GENERAL INFORMATION.

Sealed tenders in duplicate superscribing the name of the work on the envelope are invited from the P.I. contractors / reputed and resourceful contractor for the jobs stated in the "Scope of Work" below.

Tender papers etc. will be available from the State Project Management Unit, Kanyashree Prakalpa, under the Department of Women & Child Development and Social Welfare, Bikash Bhavan, North Block, 10th Floor, Salt Lake, Kol-91

The Department of Women & Child Development and Social Welfare reserves the right to accept / reject in full or in part of any tender without assigning any reason whatsoever.

1. GENERAL INSTRUCTION & GUIDELINES.

Eligibility Criteria.

(i) The tenderers shall submit the self-attested copies of the following documents as and where applicable :-
   (i) Trade License
   (ii) PAN
   (iii) ITCC
   (iv) VAT
   (v) Service Tax Registration

(ii) The tenderer should have credential of Rs.75000/- only in last 5 years.

(iii) The tenderer should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm. If not, then NOT APPLICABLE should be mentioned.

(iv) The tenderer would have to disclose if they are black-listed by any Govt. Dept/semi Govt. / autonomous bodies / PSUs etc. If not, then NOT APPLICABLE should be mentioned.

(v) If the last date of receipt of tender or the day of opening of tender happens to be a holiday or otherwise, the next working day will be the last date of receiving and opening of the bid. The tenderers or their authorized representatives are to remain present at the time of opening of tenders. The tenders would be opened preferably one hour after the time of submission on the last date of tender.
2. **QUOTING OF RATE:**

2.1 The participating tenderer should quote their rate per unit basis as would be required in the NIT.

2.2 The price proposal to include all taxes & duties. Tax & Duty parts must be shown separately which is not to be considered for evaluation purpose.

2.3 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on Non-Judicial Stamp Paper of Rs.20/- (Annexure-1).

3. **EARNEST MONEY DEPOSIT:**

1. Every tender should have to be accompanied with an earnest money of Rs.3000.00 (three thousand) only in the form of Bank Draft in favor of Department of Women & Child Development and Social Welfare, Bikash Bhaban, North Block, 10th Floor, Salt Lake, Kol-91. failing which the tender will be liable for rejection.

2. Earnest Money Deposit (EMD) to be submitted contained in a separate sealed envelope clearly marked “EMD” as per norms.

3. After opening of tender/quotation, the E.M.D. shall be duly returned to the unsuccessful bidders within two weeks and after receipt of the security deposit to the successful bidder.

4. In the event, upon being successful, if the lowest bidder refuses to execute the works, the E.M.D. shall stand forfeited.

4. **SECURITY DEPOSIT MONEY:**

1. The successful tenderer will have to furnish security deposit for the amount of Rs.7500.00 (seven thousand five hundred) only or 5% of total amount of order whichever is higher. The security money will be kept in the Office of the undersigned up to 6 (six) months after successful delivery of the items. The Security deposit must be deposited within 10 days from the date of issuance of Letter of Acceptance of the offer by way of Bank Draft/Pay Order in favour of the Department of Women & Child Development and Social Welfare, Government of West Bengal.

5. **SCOPE OF WORK**

Supply of gift boxes as memento to State Project Management Unit, Kanyakshree Prakalpa, Department of Women & Child Development and Social Welfare, Bikash Bhaban, North Block, 10th Floor, Salt Lake, Kol-91 to promote the Kanyakshree Prakalpa on contract basis for the period from 19.01.2016 to 27.01.2016. List of stationery items to be quoted by the bidders, is at Annexure-2.

- Date of publication of tender/ Q.I.N. : 19.01.2016
- Pre-bid meeting, if applicable : N.A.
- Last date of receipt of tender/Q.I.N. : 27.01.2016 at 3.00 P.M.
- Date of opening of tender/Q.I.N. : 27.01.2016 at 3.30 P.M.
6.a) **OTHER TERMS AND CONDITIONS**

**Conditions of Supply:**

6.a.1 The items should be of good quality.

6.a.2 Supply should be done within 19th February, 2016 by 4 pm.

6.a.3 The supplies will have to deliver the articles to different offices as per the schedule to be provided along with the supply order. The department shall have the right in procuring the whole estimated quantity or its part thereof during the contract period. (applicable for supply contract).

6.a.4 Department shall prepare the list of items to be supplied by one or more agency/agencies based on the lowest rates quoted by them and the agency/agencies shall be intimated accordingly by issuance of Letter of Acceptance.

6.b) **TERMS OF PAYMENT**

6.b.1 Payment will be made by this office within 30 days from the fulfillment of all the criterion mentioned in the supply order.

6.b.2 The payment will be made by NEFT.

6.b.3 Payment shall be released only after due certification from the Competent Authority (Receiving Officers) that work has been done satisfactorily in a prescribed format (Annexure-3).

6.b.4 Any prayer for revision of rate within contract period shall not be entertained and the contract shall be liable to be cancel.

