

**SUNDARBAN DEVELOPMENT BOARD  
DEPARTMENT OF SUNDARBAN AFFAIRS  
GOVERNMENT OF WEST BENGAL  
MAYUKH, 1<sup>ST</sup> FLOOR, SALT LAKE, KOLKATA-700 091**

**NOTICE INVITING TENDER**

**NIT No. SDB/AGRIL./MS&PD/NIT04(e) 2025-26**

**Memo No: 1132/SDB-16011(17)/14/2024-APD(SDB)**

**Date: 14.08.25**

E-tender in two Bid system is invited by the Deputy Director of Agriculture, Sundarban Development Board from the experienced, bonafide, eligible, resourceful manufacturers, authorized distributors(having valid document of authorization from the Manufacturer) including Government Co-operatives, Co-operative Marketing Societies(**Apex Co-operative Bodies like BENFED & NAFED**), Public Sector Undertakings only having experience of relevant nature and magnitude in Govt./Govt. undertaking through e-procurement on the portal <https://wbtenders.gov.in> for supply of **100% Water Soluble Fertilizer(N:P:K::19:19:19)** in different Growth Centres under area of activity of Sundarban Development Board in South 24-Parganas and North 24-Parganas districts.

- The details and the terms & conditions are mentioned in the tender document.
- The Departmental Tender Committee reserves all right to accept and reject the online tenders without giving any reason.
- The Tender Inviting Authority reserves the right to cancel the tender at any stage of the process without assigning any reasons to the Bidders whatsoever.

Sl. No.	Tentative Quantity required	Item & Its specifications	Time for Completion	Estimated value of the e-NIT(Rs.)
1.	34,010 units (@ 5 kg Bag per Unit)	A) 100% Water Soluble Fertilizer (N:P:K::19:19:19) as per Fertilizer Control Order (FCO), 1985 with latest amendments. B) 5 Kg Fertilizer Per Bag. C) One Bag each to 34,010 Beneficiaries.	60 working days from issuance of supply order	Rs.3,42,82,080=00

**A. GENERAL TERMS AND CONDITIONS**

1. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
2. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in **Sl. No. 30**.
3. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the '**Departmental Tender Committee**' formed by the Sundarban Affairs department, Government of West Bengal. The decision of the '**Departmental Tender Committee**' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
4. **Bid Price**

a) The contract shall be for the quantity as per supply order/work order. b) All duties, taxes and other levies payable on the raw materials and components shall be included in the price. c) Cost of carriage of all items shall be included in the price. d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account (except in emergency '*force majeure*'). e) The Prices shall be quoted in Indian Rupees only.

## 5. Eligibility for participation:

### A. Technical credential:

i. Bonafied resourceful tenderers should have completion certificate from appropriate authority (only in Govt. / Govt. undertaking/**Apex Co-operative Bodies like BENFED and NAFED**) for works value of 40 % of amount put to tender in a 1(One) single work order (Supply of Agricultural Inputs Like Seeds, micro nutrients, Fertilizers, pesticides) and supply of similar magnitude of minimum 40% of the tentative estimated amount put to tender of this e-NIT during last 5(five) financial years prior to the date of issue of the tender notice. Completion Certificate(s) submitted by the bidder should indicate the gross value after applying contractual abatement/increment of the 100% completed work only.

or

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of 30% of the estimated amount put to tender during last 5(five) financial years prior to the date of issue of the tender notice.

Credential for supply of agricultural inputs will only be considered as valid financial credential. **Trade license relating to agricultural inputs will only be considered.** The bidders meeting the above qualifying criteria are subject to be disqualified if they have:

- i) Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements and/or
- ii) Record of poor performance such as abandoning the supply order, inordinate delays in completion or financially failures etc. and/or
- iii) Participated in the previous bidding for the same work and had quoted unreasonably high bid prices and could not furnish rational justification to the Purchaser.

