



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DEPUTY DIRECTOR OF AGRICULTURE (ADMN.), COOCH BEHAR
ATC Campus, Vivekananda Street, P.O. & Dist.: Cooch Behar, Pin: 736101, West Bengal
Phone No. - 03582- 227545/228036 E-mail. - coochbeharpao@gmail.com

Memo No.- 780

Date:- 13/06/24

NOTICE INVITING E-TENDER

Tender Reference No: AGRI/COB/e- NIT-01/2024-25

Sub: Rate contract of Disodium Octaborate Tetrahydrate (Boron 20%), Zinc-EDTA (Zn-12%), Ammonium Molybdate (Mo-52%), Bispyribac Sodium 10% SC & Nano Urea (16% N w/w)

Notice inviting e-Tender Reference No. AGRI/COB/ e- NIT-01/2024-25, dated 13/06/24 from the Deputy Director of Agriculture (Administration), Cooch Behar, for Procurement rate contract for Supply of Micro Nutrients (Straight), Herbicide & Liquid Nitrogenous Fertilizer as stated below from the Bonafide Manufacturers/Authorized Agencies/ Dealers/Principal Supplier only.

The Manufacturers/Authorized Agencies/Distributors/Dealers/Principal Supplier are requested to offer rate for supply of Micro Nutrients (Straight), Liquid Nitrogenous Fertilizer & Herbicide as stated below. *The Cutoff date of supply will be within 10 days from the date of placement of supply order.*

Table no. I

Sl No	Name of the input	Packing Size (Price rate to be offered for)	Initial Estimated Amount Put to Tender (Rs)	Earnest Money Deposit (Rs.)	Remarks
1	Disodium Octaborate Tetrahydrate (Boron 20%)	100 gm	Rs.30.00 lakhs (apprx)	Rs.60000/-	Offered rate inclusive all charges & GST (as applicable) freight on road to Block delivery.
2	Zinc EDTA, (Zn-12%)	50 gm	Rs.41.00 lakhs (apprx)	Rs. 82000/-	
3.	Ammonium Molybdate (Mo-52%)	25 gm	Rs.31.00 lakhs (apprx)	Rs. 62000/-	
4.	Bispyribac Sodium 10% SC	80 ml	Rs.29.00 lakhs (apprx)	Rs. 58000/-	
5	Nano Urea (16 % N w/w)	500 ml	Rs.6.72 lakhs (apprx)	Rs. 13500/-	

The scope of work involves supply of Micronutrients & other inputs as per procurement requirement of office of the Deputy Director of Agriculture (Administration) Cooch Behar, *for supply of the items mentioned above in different blocks (o/o the Assistant Director of Agriculture, Cooch Behar-I, Cooch Behar -II, Tufanganj-I, Tufanganj-II, Dinhata-I, Dinhata-II, Sitai, Mathabhanga-I, Mathabhanga-II, Sitalkuchi, Mekhliganj and Haldibari) of the district.* The procurement quantity may be increased or decreased in due course as per further order from higher authority within the rest period of the Financial Year 2024-25 for which the Tender Agreement will remain valid.

TERMS & CONDITIONS:

1.The responding Manufacturers/Authorized Agencies/Distributors/Dealers/Principal Supplier hereinafter referred as Supplier/Bidder shall have adequate capacity to execute Supply Orders as would be placed by the Deputy Director of Agriculture (Administration), Cooch Behar. They must ensure supply timely, adequately and in good condition at the destinations (to office of the Assistant Directors of Agriculture of all Blocks of the District). Prepositioning of the stock of the inputs is to be made by the Supplier/Bidder in a particular store in the District from where sample would be taken by the Deputy Director of Agriculture (Administration), Cooch Behar or his representative for quality analysis.

2. In case the sample lot has already have a valid Test result from the competent authority maintaining suitable and allowable standard procedure of sample collection being within the purview of Fertilizer Control Order (FCO), 1985 and The Insecticide Act, 1968 as amended thereafter & so far, the said lot may be considered for supply. Any other sampling options beyond the purview of this District would be referred to the Director of Agriculture & Ex-Officio Secretary Government of West Bengal.

