

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

Memo No.: 961-DDM/2M-18/19

Date:25.07.2019

**From:-The Director of Disaster Management,
West Bengal**

**To:- The Director of information,
Government of West Bengal,
Nabanna, Howrah**

Sub: Publication of one e-Tender Notice on Urgent basis for Procurement Sewing Machine for distribution in KMC area.

Sir,
One e-Tender Notice vide No. 960-DDM/NIT/SWM/2M-18/19 dtd.25.07.2019 on the above subject are enclosed herewith for publication in the leading daily newspapers of West Bengal in Bengali, English, Hindi & Urdu. The last date for submission of Tender is 13.08.2019 up to 4:00 P.M.

Arrangement may, therefore, kindly be made from your end to get the Tender Notice published immediately preferably by **27.07.2019** or before.

This may please be treated as urgent.

Encl: Hard copies and a e-mail containing softcopy of e-Tender notices for publication on official portal of Government of West Bengal <https://wb.gov.in> and in daily newspapers.

Yours faithfully

[Handwritten Signature]
25/7/19
**Director of Disaster Management,
West Bengal**

Memo No. 961 /1(1) -DDM

Dated 25.07.2019

Copy forwarded for information & necessary action to the Special Secretary to the Govt. of West Bengal, Department of Disaster Management, Nabanna, Howrah-711102.

[Handwritten Signature]
25/7/19
**Director of Disaster Management,
West Bengal**

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

Memo No. 960-DDM/NIT/Sewing Machine/2019-20

Date:-25.07.2019

: NOTICE INVITING TENDER:
(For Publishing in News Paper)

Ref: WBDDM/DIRECTORATE/NIT- 4/2019-20

In terms of Order No. 1244(23)-DM/V/DMCD-11015(16)/5/2017 Dated 19-06-2019 & No. 1582-DM/V/DMCD-11015(22)/2/2019 dtd.23.07.2019, issued by the Department of Disaster Management & Civil Defence, Govt. of West Bengal, the Director of Disaster Management invites tender for the procurement of Single Stitch & Double Stitch Sewing Machines, as detailed below:

1. Single Stitch Sewing Machine -166 pcs.
2. Double Stitch Sewing Machine -167 pcs.

Date of Pre-Bid meeting : 01.08.2019 at 12:00 Noon
Last Date of submission of Tender : 13.08.2019 upto 4:00 P.M.
Technical Bid Opening Date : 14.08.2019 at 12:00 Noon
Tender Details : Please visit Government e-Tendering portal
<https://wbtenders.gov.in>


Tender Inviting Authority and
Director of Disaster Management, West Bengal

Memo No. /1(5) -DDM

Dated 25.07.2019

Copy forwarded for information to the:-

1. Special Secretary, Department of Disaster Management & Civil Defence, Nabanna, Howrah-2 with a request to publish the NIT in the Departmental Notice Board and Departmental website also.
2. P.S. to the Hon'ble MIC, Department of Disaster Management & Civil Defence, Nabanna, Howrah-2,
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 to publish the NIT in the Office Notice Board
5. Office Notice Board by DA.


Tender Inviting Authority and
Director of Disaster Management, West Bengal



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF DISASTER MANAGEMENT
TRAN BHAWAN

87A, S.N.BANERJEE ROAD, KOLKATA-700 014

Memo No. 960-DDM/NIT/Sewing Machine/2019-20 Date:25.07.2019

: NOTICE INVITING TENDER:

Ref: WBDDM/DIRECTORATE/NIT- 4/2019-20

In terms of Order No. 1244(23)-DM/V/DMCD-11015(16)/5/2017

Dated 19-06-2019 & No. 1582-DM/V/DMCD-11015(22)/2/2019

dtd. 23.07.2019, issued by the Department of Disaster

Management & Civil Defence, Govt. of West Bengal, the Director

of Disaster Management invites tender for the procurement of

Single Stitch & Double Stitch Sewing Machines, as detailed below:

1. Single Stitch Sewing Machine -166 pcs.
2. Double Stitch Sewing Machine -167 pcs.

Date of Pre-Bid meeting :01.08.2019 at 12:00 Noon

Last Date of submission of Tender:13.08.2019 upto 4:00 P.M.