**A declaration on antecedents and performance has to be submitted by the prospective bidder in Form no. 4.**

- a. Completion Certificate(s) submitted by the bidder should indicate the gross bill value of the completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential and should be issued by the Competent Authority or not below the rank of Deputy Director.
- b. Completion Certificates for supply in any Government Office during last 5(five) financial years prior to the date of issue of the tender notice will only be accepted.
- c. Completion Certificate of supply executed in any Government Organizations must be supported by Certificate(s) from the competent authority. Certificates issued for partly completed supply will not be considered.
- d. The bidder or any of their constituent partners should neither have abandoned any supply nor has any of their supply been rescinded in the last 5 financial years. Such abandonment or recession will be considered as disqualification towards eligibility. A self declaration, in the form of an affidavit is required to be submitted in this regard.
- e. No supply orders will be considered as valid financial credentials.

- f. **Only Payment Certificate will not be treated as credential.**
- g. Where an individual person holds a Certificate in his own name duly issued to him by the company or the firm of which he happens to be a director/employee or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of **Power of Attorney** showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm respectively, to submit such tender. Authorisation to third party will not be considered.

#### **B. Financial Criteria:**

Average Gross Annual Turn Over of the bidder for three Financial Years within last five years should be atleast 40% of the amount put to tender. Bidder's net worth in five preceding financial years should be determined from Audited trading, Profit & loss statements and corresponding audited balance sheets. **The audited financial account reflecting the financial turnover audited by Chartered Accountant ( having valid UDIN) with his/her signature, stamp and membership number shall be considered.**

6. The unit rate of the **100% Water Soluble Fertilizer (N:P:K::19:19:19)** should include, delivery charges, handling charges, loading & unloading charges, freight charges, GST, etc. Rates quoted are to be stated both in figures and in words. In case of any discrepancy between figure and words, the rate quoted in words will prevail. In case of any discrepancy between unit price and total price, the unit price shall prevail. No alternative rate or specification is acceptable.

7. The quality of **100% Water Soluble Fertilizer (N:P:K::19:19:19)** should be good and conform to the specifications mentioned in the e-NIT. The authorities of Sundarban Development Board may verify the sources and records of procurement and may send sample of **100% Water Soluble Fertilizer (N:P:K::19:19:19)** to **Government Fertilizer Testing Laboratory** for testing. The sample may be drawn from Growth Centre points (delivery points) in presence of the vendor or its authorized representative. The entire cost of sampling and testing will be borne by the vendor. If found guilty (inferior quality/below standard), no payment and no return of the materials will be made and legal action will be initiated against vendor.

8. The Member Secretary & Project Director, Sundarban Development Board or his authorized representative has the right to verify copies of relevant papers in connection with sources and records for procurement of **100% Water Soluble Fertilizer (N:P:K::19:19:19)** .

9. The bidder/tenderer has to submit attested copy of valid Fertilizer license (having valid authorization to sell Water Soluble NPK Fertilizer) issued by the Department of Agriculture, Govt. Of West Bengal and distributorship certificate from the Fertilizer Company .

10. The bidder/tenderer shall have to submit copy of Pan card, current trade license, GSTIN registration certificate and **latest return**, income tax return of last three financial years, latest Professional Tax clearance certificate.

11. The prospective bidder/tenderer has to submit a physical sample (specimen) of **100% Water Soluble Fertilizer (N:P:K::19:19:19) packet** at the Head Quarter of Sundarban Development Board, Mayukh (1<sup>st</sup> Floor), Salt Lake City, Kolkata-91 within two(2) working days after last date of bid submission. This sample will be kept under the custody of the Sundarban Development Board till the completion of entire supply of the **100% Water Soluble Fertilizer (N:P:K::19:19:19)**. Any physical deviation in supplying materials from the sample (Specimen) at delivery point will be liable to cancellation of the supply order and subsequent penal action.

12. An inspecting team of the Sundarban Development Board may visit the **office/factory/Godown** of the successful bidder/ tenderer to inspect the quality of the **100% Water Soluble Fertilizer (N:P:K::19:19:19)** in conformity with the specifications mentioned in the tender document. In the event of adverse Inspection Report, the work order placed upon bidder / tenderer will be cancelled forthwith and the bid Security (Earnest Money) will be forfeited. The bidder/ tenderer may also be charged with compensation for the damage / loss caused to the Sundarban Development Board.

