

**Government of West Bengal  
Department of Disaster Management  
&  
Civil Defence**

***e-Tender  
Notice***

**For Urgent Procurement of Sarees in  
connection with Severe Cyclonic Storm,  
“FANI”**

## **Synopsis of Tender**

- 1. Tender Notice – For publication in leading daily newspaper.**
- 2. Terms & Conditions of tender.**
- 3. Tender articles & Quantity (Annexure “A”).**
- 4. Specification & Fabric Construction (Annexure “B”).**
- 5. Technical Bid Form (Annexure ”C”).**
- 6. Performance Security Bank Guarantee (Annexure “D”)**
- 7. Proforma for performance statement (Annexure “E”)**
- 8. Manufacturer’s authorization form (Annexure “F”)**

**Government of West Bengal**  
**Directorate of Disaster Management**  
**TRAN BHAVAN**  
**87A,S.N.Banerjee Road, Kolkata-700014.**

**For publication : Short Notice inviting e-Tender No.-3 /2019-20**

(Ref. No. WBDDM/DIRECTORATE/NIT-3/2019-20)

**No. 608/DDM/NIT/SAREE**

**Dated 17.05.2019.**

In terms of the Finance Department U.O. No. Group T/2019-2020/0098 dtd.08.05.2019 and order of Secretariat of Election Commission of India vide No. 470/ECI/LETT/TERR/ES-II/WB/2019 dtd.14.05.2019 e-tenders in 2(Two) parts are hereby invited from bona-fide manufacturers/suppliers of clothing materials and also from approved Government Organizations and SSI units for supply of a total quantity upto 2 Lakh pcs of Saree of three types as per specifications in Annexure "B" and as listed in BOQ.

- 1. *The tender process should be of two parts – Technical bid & Financial bid.***
- 2. *For tender details please visit website <http://wbtenders.gov.in>***

Signature

Sd/-

**(Tender inviting authority)**  
**Director of Disaster Management**  
**Government of West Bengal**

## **Preface**

The Department of Disaster Management under Government of West Bengal procures different clothing items viz. dhuti, saree, lungi, woollen blankets & Bed Sheet costing about Rs. 45 crore in a year for distribution among calamity-affected and indigent persons through the District/Local Administration. The Hon'ble Members of West Bengal Legislative Assembly have also been given an earmarked quantum for distribution of clothing among calamity-affected and indigent persons.

Every year, the Department of Disaster Management and Civil Defence issues orders to purchase the above-mentioned materials through e-tender process as introduced by the Government of West Bengal.

As the Severe Cyclonic Storm FANI has affected various districts of West Bengal, the Department of Disaster Management and Civil Defence has decided to procure 2 (two) Lakh pcs. of Saree to meet up the exigency need of the distressed and affected community. In order to ensure quality in supply and transparency in procurement, e-tender is now invited.

## Tender Information:

1. In the event of e-filing, intending bidder may download the tender documents from the website <http://wbenders.gov.in> directly with the help of digital signature certificate (Scan copy is to be submitted).
2. The e-tender in two parts i.e. Technical bid and Financial bid both will be submitted concurrently duly digitally signed in the website <http://wbenders.gov.in> as per tender time schedule mentioned in the tender documents. The documents submitted by the bidders should be properly indexed and digitally signed.
3. Both Technical document and Financial bid are to be submitted in technical(Statutory & Non-Statutory folders) and Financial folder concurrently and digitally signed in the website <http://wbenders.gov.in>
4. The technical document and financial bid will have to be submitted as per table mentioned below :

Sl. No.	Items	Publishing date(s)
1.	Date of uploading of N.I.T. Documents (online)	<b>17.05.2019</b>
2.	Documents download start date (Online)	<b>17.05.2019</b> at 04:00 P.M.
3.	Documents download end date (Online)	<b>24.05.2019</b> at 04:00 P.M.
4.	Date of Pre Bid Meeting with the intending bidders	<b>20.05.2019</b> at 03:00 P.M.
5.	Bid submission start date (On line)	<b>17.05.2019</b> at 04:10 P.M.
6.	Bid Submission closing date (On line)	<b>24.05.2019</b> at 04:10 P.M.
7.	Bid opening date & Place for Technical Proposals (Online)	<b>24.05.2019</b> at 04:20 AM Tran Bhavan,87A, S.N.Banerjee Rd.,Kol-14
8.	Date of uploading final list for Technically Qualified Bidders after disposal of appeals (online)	To be notified accordingly
9.	Date & Place for opening of Financial Proposal (Online)	To be notified accordingly
10.	Date of uploading of list of bidders along with the approved rate	To be notified accordingly