3.In the event of e-filling, intending bidder may download the tender document from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. This tender related information if any further, shall be available at this office notice board and <http://wbtenders.gov.in> only.

4.Technical & Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>. Submission of Technical & Financial Bid will be done as per time schedule stated below. *The intending bidders/supplier put the item wise rate in BOQ separately and EMD should be submitted accordingly.*

SI. No.	Particulars	Date & Time
i	Publishing & Documents download Start Date	14/06/24 at 10:00 AM
ii	Bid submission start date (Online)	14/06/24 at 10:00 AM onwards
iii	Pre Bid meeting	25/06/2024 at 3.00 PM (physically at the office of the DDA(Admn), Coochebhar or virtually through google meet link : https://meet.google.com/wsb-cart-aot
iv	Bid Submission closing (Online)	08/07/24 at 6:00 PM
v	Bid opening date for Technical Proposals (Online)	11/07/24 at 11:30 AM onwards
vi	Date of uploading list for Technically Qualified Bidder (online) after disposal of appeals, if any.	Will be declared after evaluation of Technical Bid
vii	Place of Opening Bid	Office of the Deputy Director of Agriculture (Admn), Cooch Behar
viii	Date for opening of Financial Proposal (Online)	After finalization of technically qualified bidders financial proposal be finalized within 14 days.

5. The Products offered must be in strict compliance to various provisions of the FCO, 1985 & The Insecticide Act, 1968 and amendments made there under from time to time.
6. All inputs to be supplied must have adequate shelf-life (at least 12 month validity period from the date of supply) to facilitate its use over a reasonable period of time and marked as “Govt. Supply, not for Sale” on each packet.
7. Related information about the inputs should be printed on the body of the package/ container as per provisions of FCO,1985& The Insecticide Act, 1968 and amendments made so far.
8. The rate should be quoted within MRP (Maximum Retail Price).
9. GST will be charged as per extant provisions of concerned Rules and amendments thereof.
10. Intended bidders should have adequate experience in production and/or supply of inputs for last 3 (three) years. Dealership should remain valid upto 31st March,2025 or afterwards. Credential should be submitted accordingly.
11. *Special authorization from the manufacturer for necessary credentials may be uploaded as per specified format (Annexure no I & III).*
12. *The bidder must highlight the related inputs in the Principal Certificate and also upload certificate as per specified format. (Annexure no. II).*
13. *The Supplier must possess Valid Letter of Authorization for marketing of offered inputs for sale in the State of West Bengal/Cooch Behar District.*
- 14.*The offered inputs shall be strict compliance of various provisions of Fertilizer Control Order (FCO), 1985 & The Insecticide Act, 1968 and amendments made so far.*
- 15.The Supplier/Bidder should be capable of fulfilling delivery target to the Block level of this District within prescribed time limit as per instructions of Deputy Director of Agriculture (Admn), Cooch Behar.
16. The each and every supplier/bidder participating in the bidding process must submit affidavit (Notarized) on a Non-judicial Stamp Paper of Rs. 10/-containing a self-declaration that "the bidding agency has not been convicted/ blacklisted by any Govt. organization/Semi or Quasi Govt. organization/ Corporation of GoI or any other State Govt. in the country during last three years". Suppression of such facts/events happened during the period in question shall invite punishment to be decided by the Deputy Director of Agriculture (Administration) Cooch Behar along with disqualification from the bidding process.
17. *Copy of valid Trade License, Letter of Authorization for marketing in West Bengal/Cooch Behar District as applicable, Principal certificate (endorsed in LOA from competent authority), PAN, GSTIN Registration Certificate, Bank Solvency Certificate should accompany the application.*
18. The EMD as indicated above will have to be submitted through online, through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/RTGS challan from the e-procurement portal (<http://wbtenders.gov.in>) in favour of the Deputy Director of Agriculture (Admn) Cooch Behar.

19. *Payment will be made after receiving confirmation of supply of indented materials from the Blocks (Assistant Directors of Agriculture of Blocks) as per supply orders of the Deputy Director of Agriculture (Administration) Cooch Behar and receiving quality test report from the competent authority. No advance payment will be made.*

20. Successful bidders/supplier will have to raise Challans in favour of consignee offices (office of the Assistant Directors of Agriculture of all blocks in the district) and Bill / GST Invoice, received copy of challan etc. to the Deputy Director of Agriculture (Administration) Cooch Behar against supply of indented materials.