13. Bid not submitted as per prescribed procedures and guidelines will be liable for cancellation and will be termed as **Non Responsive** and hence will not be considered for evaluation. However the purchasing authority's decision in this regard is final.

14. The bidder/tenderer selected for the contract will be informed by an award letter of which the acceptance has to be submitted to the authority within 3 (three) working days from the date of receipt of award letter, failing which the next responsive selected bidder will be approached for the contract.

15. The bidder/ tenderer have to deliver all the goods at the ultimate destination of the users as mentioned under "Delivery Points". No delivery charge, transportation charge (road/ river) or loading/unloading will be provided by the purchaser over and above the quoted price.

16. Each bidder shall submit only one bid/tender. Bidder shall not contact other Bidders in matters relating to this e-NIT. A bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified. The bidder shall submit tender only on the e-procurement portal <https://wbtenders.gov.in>. Tender submitted through any other mode shall not be accepted. The Bidders are requested to go through the electronic process of Bid submission, available in the help manual on the e-procurement portal <https://wbtenders.gov.in>.

17. The bidder shall bear all costs associated with the preparation and submission of his Bid, and the Purchaser will in no case be responsible and liable for those costs.

18. At any time prior the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. The amendment if any will be notified in the portal.

19. In order to allow prospective bidders reasonable time to take the amendment into account while preparing their bid, the purchaser at its discretion, may extend the deadline for the submission of bids.

20. The Department reserves the right to order for any number of the units either on lower side or higher side irrespective of the number of units mentioned in the tender schedule depending on the fund availability.

21. The rates offered in the tender shall not exceed the M.R.P. listed price (inclusive of Taxes) If such incidences of quoting higher rates to this Board come to the notice at any time, during the course of the rate contract period, the Sundarban Development Board reserves the right to initiate an appropriate action against such firms including black listing them in addition to the forfeiting the EMD and security deposit.

22. The delivery must be completed at the destination point within stipulated date which shall be mentioned in purchase order. The failure to supply within the stipulated date may invite recovery of Liquidated damages @ 2% of the order value and shall be charged for a maximum grace period of delivery **7(seven)** days after stipulated date of delivery, thereafter the delivery order shall automatically be cancelled.

**23.** Penalty shall be imposed for any kind of supply that is inferior or late or undelivered. Any deficiency seen in the above respect shall attract penal measures including black listing for the next three years and legal action against such offenders/defaulters.

**24.** If artificially low rates are quoted, the departmental tender committee reserves the right to cross verify them and ignore them from consideration in order to prevent unethical trade practice.

**25.** Within seven (07) days of receipt of the Letter of Acceptance and after submitting the proper amount of performance security the successful Bidder shall execute **agreement** with the undersigned and proceed with the work onwards.

**26.** The evaluation of bid will be made as per existing rules & regulations of the Government of West Bengal. It is not obligatory to accept the lowest bid /rate.

**27. Earnest Money:** Earnest Money has to be submitted **Rs.6,85,650=00 (Rupees Six Lakh Eighty Five Thousand Six Hundred & Fifty only)**. Any bidder seeking exemption from payment of EMD must provide supporting documents (Government of West Bengal Order) in favour of such exemption.

**Earnest Money Deposit (EMD):-** On line submission of EMD is mandatory. It is the pre-condition through which bidder can take part in e-procurement procedure. Details guidelines of the same may be obtained from Finance Department G.O. No. 3975-F(Y) Dated 28th July, 2016.

Procedure to be adopted for deposit of EMD/Bid Security related to e-procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc.:-

**Login by bidder :-**

- a. A bidder desirous of taking part in a tender invited by a State Government office /PSU/Autonomous Body/ Local Body/ PRIs etc. shall logon to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b. He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
  - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank payment Gateway.
  - ii. RTGS/NEFT in case of offline payment through bank account in any bank.

