit in West Bengal.	Yes	No
10	Have you enclosed required Earnest Money (with a copy of Money Receipt issued by the Corporation)	Yes	No
11	Whether Blacklisted by WBECSC Ltd. or in any other Govt. Organization / Undertaking.	Yes	No
12	Whether you have enclosed cancel cheque, indicating various details as stated in the List of Documents to be uploaded as stated in page -10 & 11.	Yes	No
13	Whether all the self declarations as stated in page-10 & 11 are enclosed herewith.	Yes	No
14	Whether the photo copies (Xerox) of all the documents required, duly self authenticated / attested by you, as stated in page -10 & 11 are enclosed herewith.	Yes	No
15	Whether, the bidder possesses minimum 3 years experience in similar kind of job.	Yes	No
16	Whether, the bidder has uploaded the copy of the Balance sheet with an annual turnover not less than 50 (fifty) lakh / year for last three financial years (2018-19, 2019-20 & 2020-21), duly audited by Chartered Accountant.	Yes	No
17	Whether, the bidder has uploaded the copy of Income Tax Return for last 3 financial (2018-19, 2019-20 & 2020-21) duly self attested.	Yes	No
18	Whether, the GST registration number / Copy of GSTIN Acknowledgement letter of bidder must be submitted by each bidder and HSN especially for packaging Business code must also be mentioned.	Yes	No
19	Whether, the bidder has the capacity to supply at least 50 MT packed products like rice, cereals, pulses etc. & 20 MT at a time throughout West Bengal documentary evidence of ownership of truck or contract with truck owner should be submitted.	Yes	No
20	Whether, the bidder has submitted documentary evidences i.e. ID Transaction / UTR Number of NEFT / RTGS receipt for deposit of EMD.	Yes	No

(VII) Appendix 3

Performance Statement

a. Turnover Statement for Last 3 years (Enclose documents duly authenticated / certified by Chartered Accountant under his seal & signature):-

Sl No.	Name of Firm / Company / Organization	Financial Year	Turnover in Crores (Rs.)
		2018-19	
		2019-20	
		2020-21	

b. Name of Bank & its Branch, where you are holding A/c _____

A/c No. _____ IFSC Code:- _____

Contact No. of the Bank:- _____ Balance (Rs)
as on/...../2023 :- Rs.....

Monthly average balance maintained in the Bank A/c for the last 12 Months:- Rs.....

c. Auditors' Report:- 2018-19 F.Y.:-
2019-20 F.Y.:-
2020-21 F.Y.:-

d. Copy of Income Tax Return (given):- 2018-19:- YES/NO
2019-20:- YES/NO
2020-21:- YES/NO, if not then its status.

e. N.B. The decision of the Management of W.B.E.C.S.C. Ltd. on assessment of past your performance will be FINAL.

Signature of Bidder-----

Name in BLOCK letters -----

Capacity in which:
Tender is signed -----
(Designation & Seal)

Contact Nos. -----

Email I.D. -----

(VIII) Appendix- 4

Technical Details

1. Name of Work:- **Printing & packaging of 1 Kg Tulaipanji Rice with Nitrogen filling method.**

2. State of origin (Manufacturing / Processing Unit): -----

Sl No.	Terms and Conditions of Tender	Complied	Not Complied
1.	The bidder is a Govt. Organization / Registered Co-operative Societies / Govt. Supplier		
2.	Earnest money of Rs. 10,000.00 furnished by NEFT / RTGS (along with the Money Receipt issued by the Corporation)		
3.	Turnover Statement of last three year (2018-19, 2019-20 & 2020-21)		
4.	Details of experience in supply of packed products like rice, cereals, pulses etc. in Govt. / Govt. aided concerns.		
5.	All the required Documents as per Page- 10 & 11 submitted		
6.	Bank A/c details with balance showing therein		
7.	Income Tax Return for 2018-19, 2019-20 & 2020-21		
8.	All the Appendices from 1 to 4 enclosed		
9.	Upto date GST return		
10.	Details of packaging plant capacity per hour / per day of finished pouch packet.		
11.	Any other relevant information		

Signature of Bidder-----

Name in BLOCK letters -----

Capacity in which:

Tender is signed -----

(Designation & Seal)

Contact Nos. -----

Email I.D. -----

Seal of the Firm / Company / Organization: -----

(IX) Appendix- 5

Proforma for Commercial Bid

[Please do not mention any rate here, rate needs to be filled online & uploaded in the specified folder only.]

Tender No:- _____

Rates for printing & packaging of 20 (twenty) MT Tulaipanji Rice within 1 Kg packet with Nitrogen filling method:-

Refer to the attached Appendix-5 in Excel Sheet

Sl. No.	Name of Work	Base Price	Quantity	Rates per packet in (Rs)
1	Printing & packaging of 20 (twenty) MT Tulaipanji Rice within 1 Kg packet with Nitrogen filling method.	Rs. 25.00 / Packet	20,000	
Total - (Rupees _____) only.				Rs. _____/-

Signature of Bidder-----

Name in BLOCK letters -----

Capacity in which:

Tender is signed -----

(Designation & Seal)

Contact Nos. -----

Email I.D. -----

Seal of the Firm / Company / Organization: -----

(X) Appendix- 6

DATE and TIME schedule for the

NIT No. : ECSC/RB/2022-23/298, Dated: 18/01/2023.

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents by WBECSC Ltd. (online) (Publishing Date)	18/01/2023 at 5:50 pm
2	Documents downloading by prospective bidders (Online) (Opening)	18/01/2023 at 5:50 pm
3	Date of Pre-bid meeting	30/01/2023 at 5:50 pm
4	Closure of online Documents downloading	01/02/2023 at 5:50 pm
5	Bid submission starting date (Online)	18/01/2023 at 5:50 pm
6	Online Bid submission (both technical & financial) closing date & time	01/02/2023 at 5:50 pm
7	Last date of submission of NEFT / RTGS for Earnest Money	01/02/2023 at 12:00 noon
8	Opening date for Technical Bid (Online)	03/02/2023 at 5:50 pm
9	Date of opening of Financial Bids (Online)	06/02/2023 at 5:50 pm
10	Date of uploading details of lowest bidder(s) along with his rates (online).	07/02/2023 at 5:50 pm

Thanks, for complying with all the previous pages.

Sd/-
Managing Director,
WBECSC Ltd.