Technical Bid Opening Date:14.08.2019 at 12:00 Noon

Tender Details:Please visit Government e-Tendering portal

<https://wbtenders.gov.in> Signature

Sd/-

Tender inviting authority
Director of Disaster Management, West Bengal

Government of West Bengal
Department of Disaster Management &
Civil Defence

e – Tender

Notice

For

**Procurement of
Single Stitch & Double Stitch
Sewing Machine**

SYNOPSIS OF TENDER

- 1. Tender Notice – For publication in leading daily newspaper.**
- 2. Terms & Conditions of tender.**
- 3. Specification for Sewing Machines in Annexure “A-1 & Annexure “A-2”.**
- 4. Affidavits (Annexure “B”).**
- 5. Technical Bid Form (Annexure “C”).**
- 6. Covering Letter for bid (Annexure “D”).**
- 7. Performance Security Bank Guarantee (Annexure “E”).**
- 8. Manufacturer’s Authorisation cum No Objection Form (Annexure “F”).**
- 9. Proforma for Credentials/Performance statement (Annexure “G”).**
- 10. Proforma for Annual Accounts for the period of three consecutive financial years (Annexure “H”).**

Preface

Economic Rehabilitation Grant Scheme is designed to ensure economic rehabilitation of distressed families of this State who are capable of taking some productive occupation after getting grants from the State Government either in cash for starting a small business of Stock-in-Trade nature or by getting Sewing Machine in kind. This enables an economically weak family to have gainful self-employment opportunity. As per Government Order No. 1244(23)-DM/V/DMCD-11015(16)/5/2017 Dated 19-06-2019, Sewing Machine is to be procured by the District Magistrate for the Districts and by the Director, Disaster Management for the KMC area and distributed in kind to the beneficiaries. This Government Scheme extends self-employment opportunity to the economically marginalized section of society thereby improving the economic empowerment in the society.

Government of West Bengal
Directorate of Disaster Management
Tran Bhawan
87A, S.N. Banerjee Road, Kol-14

TENDER INFORMATION

Memo No. 960 -DDM/NIT/Sewing Machine/2019-20

Date:-25.07.2019

NOTICE INVITING ELECTRONIC TENDER No.- 4/2019-20

Ref: WBDDM/DIRECTORATE/NIT-4/2019-20

In terms of Order No. 1244(23)-DM/V/DMCD-11015(16)/5/2017 Dated 19-06-2019 & No. 1582-DM/V/DMCD-11015(22)/2/2019 dtd.23.07.2019, issued by the Department of Disaster Management & Civil Defence, Govt. of West Bengal, the Director of Disaster Management invites tender for the procurement of Single Stitch & Double Stitch Sewing Machines, as detailed in the table below:

(Submission of Bid through online process only) e **Tender Notice for Supplying of Single Stitch and Double Stitch Sewing Machine for the Department of Disaster Management & Civil Defence, Govt. of West Bengal. Bidders with appropriate qualifications as specified in this document can bid for items under either Schedule 1 or Schedule 2 or both as specified in the work requirements given below.**

Schedule No	Name of the Item to Be Supplied	Estimated Amount (Rs.)	Earnest Money*	Period Of Completion	Eligibility of Bidder
1	Supply of Single Stitch Sewing Machine with all its integral components along with the Accessories Kit containing 1. Bobbin 2. Needle 3. Screw-driver 4. Oil container etc. at Tran Bhaban,, Kolkata, or any other place of Kolkata Municipal Corporation Area to be decided by the Government.	Rate to be Quoted	Rs. 35,000/- (Rupees Thirty Five Thousand only)	One Month from the date of issue of supply order.	Resourceful, Bonafide, Manufacturer of Single Stitch Sewing Machine or Authorised Dealer of such Manufacturer may submit the Bid. A bidder as Authorised Dealer of Manufacturer has to submit compulsorily the Currently valid Dealership Certificate from the Manufacturer and an Authorisation cum No Objection Certificate from the Manufacturer for participating in the Bid.