6.c) **Period of contract**

The contract shall remain in force for a period of six months from the date of execution of Agreement or such later date as may be prescribed in the bid by the Secretary, Department of Women & Child Development and Social Welfare, Bikash Bhaban, North Block, 10th Floor, Salt Lake, Kol-91

6.d) **Risk and Cost**. If supplier fails to supply the item or items or execute the work (perform their AMC obligation) as per agreement, he will have to bear the excess amount if purchased or services hired from market.

7. **EXECUTION OF AGREEMENT**

7.1 The successful tenderer shall enter into an agreement with the Department of Women & Child Development and Social Welfare, Government of West Bengal in the prescribed format as per Annexure-4.

7.2 The Agreement shall be typed on a Non-Judicial Stamp Paper of Rs.10 / 20 only where contract amount exceeds Rs.50,000/-

7.3 Execution of Agreement shall be made on furnishing of required security deposit.
8.0 TERMINATION

Termination of a contract is liable, on following grounds:

(i) Canvassing in any form on the part or on behalf of the tenderer.

(ii) If the agency fails to supply the quality materials at the contract rates or refuses to supply the items listed in the scope of work OR fails to provide services as per contract within the schedule date (or during the contract period), department shall have the right to terminate the contract with the vendor at any time with 15 days notice for termination and in that case, the performance security furnished by the vendor shall be forfeited.

(iii) Incomplete submission of bids.

(iv) In the event of willful negligence, refusal and/or non-performance of the terms of the contract.

(v) In case of suppression of facts or wrongful submission of credentials, the contract is liable for termination, after due enquiry, and the vendor is liable for legal action, apart from forfeiture of performance security.

9.0 Dispute Settlement:

In the event of any dispute by and between the Department of Women & Child Development and Social Welfare, Government of West Bengal and the Vendor, the decision of the Department of Women & Child Development and Social Welfare, Government of West Bengal authorities would be final & binding. All disputes arising out of the contract shall be settled in Courts in Kolkata jurisdiction only.

Jt Secretary

Department of Women & Child Development and Social Welfare

No. 238-SW/1 (3)-SW

Dt.18.01.16

Copy forwarded for information with a request to give wide publicity through office notice board to:

1. The Secretary, WD and SW and CD Department, Bikash Bhavan, 10th Floor, Salt Lake, Sector I, Kolkata – 700 091

2. The Director of Information, Writers Buildings, Kolkata – 1, with a request to upload the notice in the Banglamukhi, Official website of Government of West Bengal

3. Deputy Secretary, Bedanga Biswas with a request to please upload this in departmental website

Jt Secretary

Department of Women & Child Development and Social Welfare
Annexure - 1

UNDERTAKING

(On a Non-Judicial Stamp Paper of 20/-)

Name of the work: ...........................................................

Tender No.: ..............................................................

We do hereby undertake that our rates quoted in the above noted Tender vide my/our Ref:
No:...................... dated .....................shall stand valid for .... months. And the documents/papers
submitted along with tender documents are correct and true to the best of my knowledge.

Signature

Annexure - 2

SCOPE OF WORK

<table>
<thead>
<tr>
<th>S/No</th>
<th>Name of Item with details</th>
<th>Indicative price per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>One Gift Box Containing the following Items:</td>
<td>Rs 300 for the entire set</td>
</tr>
<tr>
<td>2.</td>
<td>Key Chain with Kanyashree Logo</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Refrigerator Magnet with Kanyashree Logo.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Note Book with Kanyashree Logo.</td>
<td></td>
</tr>
</tbody>
</table>

The supply of all items will be in satin covered gift box pack and as per specification as mentioned in
the notice.
PERFORMANCE CERTIFICATE

This is to certify that the materials received by the department from M/s. [Company Name] on challan No. [Challan Number] dated [Date] are as per work order No. [Work Order Number] dated [Date].

The materials received in good condition and have been entered in the Stock Register. The agency has completed supply of the items mentioned in the work order timely and satisfactorily.

Signature of the departmental official

** This is a sample format. It may vary from supply / work basis.

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**Execution of Agreement:**

Agreement on N.I. Stamp paper of `.10/- / `.20/- to be executed by the successful tenderer as per prescribed format.
**CHECKLIST**

*For the use of the department*

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Document</th>
<th>Put &quot;✓&quot; mark.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender paper &amp; Tender document</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Copy of self-attested Trade Licence from KMC</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Copy of self-attested latest Income Tax Return &amp; copy of PAN</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copy of self-attested Service Tax Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copy of self-attested Credentials showing execution of similar type of work.</td>
<td></td>
</tr>
</tbody>
</table>
| 6      | Scope of work (List of Articles to be filled up by the agency)  

... Annexure-2 |
| 7      | Execution of Agreement (shall have to be submitted by the successful bidder).  

... Annexure-4 |
| 8      | Undertaking to given by all the bidders for validity of offer.  

... Annexure-1 |
| 9      | Certificate of execution of work of supply (to be issued by the competent official of the department).  

... Annexure-3 |