

## **BIDDINGDOCUMENTS**

**Issued on: 19/08/2015**

**for**

# **Procurement and Installation of Handloom and Accessories**

**Project: TANTISATHI - a scheme for extending assistance to the  
handloom weavers in West Bengal**

**Purchaser: Deputy director, (Handloom), Presidency Division, Directorate  
of Textiles(Handloom, Spinning Mills, Silk Weaving& Handloom Based  
Handicrafts Division), Government of West Bengal/Handloom  
Development Officer, Nabadwip/ Santipur**

**NIT No. MSMET/DD(H)PD/NIT1(e)/15-16**

**Dated: 19/08/2015**

## 1. INVITATION OF BIDS

- 1.1 The Deputy director Textiles, (Handloom), Presidency Division, Krishnagar Nadia, West Bengal invites Technical and Financial Bids from eligible Manufacturer / Authorized Dealer / Distributor / Bonafide Agency / Firm / Company / suppliers through e-tendering for supply and installation of Handlooms and accessories in accordance with conditions and manner prescribed in this bid document.
- 1.2 Bidders are advised to examine this bid document carefully before submitting their bids in response to the Notice Inviting Tender. Submission of bid in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 1.3 For e-filing, intending bidder will have to download the tender documents, terms and conditions etc. from the website <http://wbtenders.gov.in>
- 1.4 Bidders should have Digital Signature Certificate (DSC) to participate in the bidding process. Bidders who have no DSC may apply for it for online e-tendering in the prescribed form for centralized e-tendering at the website [<http://nicca.nic.in>] or may contact NIC office.
- 1.5 The Technical Bid and the Financial Bid should be submitted as per the bid submission timeline.
- 1.6 The bidders or their official representatives are invited to attend a pre-bid meeting which will take place on 24-08-2015 at 2.00 pm at the address mentioned below. Please note that non-attendance at the pre-bid meeting will not be the cause of disqualification of the bidders.

## 2.1 IMPORTANT DATES AND INFORMATION

Sl. No.	Particulars	Date and time
1	Date of uploading of N.I.T. Documents (on line) (Publishing Date)	19-08-2015 at 05:00 PM
2	Starting date for downloading Documents (on line)	20-08-2015 at 10:00 AM
3	Closing date for downloading Documents (on line)	14-09-2015 upto 06:00 PM
4	Bid submission start date (On line)	25-08-2015 at 11:00 AM
5	Bid Submission closing (On line)	14-09-2015 upto 06:00 PM
6	Pre-Bid Meeting	24-08-2015 at 02:00 PM
7	Bid opening date for Technical bid (On line)	15-09-2015 at 01:00 PM
8	Date for uploading list for Technically Qualified Bidders (On line)	15-09-2015 at 05:00 PM
9	Date for opening of Financial Bid (On line)	To be notified later.
10	Date of uploading of list of bidders along with their rates through on line	To be notified later.
11	Place of Bid opening	Office of the Deputy Director, Textiles, Handlooms etc. Presidency Division, Krishnagar, Nadia

2.2 Deputy Director, (Handloom), Presidency Division, reserves the right to change the above schedule in case of any exigencies. No objection raised by any Bidder in this respect will be entertained.

2.3 Deputy Director, (Handloom), Presidency Division, reserves the right to cancel the Tender/ apart of the tender due to unavoidable circumstances and no claim in this respect will be entertained.

2.4 All communications related to this Notice Inviting Tender shall be addressed to:

Deputy director of Textiles, (Handloom), Presidency Division, Krishnagar , Nadia.

Directorate of Textiles

(Handloom, Spinning Mills, Silk Weaving  
& Handloom Based Handicrafts Division)

Address- Ukilpara, Krishnagar Pin-722101 Nadia.West Bengal.

Phone Number :03472-252276

E-mail: ddtextpd12@gmail.com

## **Section I. Instructions to Bidders (ITB)**

### **1: GENERAL**

#### **1.1. Scope of Bid**

The Deputy director of Textiles, (Handloom), Presidency Division, West Bengal hereinafter referred to as 'Purchaser' issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section II, Schedule of Requirements based on the technical specifications mentioned under Section III, Technical Specifications.

