



GOVERNMENT OF WEST BENGAL

WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

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1567/WBCPCR-14017/2/2024-SEC(WBCPCR)-WBCPCR

Memo No.- .....

05/06/2024

Date .....

**NOTICE INVITING TENDER**

**Inviting e-Tender for supply of 350 school bags to Darjeeling and 150 school bags to the office of West Bengal Commission for Protection of Child Rights by 20/06/2024**

West Bengal Commission for Protection of Child Rights (WBCPCR) is going to celebrate State Child Protection Day at Bhanu Bhaban, Darjeeling on 28<sup>th</sup> June, 2024.

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 school bags which will be gifted on the occasion of **Celebration of State Child Protection Day at Bhanu Bhavan, Darjeeling on 28<sup>th</sup> June, 2024**. 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
- 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 N.I.T. & other Documents (Online)	05/06/2024	05:30 p.m.
2.	Documents download (Online)	05/06/2024	05:35 p.m.
3.	Bid submission start date (Online)	05/06/2024	05:35 p.m.
5.	Bid submission Closing (Online)	12/06/2024	12:00 Noon
6.	Bid opening date Technical Proposal (online)	14/06/2024	12:00 Noon
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"><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 four financial years ending on 31/03/2023 i.e. FY 2019-20, FY 2020-2021, FY 2021-22 &amp; FY 2022-23.</li><li>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.</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	8. Credential Certificate for turnover of <b>Rs. 10 lakh (Rupees Ten lakh)</b> at least for two financial years out of last five financial years ending on 31/03/2023 from competent Authority. 9. The copy of document to justify the experience in supplying school bags.
D	Quality Control	-	<b>The bags must comply with all specifications given and design has to be approved by the Tender Committee; financial bids will be opened only on condition of approval of product.</b>

#### **FINANCIAL COVER:**

- The financial proposal (BoQ) must be uploaded in the Financial Folder. The Bidder should download the BoQ 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 contact 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 am to 5.30 pm).**

#### **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 . 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.6,000 /-(Rupees six 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 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.

**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 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.

## SECTION – C

### SPECIFICATIONS OF ITEMS

#### 1 SCOPE OF WORK:

- i) Supply of following items on **20/06/2024** to the office of West Bengal Commission for Protection of Child Rights.
- ii) **Specifications:**

Sl. No.	Items	Quality / Specification	Quantity
1.	School Bag	<ul style="list-style-type: none"><li>• Material: Nylon (Waterproof)</li><li>• Dimension: Height 47 cm × Width 33 cm × Depth 20 cm</li><li>• Compartment: 2 main compartments, 1 small utility pocket, 1 front small pocket, both side bottle holder pockets</li><li>• One handle</li><li>• 2 padded adjustable length shoulder strap</li><li>• Logos of WBCPCR and UNICEF</li></ul>	350 + 150 = 500

#### 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**

**West Bengal Commission for Protection of Child Rights**

**No. 1567/1(10)/WBCPCR-14017/2/2024-SEC(WBCPCR)-WBCPCR**

**Date: 05/06/2024**

Copy forwarded for information to:-

- 1) Additional Secretary (Administration), WCD&SW Department- with a request to arrange for putting up the notice in the office notice board.
- 2) Pr. P.S. to the Secretary, WBCPCR
- 3) Sr. P.S. to the Chairperson, WBCPCR
- 4) Shri Arunangshu Kar, Assistant Financial Advisor, Department of WCD&SW
- 5) Smt. Sucheta Saha (Barman Roy), 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

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**Assistant Secretary**

**West Bengal Commission for Protection of Child Rights**