



GOVERNMENT OF WEST BENGAL

WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme- VIII (M), Ultadanga, Kolkata - 700 067

Telefax : 033 6824 6350 Phone : 033 6824 6363

e-mail : wbscpcr@gmail.com website : www.wbcpcr.org

1418/WBCPCR-14017/2/2025-SEC(WBCPCR)-WBCPCR

Memo No.-

05/05/2025

Date

NOTICE INVITING TENDER

Inviting e-Tender for supply of 1100 packets of food on the occasion of celebration of the State Child Protection Day at Rabindra Sadan, Kolkata on 9th June, 2025

The West Bengal Commission for Protection of Child Rights (WBCPCR) is going to celebrate the State Child Protection Day at Rabindra Sadan, Kolkata on 9th June, 2025.

Accordingly, 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 supply of good quality packaged food which will be consumed on the occasion of Celebration of the State Child Protection Day at Rabindra Sadan, Kolkata on 9th June, 2025 by the participants including VIPs and children. Brief concept of the proposal is illustrated at **SECTION-C**.

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

- (i) Documents for Checking Eligibility
- (ii) Samples of Food Packets for Testing Quality

B. Financial Bid

- 1) **SAMPLES** of food will be taken for testing if the **DOCUMENTS** of the tenderer are found valid by the 'Tender Evaluation Committee'. And the **FINANCIAL BID** of the prospective tenderer will be considered only if the **QUALITY OF FOOD** is found satisfactory. 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 N.I.T. & other Documents (Online) | 08/05/2025 | 06:00 p.m. |
| 2. | Documents download (Online) | 08/05/2025 | 06:30 p.m. |
| 4. | Bid submission start date (Online) | 10/05/2025 | 11:00 a.m. |
| 5. | Bid submission Closing (Online) | 16/05/2025 | 11:00 a.m.. |
| 6. | Bid opening date Technical Proposal (online) | 19/05/2025 | 11:00 a.m.. |
| 7. | Date of uploading list for Technically Qualified Tender (Online): Technical Opening Summary | To be disclosed later | |
| 8. | Date for Opening of Financial Proposal (Online) | To be disclosed later | |

SECTION-B

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"> 1. Copy of valid PAN Card 2. Copy of valid P-Tax Registration Certificate 3. Copy of valid G.S.T Registration Certificate (if registered under GST Act) 4. Copy of valid Income Tax Return of any one year out of last three financial years ending on 31/03/2024 i.e. FY 2021-22, FY 2022-23 & FY 2023-24. 5. Self-declaration certifying that the tenderer has not been blacklisted by any Govt. establishment and any legal proceedings has not been initiated against the Tenderer(s) or any of its Directors. 6. Copy of valid fssai licence |
| B | Organisational Details | Details of Organisation | <ol style="list-style-type: none"> 7. Proprietorship Firm (valid Registration certificate, valid Trade Licence) / Partnership Firm (valid Partnership deed, valid Trade Licence) / Limited Company (valid Incorporation Certificate, Trade Licence) / Wholesale Consumers' Co-operative Society (valid Society Registration Copy, valid Trade Licence) |
| C | Credential | Credentials | <ol style="list-style-type: none"> 8. Valid Credential Certificate for turnover of Rs. 20,00,000/- (Rupees twenty lakh) only at least for three financial years out of last five financial years ending on 31/03/2024 from competent Authority. 9. The copy of valid document to justify the experience in supplying good quality foods to different Govt. offices at least for two years out of last five financial years ending on 31.03.2024. |

FINANCIAL COVER:

- The financial proposal (BoQ) must be uploaded in the Financial Folder. The Bidder should download the BoQ (Bill of Quantities) and the same must be uploaded in the Financial Folder, The Company Name and Rate must be provided in the Blanks given in the BoQ only. Any other additional documents related to Rate will not be entertained.

WHOM TO CONTACT

For any other information the Section Officer, West Bengal Commission for Protection of Child Rights at landline number 033-6824 6322 of the Commission may be contacted during the office hours (Monday to Friday - 10.30 a.m. to 5.30 p.m.).

EARNEST MONEY DEPOSIT

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 in accordance with Memorandum No. 3975-F(Y) Dated-28/07/2016 of the Finance Department (Audit Branch), Government of West Bengal.

Interest free **Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees twenty-five thousand) only** should 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 bidder 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.

However, EMD of the L1 bidder will be kept as the Security Deposit. After successful completion of the work, the Security Deposit will be refunded. Otherwise, it may be fully or partially forfeited as per decision of the tender inviting authority.

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.

PENALTY CLAUSE

Debarment from participation in the next tender process of West Bengal Commission for Protection of Child Rights- 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 WBCPCR.
- 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 WBCPCR, 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.

TECHNICAL BID

The Technical Bid duly filled in the prescribed format (Annexure- A) shall be submitted along with Technical Cover 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.