1.2. The Development Officer, (Handloom) Nabadwip and The Development Officer, (Handloom) Santipur will give the work order and the payment will be made by them accordingly.

### **2: CONTENTS OF DOCUMENTS**

#### **2.1: Contents of Documents**

The documents consist of the Sections indicated below:

- Section I. Instructions to Bidders (ITB)
- Section II. Schedule of Requirements
- Section III. Technical Specifications
- Section IV. Bid submission Forms

### **3: PREPARATION OF BIDS**

#### **3.1. Credentials and Pre-qualifications of the Bidder**

- a. The responding Bidder should be registered under relevant statutes of India.
- b. Bidder or in case of any partnership firm, any one of the partners should not be insolvent, bankrupt or being wound up, their affairs are not being administered by the Court or a judicial officer, their business activities have not been suspended and should not be the subject of legal proceedings.
- c. The bidder should have an annual turnover of at least Rs. 20.00 Lakh (Rupees twenty lakh) for the last 3(three) consecutive financial years.
- d. The bidder should have in its name PAN (Permanent Account Number) with Income Tax authority in India.
- e. The bidder should have in its name VAT Registration in India.
- f. The Bidder should be in the field of manufacturing / supply of handloom and accessories for at least 3 (three) consecutive years.
- g. The Bidder should have experience of supplies of the tendered item in any Central / State Government/ PSU Organization in India.

- h. The bidder should not have been blacklisted by any Central / State Government / Public Sector Undertaking. An undertaking in this regard should be submitted by the bidder, otherwise the bid shall be summarily rejected.
- i. The bidders must have godwon with adequate space for keeping the goods before delivery. The purchaser will inspect godwon meant for keeping the goods before award of contract.
- j. All bidder(s) outside the State of West Bengal must have Office / manufacturing unit and godown in West Bengal.
- k. The Bidder should be recognized and having technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience, reputation and the personnel to perform the works contract.

### **3.2. Tender Pre-Requisites**

- a. The intending bidder shall deposit an amount of Rs. 100,000/- (Rupees one lakh) as Earnest Money in the shape of Bank Draft of any nationalised bank drawn in favour of the Deputy Director of Textiles, (Handloom), Presidency Division, payable at Krishnagar. The original Demand Draft against EMD (scan copy of which should be uploaded) should be submitted physically to the office of the Deputy Director of Textiles, (Handloom etc.), Presidency Division, in a sealed cover with an application on or before scheduled date. This clause is applicable for all categories of applicants except those who are exempted as per prevailing Government Order.
- b. Scanned original Trade License, PAN Card, VAT / Sales Tax Registration Certificate, Professional Tax paid Challan / Clearance certificate, EMD Exemption Certificate, Brochure of quoted items are required to be furnished along with the tender (on line).
- c. In no case, Affidavit of any Statutory / non-statutory documents will be accepted.
- d. Authorized dealer / distributor may furnish documentary evidence to that effect along with offer will have to be documented as mentioned in Statutory cover.
- e. Letter of Authority from the manufacturer, if the Bidder happens to be a Supplier, as authorized dealers / authorized distributors.
- f. Attested copy of latest license for manufacturing ISI marked finished product, Raw / Basic Material and Component Parts to Manufacture / Fabricate Quoted items, if any.
- g. In case the Bidder is exempted from VAT / Sales Tax or if he enjoys the benefit of deferment, he must upload documentary evidence to that effect in Non-statutory cover in place of VAT/Sales Tax Registration certificate.
- h. It is compulsory for the bidder to enclose their brochure / printed leaflet / Technical Write-up (NEITHER PHOTOCOPY NOR CYLOSTYLED) for which rates are quoted to be documented as mentioned in Non-Statutory cover.
- i. All Technical Forms duly filled in and signed and affixed with the seal of the bidder are to be documented on line.
- j. The Notice Inviting Tender along with the addendum and corrigendum shall form part and parcel of the tender documents.
- k. The Purchaser may verify the credential and other documents of the lowest bidder with the original, if found necessary at any time. After verification, if it is found that such documents submitted by the bidder are not genuine, supply order will not be issued in favour of the bidder under any circumstances and will follow the forfeiture of earnest money.