Schedule No	Name of the Item to Be Supplied	Estimated Amount (Rs.)	Earnest Money*	Period Of Completion	Eligibility of Bidder
2	<p>Supply of Double Stitch Sewing Machine with all its integral components along with the Accessories Kit containing</p> <p>1. Bobbin 2. Needle 3. Screw-driver 4. Oil container etc.</p> <p>at Tran Bhaban, Kolkata, or any other place of Kolkata Municipal Corporation Area to be decided by the Government</p>	Rate to be Quoted	Rs. 35,000/- (Rupees Thirty Five Thousand only)	One Month from the date of issue of supply order.	<p>Resourceful, Bonafide, Manufacturer of Single Stitch Sewing Machine or Authorised Dealer of such Manufacturer may submit the Bid.</p> <p>A bidder as Authorised Dealer of Manufacturer has to submit compulsorily the Currently valid Dealership Certificate from the Manufacturer and an Authorisation cum No Objection Certificate from the Manufacturer for participating in the Bid.</p>

*N.B. This EMD amount that is Rs. 35,000/- (Rupees Thirty Five Thousand only) is fixed for submission of bid for either of Schedule-1 or Schedule-2 or both as clarified in the table

Sl. No.	Bid Condition	Applicable Value of EMD
1	A bidder intending to bid for the Item under Schedule-1 only	Rs. 35,000/- (Rupees Thirty Five Thousand only)
2	A bidder intending to bid for the Item under Schedule-2 only	Rs. 35,000/- (Rupees Thirty Five Thousand only)
3	A bidder intending to bid for both the Items under Schedule-1& Schedule-2	Rs. 35,000/- (Rupees Thirty Five Thousand only)

- In the event of e-filing, intending bidder may download the tender document from the website <https://etender.wb.nic.in> directly by the help of Digital Signature Certificate through e-Filling. Physical documents can also be submitted as indicated subsequently.
- Earnest Money** is to be remitted through **RTGS/NEFT** in case of offline payment through bank account in any Bank or through Net banking (any of the banks listed in the ICICI Bank Payment gateway). In case of payment through ICICI Bank Payment Gateway as per G.O. No. 3975-F(Y) at 28.07.2016 and same may be documented through e-filing.
- The e-tender is in two parts i.e. Technical bid and Financial bid, both will be submitted concurrently duly digitally signed in the website <http://wbtender.gov.in> as per tender time schedule mentioned in the tender documents. The documents submitted by the bidder should be properly indexed and digitally signed.
- 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://wbtenders.gov.in>.
- The technical document and financial bid will have to be submitted as per table mentioned below :

Important Information
(Date & Time Schedule)

Sl. No.	Particulars	Schedule
1.	Date of uploading of NIT Documents online (Publishing Date)	25.07.2019
2.	Start Date for download of Tender Document (online)	25.07.2019 at 4:00 P.M.
3	Bid Submission Start Date (online)	25.07.2019 at 4:30P.M..
4.	Date and Venue of pre-bid discussion.	01.08.2019 at 12:00 Noon Tran Bhavan, 87A, S. N. Banerjee Road, Kolkata-14
5.	End Date for Download of Tender Document	13.08.2019 at 4:00 P.M.
6.	Bid submission closing date (online)	13.08.2019 at 4:00 P.M.
7.	Last date of submission of original Earnest Money Deposit receipt (offline) through RTGS/NEFT and through Net Banking by ICICI Payment Gateway.	13.08.2019 at 5:00 P.M.
9.	Date of opening of Technical Proposals (Online).	14.08.2019 at 12:00 Noon
10.	Date of uploading list for Technically Qualified Bidder.	To be notified later
11.	Date of opening of Financial Proposals (Online)	To be notified later
12.	Date of uploading the list of bidder along with their rates through online also if necessary for further negotiation through offline for final rate.	To be notified later

N.B: A). IN CASE OF SUBMISSION OF EMD THROUGH RTGS/NEFT FOR OFFLINE PAYMENT AND THROUGH NET BANKING THROUGH ICICI PAYMENT GATEWAY, THE BIDDER HAS TO SEND THE SAME FROM HIS OWN BANK ACCOUNT. NO OTHER BANK ACCOUNT WILL BE ENTERTAINED IN THIS REGARD.

B). THE TENDER AUTHORITY RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCY AFTER PUTTING UP A NOTICE IN <http://wbtender.gov.in> AND LEADING DAILY NEWSPAPERS.