**THE DEPARTMENT OF DISASTER MANAGEMENT AND CIVIL DEFENCE, WB RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCY AFTER PUTTING UP A NOTICE IN THE WEBSITE <http://wbenders.gov.in> AND IN LEADING DAILY NEWSPAPERS .**

5. The Financial offer of the prospective tenderer will be considered only if the technical document (Statutory & Non-statutory) of the tenderer is found qualified by the **Directorate Level Tender & Procurement Committee (DLTPC)**. The decision of the DLTPC (as formed by the Department of Disaster Management and Civil Defence) will be final in this respect.

## Terms & Conditions of Tender:

The tenderer should carefully read the terms & conditions before submission of tender.

### I. Pre-qualification criteria:

1. The tenderer should have manufacturing facility to produce the clothing quantity mentioned in Annexure "A". The bidders may claim exemption from having own manufacturing facility but in that event bidder shall be required to provide details of all of such outsourced manufacturers along with Annexure 'F' from whom these materials will be procured.
2. EMD exemption admissible as per Notification No.10500-F dtd.19.11.2004 read with G.O No.4245-F(Y) dtd.28.05.2013 of Finance Department, Govt of West Bengal.

3. All registered SSI units of the State of West Bengal and all Industrial Undertakings/Organisations in the large /medium sector owned /managed by the State Govt. (West Bengal) will be given price preference as per Rule 47A sub rule 1 and 2 of Notification No.10500-F dtd.19.11.2004 of Finance Department (Audit Branch).
4. The bidders have to furnish credentials of annual turnover with regard to production and financial capacity for atleast 1 (one) financial year out of preceding 5 (five) financial years (Performance statement in Annexure “E” with supply orders received from Government Organisation or Government Undertakings while supply orders from private agencies will be subjected to scrutiny. Annexure “E” should have been signed by both the authorities as mentioned in the prescribed proforma, failing which the bid application is liable to be rejected. Audited balance sheet prepared and verified by the Chartered Accountant for five financial years and I.T. return for preceding three financial years out of last five financial years should be submitted). The annual turnover of one year out of last five years i.e. 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19 of any Clothing item/items should exceed at least 50 (Fifty) Lakh to bid for tender items.
5. The manufacturing units should have manufacturing license, Pollution Control certificate, GST registration, valid PAN and all such certification/clearance/ registration as per statute.
6. Registered partnership Deed (for Partnership Firm only) alongwith Power of Attorney to be submitted with the Bid.
7. Any related Act/Rule/Regulation/Government Order etc. which comes into effect during the Financial Year will take effect as per law.

**II. Materials to be supplied: Saree**

**III. Approximate quantity given in Annexure “A” attached.**

**IV. Specification as given in Annexure “B” enclosed.**

**V. Sample:** Test Report from **the Indian Jute Industries Research Assosiation (IJIRA)** **alongwith sample** will be required from the L<sub>1</sub> bidder after selection of L<sub>1</sub> bidder for tender item/items. Supply order will be awarded after getting passed report for testing of requisite specifications as per tender document.

**VI. Packing & Marking:** Supplies shall have to be made in uniform bales / bundles as mentioned below. Each bale / bundle should contain the following legible indications:

- a. Name of the Supplying Unit.
- b. Name of the Relief article.
- c. Bale No. & Quantity.
- d. Each bundle of each bale should be covered with transparent poly sheet of thickness more **than 50 microns**. The bales should be covered with good quality plastic/polyethylene, preferably white in colour, in such a manner so that materials are protected from moisture, water, pests etc..
- e. Quantity of relief articles to be contained in the bales / bundles are as follows :
  - Saree : Each bale consisting of 100 pcs. ( 25 pcs. in each bundle).
- f. The Challan No & Date alongwith lot No. should be marked with Permanent ink on each bale.
- g. Each item should be stamped with organisation’s Name and Financial Year by permanent ink on the inner side of the item.