## **4: SUBMISSION OF BIDS**

### **4.1. General process of submission**

- a. For e-Filing, intending bidder may download the tender document from the website: <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate.
- b. Technical Bid and Financial Bid both shall be submitted online concurrently duly digitally signed in the Website [https:// wbtenders.gov.in](https://wbtenders.gov.in) as per time schedule.
- c. The documents submitted by the bidders should be properly indexed and self-attested with seal.
- d. Bids are to be submitted through online in two folders - one in Technical Bid and the other is Financial Bid before the prescribed date and 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). No hard copy of Bids will be accepted.

### **4.2. Pre-bid meeting**

A pre bid meeting will be held at the address and at given date and time as mentioned in the 'Invitation of Bids'. Please note that non-attendance at the pre-bid meeting will not be the cause of disqualification of the bidders.

### **4.3. Technical Bid**

The Technical Bid should contain signed and scanned copies of the following in two covers (folders).

#### **A. Statutory Cover containing the following documents:**

1. Notice Inviting Tender (NIT)
2. Demand Draft towards EMD as prescribed in the NIT
3. Undertaking for not Barred / Delisted / Black Listed
4. Form TECH-1: Bid Submission Form
5. Form TECH-2: Bidder Information Form
6. Form TECH-3: Performance Statement (for a period of last five years)
7. Form TECH-4: Production Capacity and godown space

#### **B. Cover containing Other Important Documents (Non-Statutory Cover)**

1. Documents regarding claim of exemption from depositing Earnest Money, if applicable.
2. Documents regarding claim of availing price preference, if applicable.
3. Self-attested copy of Trade License certificate.
4. Authenticated copy of Partnership deed in case of Partnership Firm.
5. Self-attested copy of Sales Tax / VAT registration certificate
6. Self-attested copy of Income Tax PAN Number
7. Self-attested copy of documents regarding payment of Sales Tax, Income Tax, Professional Tax, and Excise Duty (if applicable) of latest financial year.
8. Copy of Audited Balance Sheet for last 3 years, Copy of Bankers certificate and Annual Turnover

9. Power of Attorney (For Partnership Firm/ Private Limited Company)
10. Registration Certificate under Company Act (if applicable)
11. SSI registration certificate(if applicable)
12. Documents regarding Central Excise Duty (if applicable)
13. Letter of Authority from the manufacturer, if the Bidder happens to be a Supplier, as authorized dealers / authorized distributors (if applicable)
14. Attested copy of latest license for manufacturing ISI marked finished product, Raw / Basic Material and Component Parts to Manufacture/ Fabricate quoted items (if applicable).

*Note : Failure to submit any of the above mentioned documents(whichever is applicable) as stated in A. and B. above will render the bid liable to be summarily rejected for both statutory and non statutory cover.*

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.

<b>Sl. No</b>	<b>Category Name</b>	<b>Sub Category Description</b>	<b>Details</b>
1	Certificates	Certificates	<ol style="list-style-type: none"> <li>1. Sales Tax / Vat Registration.</li> <li>2. PAN, IT return of latest financial year</li> <li>3. P. TAX (Challan)</li> <li>4. BIS License of manufacturer (if applicable)</li> </ol>
2	Company Details	Company Details-I	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License)</li> <li>2. Partnership Firm (Partnership Deed, Trade License)</li> <li>3. Society Registration Copy</li> <li>4. Power of attorney etc.</li> <li>5. Registration Certificate under Company Act</li> <li>6. SSI registration (if applicable)</li> </ol>
3	Financial		<ol style="list-style-type: none"> <li>1. Audited Balance Sheet for last 3 years</li> <li>2. Annual Turnover and Bankers certificate</li> <li>3. Document regarding claim of exemption from earnest money, if any</li> <li>4. Documents regarding claim of availing price preference, if any</li> </ol>
4	Additional Information		<ol style="list-style-type: none"> <li>1. Documents regarding Central Excise Duty(if applicable)</li> <li>2. Letter of Authority from the manufacturer if the Bidder is authorized dealer / distributor (if applicable)</li> <li>3. Copy of latest license for manufacturing ISI marked finished product, Raw / Basic Material and Component Parts to Manufacture/ Fabricate quoted items (if applicable).</li> <li>4. Brochure / printed leaflet / Technical Write-up</li> </ol>