Terms & Conditions of Tender:

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

I. Pre –qualification criteria :

1. The Supplying agency should have valid Trade License, and valid PAN.
2. The Supplying agency should have Valid GST Registration Certificate.
3. a) A Bidder intending to bid for Schedule-1 item only, must have experience of supplying of at least 30 (Thirty) pieces of tendered item under Schedule-1, in any one out of last three Financial Years. i.e. 2016-17, 2017-18 & 2018-19 to Government / Semi-Government / Government Undertaking / Registered Organisation (Annexure-G)

b) A Bidder intending to bid for Schedule-2 item only, must have experience of supplying of at least 30 (Thirty) pieces of tendered item under Schedule 2 in any one out of the last three Financial Years. i.e. 2016-17, 2017-18 & 2018-19 to Government / Semi-Government / Government Undertaking / Registered Organisation (Annexure-G)

c) A Bidder intending to bid for both of the Schedule-1 and Schedule-2 items must have experience of supplying of at least 30 (Thirty) pieces of tendered item under Schedule-1 in any one out of last three Financial Years. i.e. 2016-17, 2017-18 & 2018-19 and at least 30 (Thirty) pieces of tendered item under Schedule 2 in any one out of the last three Financial Years. i.e. 2016-17, 2017-18 & 2018-19 to Government / Semi-Government / Government Undertaking / Registered Organisation (Annexure-G)

4. Bidders should have minimum Annual Turnover of Rs 6.5 Lakh (Rupees Six Lakh And Fifty Thousand) in any one financial year out of last three financial years i.e. 2016-17, 2017-18 & 2018-19.(Annexure-H)
5. A bidder as Authorised Dealer of Manufacturer must have the currently valid Dealership Certificate issued by the Manufacturer and an Authorisation cum No Objection Certificate (Annexure-F) from the Manufacturer for participating in the Bid.

II. Materials to be supplied :

Schedule No.	Items	Quantity
1	Single Stitch Sewing Machine	166 (One Hundred and Sixty Six) Pieces
2	Double Stitch Sewing Machine	167 (One Hundred and Sixty Seven) Pieces

The Director of Disaster Management reserves all the rights to increase or decrease or change the quantity of **tendered item** while placing Supply Order without assigning any reasons.

III. **Specification:** The specification of items to be supplied is given in annexure “A-1” for Single Stitch Sewing Machine (Schedule 1) and annexure “A-2” for Double Stitch Sewing Machine (Schedule 2).

IV. Terms of supply / delivery :

1. The supply of agreed quantity of **Single Stitch and /or Double Stitch Sewing Machine** should be completed within One month from the date of issuance of the supply order and the delivery **must be completed as per schedule communicated from time to time.**
2. The supply of **Single Stitch and /or Double Stitch Sewing Machine** shall be made to Tran Bhaban, 87A , S.N. Banerjee Road, Kolkata, or any other places within Kolkata Municipal Corporation Area as to be decided by the Government.
3. On the date of delivery the **Single Stitch and /or Double Stitch Sewing Machines** should reach to the Tran Bhaban, 87A , S.N. Banerjee Road, Kolkata, or any other places

within Kolkata Municipal Corporation Area as to be decided by the Government, within 11.00 a.m. failing which special permission from authority such as Director of Disaster Management, West Bengal must be obtained for acceptance of the consignment.

4. The bidder should have the ability to supply an additional order quantity upto 50% of the contracted quantity, depending upon the decision of the authority, within one year from the date of execution of agreement at the same rate.
5. The supply shall be made at delivery point at the own cost by the bidder at Tran Bhaban, 87A , S.N. Banerjee Road, Kolkata, or any other places within Kolkata Municipal Corporation Area as to be decided by the Government.
6. The bidder is responsible for transit damage; consignee will notify transit damage / loss on the goods challan/lorry receipt on arrival of goods at destination.

V. Inspection & Checking :

1. Physical Examination/Inspection of cent percent supplied items will be done at the delivery point by “Checking Team” constituted by the Director of Disaster Management to ascertain that the delivered quantity conforms to the physical specification and during Physical Examination/Inspection if any defect or fault is identified, the concerned item/items (The full Set of the Item/ Items) is to be replaced by the Supplier within *forty eight hours* from the date of delivery and no charges for such replacement will be entertained.

The findings of the “Checking Team” constituted by the Director of Disaster Management will be final regarding the conformity of the supplied item/items with the specification as given in **Annexure "A-1" & "A-2"**

VI. Price :

The Price to be quoted by a bidder should be firm & fixed including transportation charges and charges for fitting and fixing of *all the components of the tendered item to make it working* and excluding of GST applicable, leaving no scope of variation in future which will be valid for one year from the date of execution of Agreement,

Rates for the tendered Items mentioned under Schedules 1 or Schedule 2 or both should be quoted and any lapse would lead to the rejection of the tender.

Bidder should not mention their bid value in any place of NIT or otherwise except in BOQ .

The “L -1” would be determined based on the price quoted excluding GST applicable.