## VII. Terms of supply / delivery :

1. The supply of articles shall start within 03(Three) days (from the date of receiving of supply order) in accordance with the supply programme to be sent to this office before 27.05.2019
2. The schedule for supply of materials would be as follows until and unless revised by subsequent communication :-

By 30.05.2019	50% of ordered quantity
By 05.06.2019	25% of ordered quantity
By 15.06.2019	25% of ordered quantity

3. The supply of articles shall be made to Government Relief Stores at Cossipore Godown or **any other place in Kolkata as decided by the authority.**
4. Relief articles must reach the Government Relief stores, Cossipore Godown or any other place in Kolkata within 12 Noon of the scheduled date of delivery finalised in discussion with the Superintendent, GRS, failing which special permission from the higher authority i.e. Director of Disaster Management, West Bengal must be obtained for acceptance of the consignment.
5. The quantity to be purchased for the urgent procurement of **Saree** in connection with severe cyclonic storm **FANI** is shown in the Annexure "A". The authority reserves the right to fix the quantity of procurement of **Saree of each type and also reserves the right to accept or cancel or change the quantity of procurement for each type of scheduled types.**
6. Last date of completion of supply is 15.06.2019 failing which provisions mentioned under clause XIX **will be invoked.**
7. **Supply Plan of the tendered article should be submitted to the office of the Director of Disaster Management well before starting of supply of the same.**

## VIII. Inspection & Tests:

1. The inspection / Checking of articles / Random sampling will be done by the third party organisation as may be decided by the Department of Disaster Management and Civil Defence, W.B. from time to time.
2. The decision of the third party will be final as to the specification / fabric construction of the articles and on the basis of the checking & testing report the materials shall be accepted or rejected.
3. In case of any grievance or dispute regarding the findings of the third party (related to laboratory testing and not pertaining to workmanship defect identified through visual checking), further testing may be taken up by another testing organisation as to be decided by the Department of Disaster Management and Civil Defence. The expenditure incurred for such re-testing shall have to be borne by the concerned supplying agency..
4. Testing of materials will be done in 2(Two) ways:- a) Visual Inspection b) Laboratory Testing.
5. Mandatory presence of authorised representative from each of the supplying organisations should be ensured whose credentials need to be sent to this Directorate after award of supply order. The list of such authorised persons/officials representing the successful awardees/suppliers during inspection and/or delivery must be submitted to this office before commencement of supply with their specimen signature.

6. Please note that the specifications of materials are given in Annexure “B”
7. Any appeal arising out of decision taken by the third party as referred to in the Clause No. (2) above; must be preferred with the Department of Disaster Management and Civil Defence, West Bengal.
8. Selected Organisations must submit a tentative supply plan and address of storing place, as any authorised official from the Department of Disaster Management and Civil Defence or Directorate of Disaster Management may visit the same before issuing the supply order.

**1 IX. Sampling Plan :. Sampling Plan & testing method :**

- a. No. of bales to be randomly drawn : (i) 4 out of 5 – 20 bales supplied.  
(ii) 6 out of 21- 40 bales supplied.  
(iii) 8 out of 41-60 bales supplied.  
(iv) 10 out of more than 60 bales supplied.
- b. 1 bundle to be randomly drawn from each bale.
- c. 1 pc. of materials to be randomly drawn from each bundle for testing of Length, Breadth, Threads/ inch, GSM, Composition, Wash Fastness, Shrinkage of Saree etc. as per annexure “B”
- d. 2% of the population or 50 nos. whichever is less, is to be visually inspected for identification of defective pieces. **Each lot delivered should contain at least 5000 pcs. of Saree. However, the authority may change this quantity as and when required.**

**2 Criteria for conformity :**

- (i) All the test specimens must meet all the specified values.
  - (ii) **Out of visually inspected specimens**, defective specimens upto 6% is allowed.  
**Absence of major defects: holes, tear, manufacturing defects .**
  - (iii) **Out of samples collected for testing (physical & chemical), defective specimens upto 30% is allowed.**
  - (iv) **If 30% of the number of samples collected be a decimal fraction, then the number of defective sample allowed will be the next whole number. For example, if 8 samples are collected for testing (physical & chemical), then 30% is 2.4; but in this case the defective samples allowed will be the next whole number i.e. 3.**
3. In case any inspected consignment of a particular item(s) fails to conform to the specification, fabric construction & measurement, of the item, the consignment shall be rejected. Failure to supply the materials in conformity with the specification for 3(three) times will lead to the blacklisting of the supplying agency for 5(Five) years. The Government may, in such cases in addition to recovering any loss sustained, terminate the Contract/Agreement on 7 (seven) days notice.