**Payment procedure:-**

- a. **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:-**
  - ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
  - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
  - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/ PRIs, etc. Maintained with the Focal Point Branch of ICICI at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
  - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

- vi. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- b. **Payment through RTGS/NEFT:-**
  - ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
  - iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
  - iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRI, etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
  - v. Hereafter, the bidder will go to e-procurement portal for submission of his bid.
  - vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.
  - vii. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

28. Within 5(five) days from the date of receipt of award letter, the successful bidder shall have to furnish **performance Security** to the tune of 10% of the value of the order placed with the bidder/ tenderer. The proceeds of the performance security is required for compensation in case of any loss or otherwise resulting from the tenderer's failure to complete its obligation under the contract. The **performance security** will be discharged and returned to the successful bidder after satisfactory completion of the performance obligation failing which the same will be forfeited. The Earnest Money Deposit (EMD) will be adjusted against the Security Deposit (SD) and Rest Security Deposit (SD) will have to be deposited through Demand Draft / Bank Guarantee in favour of **Member Secretary & Project Director, Sundarban Development Board**. Work order will be issued subject to the availability of fund.

**Additional Performance Security @ 10% of the tendered amount will be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Supply/ Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the supplier, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the Supply/ Contract Period and shall be renewed accordingly, if required.**

The Performance security of the successful bidder will be forfeited in full in the event of failure to execute the contract in full or part within the stipulated time frame without sufficient and reasonable ground acceptable to the purchaser or any adverse report received in connection with quality of the **100% Water Soluble Fertilizer (N:P:K::19:19:19)** being not at par with the specifications mentioned in the tender document. Apart from forfeiture of Performance Security, no payment against supplied materials will be made. In this connection the decision of the purchaser will be final and binding upon the bidder.

The Bank Guarantee shall be returned immediately on successful completion of the Contract. This shall in no way be altered/ affected by provision of this Additional Performance Security. (vide no. 4608-F(Y) dated 18<sup>th</sup> July, 2018, Finance Department, **Government of West Bengal**).

29. No mobilization advance and secured advance will be allowed.

### 30. Schedule of Dates for e-Tendering

Sl No.	Activity	Date & time
1.	<i>Publishing Date</i>	18.8.25 at 10 AM
2.	<i>Document Download start date</i>	18.8.25 at 11 AM
3.	<i>Bid submission start date</i>	18.8.25 at 12 PM
4.	<i>Pre-bid meeting date</i>	21.8.25 at 03 PM
5.	<i>Bid submission end date</i>	08.09.25 upto 05 PM
6.	<i>Technical Bid opening date</i>	11.09.25 at 05 PM
7.	<i>Uploading of Technical Bid Evaluation sheet</i>	To be announced later
8.	<i>Financial Bid opening date</i>	To be announced later
9.	<i>Uploading of Financial Bid evaluation sheet</i>	To be announced later

#### B. Submission of Tenders:

##### 1. General Guidance for e-tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors/bidders to participate in e-Tendering.

##### i. Registration of Contractor:

Any contractor/bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> (the web portal of Public Works Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

##### ii. Digital Signature certificate (DSC):

Each contractor/bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders/quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount.

Details are available at the Web Site stated in Clause B.1. above DSC is given as a USB e-Token.

iii. The contractor/bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause B.1 using the Digital Signature Certificate. This is the only mode of collection of Tender/Quotation Documents.

##### iv. Submission of Tenders/Quotation:

Tenders/Quotations are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The

documents are to be uploaded (virus scanned copy) duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded should be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

## 2. Technical Proposal

The Technical proposal should contain scanned copies of the following in two covers (folders). **All scanned copies should be made from original documents. Signature on forms is essential. (It should not be in form of pasted image.)**

### (a). Statutory Cover Containing the following documents:

i) N.I.T/N.I.Q. (download properly and upload the same Digitally Signed). **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate in N.I.T/N.I.Q., the tender is liable to be summarily rejected.**

### (b). Non-statutory Cover Containing the following documents:

- i. Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, G.S.TIN.
- ii. Registration Certificate under Company Act. (if any).
- iii. Deed of partnership Firm / Article of Association & Memorandum of LTD. Company.
- iv. Power of Attorney ( if any).
- v. Audited Financial Statements for the last 5 (five) years (year just preceding the current Financial Year will be considered as year – I).The Audited financial statement reflecting the financial turn over certified by Chartered Accountant(having valid UDIN) with his/her signature, seal and membership number shall be considered.
- vi. Certificate issued by the Assistant Registrar of Co-Operative Society (ARCS) and relevant bye laws are to be submitted
- vii. Others: Any other documents found necessary like valid Fertilizer License and distributorship certificate.