1. The Department of Disaster Management & Civil Defence also reserves the right to select one or more suppliers and award order for supply for whole or part of its requirement at L1 rate.
2. In case of tie between bidders Supply order will be issued to the L1 bidders by dividing the total tendered quantity equally.

VII. Performance Security :

The selected L-1 bidder will have to submit a Performance Security for an amount of 6% of the Financial Bid Value before execution of the Agreement in any Nationalized Bank. Performance security shall be valid upto 30.09.2020. This will be released after all contractual obligations are completed to the satisfaction of the purchaser. 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 herein and Para-X & XI 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 “E”.

VIII. Period of Validity of Tender:

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

IX. Execution of Agreement:

i. Agreement

After finalisation of tender and security deposit the successful tenderer /tenderers will be required to execute agreement at their own cost on a duly Non-Judicial stamped agreement paper in the prescribed format within 7 (Seven) days regulating the terms & conditions of supply.

ii. Payment

Tax Invoice, in triplicate supported by delivery challans must be submitted immediately for payment after each lot of satisfactory supply which is accepted by the “Checking Team” constituted by the Director of Disaster Management. The Purchaser shall not be liable for payment of interest in the event of delay in making payments as specified above due to unavoidable circumstance or circumstances beyond the control of the Department of Disaster Management & Civil Defence notwithstanding any instructions by other authorities. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

X. 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 supplier 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 purchaser will have the right to terminate the supply order. In case of such delay beyond ten weeks the purchaser will have the option to explore the market at the supplier’s risk and cost. The mode and method of such risk purchases will be at total discretion of the purchaser.

XI. Method of payment of Liquidated damages :

The amount charged as liquidated Damages shall be deducted by the Tendering Authority from the amount due for payment to the vendor. If the amount of liquidated damages exceeds the payment due to the vendor, the vendor shall within 30(thirty) days make payment to the customer in full and final settlement of claims failing which the Bank Guarantee will be encased to make good the amount exceeding the payment due to the vendor.

XII. Other Clauses:

1. The approved /selected bidder(s) shall not assign or transfer supply order or any part of it to other agencies.
2. No tender opening extension will be considered as it leads to delay in conclusion of the contract. However in exceptional case, the same can be considered for suitable period on merits of individual case.
3. Any prospective bidder may seek clarification/information concerning the bid condition, bidding process and/or rejection of its bid or non-issue of tender documents, wherever applicable.
4. No post bid clarification shall be entertained.

5. The Department of Disaster Management and Civil Defence reserves the right to accept or reject or modify any or all the tenders without assigning any reasons thereof and no representation in this regard will be entertained.
6. Authorized representative cannot represent two suppliers or quote on their behalf in a particular tender process enquiry. If any such quote is noticed, such quote will be rejected.
7. Tenders received after due date and time will be rejected.
8. In case of any dispute, the matter will be settled in the jurisdiction of The Department of Disaster Management & Civil Defence, Govt. of West Bengal only. Sole arbitrator will be appointed by The Department of Disaster Management & Civil Defence.

XIII. Cancellation of Supply Order & Right thereof:-

The Authority reserves the right to cancel a Supply Order or a part thereof issued to an Agency at any time if:-

1. The Supplying Agency fails to supply in two consecutive dates as per supply schedule submitted.
2. The Supplying Agency fails to maintain the eligibility criteria as mentioned in Clause I of this e-NIT. The existing supply order shall be liable to be cancelled and no supply order shall be issued in future to the existing Supplier in respect to this e-NIT.
3. If, at any stage of selection/supply process, it comes to the knowledge that any supplier is involved in any fraudulent practice or misrepresentation of the facts or tried to influence the selection / supply process or indulged in any corrupt activities in competing with other, the supply orders placed by the Director of Disaster Management will be cancelled and such supplier is liable for blacklisting & further prosecution.
4. Any bidder/ supplier whose product has been blacklisted in the past 3 year will be liable for rejection for that product further in case as and when such information comes to the notice of the Department of Disaster Management & Civil Defence at a later date, the supply order for that product(s) will be liable for cancellation and amount to be paid for such product(s) will be forfeited. The supplier should also give declaration in **Annexure-B** of the tender in this regard.
5. If the Government decides to make any alteration/modification/rejection to any item(s) at any time even after making contract; the authority reserves every right to revoke the Supply Order for such item(s) at any time during the validity of the tender period and cancel the Supply Order already issued in this respect. No claim in the form of damage/compensation etc. will be entertained for such revocation/ cancellation.