#### **4.4. Financial Bid**

- a. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate (final destination basis inclusive of all demands) online in the space marked for quoting rate in the BOQ.
- b. Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the bidder.
- c. The bidder shall quote only in Indian Rupees.
- d. Only one rate should be quoted for only one item / specification to be purchased. Rate should be quoted inclusive of all incidental charges including delivery to the different places as mentioned in NIT, installation, commissioning, attachment, cabling, accessories, loading, unloading, insurance, etc. if any.
- e. Rates quoted which are not as per specification mentioned in the Tender will not be accepted.
- f. Abnormally low rate of any item(s) quoted by the bidder in the offer with some malafide intention will not be accepted, if detected.
- g. Under no circumstances enhancement of rate whatsoever will be accepted after closing of online bid submission, whatever be the reasons given thereafter.
- h. The Purchaser does not guarantee purchase of all the items and / or quantity mentioned in the NIT. Hence, rate should be quoted accordingly by the bidder.
- i. Hypothetical and conditional rate will not be entertained by the Purchaser.

#### **4.5. Sample of goods / literature**

- a. One set of sample of all the items to be supplied along with literature of the offered items must be deposited in the office of the Deputy Director of Textiles,(Handloom etc.), Presidency Division, along with EMD before the scheduled date and time for submission of online bid. The sample / literature to be produced will be part of evaluation of technical bid.
- b. In case, Sample / Literature if approved, one set of such Sample / Literature shall have to be kept in the office of the Deputy Director of Textiles,(Handloom etc.), Presidency Division, during the tenure of tender. Supply should be made according to the approved Sample / Literature. Only valid Bidder's sample will be examined.
- c. Unapproved sample(s) will have to be taken back by the Bidder within one month from the date of submission of sample. The Purchaser will not take any responsibility / liability for any loss / damage for the unapproved samples beyond that period.
- d. Inspection of materials may be undertaken at the supplier's premises whenever necessary by the Purchaser / any officer authorized by the Purchaser.
- e. In the event of non-submission of sample/literature, it will be treated unwillingness / inability to supply and such tender will not be considered.



#### **4.6. Deadline for Submission of Bids**

- a. Bids must be submitted by the Bidder not later than the date and time as specified set out in 'Invitation of Bid'.
- b. In the event of delay / non-availability / garbled printout / inconvenience in getting access to the website for downloading tender documents, the Purchaser will not be held responsible.

#### **4.7. Bid Validity**

- a. Bid shall remain valid for a period not less than 180 (*one hundred eighty*) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- b. No escalation and/ or price adjustment will be allowed under any circumstances. The agreement signed with the successful bidder/s may be extended up to six (06) months on the same terms and conditions and by mutual consent between the bidder and the purchaser.
- c. Any addendum / corrigendum / Extension of validity period will be notified at [www.webtenders.gov.in](http://www.webtenders.gov.in) and in the at website [www.westbengalhandloom.org](http://www.westbengalhandloom.org).

### **5: OPENING AND EVALUATION OF BIDS**

#### **5.1. Opening and evaluation of Technical Bid**

- i. Technical bids will be opened by the Tender Committee on the scheduled date and time as mentioned in this notice. Intending bidders may remain present if they so desire.
- ii. Cover (folder) statutory documents would be opened first and if found in order and correct, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory and / or non-statutory documents the bid will summarily be rejected.
- iii. The decision of the Tender Committee constituted for this purpose will be final and binding on all concerned and no challenge against such decision will be entertained.
- iv. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Committee.
- v. Uploading of summary list of technically qualified bidders.

*NB: During evaluation, the Purchaser may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their bids will be liable for rejection.*

#### **5.2. Opening and evaluation of Financial Bid**

- i. Financial proposals of bidders declared technically eligible by the Tender Committee will be opened electronically from the web portal on the prescribed date and time.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.