**Note:** Suppliers are to keep track of all the Addendum/ Corrigendum issued with a particular NIT and upload the downloaded copies of the above documents and merge the Addenda/ Corrigenda with respective NIT in the NIT folder. Tenders submitted without the Addendum / Corrigendum will be rejected.

**Note :** *Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.*

Sl. No	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i) Valid GSTIN and latest return applicable



			<p>under GST Acts.</p> <p>ii) Valid PAN Card in the name of bidder.</p> <p>iii) Valid latest Professional Tax Payment Certificate (Challan).</p> <p>iv) IT Return for last three financial years.</p> <p>v) Valid Trade License.</p> <p>vi) Valid Fertilizer License.</p> <p>vii) Valid Fertilizer Distributorship Certificate.</p>
B.	Company Detail (s)	Company Detail	<p>i) Proprietorship Firm (Valid <i>Trade License</i>)</p> <p>ii) Partnership Firm (<i>Partnership Deed, Registration AND Registrar of Firms as applicable, Valid Trade License</i>)</p> <p>iii) Ltd. Company (<i>Incorporation Certificate, Valid Trade License, Memorandum Articles of ROC, List of current Directors/Board Members</i>)</p> <p>iv) Co-Operative Society (<i>Society Registration certificate Copy, Society By-laws, latest available Auditor's report of Directorate of Cooperative Audit within preceding 5 years as per societies Acts &amp; Rules Valid Trade License</i>)</p> <p>v) Power of Attorney (where applicable).</p>
C.	Credential	Credential – 1	Similar nature of supply of agricultural inputs done & completion certificate which is applicable for eligibility in this tender.
D.	Financial Credential	<p>P/L and audited Balance Sheet for year 1pdf.1</p> <p>P/L and audited Balance Sheet for year 2pdf.2</p> <p>P/L and audited Balance Sheet for 3 year pdf.3</p>	<p>i) Trading Profit and Loss accounts and audited balance sheets having Average Annual Turn Over of 40% of <b>estimated amount put to tender as mentioned in 5B.</b> The Financial Statements certified by Chartered Accountant (having valid UDIN) with his/her signature, seal and membership number shall be considered. i) Only Audited financial statements for last three financial years are required within zone of five financial years from date of publication of e-NIT.</p> <p>OR</p> <p>ii) Financial statements in support of turnover(40%) to be submitted for previous three financial year within zone of five financial years from date of publication of e-NIT.(as applicable)</p>

**N.B.:** Failure of submission of any of the above mentioned documents as stated in Sl. No. B.2.(a) and Sl. No. B.2.(b) will render the tenderer liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED 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 selected documents to Non-Statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

**3. Financial Proposal**

The financial proposal should contain the following document in one cover (folder).

**Bill of Quantities (BOQ):** The bidder is to quote the rate (item rate) online through computer in the space marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, & these should be virus scanned and digitally signed by the bidder)*

**4. Verification of original copies of documents of Tender**

The Bidder may be asked to submit the Original documents for verification. If the bidder fails to submit the original copies within the due time, his tender will not be opened and his bid will stand rejected.

**5. Penalty for suppression / distortion of facts**

If any tenderer fails to produce the original hard copies of the documents (especially Completion

Certificates and audited balance sheets), or any other documents on demand of the Departmental Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer may be suspended from participating in the tenders on e-Tender platform of the Sundarban Affairs Department for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Government. Besides, Sundarban Affairs Department may take appropriate legal action against such defaulting tenderer.

**6. Taxes & duties**

The Offered rate by the Tenderer should be inclusive of all applicable Taxes & Charges(including GST), Transportation Cost, Handling charges, freight charges, loading & unloading charges etc.

**7. Site inspection before submission of tender**

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of the Purchaser or his authorized representative, concerned with the work between 11.00 hours to 16.00 hours on any working day prior to date of submission of tenders.