21. TDS may be applicable as per provision of extant Rules and subsequent amendments thereof.

22. Security deposit will be deducted from the bill of successful bidder as per Govt. Rules. On application, security deposit will be released after three months from successful completion of the work/supply.

23. The successful bidder/supplier after acceptance of the rate communicated by the Deputy Director of Agriculture (Administration), Cooch Behar shall execute an agreement in the prescribed format covering all the terms and conditions on a Non-Judicial Stamp Paper (purchased in the name of the bidder / Supplier at his/their own cost) of Rs. 10/- and demy papers within five working days from the date of receipt of the letter of acceptance.

24. All rates / prices quoted and Trade Discounts offered to the Deputy Director of Agriculture (Administration), Cooch Behar shall remain valid for the financial year 2024-25, i.e. up to 31st March, 2025 from the date of entering into the "Agreement" and the said offer shall be applied during the period of extension of agreement with mutual consent.

24. EMD and the entire security deposit would be forfeited for supply of sub-standard materials or for non-compliance, violation or non-performance of any terms and conditions of the tender.

25. Supply order will not be issued to the successful bidder if the laboratory test result declared "Sub-Standard"/ "Not according to specification" by the Notified Laboratory of the State Govt. against sample drawn and submitted by the Inspector as per relevant rules.

27. In respect of any consignment declared "Sub-standard" / "Not according to specification" by notified laboratory of the State Government / State Agricultural Universities / Other notified laboratory against sample drawn and submitted by Quality-Control-Inspector of the concerned district, no payment will be made to the suppliers. However, the concerned supplier may take back the rejected consignment at their own cost. The same would apply in respect of consignment/s which has/have been rejected by the consignee due to short in weight or any other reasonable cause. The supplier must have to replace the lot as per Specification stock immediately after intimation for timely execution of the supply order.

28. Except as otherwise stated above the Deputy Director of Agriculture (Admn), Cooch Behar reserves rights to delist any successful supplier/bidder, if she/he fails to comply with the order satisfactorily or any licenses/letter of authorization adjudged as essential criteria in this tender submitted by the bidder, is cancelled, by the State/ Central Enforcement agencies. The Deputy Director of Agriculture (Admn.) Cooch Behar will also delist any successful bidder, if its activities are found to be prejudicial on verification through its own sources.

29. The Deputy Director of Agriculture (Administration), Cooch Behar reserves the right to consider / reject any or all offers invited under the present tender without assigning any reason thereof.

30. Bids submitted by the bidder/supplier if not complying any of the Terms and Conditions above is liable to be summarily rejected.

31. No conditional offer will be accepted.

32. Provisions of purchase policy of the State Govt. vide G.O. No. 10500-F dated 19/11/2004 and subsequent amendment thereof as well as GO No – 76-Inpt./1P-3/98, Dated 30/01/2006 of the Agriculture (Inputs) Department, Govt. of West Bengal shall be applicable.

33. *The Cutoff date of supply will be within 10 days from the date of placement of supply order.*

Deputy Director of Agriculture (Administration)
Cooch Behar

Memo No.- 780 /1(13)

Date :- 13/06/24

Copy forwarded for information and necessary action please to:-

1. The Principal Secretary, Government of West Bengal, Department of Agriculture, Nabanna,325Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah, West Bengal-711102.
2. The Director of Agriculture & Ex-Officio Secretary, Government of West Bengal, Jessop Buildings. Kolkata — 700 001.
3. The Special Secretary, Government of West Bengal, Department of Agriculture, Nabanna,325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah, West Bengal-711102.
4. The Additional Director of Agriculture (North Bengal Region), Jalpaiguri.
5. The District Magistrate & Collector, Cooch Behar
6. The Additional Executive Officer, Cooch Behar Zilla Parishad
7. The District Manager, WBSSC Ltd, Cooch Behar
8. The Assistant Director of Agriculture (Admn) Cooch Behar Sadar/Dinhata/ Mathabhanga/ Mekhliganj
9. The Assistant Director of Agriculture (All Blocks),
10. The Members of Tender Committee of this Office (All).
11. The Head Clerk of this establishment.
12. The Accountant of this establishment.
13. Notice Board & Website of this office for wide circulation.