- iii. The Bidder, whose Bid has been accepted, will be notified by the Purchaser through acceptance letter / Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Agreement.
- iv. The Agreement will incorporate all necessary documents e.g. NIT, all corrigendum, special terms and conditions, specification of works, different filled up forms, BOQ. and the same will be constituted between the Purchaser and the successful Bidder.

## **6: AWARD OF CONTRACT**

### **6.1. Execution of Agreement**

- a. Successful Bidder shall have to execute an agreement with the Purchaser within 15(fifteen) days from the date of communication with issue of contract award after depositing an amount equivalent to 2% value of the order as performance security in the shape of Demand Draft only on any Nationalized Bank / Foreign Bank approved by the Reserve Bank of India in favour of the concern Handloom Development officer, Nabadwip/ Santipur. or by performance bank guarantee and 8% will be deducted from the progressive bills, so as to retain 10% of the ordered value as security for performance.
- b. Performance security Money will be refunded after 6 months of satisfactory completion of the work. No proportionate refund of security money will be allowed if the supplied quantity falls below the ordered quantity.
- c. The Purchaser will enter into agreement with the Supplier prior to expiration of the bid validity period whose rate has been determined to be substantially responsive and who has offered the lowest price. The quantity may considerably vary based on actual requirement.
- d. The Purchaser may distribute the work amongst the responsive bidders if considered necessary. The Purchaser also reserves the right to waive any minor deviation or omission.
- e. In case of tie amongst responsive bidders offering same rate for the item(s), the Purchaser reserves the right to distribute the related item(s) amongst those bidders based on their performance and capacity.
- f. Failure to execute the agreement within the stipulated timeframe may lead to forfeiture of the earnest money and annulment of tender.

### **6.2. Supply and Delivery**

- a. The Supplier must follow existing rules and regulations for procurement of timber required for making handlooms and accessories. The Purchaser will not be responsible in any way for any issue associated with the procurement of timber by the Supplier.
- b. The work to be completed strictly as per given schedule printed in the schedule of requirement. The schedule may be revised (increased/decreased/temporarily postponed) by the Purchaser, depending upon requirement.

- c. The ordered item must be packed suitably to avoid any transit loss and weathering to maintain quality. The supply must conform to the given technical specification in tender.
- d. Supply of goods must be commenced within specified time frame from the date of placement of formal order or the date as indicated in the order.
- e. Supply will normally be accepted on all working days between 10 am and 4 pm. Successful bidder must provide the requisite number of labour to store / install the materials in the respective store / places as will be indicated without any additional charges. No supply will be accepted on Saturday, Sunday and Government Holidays unless otherwise desired by the Purchaser.
- f. It is obligatory for the bidder to note that failure to maintain delivery schedule for supply of ordered item will lead to severe dislocation in carrying out public service for which successful bidder will be held responsible and action will be taken strictly as per tender rules laid down herein without any prejudice.
- g. Replacement of supply against any rejected consignment must be made positively within given time frame from the date of intimation, failing which action will be taken as per tender rule.
- h. At least one year onsite warranty of the supplied items is required. This may be relaxed, if OEM offers different type of warranty. Warranty card have to be given at the time of supply to the recipient. Rate of AMC should be mentioned wherever applicable.
- i. The supplier should have their own service support in the district headquarters and must respond to any call within one day.
- j. On demand, the bidder will have to inform the details of service support network in due course.
- k. The word “ TANTI SATHI” should be embossed on the looms clearly in Bengali

### **6.3. Inspection for Quality Checking**

- a. Random samples of looms and accessories of each lot will be drawn by the Purchaser for testing purpose. In case of any deviations found in quality parameters, entire materials will be rejected and returned to the Supplier at his own cost and risk.
- b. The Purchaser or his authorized representative shall have the right to visit the work site at any stage of manufacturing of the quoted items.
- c. Post-delivery inspection may be conducted by the Purchaser as well as by third party inspection team within the security period (normally Six month from the date of receiving the materials by the store).

