



Memo No.- 2736/WBCPCR-13099/5/2021-SEC(WBCPCR)-WBCPCR

Date 10/10/2023

## **NOTICE INVITING TENDER**

### **INVITING e-TENDER FOR PRINTING, BINDING AND SUPPLY OF WALL CALENDAR – 2024 AND PLANNER -2024.**

The Assistant Secretary, West Bengal Commission for Protection of Child Rights (WBCPCR) invites proposals / bids from reputed competent individual / firm / co-operative Societies /company / other business entity, hereinafter referred to as the 'Tenderer', who are experienced in printing and delivery, for the above mentioned notice.

#### **SECTION – A**

##### **IMPORTANT DATES AND TIME**

E-Tenders are invited from bona fide eligible "Tenderer" for the above work. Bids are to be submitted in two parts.

- A. Technical Bid
- B. Financial Bid

- 1) The **FINANCIAL BID** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee'. Such decision will be final and absolute in this respect. The list of Qualified Tenderers will be displayed in the website.
- 2) **Date and Time Schedule:**

Sl. No.	Particulars	Date	Time
1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	11/10/2023	04:00 p.m.
2.	Documents download (online)	11/10/2023	04:15 p.m.
3.	Bid submission start date (online)	11/10/2023	04:30 p.m.
4.	Bid submission Closing (online)	26/10/2023	04:30 p.m.
5.	Bid opening date for Technical Proposal (online)	30/10/2023	12:00 noon
6.	Date of Uploading list for Technically Qualified Tender(online): Technical Opening Summary	To be disclose later	
7.	Date for Opening of Financial Proposal (online)	To be disclose later	

#### **SECTION – B**

##### **INSTRUCTION TO TENDERERS**

***General Guideline for e-Tendering:***



Instruction / Guidelines for electronic submission of the tenders have been given for assisting the Tenderers to participate in e-Tendering.

**i. REGISTRATION OF TENDERER**

Any tenderer 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> (the web portal of National Informatics Centre). The tenderer is to click on the link for e-Tendering site as given on the web portal.

**ii. DIGITAL SIGNATURE CERTIFICATE (DSC)**

Each Tenderer is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the CCA on payment of requisite amount.

**iii.** The Tenderer can search & download N.I.T. & Tender Document(s) electronically from computer using the Digital Signature Certificate as a USB e-Token. This is the only mode of collection of Tender Documents.

**iv. SUBMISSION OF TENDERS**

Tenders are to be submitted through online to the website stated in (i) above in a folder, one named as Technical Proposal & the other as Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The virus scanned copy of the Documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**v. TECHNICAL PROPOSAL**

The Technical Proposal should contain scanned copies of the following in two covers (folders).

*(a) Statutory Cover (technical Cover) Containing the following documents:*

**1. Prequalification Doc:**

**Earnest Money** will have to be deposited through online payment as in the e-tender portal. Intending bidders shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password to make the payment. EMD may be paid either by Net Banking through ICICI Bank Payment Gateway or By process of RTGS /NEFT.

**2. NIT (download properly and uploaded the same Digitally Scanned).**

The rate will be quoted in the Bill of Quantity (B.O.Q.) Quoted rate will be encrypted in the B.O.Q. under financial Bid.

**3. Technical Doc:** The bidder has to submit the following: -

- Credential Certificate for turnover of Rs. 5 lakh (Rupees five lakh) at least for two financial years out of last five financial years from competent Authority (i.e. Certificate from Practicing Chartered Accountant / copy of credential certificate(s) from any Government, Government agency, PSU) ending on **31.03.2023**.
- The Tenderer should provide the Credential Certificate / copy of document to justify the experience in printing Calendar, Planner or any other ICE Materials of different Govt. offices.
- Certificate from practicing Chartered Accountant (CA) or the copy of document(s) to justify that the Tenderer(s) is engaged in the business of printing Calendar, Planner or any other ICE Materials as stated above at least for two years out of last five financial years ending on **31.03.2023**.