XIV. Forfeiture of EMD :-

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

XV. Jurisdiction Clause:

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

GENERAL PROCESS OF SUBMISSION:

Tenders are to be submitted through online only in the website (<https://wbtenders.gov.in>) in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) for both schedule of

work. The documents are to be uploaded (virus scanned copy) duly Digitally Signed. The technical bids would be opened in the first instance, at the prescribed time & date and the same will be scrutinized and evaluated by the Tender committee (DLTPC) with reference to parameters prescribed in the tender documents and the offers received from the bidders. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage above) are to be opened for further scrutiny, evaluation, ranking and placement of supply order.

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

Bids submitted other than prescribed mode shall not be accepted.

Technical bid:

The technical proposal **should** contain clearly legible scanned copies in the following two covers (folders). The documents uploaded must be free from virus or any kind of malware.

A1. Statutory Cover/Folder Containing

i) Confirmation message in case of offline crediting through RTGS/NEFT or confirmation message if done through Net Banking by ICICI gateway towards Earnest Money Deposit (EMD) prescribed in the NIT, against the serial of work as applied for concerned with the work.

ii) Signed NIT (Download & upload the same digitally signed except quoting rate, **quoting rate will be only encrypted in the B.O.Q under Financial Bid**. In case of quoting any rate in any other place the tender is liable to be summarily rejected.)

A2. Non statutory Cover/Folder Containing.

i). Self Attested Copies of Professional Tax (PT) deposit receipt challan for the Financial Year 2018-19, PAN Card, GST Registration Certificate under GST Act 2017 and IT Return for the Financial Year i.e. 2018-19,

ii). Registration Certificate under Company Act (if any).

iv). Registered Deed of partnership Firm / Article of Association & Memorandum if applicable.

v). Power of Attorney (For Partnership Firm / Private Limited Company, if any).

vi). Audit Report along with Balance Sheet & profit & loss A/c for the years 2016-17, 2017-18, and 2018-19. Where Tax Audited Report along with Balance Sheet & profit & loss A/c for the years has not been audited by C.A., the bidder should submit Provisional Tax Audited Report in along with Balance Sheet & profit & loss Accounts for 2018-19 duly signed by the authorised signatory.

vii) Self attested copy of currently valid Dealership Certificate (Subsequent renewal of Dealership, if applicable, upto one year from the date of issuance of supply order by the same manufacturer is to be submitted subsequently)

viii). Manufacturer's Authorisation cum No-objection letter in **Annexure – F**.

ix) Self Attested Copies of “**Credential Certificate**” as per Pre-Qualification Criteria. (In this context, only **Certificates** issued in favour of the intending bidder by the Procuring Organisation will be treated as valid “**Credential Certificate**” and no other document such as purchasing/supply order, bill etc. will not be treated as “**Credential Certificate**”)

x) Proforma for credentials/performance statement **Annexure G**

xi) Annual accounts for the period of three consecutive financial years from 2015-16 to 2017-18 (Annexure-H)

Note: -Failure of submission of any of the above mentioned documents in specified cover as above in (A1. i.e statutory cover and A2, i.e. Non-statutory cover) and also non submission of document in proper perspective, the tender will be liable to summarily rejected.

Financial Bid:

i). Single rate shall be quoted in the **BOQ of the e-tender** and in no other place within the tender as it will invite disqualification.

ii) Single Rate such quoted shall be valid for One year from the date of execution of agreement.

iii). Rate must be quoted both in words and figures.

iv). Any request for change of rate after submission/ finalisation of tender or within the validity period of tender will summarily be rejected.

Sd/-
(Tender inviting authority)
Director of Disaster Management
Govt. of West Bengal

Annexure – A-1

Specification of ISI Marked Single Stitch Sewing Machine
for the
Government of West Bengal