## **7: TERMS OF PAYMENT**

- a. Any request for advance payment will not be entertained.
- b. Tax Invoice against all supplies is/are to be sent in TRIPLICATE and should invariably be submitted along with receipted challan duly signed with office seal.
- c. Payment shall be made after delivery and installation of goods satisfactorily in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. In no circumstances, delivery schedule should be affected and/

or linked with the payment of outstanding bills. The payment of bills shall be withheld in case of violation of any tender terms and conditions.

- d. Considering the volume of supply, payment may be released in instalments.
- e. Income tax, Sales tax and other taxes as applicable will be deducted from all bills of the supplier in accordance with the relevant section of the prevailing rules.

## **8: PENAL MEASURE**

- a. The earnest money deposit furnished by a bidder will be liable to be forfeited, if the bidder withdraws tender at any stage during the tenure of tender or fails / refuses to enter into written agreement once the rate for any / all items(s) is / are accepted within the time specified when requested to do so by the Purchaser and / or refuses to deposit security money. Such bidders will also be liable to be blacklisted for 3 (three) years.
- b. The security money deposit furnished by a bidder is liable to be forfeited along with cancellation of supply order / agreement without prejudice in the event of failure / refusal to maintain the delivery schedule and/or non-observance of terms and conditions of tender and / or contracted specification and / or quality / quantity.
- c. The price, at which the bidder sells the products of identical description to any other Government Directorate, Organization etc. shall not exceed the quoted rate. If such incident of quoting higher rate comes to the notice, the authority reserves the right to initiate legal/penal action against such bidders.
- d. If Supplier fails to supply the required goods or delivery schedule for the supply of the goods is not followed and the Purchaser is compelled to procure the ordered articles from the open market at a higher rate than the accepted price, the difference in the rates accrued shall be deducted from the bill(s) of the firm besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the Purchaser.
- e. Submission of false or fabricated documents by any bidder for participating in the tender, if proved later on, shall liable the bidder to be blacklisted for 3 (three) years.

## **9: RIGHTS OF PURCHASER**

The Deputy Director of Textiles, (Handloom) /Handloom Development Officer Nabadwip/ Handloom Development Officer, Santipur, reserves the following rights:

- a. to accept / reject the offers received and / or to call for any additional information / clarification, or modify / cancel the bidding process, if so required, without assigning any reasons whatsoever.
- b. not to place any orders even after selection and is not liable to pay any cost that might have incurred by nay bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of bidders', if required so and to place order for more or less than the quantity mentioned in the forecast requirement.
- c. to cancel / terminate the agreement any time without assigning any reason or failing to supply of goods within stipulated time or non-compliance of quality by the supplier or any reason as deemed fit.
- d. not to bind himself to accept the lowest rate.

- e. to reject any or all or part of tender without assigning any reason thereof and it will not under any obligations / circumstances, give any clarification to the agencies whose bids are rejected / not selected.

## **10: OTHER TERMS AND CONDITIONS**

- c. Conditional tenders and tenders not accompanied with the documents as mentioned above shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained.
- d. In case of products with Brand Name, the Tendering Firm is required to mention the Brand Name/Model Number against each item. In case, I.S.I. Marked products, the Tendering Firm have to produce License of manufacturing from B.I.S. The offer may go to the next bidder, if the successful bidder fails to perform the contract.
- e. No negotiation/enquiry/subsequent representation regarding rate/quantity/quality or otherwise will be entertained after closing of online submission of bid.
- f. No import License, any sort of permit, etc. in respect of any item will be provided by the Purchaser and the bidders should rely on their own resources.
- g. Latest guidelines pertaining to purchase of stores issued by the Govt. of West Bengal will be followed provided that there is no specific instruction of the Tender Committee in the regard.
- h. When a bidder submits their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, terms and conditions of this tender. No extra payment will be made on the pretext that the bidder did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Purchaser will constitute a contract between the parties.
- i. Non-compliance to any terms and conditions laid herein shall constitute a breach of contract and penalty for non-compliance shall be enforced very rigidly.
- j. All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Speed post or e-mail to the address mentioned in the tender or by any other process permissible under civil law.
- k. All instructions given either in the tender notice, tender and / order form are binding on the bidder and are part of terms and conditions.