*(b) "My Space" (Non-Statutory) Containing the following documents:*

1. Copy of PAN
2. P-Tax Registration Certificate
3. G.S.T Registration Certificate (if registered under GST Act)
4. Proprietorship Firm (Trade Licence) / Partnership Firm (Partnership deed, Trade Licence).
5. Wholesale co-operative society (society Registration Copy, Trade Licence)–copy of Certificate of Incorporation In case of a company.
6. Copy of Income Tax Return of any one year out of last three financial years.
7. Self-declaration as required against Item Number VII (j) of Section B.



8. Copy of EMD exemption certificate (If applicable).

**N.B.: Failure of submission of any of the above mentioned documents as Stated in Sl.No. .v.(a) And v.(b). of Section B. will render the TENDER 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 “Technical” Folder to upload the technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"><li>1. Copy of PAN</li><li>2. P-Tax Registration Certificate</li><li>3. G.S.T Registration Certificate (if registered under GST Act)</li><li>4. Copy of Income Tax Return of any one year out of last three financial years ending on 31/03/2022 i.e. FY 2019-20, FY 2020-21 &amp; FY 2021-22.</li><li>5. Self-declaration as required against Item Number VII(j) of Section B.</li><li>6. EMD Certificate / Exemption Certificate (as applicable).</li></ol>
B	Organisational Details	Details of Organisation	<ol style="list-style-type: none"><li>7. Proprietorship Firm (Registration certificate, Trade Licence) / Partnership Firm (Partnership deed, Trade Licence) / Limited Company (Incorporation Certificate, Trade Licence) / Wholesale Consumers' Co-operative Society (Society Registration Copy, Trade Licence)</li></ol>
C	Credential	Credentials	<ol style="list-style-type: none"><li>8. Credential Certificate for turnover of Rs. 5 lakh (Rupees five lakh) at least for two financial years out of last five financial years ending on 31.03.2023 from competent Authority.</li><li>9. The copy of document to justify the experience in printing Calendar/Planner of different Govt. offices.</li><li>10. Credential Certificate / copy of document to justify that the Tenderer(s) is engaged in printing Calendar/Planner/IEC Materials as stated above at least for two years out of last five financial years ending on 31.03.2023.</li></ol>

**Financial Cover:**

- The financial proposal should contain properly filled up B.O.Q. (Bill of Quantity).

**vi. WHOM TO CONTACT**

For any other information **Section Officer, WBCPCR at landline number 033-6824 6322 of WBCPCR** may be contacted during the office hours (Monday to Friday 10:30 a.m. to 5:30 p.m.).

**vii. ELIGIBLE TENDERER(S)**

- a) The invitation for bid are open only to those bonafide tenderer having experience with requisite infrastructure, technical expertise and capabilities to undertake similar nature of work
- b) The Tenderer(s) should be legally competent to enter into contracts as per prevailing laws.



- c) Bids of only those Tenderer(s) meeting the Technical conditions as specified this tender Document shall be considered.
- d) The Tenderer(s) are to make payment of Earnest Money Deposit through online in e tender portal. Without requisite Earnest Money Technical Bid will be rejected.
- e) Exemption regarding Earnest Money Deposit, the tenderer must submit EMD exemption certificate.
- f) The tenderer should have experience in printing Calendar, Planner or any other ICE Materials of different Govt. offices programmes at least for two years out of last five financial years ending on 31.03.2023. Proof of such handling should be necessarily submitted.
- g) The tenderer should have the annual turnover of not less than **5 lakh** at least for two financial years out of last five financial years ending on 31.03.2023.
- h) The tenderer shall have an office in Kolkata.
- i) The Technical and Financial Bids both separately should be submitted in complete form.
- j) The Tenderer(s) shall submit a self-declaration certifying that the tenderer has not been blacklisted by any State/ State Government's Undertaking or any other Government Department/Directorate and any legal proceeding has not been initiated against the Tenderer(s) or any of its Directors.

### **viii. SUBMISSION OF BID**

Bids only in the prescribed format annexed with this tender document will be considered.