**X. Effect of Non-performance of contract:**

If the supplier fails to supply as per schedule given in clause VII or fails to supply as per specification in two or more instances then the authority reserves the right to cancel the supply order fully or partly **of the said supplier and/or** invoke Bank Guarantee in lieu of Performance Security.



## **XI. Price :**

*The Basic Price (exclusive of all taxes) to be quoted by a bidder should be firm and fixed leaving no scope of variation in future unless the variation is due to change in applicable tax of the Government. Tax would be admissible as per applicable rule. Bidder should not mention their bid value in any place of NIT or otherwise except in BOQ.*

The Department of Disaster Management & Civil Defence also reserves the right to select one or more suppliers and award order for supply whole or part of its requirement. The Department of Disaster Management & Civil Defence reserves its rights to seek clarification before accepting any offer / tender. The Department of Disaster Management & Civil Defence reserves its right to make counter-offers to other bidders for accepting the L – 1 rate and to conclude parallel contracts with them, if any emergency occur the department will have the right to take the materials from any technically successful tenderer in L-1 rate. The L2 bidder may be requested to supply the materials at the L1 rate. In case of refusal by the L2 bidder, the L3 bidder may be approached to supply at the L1 rate and so on.

**Please note:** During ‘Pre-bid meeting’ the intending bidders are requested to give their views to the contents of the Notice Inviting Tender.

## **XII. Technical bid :**

The technical bids would be opened in the first instance, at the prescribed time & date and the same will be scrutinised and evaluated by the Tender committee with reference to parameters prescribed in the tender documents and the offers received from the tenderers. Thereafter, in the second stage, the financial bids of only the technically qualified offers (as decided in the first stage above) are to be opened for further scrutiny, evaluation, ranking and placement of supply order.

Conditional/incomplete Tender will not be accepted.

During scrutiny, if it comes to the notice of Tender Inviting Authority at any point of time that the credential or any other papers found incorrect/manufactured/fabricated/temperad /forged, that tenderer will not be allowed to participate in the Tender and that Tender will be rejected without any prejudice with forfeiture of EMD and the tendering authority reserves the right to take legal action as deems fit and debarment/suspension/blacklisting of supplier shall be made.

The tenderer should lodge objection to the tender inviting authority within two days (48 hours) from the date of publication of list of technically qualified bidders and beyond that time schedule no objection will be entertained by the authority.

The tenderers are instructed to submit following documents in photocopies with the technical bid form given in Annexure “C” failing which bid application shall be held liable for cancellation.

- i) Attested copy of I.T. return of preceding 3 (three) financial yrs. out of last five financial years i.e. from the year 2013-14 to 2017-18 along with valid PAN Card of the firm / unit etc.
- ii) GST registration No. /Return of sales tax (VAT/GST), failing which bid application shall be held liable for cancellation..
- iii) Order of exemption of EMD by the by the **Finance Department of Govt of West Bengal.**
- iv) Trade license/S.S.I. Registration (EM Part-II/Udyog-Aadhaar) as per notification of Ministry of Small Scale Industries/Ministry of Micro, Small & Medium Enterprises of Govt. of India.
- v) The bidders have to furnish credentials of annual turnover with regard to production and financial capacity for atleast 1 (one) financial year out of preceding 5 (five)

financial years (Performance statement in Annexure “E” with supply orders received from Government Organisation or Government Undertakings while supply orders from private agencies will be subjected to scrutiny. Annexure “E” should have been signed by both the authorities as mentioned in the prescribed proforma, failing which the bid application is liable to be rejected. Audited balance sheet prepared and verified by the Chartered Accountant for five financial years and I.T. return for preceding three financial years out of last five financial years should be submitted). The annual turnover of one year out of last five years i.e. 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19 of any Clothing item/items should exceed at least 50 (Fifty) Lakh to bid for tender items.