**8. Conditional and incomplete tender**

Conditional and incomplete tenders are liable for summary rejection.

**9. Opening and evaluation of tender**

**a. Opening of Technical Proposal**

i.) Technical proposals will be opened by the **Tender Inviting Authority** or his authorised representative electronically from the website stated in Clause 1, using their Digital Signature Certificate.

ii) The prospective Bidders or their authorized representatives may remain present at the Office of Sundarban Development Board, Mayukh, Kolkata-91 at the time of opening of Technical Bid.

- i. Technical proposals complete in all respect will only be accepted. Proposals corresponding to which the Tender cost & EMD have not been received will not be opened and will stand rejected.
- ii. Cover (Folder) for Statutory Documents would be opened first and if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iii. Decrypted(transformed into readable formats)documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee.

**b. Evaluation of Tender**

Departmental Tender Committee, already constituted for acceptance of tender papers for Agriculture Division, Sundarban Development Board, will continue to evaluate Technical Proposals of the tenderers until further order.

**c. Uploading of summary list of technically qualified tenderers**

i. Pursuant to scrutiny and decision of the Departmental Tender Committee(DTC), the summary list of eligible tenderers whose Financial Proposals will be considered will be uploaded in the web portals.

ii During evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame ,their proposals will be liable for rejection.

**d) Opening and evaluation of Financial Proposal**

i. Financial proposals of the tenderers declared technically eligible by the Departmental Tender Committee will be opened electronically from the web portal stated in Clause 1 on the prescribed date.

- i. The Financial Evaluation will be uploaded in the web portal.
- ii. The prospective Bidders or their authorized representatives may remain present at the Office of Member Secretary & Project Director, Sundarban Development Board, Mayukh, Kolkata-91 at the time of opening of Financial Bid.

**10. Settlement of Dispute, Arbitration:**

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications and instruction herein before mentioned and as to the quality of workmanship or materials used on the work, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to a Dispute Redressal Committee comprising of the following members:-

- i. The Additional Chief Secretary, Sundarban Affairs Department-----  
Chairman.

- ii. The Deputy Project Director (Admin.), Sundarban Development Board--- Member.
- iii. The Deputy Director of Agriculture, Sundarban Development Board-----  
Convener.
- iv. The OSD & EO Financial Advisor, Sundarban Affairs Department-----  
Member.

(Formed as per Finance Department No. 8182-F(Y) dated 26.09.2012)

In the event of failure of the Dispute Redressal Committee to settle the matter, either party may approach to the appropriate Adjudicating Authority as the case may be for redressal of the grievances. **Any court case shall be within the jurisdiction of Courts of Kolkata.**

**11. Bid Validity:** The Bid will be valid for 120 days from the date of acceptance of the financial bid and validity may be extended beyond the stipulated period on mutual agreement between both parties.

**12. Refund of EMD:** : As per finance department G.O. No.3975-F(Y) dated 28.07.2016 i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.

ii) On receipt of the information from the e-Procurement Portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation 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 bid is uploaded to the e-Procurement portal by the tender inviting authority.

iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an 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. However, the L2 bidder should not be rejected till the LOI process is successful.

iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his Bank account from which he 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 award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority

v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal-

a) EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L1 bidder,

b) EMD of the L1 bidder for tenders of the State PSUs/Autonomous Bodies/ Local Bodies/ PRIs etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such transfer will take place within T+1 Bank Working days where T will mean the date on which the Award of Contract (AOC) is issued.

vi) The bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement Portal for updation.

Vii) Once the EMD of the L1 bidder is transferred in the manner mentioned above tender fees, if any deposited by the bidders will be transferred electronically from the pooling account account to the Government revenue receipt head"0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.

Viii) All refunds will be made mandatorily to the Bank A/C from which the payment of EMD & Tender Fees (If any) were initiated.