- a) The Tenderer has to submit the Tender in accordance with the procedure prescribed under Submission of Technical Bid clause of this Tender document, along with the supporting documents enlisted in 'Technical Bid' of this Tender document, scanned and stored in digital format and an Earnest Money Deposit as mentioned in clause (ix) as detailed below.
- b) The Technical Bid shall be signed by the Tenderer(s) itself or a person duly authorised by the Tenderer(s) and the original authority letter shall be submitted along with the Technical Bid.
- c) If any document submitted by the Tenderer is found to be invalid at any time, the West Bengal Commission for Protection of Child Rights (WBCPCR) shall reserve the right to cancel such bid either before or after Award of Contract (AOC).

### **ix. EARNEST MONEY DEPOSIT**

- a) **Earnest Money Deposit (EMD):** Interest free Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) only is to be paid through online in e-Procurement portal.  
On processing the financial bid evaluation electronically in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 bidders will be refunded, through the 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 tender inviting authority.
- b) **Security Deposit:** EMD of L1 bidder will be converted to security Deposit and will be refunded at the time of refund of Security Deposit subject to other terms and condition(s).
- c) **Forfeiture of Security Deposit:** Security Deposit of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its Security Deposit will be forfeited.  
In case, if it is detected that documents submitted by the Tenderer is found to be not genuine, the Department will reserve the right to cancel the Bid even after its opening or issuing of LOI and under such circumstances, the EMD will be forfeited. In all such circumstances, the EMD/ Security Deposit may be forfeited either in part or full as per the decision of the Department.
- d) **Earnest Money should be deposited through online well in advance preferably before minimum two bank working days from Bid Submission Closing Date to avoid problem related to deposition of EMD in time.**



#### **x. PENALTY CLAUSE**

Debarment from participation in the next tender process of WBCPCR - the State Government reserves the right to declare a contractor blacklisted for five years due to the following reasons-

- i. Withdraws from agreement after being the lowest quoted tenderer.
- ii. Fails to complete the work within stipulated period as required by the Commission.
- iii. For supply of non-specified/below standard material.
- iv. In consequence of submission of false or fabricated document by any contractor for participating in the tender.
- v. Tenderer those who have quoted absurdly high or low rate in the opinion of the State Government, with the intention to vitiate the tender process.
- vi. Submission of tender for completion of work mentioned previously for which the concerned company has been blacklisted either by the State Govt. Or by other State/Central Govt. Organisation.

#### **xi. TECHNICAL BID**

The Technical Bid shall be submitted along with document: All pages of the tender shall be digitally signed by the Tenderer(s) or its authorized representative as confirmation of the acceptance of the terms and conditions of the tender documents.

A sealed Technical Cover Document

#### **xii. FINANCIAL BID**

The price in the B.O.Q. should be inclusive of cost of Raw Material, Packing, freight, hire charges, GST, cess, levies other cost of incidental charges and transportation cost etc.

### **SECTION – C**

#### **SPECIFICATION OF TENDER FOR PRINTING, BINDING AND SUPPLY OF WBCPCR WALL CALENDAR – 2023 AND WBCPCR PLANNER -2023.**

##### **1. SCOPE OF WORK**

- i. A sample copy of each item as mentioned at point 2 of Section C is to be verified from the office of the WBCPCR before printing of rest of the copies.
- ii. Items to be delivered to the Office of the WBCPCR, ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme - VIII(M), Ultadanga, Kolkata - 700 067.
- iii. The work has to be undertaken on a strict time schedule basis.
- iv. Delivery note of each item as mentioned at point 2 of Section C with comment as “Received in Good Condition” will be authenticated by WBCPCR.
- v. WBCPCR will have the right to modify, change, accept or reject the work in totality or any part thereof or cancel the project at any stage without assigning any reason.
- vi. The copyright of the work shall vest with WBCPCR.
- vii. Any form of canvassing shall be deemed as reason for disqualification.
- viii. The authority is, however, not bound to procure all services as suggested and / or specified by the bidder for the events.
- ix. WBCPCR reserves the right to procure the entire or part services and value of the contract in such case, will be determined accordingly.
- x. WBCPCR reserves the right to cancel the tender at any time during the Tender processor after completion of the tender process at its own discretion, without assigning any reason, whatsoever, without any requirement of intimating the bidder of any such change.
- xi. The major responsibilities and scope of work as specified in this Tender Document are indicative only and not exhaustive in any manner.