## **11: ARBITRATION**

All disputes and differences arising out of or in connection with the agreement with the selected supplier shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to agreement or relating to performance which cannot be settled amicably will be referred to the sole arbitrator, the Secretary, Micro, Small and Medium Enterprises & Textiles, Government of West Bengal or any other Officer appointed/authorized by him not below the rank of Assistant Secretary for resolve through arbitration under the Arbitration and Conciliation Act, 1996.

## Section II: Schedule of Requirements

Sl. No.	Description of Goods	Total Quantity*	Delivery Schedule**	Place(s) of Delivery**	Transportation and any other services	Delivery Date
						Latest Delivery Date
1	[insert description of Goods]	[insert quantity of item to be supplied]	[insert fortnightly / monthly quantity to be delivered by the supplier following the date of Agreement]	[insert place(s) of Delivery]	[insert required details]	[insert the number of days following the date Agreement]
2	<b>Pit loom with 56" R.S. suitable for Jacquard/Dobby</b>	18000 looms	4000	To be notified in due course	To be arranged by supplier	90
3	<b>Pit loom with 56" R.S. suitable for without Jacquard/Dobby</b>	2000 looms	500	To be notified in due course	To be arranged by supplier	90
4	<b>One high speed cycle charka</b>	20000 nos	4500	To be notified in due course	To be arranged by supplier	90
5	<b>One set of cotton Varnish Heald of 80s</b>	20000 set	4500	To be notified in due course	To be arranged by supplier	90
6	<b>One 80s iron Reed</b>	20000 nos	4500	To be notified in due course	To be arranged by supplier	90
7	<b>One packet of 100 nos. Good quality pirn</b>	20000 set	4500	To be notified in due course	To be arranged by supplier	90
8	<b>One 13 inch good quality shuttle</b>	20000 nos	4500	To be notified in due course	To be arranged by supplier	90

\* Please note that the total quantity noted may vary considerably based on actual requirements.

\*\* Please note that the Delivery Schedule and Place(s) of Delivery may change based on actual requirements.

### Section III: Technical Specification

Item # and Name	Component Description	Minimum Specifications	Remarks, if any
<b>Pit loom with 56" R.S. suitable for Jacquard/Dobby</b>	Size of the post for plain saree etc. with Jacquard/Dobby Size of the top bar Size of the top middle bar to tie picking strap Size of the side bar Size of the cloth/warp beam Sley  Treadle 2 nos. For plain shedding with fixing frame	4"x3"x7"-Sal wood  3"x2" -Sal wood 2"x1" – Sal wood 2.5"x1"- Sal wood 4"x4" – Sal wood Sley of teak wood and Sal wood with leather picker system shuttle box. 2.5"x1" –Sal wood	
<b>Pit loom with 56" R.S. suitable for without Jacquard/Dobby</b>	Size of the post for plain saree/yardage etc. without Jacquard/Dobby Size of the top bar Size of the top middle bar to tie picking strap Size of the side bar Size of the cloth/warp beam Sley  Treadle 2 nos. For plain shedding with fixing frame	4"x3"x5"-Sal wood  3"x2" -Sal wood 2"x1" – Sal wood 2.5"x1"- Sal wood 4"x4" – Sal wood Sley of teak wood and Sal wood with leather picker system shuttle box. 2.5"x1" –Sal wood	

<b>One high speed cycle charka</b>			
<b>One set of cotton Varnish Heald of 80s</b>			
<b>One 80s iron Reed</b>			
<b>One packet of 100 nos. Good quality pirn</b>			
<b>One 13 inch good quality shuttle</b>			



**UNDERTAKING**  
FOR NOT BARRED/DELISTED/BLACK LISTED  
Tender Reference No.

To  
Deputy Director of Textiles,(Handloom etc.), Presidency Division,  
Directorate of Textiles  
(Handloom, Spinning Mills, Silk Weaving  
& Handloom Based Handicrafts Division)