- vi) Affidavit for not being black listed by any Government / Private institution in Non-judicial stamp.
- vii) Manufacturers’ authorisation letter in Annexure “F” alongwith list of all outsourcing manufacturers. **(for Bidders who have no manufacturing unit of their own).**

### **XIII. Financial Bid :**

- i) Single rate shall be quoted for each type of Saree in BOQ only in accordance with the specification, fabric construction and measurement (Annexure “B”).
- ii) Rate may be quoted for single or multiple types.
- iii) Rate must be quoted both in words and figures
- iv) Any request for enhancement of rate after submission/ finalisation of tender or within the period of supply will summarily be rejected.
- v) ***The basic rate should be inclusive of Transportation and other charges & duties but exclusive of tax.***

### **XIV. Earnest Money Deposit (EMD) :**

***Earnest money amounting to Rs.1.00 Lakh (Rupees: One lakh) only to be deposited at the time of bidding through State Govt. e-Procurement portal only (<http://wbtenders.gov.in>) by Internet Banking or NEFT/RTGS as per Memorandum vide No. 3975-F(Y) dtd.28.07.2016, otherwise it will not be considered.***

In case of non-submission of the Performance security and / or non-signing of contract by the L1 bidder, the EMD will be forfeited by the Government.

The successful bidder will be eligible to withdraw the EMD after submission of Performance Security in the form of Bank Guarantee.

The EMD of L2 and other bidders will be retained till the submission of Performance Security by the L1 bidder. In case, the L1 bidder fails to sign the Agreement or comply with the terms and Conditions of the Agreement, the Government reserves the right to offer the supplies to the L2 bidder or other bidders, in order of their bid value or call fresh tender as decided by the Department of Disaster Management and Civil Defence.

### **XV. Forfeiture of EMD:-**

1. If a tenderer withdraws his tender or any part of it during the period of validity of tender.
2. Fails to deposit the Performance Security or fails to execute Agreement.

### **XVI. Performance Security:**

The L1 selected bidder will have to submit a Performance Security (Except those organisations who have been exempted by the Finance Department, Govt. of West Bengal) for an amount of 6% of the Financial Bid Value before execution of the Agreement. ***The same shall be valid upto 31<sup>st</sup> March, 2020.*** Any liquidated damages on the part of successful bidder for non-compliance of the terms of the contract in any form shall be adjusted against the Performance Security in the manner given at Clause XIX and Clause XX below. In case of any instance of breach of contract by the successful bidder, the Government holds the right to forfeit the entire

Performance Security. The Form for submission of Performance Security is enclosed as Annexure “D”.

#### **XVII. Period of validity of tender :**

The accepted rates of items shall remain valid up to a period of 1(One) year from the date of execution of contract/Agreement.

#### **XVIII. Execution of Agreement :**

- i) After finalization of tender and Performance security the successful tenderers will be required to execute at their own cost a duly Non-Judicial stamped agreement paper in the prescribed format within 2 (two) days regulating the terms & Conditions of supply.
- ii) **Terms of payment** – Payment will be made within three months from the date of submission of complete bills in all respects. *No interest will be paid in case of any delay of payment.*
- iii) **Submission of Bills :**
  - a. The front page of the bill shall have to be clearly typed with bold letters as “**Urgent procurement of Saree in connection with severe cyclonic storm FANI**”.
  - b. The Tender No. & date, Supply order no. & date should be clearly noted in each copy of bill.
  - c. Applicable Taxes, if any should be clearly indicated in each copy of bill.
  - d. Bills, in triplicate, supported by receipted delivery challans must be submitted to this Office immediately after each instalment of supply as per given delivery schedule given at clause VII above for payment in due course.
  - e. The bill and challan should be signed by the authorised signatories of the organisation to be intimated by the awardee organisation with specimen signature before starting of supply.
- iv) The Tender Committee reserves every right to accept or cancel any part or all tender without assigning any reason thereof and go for fresh tender.
- v) The Government reserves the right to vary the quantities of the supply order to be given to the L1 bidder. In case of emergency and adhoc requirement, or if found on inspection of the manufacturing facility of the L1 bidder that he may not be able to supply the quantity in time, the L2 bidder may be requested to supply the materials at the L1 rate. In case of refusal by the L2 bidder, the L3 bidder may be approached to supply at the L1 rate and so on.

#### **XIX. Liquidated damages:**

If the vendor fails to complete in full all deliveries and its components or fails to complete the implementation within the stipulated period in accordance with the supply order, the vendor shall pay to the purchaser liquidated damages @ 0.5% of the value of the undelivered items for each completed weeks of delay up to the maximum of 10% of the value of the undelivered items. Thereafter, the buyer will have the right to terminate the supply order. In case of such delay beyond ten weeks, the buyer will have the option to explore the market at the vendor’s risk and cost. The matter of Liquidated Damages and the mode and method of such risk purchases will be at the total discretion of the authority of this Department.