## 2. SPECIFICATION

SI No.	Items	Specifications
1.	<u>WALL CALENDAR – 2024</u> 1500 (One Thousand Five Hundred) Copies	a) Paper : Glossy Art Paper b) Size : 18” X 23” c) Binding : Wiro d) Number of Page : 12 Pages for 12 months + 1 Flier back to back e) Color : Multicolour
2.	<u>PLANNER – 2024</u> 1500 (One Thousand Five Hundred) Copies	a) Paper : 100 gsm b) Size : 25.5cm x 11.8cm c) Binding : Harboard cover binding d) Number of Page : 80 – 100 back to back as per requirement with 12 different pictures for 12 different months e) Colour : 4 colour print (Multicoloured Artwork Cover WBCPCR Logo on the cover with calligraphy)

## 3. TIME FRAME

- The Tenderer selected for execution of the job has to complete the printing as per deadlines and time schedule to be fixed by WBCPCR.
- The designated officer in-charge will have the right to make necessary modifications/alterations in the design till the last moment in order to ensure that a quality product is finally put on display.
- Failure to meet the time schedules will invite penalty @ 5% of the contract value per day.**

## 4. TECHNICAL BID

- Originals of all the documents uploaded with the Technical Bid be made available with the Tenderer(s) /Authorized Representative at the time of opening of Technical Bid for verification, if required.
- The bids will be evaluated strictly in accordance with the terms and conditions specified in this Tender document.
- WBCPCR reserves the rights to reject one or more bid without assigning any reason for the same.**
- The Earnest Money Deposit of unsuccessful Tenderer(s) will be returned as detailed in “(ix) of Section B” above.
- Bidder must submit online generated receipt of EMD along with technical proposal.

## 5. EVALUATION OF TECHNICAL BIDS

Technically Qualified Bidder will be selected by the ‘Tender Evaluation Committee’ The decision of the ‘Tender Evaluation Committee’ in this regard is final and binding on all.

## 6. FINANCIAL BID

- The financial bids of only those Tenderer(s) who qualify in the Technical Bids shall be opened and which shall be intimated to the technically qualified Tenderer(s).
- The Chairperson, WBCPCR reserves the sole right to accept or reject the Tender / Financial Bid.

## 7. FIRM PRICES

- Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, the authority reserves the right to negotiate the prices quoted in the bid to effect downward modification. The Bid Prices shall be indicated in Indian Rupees (INR) only.



- The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
- The firm should quote the tax liability on the date of submission of financial bid for arriving at the lowest one.
- Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected. If price change is envisaged due to any clarification, revised Bid in a separate sealed cover shall be submitted with prior written permission of the authority.

## **8. FRAUD AND CORRUPTION**

The authority will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question as stated below:

- ✓ The authority requires that bidders, suppliers, and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, following are defined:
- ✓ “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process in contract execution;
- ✓ “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- ✓ “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the authority, designed to establish bid prices at artificial, non-competitive levels ;and
- ✓ “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

## **9. CONSORTIUM:**

Consortium is not allowed.

## **10. INFORMATION SECURITY**

- ✓ The Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the WBCPCR, to any outside agency without prior written permission from the WBCPCR.
- ✓ The Bidder shall adhere to the Information Security policy developed by the Government.

## **11. INDEMNITY**

The Bidder shall be responsible for compensate any loss, damages, expense, claims or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- ✓ Any negligence or wrongful act or omission by the Bidder in connection with or incidental to this Contract; or
- ✓ Any breach of any of the terms of the Bidder’s Bid as agreed, the Tender and this Contract by the Bidder,
- ✓ The indemnity shall be to the extent of 100% in favour of the WBCPCR.