### 13. Acceptance of Tender:

Lowest valid rate should normally be accepted. However, the Departmental Tender Committee does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

### 14. Delivery points

#### North 24 Parganas:

Sl. No.	Growth Centre Office of Sundarban Development Board	Block
1.	Haroa	Haroa
2.	Kalinagar	Sandeshkahli-I
3.	Bhangatushkhal	Sandeshkahli-II
4.	Minakhan	Minakhan
5.	Mahishpukur	Hasnabad
6.	Murarisha	Hasnabad
7.	Bhebia	Hasnabad
8.	Dulduli	Hingalgunj

#### South 24 Parganas:

Sl. No.	Growth Centre Office of Sundarban Development Board	Block
1.	Canning	Canning-I
2.	Ghutiary Sariff	Canning-I
3.	Deuli	Canning-II
4.	Basanti	Basanti
5.	Gosaba	Gosaba
6.	Chhoto Mollakhali	Gosaba
7.	Dakshin Barasat	Joynagar-I
8.	Natun Hat	Joynagar-II
9.	Madhya Gurguria	Kultali

10.	Jamtala Jalaberia	Kultali
11.	Ganeshpur	Kakdwip
12.	Rudranagar	Sagar
13.	Bamankhali	Sagar
14.	Namkhana	Namkhana
15.	Jadavpur	Mathurapur-I
16.	Mathurapur	Mathurapur-I
17.	Raidighi	Mathurapur-II
18.	Kuemuri	Patharpratima
19.	Madhavnagar	Patharpratima

## 15. Payment Terms

- The payment towards this contract will be made after satisfactory completion of the entire performance obligation. The payment of final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.
- Necessary deductions such as Income Tax/GST/any other taxes/charges as per Government norms will be made from the billed amount at the time of payment to the supplier.
- Bill is to be prepared in favour of the Member Secretary & Project Director, Sundarban Development Board in quadruplicate, duly marked Original, Duplicate, Triplicate & quadruplicate and to be submitted along with duly receipted challans under cover of a letter. The Successful Bidder/Manufacturer can raise Challan/Bill/GST Invoice etc. of his own and/or as mentioned in 5.A(g) to S.D. Board against supply of indented materials.
- A photocopy of the work order has also to be submitted with the bill.
- No advance payment towards cost of 100% Water Soluble Fertilizer(N:P:K::19:19:19) or for any other thing will be made to the approved Bidder.
- The Security deposit can only be refunded after satisfactory completion of supply of 100% Water Soluble Fertilizer(N:P:K::19:19:19) as per contract.
- No interest shall be given on money deposited by tenderer in form of security deposit.
- No extra work beyond the scope of the Agreement shall be allowed without prior permission from competent authority.
- Forfeiture of Security Deposit:- Security amount in full or part may be forfeited in the following case:-
  1. When any of the terms and conditions of the contract is breached.
  2. When the tenderer fails to make complete supply satisfactorily except in cases when Government notifies Natural Calamity.
  3. Notice of fifteen days will be given in case of forfeiture of security deposit. The decision of the purchase officer in this regard shall be final.
- Forfeiture of Earnest Money: the Earnest Money will be forfeited in the following cases.
  1. When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
  2. When tenderer does not execute the agreement, if any, prescribed within the specified time.

3. When he fails to commence / complete the supply of the items as per supply order within the time prescribed. The Time limit may be extended by the competent authority in case of Natural Calamity.

The tenderer will not claim anything in any shape from the Government if the work is curtailed or stopped at any stage for any reason. This will form a part of the contract.

#### **16. No Claim of Compensation for submission of Tender.**

No bidder shall be entitled to claim any expenses / charges incurred by him or incidental therein connection with submission of Tender.

#### **17. Saving Clause**

No suit, prosecution or any legal proceedings shall lie against the Tender Inviting Authority or anybody under Sundarban Development Board or Sundarban Affairs Department, Government of West Bengal or any person for anything which is done in good faith or intended to be done in pursuance of tender.