1. General Description	
Single Stitch Sewing Machine (ISI Marked Compulsorily)	
2. Technical Specification	
2.1	Round Arm Single Needle Lock Stitch Sewing Machine suitable for Tailor, Sewing Establishments.
2.2	The machine should be effectively used with various optional special attachment for hemming and sewing on lace, ruffling and tucking etc.
2.3	Half Round (Single) type sewing machine with type shuttle race.
2.4	Lever Type Stitch Regulator for forward and Reverse Stitch Control
2.5	Auto tripping spring loaded Bobbin winder for uniform winding of Bobbin.
2.6	Speed : Capable of 1200 (SPM) Stitch per minute.
2.7	Artisan Sewing Machine for light and medium Weight Fabric.
2.8	Stitch Length : 5-25 stitches per inch.
2.9	Stand : Made of Cast Iron Weight 17 Kgs ($\pm 10\%$)(approx.)
2.10	Table : Made of Ply Board with sun mica pasting on top.
2.11	Table size: 16" X 32"
2.12	Each unit of the Item (Single Stitch Sewing Machine) to be prominently marked with the following Logo printed in indelible reflective white colour. পশ্চিমবঙ্গ সরকার দুর্গত মানুষের পাশে বিপর্যয় ব্যবস্থাপন ও অসামরিক প্রতিরক্ষা দপ্তর

Annexure – A-2

Specification of ISI Marked Double Stitch Sewing Machine
for the
Government of West Bengal

1. General Description	
Double Stitch Sewing Machine (ISI Marked Compulsorily)	
2. Technical Specification	
2.1	Round Arm Single Needle Lock Stitch Sewing Machine suitable for Tailor, Sewing Establishments and Garment Industry.
2.2	The machine should be effectively used with various optional special attachments for hemming and sewing on lace , ruffling and tucking etc.
2.3	Full round (Double) type sewing machine with full rotary shuttle mechanism.
2.4	Reverse Feed Mechanism
2.5	Balanced Rotary Hook and spiral gears.
2.6	Speed : Capable of 1800 (SPM) Stitch per minute.
2.7	Artisan Sewing Machine for light and medium Weight Fabric.
2.8	Stitch Length : 5-25 stitches per inch.
2.9	Stand : Made of Cast Iron Weight 20 Kgs (\pm 10%)(approx.)
2.10	Table : Made of Ply Board with sun mica pasting on top.
2.11	Table size: 18" X 36"
2.12	Each unit of the Item (Double Stitch Sewing Machine) to be prominently marked with the following Logo printed in indelible reflective white colour. <p style="text-align: center;">পশ্চিমবঙ্গ সরকার দুর্গত মানুষের পাশে বিপর্যয় ব্যবস্থাপন ও অসামরিক প্রতিরক্ষা দপ্তর</p>

Annexure-B

(AFFIDAVIT)

AFFIDAVIT FOR NOT BEING BLACKLISTED BY ANY GOVERNMENT / PRIVATE INSTITUTION IN NON-JUDICIAL STAMP DULY NOTARIZED.

To

The Director of Disaster Management,
Government of West Bengal,
Tran Bhavan,
87A, S.N. Banerjee Road,
Kolkata – 700014.

Sub:-

Ref:-

Sir,

I /we..... hereby confirm that my/our firm has not been banned or blacklisted by any Government Organization financial Institutions/ Court/ Public Sector Unit/ Central Government.

Place: -

Date: -

Signature of the supplier:-

Name:-

Designation:-

Seal

Annexure-C

Technical Bid Form
(Technical bid)

Technical Bid for supply of **Single Stitch and/or Double Stitch Sewing Machine**

Sl. No.	Particulars	Information
1	Name of the Bidder with Telephone Fax Email	
2	Name and designation of the Authorised signatory	
3	Mobile number of the Authorised signatory	
4	GSTIN Registration Number	
5	Address of the Bidder	
6	PAN number of the Bidder	
7	Name of product intended to be supplied as per technical specification	
8	Credential Certificate submitted (Annexure “G”)	
9	Annual Accounts (Annexure “H”)	
10	Manufacturers’ authorisation cum no- objection form. (Annexure “F”)	
11	Covering Letter (Annexure “D”)	
12	Affidavit for not being black listed (Annexure “B”)	
13	Whether the audited balance sheets for the last three years are enclosed.	
14	Bank details of the company a). Bank Name b). Branch address c). Account type d). Account Number e). IFSC Code [Also please enclose a cancelled cheque of above account for ready reference.]	
15	Other information if any.	

Declaration:

I, Sri/Smt. 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.

Date:

Place:

Seal & Signature of the Bidder
(With Name and Address)

Annexure- "D"

COVERING LETTER FORMAT FOR SENDING THE TENDERS

To,
The Director of Disaster Management,
Government of West Bengal,
Tran Bhavan,
87A, S.N. Banerjee Road,
Kolkata -700014.

Sub: Tender for Supply of **Single Stitch and or Double Stitch Sewing Machine**

Ref:- Tender Notice No..... dated.....