## **12. CONDITIONS FOR EXTRA WORK / REVISED WORK ORDER**

- ✓ The provisions of the Contract shall apply to extra work performed as if the Extra work/revised order has been included in the original Scope of work. However, the Contract price shall increase / decrease and the Time Schedule shall be adjusted on account of the Extra work / Change orders as may be mutually agreed. The Implementation Agency's obligations with respect to such work remain in accordance with the Contract.
- ✓ The rates provided by the Bidder as part of its commercial quote will be considered as benchmark rates for placing change orders, if any.

## **13. SUSPENSION OF WORK**

The Bidder shall, if ordered in writing by the WBCPCR through Representative, temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Bidder shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the Implementation Agency, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Implementation Agency.

## **14. PAYMENT SCHEDULE and PROCEDURE**

- Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- Invoice should be raised in favour of the Assistant Secretary, WBCPCR for payment.

## **15. TERMINATION**

The Chairperson, WBCPCR may, terminate this Contract in whole or in part by giving the Bidder prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- ❖ Where the WBCPCR is of the opinion that there has been such Event of Default on the part of the Bidder which would make it proper and necessary to terminate this Contract and may include failure on the part of the Bidder to respect any of its commitments with regard to any part of its obligations under its Bid, the Tender or under this Contract.
- ❖ Where it comes to WBCPCR's attention that the Bidder (or the Implementation Agency's Team) is in a position of actual conflict of interest with the interests of the WBCPCR, in relation to any of terms of the Implementation Agency's Bid, the Tender or this Contract.

## **16. DISPUTE RESOLUTION**

WBCPCR and the Bidder shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes, arising between them under or in connection with the Contract.

## **17. CONFLICT OF INTEREST**

The Bidder shall disclose to the WBCPCR in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Services as soon as practical after it becomes aware of that conflict.

## **18. SEVERANCE**

In the event any provision of this Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

## **19. PUBLICITY**

The Bidder shall not make a public announcement or media release about any aspect of this contract unless WBCPCR first gives the Bidder its written consent.



## 20. FORCE MAJEURE

For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

## 21. ADDITIONAL INFORMATION

The West Bengal Commission for Protection of Child Rights shall have the following rights:

- i. Postpone and/ or extend the date of receipt of or to withdraw the bidding notice without assigning any reason thereof. In such an event, consulting bidders shall not be entitled to any compensation in any form, whatsoever.
- ii. Cancel the bidding process and reject all or any of the proposals and will not be bound to accept the bid quoting lowest (L1) rate or any proposal or to give any reasons for the decision in the consultation with the Tender Committee.

In case, the date for opening of tenders is declared as a public holiday, the next official working day shall be deemed as last date of opening of proposals without any change in time indicated. No separate notice to this effect shall be issued.

The bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fess and other charges and the giving and receiving of all necessary notices, and inform the same compliance with bye-laws, payments made, notices issued and received.

Sd/-

Assistant Secretary

West Bengal Commission for Protection of Child Rights

Memo No.: 2736/1(8)/WBCPCR-13099/5/2021-SEC(WBCPCR)-WBCPCR

Date: 10/10/2023

Copy forwarded for information to:-

- 1) Joint Secretary (Administration), WCD&SW Department- with a request to arrange for putting up the notice in the office notice board.
- 2) Sr. P.S. to HCP, WBCPCR.
- 3) Sr. P.S. to the Secretary, WBCPCR
- 4) Deputy Secretary, WCD&SW Department- with a request to upload the NIQ in the website of the Department.
- 5) Section Officer, WBCPCR
- 6) Shri Chiranjib Acharyya, Accountant, WBCPCR
- ✓ 7) Shri Kuldeep Polley, Data Entry Operator, WBCPCR

He is requested to upload the notice in the official website of WBCPCR

- 8) Office Copy



Assistant Secretary

West Bengal Commission for Protection of Child Rights