#### **XX. Method of payment of liquidated damages:**

The amount charged as liquidated damages shall be deducted by the buyer from the amount due for payment to the supplier. If the amount of liquidated damages exceeds the payment due to the supplier, the supplier shall within 30(Thirty) days make payment to the buyer in full and final settlement of claims failing which the Bank Guarantee will be encashed to make good the amount exceeding the payment due to the supplier.

**XXI. Jurisdiction Clause:**

For litigation or legal issues if any, to be settled at Calcutta jurisdiction only.

Signature

**Sd/-**

**(Tender inviting authority)  
Director of Disaster Management  
Government of West Bengal**

**Submission of Tenders:**

All tenders must be submitted online by **4.10** p.m. on **24.05.2019**. Tenders will be opened as per schedule mentioned in “Tender Information”.

**1. “BID A”:**

One folder for “Essential Requirements of the Tendering Firm for participation” shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

**Pre-qualification doc:****Statutory documents**

<b>1.</b>	<i>NIT (properly uploaded and digitally signed)</i>	
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**Non statutory documents/my documents:**

Sl.No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES		
		A1. CERTIFICATES	ATTESTED COPY OF I.T. RETURN ALONG WITH COPY OF PAN CARD OF THE FIRM/UNIT, GST REGISTRATION NO. TRADE LICENSE / S.S.I./MSME REGISTRATION (UDYOG AADHAAR), POLLUTION CERTIFICATE, COPY OF EXEMPTION FROM VAT/SECURITY DEPOSIT/EMD
B	COMPANY DETAILS		
		B1. COMPANY DETAILS 1	COMPANY NAME & ADDRESS, PARTNERSHIP /PROPRIETOR/ LIMITED , CO-OPERATIVE SOCIETY BYLAW,MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE
C	CREDENTIAL		
		C1. CREDENTIAL1	Affidavit for not being black listed by any Government / Private institution in Non-judicial stamp
		C2. CREDENTIAL2	PERFORMANCE STATEMENT IN ANNEXURE “E”
E	FINANCIAL INFO		
		E1. FINANCIAL INFO 1	AUDITED ANNUAL ACCOUNTS 2014-15
		E2. FINANCIAL INFO 2	AUDITED ANNUAL ACCOUNTS 2015-16
		E3. FINANCIAL INFO 3	AUDITED ANNUAL ACCOUNTS 2016-17
		E4. FINANCIAL INFO 4	AUDITED ANNUAL ACCOUNTS 2017-18
		E5. FINANCIAL INFO 5	AUDITED OR PROVISIONAL ANNUAL ACCOUNTS 2018-19
G	DECLARATION 1		Any 3 years out of last 5 years returns of Income Tax
	DECLARATION 2		Last 3 years returns of VAT/3 years returns of CST/Last year GST

**2. BID “B”:**

**DETAILS OF ITEM (SINGLE FILE MULTIPLE PAGE SCANNED)**

1.	LEGAL DECLARATION FOR ACCEPTANCE OF TERMS AND CONDITIONS OF NIT (Annexure “C”)
2.	Manufacturer’s Authorisation certificate as per Annexure “F”
3.	Performance Statement in Annexure “E”

**3. “BID C”:**

Another folder as “Financial Bid” shall contain the financial bids (**BOQ**) with the base rate for each item inclusive of transportation, freight charges and exclusive of GST, Excise duty and Entry tax (wherever applicable) to be quoted .

## **Annexure 'A'**

### **Tender Article & Quantity**

<b>Sl. No.</b>	<b>Name of the Relief article</b>	<b>Approximate Quantity</b>
1	Saree*	2,00,000 (Two Lakh) Pieces