Deputy Director of Agriculture (Administration)
Cooch Behar

Declaration by the Bidder

Tender Reference No. AGRI/COB/ e- NIT-01/2024-25

1. I / We have read and understood the e-NIT, Terms & Conditions as contained in this e-Tender **Ref. No. - AGRI/COB/ e- NIT-01/204-25** and I have submitted the bid in accordance with above conditions and instructions of this tender document.
2. The information furnished in the bid are true and factual and I/we clearly understood that our tender is liable for rejection, if any information furnished is found to be not true and not factual at any point of time and the Deputy Director of Agriculture (Administration) Cooch Behar reserves right to initiate actions as deemed fit.

Place:

Date:

(To be signed by the Bidder)

ANNEXURE- I

MANUFACTURER COMPANY LETTERHEAD/PROPER AUTHORITY LETTERHEAD

TO WHOM IT MAY CONCERN

This is to certify that of (Detailed address, contact Number, e-mail address) is one of our Authorized Distributor to sale the entire range of products including the technical as referred in e-tender notification no. AGRI/COB/e-NIT-01/2024-25 dated 13/06/24 as manufactured and /or marketed by us hereby give them the requisite permission to offer our material to Government/Semi Government organizations.

This certificate Stands valid for one year from the date of issue unless otherwise the same has been revoked /cancelled by either of the concerned partners in writing.

Signature & seal of the
Authorized recipient of this
certificate

Authorised Signatory with seal

ANNEXURE- II

BIDDER LETTERHEAD

TO WHOM IT MAY CONCERN

This is to certify that I (..... Bidder Name.....) on behalf of (.....Company name.....) have highlighted the input/inputs as referred in e-tender notification No AGRI/COB/e-NIT-01/2024-25 dated 13/06/24 in the related Principal Certificate and also indicate the page no. as mentioned below.

Sl No.	Name of input	Page no. in the Principal Certificate	Remarks (Whether page no. done manually or as per printed page no. in the Principal Certificate)
1			
2			
3			
4			
5			

Bidder Signature with seal

ANNEXURE- III

BIDDER LETTERHEAD

TO WHOM IT MAY CONCERN

This is to certify that I (..... Bidder Name.....) on behalf of (.....Company name.....) have uploaded the proper certificate regarding authority of supply of inputs as referred in e-tender notification no. AGRI/COB/e-NIT-01/2024-25 dated 13/06/24 from competent manufacturer and I take full responsibility for the genuineness, correctness & applicability regarding any issue necessary for successful supply, in suitable case, of that certificate otherwise the EMD which I have deposited is liable for forfeiture.

Bidder Signature with seal

SECTION – A
INSTRUCTION TO BIDDERS
General guidance for e-Tendering:

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

Registration of bidder:

Any 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 the <https://wbtenders.gov.in> the bidder is to click on the link for e-Tendering site as given on the web portal.

Digital Signature Certificate (DSC):

Each bidder is required to obtain a Class-II or Class – III Digital Signature Certificate (DSC) for submission of tenders from the approver service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.

The bidders can search & download e-NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate (DSC). This is the only mode of collection of Tender Documents.

Submission of Tenders:

Tenders are to be submitted through online in the website stated above in the 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 copies of the following in two covers (folders).

a) Statutory Cover containing the following documents as laid down in their respective clauses mentioned herein with:

A. Technical Cover:-

- i) e-Challans / Receipts from e-portal for towards Earnest Money Deposit (EMD) as prescribed in the e-NIT Table No. I should be deposited separately for each item.
- ii) Self declaration as per Clause No- 13, copy of reports as per Clause - 14, PAN, GSTIN
- iii) Copy of valid Trade License, Declaration by bidder.
- iv) Copy of up-to-date Professional Tax Clearance Certificate.
- v) Copy of valid Letter of Authorization/ License for marketing of Micro Nutrients (Straight), Liquid Nitrogenous Fertilizer & Herbicide in the State of West Bengal/Cooch Behar District.
- vi) NIT (download properly and upload in the same as Digitally Signed).

