



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

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2508/WBCPCR-19/1/2021-SEC(WBCPCR)-WBCPCR

Memo No.-

22/08/2024

Date

Notice Inviting Tender

Inviting e-Tender for printing, binding and supply of all the 4 (four) issues of 'WBCPCR Children Magazine' (Hullor), a quarterly magazine during the next one year

West Bengal Commission for Protection of Child Rights (WBCPCR) publishes 'WBCPCR Children Magazine', a quarterly magazine every year. The Commission will publish September-2024, December-2024, March-2025 and June-2025 issues of the magazine during the next one year.

Accordingly, 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, binding and supply of books / magazines / periodicals etc. 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.

- Technical Bid
- 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)	22/08/2024	05:00 p.m.
2	Documents download start date (Online)	23/08/2024	10:00 a.m.
3	Bid submission start date (Online)	23/08/2024	10:30 a.m.
4.	Pre-Bid Meeting to be held at the "Conference Hall" of WBCPCR (Address: ICMARD Building (9th Floor), Block-14/2, C.I.T. Scheme-VIII(M), Ultadanga, Kolkata-700 067)	27/08/2024	12:00 Noon
4	Bid submission Closing (Online)	03/09/2024	10:30 a.m.
5	Bid opening date Technical Proposal (online)	05/09/2024	11:00 a.m.
6	Date of uploading list for Technically Qualified Tender (Online): Technical Opening Summary	To be disclosed later	
7	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 PAN 2. P-Tax Registration Certificate 3. G.S.T Registration Certificate (if registered under GST Act) 4. Copy of Income Tax Return of any one year out of last three financial years ending on 31/03/2023 i.e. FY 2020-21, FY 2021-22 & FY 2022-23. 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. EMD Certificate / Exemption Certificate w.r.t. printing works (as applicable).
B	Organisational Details	Details of Organisation	<ol style="list-style-type: none"> 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)

C	Credential	Credentials	<p>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 31/03/2025 from competent Authority.</p> <p>9. The copy of document to justify the experience in printing and supply of books etc. to different Govt. offices.</p> <p>10. Credential Certificate / copy of document to justify that the Tenderer(s) is engaged in the business of printing and supply of books as stated above at least for two years out of last five financial years ending on 31.03.2023.</p>
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FINANCIAL COVER:

- The financial proposal should contain the following documents in one cover (folder). The Tenderers will give their consents/undertakings to the effect that they are willing to take up the work/s at their quoted rate accepted by the Tender Evaluation Committee.
- Annexure B to be filled signed and scanned.

WHOM TO CONTACT

For any other information the undersigned at landline number 033-6824 6331 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 as stated in 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. 12,000/- (Rupees twelve 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 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 clearly mentioned in words and figures as per the format for the Financial Bid annexed with the Tender Document as Annexure-B. 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 TENDER

1 SCOPE OF WORK:

- i) Printing, binding and supply of all 4 (four) issues of “WBCPCR Children Magazine” during next 1 (one) year from September-2024.
- ii) **Specifications:**

Sl. No.	Items	Quality / Specification	Quantity
1	“WBCPCR Children Magazine” September-2024 issue	<ul style="list-style-type: none"> • 128 pages Inside + 4 pages for braille language (double-sided two leaves) Inside + Cover (4 pages) • Double Crown 1/8 • Inside 80 GSM Glossy Art Paper • Inside 160 GSM paper for Braille dots • Cover 130 GSM Artboard • 4 colour offset printing • Center stitch binding 	2000 copies

2	“WBCPCR Children Magazine”	Children	<ul style="list-style-type: none"> • 64 pages Inside + 4 pages for braille language (double-sided two leaves) Inside + Cover (4 pages) • Double Crown 1/8 • Inside 80 GSM Glossy Art Paper • Inside 160 GSM paper for Braille dots • Cover 130 GSM Artboard • 4 colour offset printing • Center stitch binding 	1500 copies each issue
	(i)	December-2024 issue		
	(ii)	March-2025 issue		
	(iii)	June-2025 issue		

2. 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.
- No advance payment will be made at any stage.

S&T

Assistant Secretary

West Bengal Commission for Protection of Child Rights

No. 2508/1(10)/WBCPCR-19/2/2021-SEC(WBCPCR)-WBCPCR Date: 22/08/2024

Copy forwarded for information to:-

- 1) The Principal Secretary of the Department for information.
- 2) The Director of Information, Nabanna, 9th Floor, Howrah with a request to publish the NIT in wb.gov.in for wide publicity.
- 3) Additional Secretary (Administration), WCD&SW Department- with a request to arrange for putting up the notice in the office notice board.
- 4) Additional Secretary, WCD&SW Department- with a request to upload the NIQ in the website of this Department.
- 5) Shri Arunangshu Kar, W.B.A. & A.S., Assistant Financial Advisor, Department of WCD&SW
- 6) Sr. Pr. P. S. to the Secretary, WBCPCR
- 7) Sr. P.S. to HCP, WBCPCR.
- 8) Section Officer
- 9) Shri Kuldeep Polley, Data Entry Operator, WBCPCR He is requested to upload this Notice in the official website of WBCPCR: www.wbcpr.org
- 10) Office Copy

B. Mondal.

Assistant Secretary

West Bengal Commission for Protection of Child Rights

Experience of last 5 years in printing and supply of books etc. to Govt. Offices. (Two years compulsory)	Year	Client	Event	Venue & Location	Job Value (in Rs.)
	2022-23				
	2021-22				
	2020-21				
	2019-20				
	2018-19				
	2017-18				

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**.

Date.....
Place.....

Signature of the Tenderer.....
Name of the Signatory.....
(in Capital letters)

“SEAL”

Designation of Signatory.....

NB: Apart from the above information the following documents should be enclosed along with the Technical bid for fulfilling the General Eligibility Terms.

- Earnest Money Deposit (EMD) interest free for Rupees Twelve Thousand only shall be deposited through online payment as in the e-tender portal in accordance with the terms and conditions of this tender document.
- Credential Certificate for turnover of Rs. 5 lakh (Rupees five lakh) only at least for two financial years out of last five financial years ending on 31/03/2023 from competent Authority (i.e. Copy of certificate from Practicing Chartered Accountant / copy of credential certificate from any Government , Government agency , PSU).
- The Tender should provide the copy of document to justify the experience in printing, binding and supplying garments / sports items to different Govt. offices.
- Certificate from practicing Chartered Accountant (CA) or the copy of document to justify that the Tenderer(s) is engaged in the business of printing and supply of books as stated above at least for two years out of last five financial years ending on 31/03/2023.

Sd/-

Assistant Secretary
West Bengal Commission for Protection of Child Rights