## Annexure "B"

### Testing Specification for Saree in Laboratory

Length(L) & Breadth (B) (in Metre) (Test required)	Yarn Count - Warp x Weft <b>(Preferable)</b>	% Composition of blend (Test required)	Threads per inch (Warp x Weft) (Test required)	Average GSM (Test required)	Wash Fastness at 40 deg C (Test required)	Maximum Shrinkage Allowed (on washing) (Test required)	Design
<b>TYPE - 1</b> 5.50 X 1.17 L : as marked or above or (-)3% . B : as marked or above or (-)3%.	60 <sup>s</sup> Ne X 60 <sup>s</sup> Ne Warp & Weft P/C spun (± 2 unit)	Warp & Weft - P/C spun <b>(Polyester - 67 ± 5%)</b> remaining Cotton	80 (+5%,-2.5%) x 80 (+5%,-2.5%)	65 & Above.	<b>3-4 &amp; above</b>	<b>( ± 5%)</b> <b>( Length &amp; Breadth wise)</b>	Bright deep coloured body except black or shades of black with coloured wrap & weft and without any embroidery. Border: Kotki or other design of width 3 to 4 inch having PE filament/PC spun as wrap. Anchal: 9-12 inch with pattern. One side length wise to contain prominent stamp with 'name of agency – 2019' for 3m of length only at upper portion and opposite to Anchal
<b>TYPE - 2</b> 5.50 X 1.17 L : as marked or above or (-)3% . B : as marked or above or (-)3%.	60 <sup>s</sup> Ne X 60 <sup>s</sup> Ne Warp & Weft 100% Cotton	Warp & Weft - 100% Cotton	64 (+5%,-2.5%) x 60 (+5%,-2.5%)	50 & Above.	<b>3-4 &amp; above</b>	<b>( ± 5%)</b> <b>( Length &amp; Breadth wise)</b>	
<b>TYPE - 3</b> 5.50 X 1.17 L : as marked or above or (-)3% . B : as marked or above or (-)3%.	50 <sup>s</sup> Ne X 50 <sup>s</sup> Ne Warp & Weft P/C spun (± 2 unit)	Warp & Weft - P/C spun <b>(Polyester - 75 ± 5%)</b> remaining Cotton	62 (+5%,-2.5%) x 60 (+5%,-2.5%)	60 & Above.	<b>3-4 &amp; above</b>	<b>( ± 5%)</b> <b>( Length &amp; Breadth wise)</b>	

**Criterion for Conformity: Each test specimen must meet all the specified values**



## Annexure “C”

### Tender Form (Technical bid)

Tender Ref No.....

Tender I.D. No.....

1. Name of the Bidder :
2. Address :
3. Full Contact details : Tel.. No.:..... Fax No.....  
e-mail .....
4. Name of the Authorised signatory to sign Bid Documents :
5. Documents furnished (Put “√”mark) :
  - a. EMD. : Details
  - b. Attested copy of I.T. Return along with PAN Card of the Firm / unit.
  - c. GST Registration No. / Return of Sales Tax as on 01.04.2018 or 31.03.2019 / Copy of exemption of EMD/ Performance Security..
  - d. Trade License/ S.S.I. Registration (EM Part-II/Udyog Aadhaar) as per notification of Ministry of Small Scale Industries/Ministry of Micro, Small and Medium Enterprises of Govt. of India
  - e. Credentials for Annual Turnover alongwith Annexure ‘E’.
  - f. Affidavit for **not being blacklisted** by any Government / Private Institution in Non-judicial Stamp.
  - g. Detailed list of outsourced manufacturers alongwith Manufacturers’ authorisation form in Annexure ‘F’ (for bidders who claimed for exemption from having own manufacturing unit).

#### Declaration :

I, Sri..... on behalf of .....  
(Name of the Firm/ Unit) do hereby declare that I have carefully gone through the terms & Conditions and all the information furnished is true to the best of my knowledge. In case of any false declaration the tender will be liable to be cancelled.

**Signature of the bidder**

## **Annexure “D”**

### **Performance Security**

*[ Insert : No performance security shall be requested or the bank, as requested by the successful Bidder, shall fill in this form in accordance with the instruction indicated]*

Date *[ Insert date ( as day, month and year) of Bid Submission]*

Bid No. & Title : *[ Inset no. & Title of bidding process]*

Bank’s Branch or Office : *[ Insert complete name of guarantor]*

Beneficiary : *[ Director of Disaster Management, Government of West Bengal , 87A, S.N. Banerjee Road, Kolkata-700014]*

PERFORMANCE GUARANTEE NO. : *[ Insert performance guarantee no. ]*

We have been informed that *[ insert complete name of supplier]* (herein after called “The supplier”) has entered into contract no. *[ insert no.]* dated *[ insert day & month]*, *[ insert year]* with you, for the supply of *[ Description of goods and related services]* ( Herein after called “The Contract”).

Furthermore, we understand that, according to the conditions of the contract, a performance guarantee is required.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the supplier to be in default under the contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee shall expire no later than the *[ insert no.]* day of *[insert month] [insert year]*, and any demand for payment under it must be received by us at this office on or before that date.