A. Financial Cover

The rate will be quoted in the space marked for quoting rate in the Bill of Quantity (BOQ). Quoted rate will be encrypted in the BOQ under Financial Bid. **In case of quoting any rate in e- NIT, the tender is liable to be summarily rejected.**

b) Non- Statutory Cover containing the following documents as laid down in their respective clauses mentioned herein with:

- i) Credential documents related to supply.
- ii) Documents related to Audited P&L A/c portion (Annual Report) & IT Return as per respective clause(s).
- iii) Incorporation Certificate, Company details, Power of Attorney, declaration, authorization.

THE ABOVE STATED STATUTORY/ 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 —Technicall folder to upload the Technical Documents

Sl.No.	Category Name	Sub - Category	Details(s)
A	Certificate(s)	Certificate(s)	PAN, GSTIN with Latest Return, Manufacturing License, Letter of authorization for marketing of Micronutrients/Liquid N-geous fertilizer/Plant Protection Chemicals in the State of West Bengal/ Cooch Behar District, P. Tax Certificate, PTPC and Latest Challan i.e. 2023-24. Valid Latest Trade license, Self-declaration as per clause.13, Declaration by the bidder. & Bank Solvency Certificate.
B	Company Detail(s)	Company Detail(s)	Proprietorship Firm (Trade License)/ Partnership Firm (Partnership Deed, Trade License)/ Limited Company (Incorporation Certificate, Trade license). Society Registration Copy, Trade License). Power of Attorney.
C	Credential & others	Credential & others	Similar nature of work done & completion certificate (at least 40% of this tender value) as Govt. input supplier which is applicable as an alternate eligibility in this tender. Audited Annual Report (P & L A/c) & IT Return for last three years, Production Capacity and others. Special authorization from the manufacturer as per format (Annexure-I) availed from this tendering Authority. Proper Dealership/Experience/Principle supplier certificates from proper authority.

Evaluation of Tender

1. Opening & Evaluation of tender:

If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

2. Opening of Technical Proposal:

Technical Proposals will be opened by the Deputy Director of Agriculture (Admn.) Cooch Behar and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

3. Intending Tenderers may remain present at the time of opening of Tender.

4. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in Statutory Documents the tender will be summarily rejected.

5. Decrypted (transformed into readable formats) documents of the statutory and non-Statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

6. During evaluation the committee may summon the tenderers & seek clarification/ information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

7. A tenderers bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the Tender Inviting Authority scrutiny that the credential or any other documents of a tenderer are manufactured/fabricated, etc. NIT authority reserves the right to accept or reject any or all the bidders without assigning any reason what so ever.

8. The Tender Inviting Authority may verify the original credential & other original documents of the lowest tenderer, if found necessary, before issuance of the Work/ Supply Order and the Work/ Supply Order will not be issued in favour of the tenderer if it is found on verification that such documents submitted by him is either manufactured or fabricated, etc.

FINANCIAL PROPOSAL

9. The financial proposal should contain the following documents in one cover(folder) i.e. Bill of Quantity (BOQ). The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

10. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

11. Financial capacity of a bidder will be judged on the basis of information furnished.

12. Penalty for suppression/distortion of facts:

If any tenderer fails to produce the original hard copies of the documents on demand of the Tender Evaluation Committee within specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

13. Rejection of bid:

The Deputy Director of Agriculture (Admn.) Cooch Behar reserves the right to accept or reject any bid and to cancel the bidding processes and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Deputy Director of Agriculture (Admn.) Cooch Behar's action.

14. Award of Contract:

- i) The bidder who has quoted lowest rate in respect of items mentioned in NIT and BOQ, award of Contract will be given to him, provided he accepts in writing to execute the whole contract on the basis of item wise lowest (L1) quoted by him.
- ii) The bidder who's bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance.
- iii) Supply order will not be issued to the successful bidder if the laboratory test result declared —Sub-Standard// —Not according to specification by the Notified Laboratory of the State Govt. against sample drawn and submitted by the Inspector as per relevant rules.

S/d

Deputy Director of Agriculture (Administration)
Cooch Behar