Sir,

1. I / we have the capacity for supply of the **Single Stitch and or Double Stitch Sewing Machine** within the stipulated time period mentioned in the tender.
2. My/ our rate of supply of **Single Stitch and or Double Stitch Sewing Machine** as specified in schedule of terms and conditions of the tender will be inclusive of all Charges but exclusive of GST,
3. I / we have studied and understood the terms and conditions of the tender and agree to supply the **Single Stitch and or Double Stitch Sewing Machine**
4. I / We have deposited Rs. _____ only or as decided by the Department of Disaster Management & Civil Defence in favour of **The Director of Disaster Management, West Bengal** payable at Kolkata or through GRIPS/RTGS/NEFT and **same may be documented through e-Filing towards** the cost of Earnest money deposit.
5. I / We enclose details of **Single Stitch and or Double Stitch Sewing Machine** supplied by us during the last 3 (Three) years.
6. I / We give the guarantee for the quality of **Single Stitch and or Double Stitch Sewing Machine** supplied by me / us.
7. I / We declare that **Single Stitch and or Double Stitch Sewing Machine** supplied to The Directorate of Disaster Management west Bengal under the offer shall be of standard and shall be strictly in accordance with specification.

Yours faithfully,

Date
Place

Signature & Seal of the Bidder

Annexure “E”

Performance Security in Nationalized Bank.

[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, West Bengal, Tran Bhavan, 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 undertake to pay you any sum (s) not exceeding [insert amount (s) in figures and words] which is payable at Kolkata only 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.

- i)The guarantor(Bank) will be treated as the principal debtor;
- ii)Obligations of the Guarantor(bank) shall not be affected by any variations in the terms and conditions of the Agreement or by the extension of time for performance granted or postponement/non exercise/delayed exercise of any of its rights by authority or any indulgence shown by authority to the Supplier.
- iii) Guarantee shall not be affected by any change in the constitution or winding up of the Supplier/the Guarantor (Bank) or any absorption, merger or amalgamation of the Supplier/the Guarantor.

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 officer on or before that date.

[Signatures of authorised representatives of the Bank and the supplier]

[REMARKS: VALIDITY OF PERFORMANCE SECURITY SHALL BE DRAWN UPTO 30.09.2020]

Annexure –F
**MANUFACTURERS’ AUTHORISATION CUM NO-
OBJECTION 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 Bidder) to submit a bid, and sign the contract with you for the goods manufactured by us against the above Bid Ref. No.....

And we have no objection against submission of bid by M/s.....with reference to this tender (Tender No.....) for supplying items manufactured by us.

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.

Annexure G

PROFORMA FOR CREDENTIALS/PERFORMANCE STATEMENT (For a period of three years)

Bid no..... date of opening.....Time

Name of the Firm (bidder).....

Items	Order placed by (full address of purchaser with phone and fax number)	Order no and date	Description and quantity (in pcs. of ordered items of materials)	Value of order	Date of completion of delivery		Remarks (Including reasons for late delivery,if any)	(Attach the certificates from the purchaser/consignee with contact address,landline,telephone number,fax number ,and mobile number)
					As per contract	Actual		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Item under Schedule -1								
Item under Schedule -2								

Materials supplied and the value as stated in column 3 and 4 above reflected in annual accounts of the relevant year.

Signature and seal of the bidder

.....
 Countersigned by Chartered Accountant
 (Signature,Seal and Full address of the C.A)

Annexure “H”

PROFORMA FOR ANNUAL ACCOUNTS FOR THE PERIOD OF THREE CONSECUTIVE FINANCIAL YEARS FROM 2015-16 TO 2017-18

Tender Ref No.....

Tender I.D. No.....

Name of the bidder:

	Turnover as per Annual Accounts	Segment wise breakup	
	1	2	3
Accounting Year	Total Turnover (Rs.)	Single Stitch Sewing Machine (Rs.)	Double Stitch Sewing Machine (Rs.)
AUDITED ANNUAL ACCOUNTS 2016-17			
AUDITED ANNUAL ACCOUNTS 2017-18			
AUDITED/PROVISIONAL ANNUAL ACCOUNTS 2018-19			

Countersigned by Chartered Accountant/Farm (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

*** N.B.:- If in case of govt. organisation/undertaking, the bidder and the Finance Authority be the same person, he/she has to sign for both the bidder and Finance Authority, otherwise the bid submitted will liable to be cancelled.*