FINANCIAL BID

The price 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 WORK

1. SCOPE OF WORK:

- i) Supply of 1100 packets of food with following specification at Rabindra Sadan, Kolkata on 9th June, 2025 around 12:30 p.m.
- ii) **Specifications:** Items in each packet will be as per list below:

| Non-veg: 1,050 pkts | | | Veg: 50 pkts | | |
|---------------------|----------------------------------|----------------------|--------------|----------------------------------|--------------------|
| Sl. No. | Items | Quantity | Sl. No. | Items | Quantity |
| 1 | Basanti Polao | 450 g | 1 | Basanti Polao | 450 g |
| 2 | Mutton Kasha | 3 pcs of 50 g mutton | 2 | Matar Paneer | As per requirement |
| 3 | Fish Fry (Vetki) | 1 pc | 3 | Veg Cutlet | 1 pc |
| 4 | Dry Golap Jamun Sweet | 1 pc | 4 | Dry Golap Jamun Sweet | 1 pc |
| 5 | Sandesh | 1 pc | 5 | Sandesh | 1 pc |
| 6 | Bottled Drinking Water (Bisleri) | 500 ml. | 6 | Bottled Drinking Water (Bisleri) | 500 ml. |

2. PAYMENT SCHEDULE AND PROCEDURE:

- i. No advance payment will be made.
- ii. Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- iii. Invoice should be raised in favour of the Assistant Secretary, WBCPCR for payment.

3. N.B.

- i. Tender selection Committee constituted as per Order of the WBCPCR will function as Evaluation Committee for selection of technically qualified tenderers.
- ii. Opening & evaluation of tender: If any tenderer is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii. Opening of Technical Proposal: Technical proposal will be opened by the Tender Selection Committee and their authorized representatives electronically from the website using Digital Signature Certificate (DSC).

- iv. 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 the Statutory Documents the tender will summarily be rejected.
- v. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- vi. Summary list of technically qualified will be uploaded online.
- vii. During evaluation the committee may summon any of the Bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the submitted time frame, their proposals may be liable for rejection as per discretion of the Tender Evaluation Committee.

Sd/-

Assistant Secretary
to the Government of West Bengal
West Bengal Commission for Protection of Child Rights

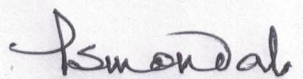
Memo No.: 1418/1(10)/WBCPCR-14017/2/2025-SEC(WBCPCR)-WBCPCR Date: 05/05/2025

Copy forwarded for information and taking necessary to:-

- 1) Additional Secretary (Administration), W.C.D. & S.W. Department- with a request to kindly arrange for putting up the notice in the office notice board of the Department.
- 2) Sr. Pr. P.S. to the Secretary, WBCPCR
- 3) Sr. P. A. to the Chairperson, WBCPCR
- 4) Shri Arunangshu Kar, Assistant Financial Advisor, W.C.D. & S.W. Department
- 5) Md. Sahid Hossain Molla, Section Officer, WBCPCR
- 6) Shri Chiranjib Acharyya, Accountant, WBCPCR
- 7) Shri Tilak Kumar Paul, UDA, WBCPCR
- ✓ 8) Shri Kuldeep Polley, Data Entry Operator, WBCPCR

He is requested to upload this NOTICE in the official website of this office.

- 9) Copy for Notice Board
- 10) Office Copy



Assistant Secretary
to the Government of West Bengal
West Bengal Commission for Protection of Child Rights

TECHNICAL BID

I. Name of the Tenderer

II. Address of the Office of the Tenderer Situated at Kolkata.

III. Particulars of the Tenderers

Full Address

a) Name of the partners and address

- 1.
- 2.
- 3.
- 4.
- 5.

a) Name of the Directors & their address

- 1.
- 2.
- 3.
- 4.

a) Details of Owner(s) / Signatory authority with address

- 1.
- 2.
- 3.

V. Contact number (Mobile) with e-mail ID :

Page 6 of 7

| Experience of last 5 years in supply of food to Govt. Offices. (Two years compulsory) | Year | Client Company | Event | Venue & Location | Job Value (in Rs.) |
|---|---------|----------------|-------|------------------|--------------------|
| | 2023-24 | | | | |
| | 2022-23 | | | | |
| | 2021-22 | | | | |
| | 2020-21 | | | | |
| | 2019-20 | | | | |
| | | | | | |

I/We have read all the terms and conditions of the **NOTICE INVITING TENDER DOCUMENT** and the **ANNEXURES** thereto and agree to accept and abide by the same in toto. The above quotation has been prepared after taking into account all the terms and conditions of **TENDER DOCUMENT** and **NOTICE INVITING TENDER**.

Signature of the Tenderer.....

Date.....

Name of the Signatory.....

Place.....

(in Capital letters)

“SEAL”

Designation of Signatory.....