*[Signatures of authorized representatives of the Bank and the supplier]*

**[Remarks: The Performance Security shall be valid upto 31st March , 2020]**

**Annexure “E”**

**PROFORMA FOR PERFORMANCE STATEMENT FOR LAST FIVE FINANCIAL YEARS i.e. FROM 2013-14 TO 2017-18 [Ref: Clause XII (v)]**

**Tender Ref No.....**

**Tender I.D. No.....**

**Name of the bidder: .....**

Accounting Year	Segmentwise breakup	Turnover as per Annual Accounts
	1	2
	Clothing items  (Rs.)	Total Turnover  (Rs.)
AUDITED ANNUAL ACCOUNTS 2014-15		
AUDITED ANNUAL ACCOUNTS 2015-16		
AUDITED ANNUAL ACCOUNTS 2016-17		
AUDITED ANNUAL ACCOUNTS 2017-18		
AUDITED/PROVISIONAL ANNUAL ACCOUNTS 2018-19		

\_\_\_\_\_  
**Countersigned by Chartered Accountant  
 (Other than govt. organisation/undertaking) /  
 Authorised finance authority or Chartered Accountant  
 (In case of govt. organisation/undertaking)  
 [Signature, Seal with Full address]**

**Signature and seal of the Bidder**

**Annexure “F”**

**MANUFACTURERS’ AUTHORISATION FORM**

(From the original clothing/garments/equipment manufacturer)

To  
The Director of Disaster Management  
Government of West Bengal

.....  
.....

Bid Reference No.....

Sir/Madam,

We.....who are established and reputable manufacturers of .....(name and description of goods offered) having factories at.....(address of factory) do hereby authorise M/S. ....(name and address of Agent) to submit a bid, and sign the contract with you for the goods manufactured by us against the above Bid Ref. No.....

No company or firm or individual other than M/S.....are authorised to bid, and conclude the contract for the above goods manufactured by us, against this specific tender.

We hereby extend our full guarantee and warranty as per the bid document, the General conditions of contract and special conditions of contract for the goods and services offered for supply by the above firm against this tender.

Yours faithfully,

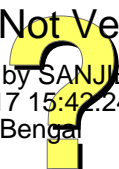
(Name)

(Name of manufacturer)

*Note: This letter of authority should be on the letter head of the manufacturer with full address, phone no. Email, and website address, and should be signed by a person having competence and the power of attorney to legally bind the manufacturer. It should be included by the bidder in its bid.*

**Signature Not Verified**

Digitally signed by SANJIB BARUA  
Date: 2019.05.17 15:42:24 IST  
Location: West Bengal



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF DISASTER MANAGEMENT  
TRAN BHAWAN  
87A, S.N.BANERJEE ROAD, KOLKATA-700 014

Memo No. 614-DDM/NIT/SAREE/Cor.

Date:-20.05.2019

**:Corrigendum Notice:**

**Ref: WBDDM/DIRECTORATE/NIT- 3/2019-20**

In terms of e-NIT vide No. 608/DDM/NIT/SAREE dtd.17.05.2019, a new clause No XXII in terms and condition is hereby added as follows:

XXII. The intending bidders should offer a minimum quantity of 25,000 pcs. of Saree of each type they intend to bid in prescribed format given as Annexure G. The bidder may bid for any or all type/types of Saree/Sarees.

*[Handwritten signature and date: 20.05.19]*

**Tender Inviting Authority and  
Director of Disaster Management, West Bengal**

*[Handwritten signature and date: 20/5]*

Memo No. 614 /1(5) -DDM

Dated 20.05.2019

Copy forwarded for information to the:-

1. Special Secretary, Department of Disaster Management & Civil Defence, Nabanna, Howrah with a request to display the corrigendum in Departmental website.
2. P.S. to the Hon'ble MIC, Department of Disaster Management & Civil Defence, Nabanna, Howrah.
3. Sr. P.A. to the Principal secretary, Department of Disaster Management & Civil Defence, Nabanna, Howrah for kind information of the Principal Secretary.
4. HC-I, Directorate of Disaster Management, Tran Bhavan, Kolkata.
5. Office Notice Board by DA.

*[Handwritten signature and date: 20.05.19]*

**Tender Inviting Authority and  
Director of Disaster Management, West Bengal**

*[Handwritten signature and date: 20/5]*