Sd/-

Deputy Director of Agriculture  
Sundarban Development Board

**Memo No: 1232/1(9)/SDB-16011(17)/14/2024 APD(SDB)**

**Date: 14.08.25**

Copy forwarded for information to the:

1. P.A to Addl. Chief Secretary, Department of Sundarban Affairs, Mayukh, Salt Lake, Kolkata-91.
2. P.A. to Member Secretary & Project Director, Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
3. Addl. Secretary, Department of Sundarban Affairs, Mayukh, Salt Lake, Kolkata-91.
4. Chief Engineer, Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
5. OSD & EO. Financial Adviser, Department of Sundarban Affairs, Mayukh, Salt Lake, Kolkata-91.
6. Superintendent Engineer, Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
7. Jt. Project Director (A/C), Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
8. Jt. Project Director, Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.
9. Dy. Project Director (Admin.), Sundarban Development Board, Mayukh, Salt Lake, Kolkata-91.

Deputy Director of Agriculture  
Sundarban Development Board

**FORM-1**

**APPLICATION FOR TENDER**

To  
The Deputy Director of Agriculture  
Sundarban Development Board

**NIT No:-** .....

**Amount put to tender: Rs** .....

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the supply as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids  
For & on behalf of (Name of Firm): \_\_\_\_\_ (In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID:

Signature of the Bidder



**FORM-2****Certificate regarding Summary Statement of Yearly Turnover from Contractual Business**

This is to certify that the following statement is the summary of yearly turnover reflected in the audited financial accounts arrived from business in favour of.....

..... for the previous three preceding years within the zone of preceding five financial years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No	Financial		Remarks(As per Audited Financial Statements)
	Year	Turnover rounded up to <b>Rs in lakh</b> (two digits after decimal)	
1.			
2.			
3.			
Total			

Average Turnover: In `.....**Lakh** (*Rounded up*)

Date:

.....  
Signature of bidder

Note:

**Year preceding the current financial year is to be considered as Year-1.**

1. Average turnover is to be expressed in lakh of rupees, rounded upto two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was setup in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
3. In case, the firm was setup in less than 3 year's period, mention the year of inception in the 'Remarks' column.
4. Submission of blank form referred to O.I.D. will be summarily rejected.
5. Audited financial statements should be uploaded for authentication.
6. The audited financial statements reflecting the turnover to be certified by the Chartered Accountant with his/her signature, seal & membership number.

**FORM-3**

**Declaration against Common Interest**

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on  
behalf .....  
.....

do hereby affirm that I/W e/any of the member of .....

..... bidding against NIT No.....Sl. No

..... do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the work

I / We want to participate.

Date:

Signature of bidder

**FORM-4****Declaration on antecedents and performance**

(To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature, which shall be treated as the self declaration of the bidder)

**Ref:e-NIT No.....**

**e-tender ID No. ....**

To

The Deputy Director of Agriculture

Sundarban Development Board

Mayukh(1<sup>st</sup> Floor),Salt Lake City,Kolkata-700091.

I/We,Sri/Smt.....,the authorized signatory on behalf of ..... do hereby affirm that I/We/any of the member of ..... bidding against e-NIT no..... are not black listed or debarred from participation in state government procurements and tenders in the Sundarban Affairs department, Government of West Bengal, other department of the State Government and Government of India on the date of publication of this Notice Inviting Tender(NIT).

If at a later stage this submission is found incorrect, the bidder company along with all its contingent members/owners/partners would be liable to penal actions as decided by the Government under the rules.

Dated this ..... day of ..... 2024

Full name of Bidder/Tenderer.....

Authorised Signatory:.....

In the capacity of : .....

Duly authorized to sign bid

For & on behalf of (Name of Firm) :.....

(In Block Capital letters or typed)

Office address with seal: .....

Telephone no(s)(Office).....

Mobile No:.....

Fax No:.....

E-mail ID: .....

**(Signature of the Bidder)**

**CHECK LIST**

<b>Sl. No.</b>	<b>Particulars of Documents Uploaded</b>	<b>Yes/ No</b>
1	Whether Bid Security (EMD) has been Uploaded	
2	Whether copy of Trade License is uploaded	
3	Whether copy of PAN card submitted	
4	Whether Income Tax and GST Clearance Certificate uploaded	
5	Whether Audit report has been uploaded	
6	Whether Credentials uploaded	
7.	Whether valid Fertilizer License uploaded	
8.	Whether valid fertilizer distributorship certificate uploaded	
9	Whether rate has been offered in prescribed proforma mentioned in the Tender Document	