I / We, M/S \_\_\_\_\_ ,  
\_\_\_\_\_(Address)

do hereby submit undertakings:

1. That we have not been Barred / Delisted / Blacklisted by Union or State Governments/ Any Government Undertakings of this Country during last five years for supply of the materials included in the Tender as referred above.
2. That we shall be responsible if any falsification is found in this statement during course of the supply by us, related to this Tender and the Purchaser will have the right to withdraw the supply Order and /or cancel the agreement of the said materials.
3. That we shall intimate immediately if we are Barred / Delisted / Blacklisted within the period of supply of the said materials and the Purchaser will have the right to withdraw the supply order and /or cancel the Agreements.

\_\_\_\_\_  
Authorised Signatory

## Form TECH-1: Technical Bid Submission Form

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

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[Location, Date]

To  
The Deputy Director of Textiles,(Handloom etc.), Presidency Division,  
**Sub: Supply of Handlooms and accessories**

**Ref: NIT No. MSMET/DD(H)PD/NIT1(e)/15-16**

**Dated: 19/08/2015**

Dear Sir:

1. With reference to your NIT under reference, I am / we are submitting our Proposal, which includes this Technical Bid and a Financial Bid for the items tendered for as per your specification, terms and conditions.
2. Should this tender be accepted, I / We hereby agree to abide by and fulfil all the terms and conditions laid down in the NIT and the particulars available in the NIT and the details given in the specification / description or in default thereof to forfeit and pay the Deputy Director of Textiles,(Handloom etc.), Presidency Division, or his successor in office the penalties / sums / or of money that may be imposed, the earnest money deposited herewith or from other money deposited by me / us or from the bills that will be payable to me / us for the supplies to be made.
3. I / We also agree that the decision of the Deputy Director of Textiles,(Handloom etc.), Presidency Division, in all matters in respect of this tender will be final and binding on me / us subject to the modifications resulting from Contract negotiations.
4. I / We also agree to execute on being called upon to enter into a formal agreement embodying the terms and conditions contained herein and / or on usual terms and conditions and on default on my / our doing so, the Earnest Money deposited by me / us will liable to be forfeited.
5. I / We hereby declare that all the information and statements made in this bid are true and that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

### Section IV. Bid submission Forms

### Form TECH-2: Information of Bidder

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<b>Sl. No.</b>	<b>Item</b>	<b>Description</b>
<b>1</b>	<b>Name of the Bidder</b>	Attach scanned copy of relevant certificate of incorporation / registration in Non-Statutory Cover
<b>2</b>	<b>Address of the Bidder</b> <b>(i) Head Office</b>  <b>(ii) Branch office, if any</b>	
<b>3</b>	<b>E-mail address</b>	
<b>4</b>	<b>Telephone Number(s)</b>	
<b>5</b>	<b>Fax No</b>	
<b>6</b>	<b>Trade License</b>	Attach scanned copy of valid Trade License in Non-Statutory Cover
<b>7</b>	<b>P. Tax Registration</b>	Attach scanned copy of P. Tax Registration and deposit receipt challan for the year 2013-14 in Non-Statutory Cover
<b>8</b>	<b>Permanent Account No (PAN)</b>	Attach scanned copy of PAN in Non-Statutory Cover
<b>9</b>	<b>Income Tax</b>	Attach scanned copy of Income Tax returns for last 3 financial years (till 2013-14) in Non-Statutory Cover
<b>10</b>	<b>VAT Registration Number</b>	Attach scanned copy of VAT Registration in Non-Statutory Cover
<b>11</b>	<b>Financial Strength</b>	Attach scanned copy of Audit report from CA for last 3 financial years (till 2013-14) in Non-Statutory Cover

Signature and seal of the Bidder

### **Section IV. Bid submission Forms**

#### **Form TECH-3: PERFORMANCE STATEMENT**

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**(FOR A PERIOD OF LAST FIVE YEARS)**

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NIT No.

Date of opening:

Name of the Bidder:

Order placed by (full address of Purchaser)	Order No. and Date*	Description and quantity of ordered goods	Value of order	Date of completion of delivery		Remarks, if any
				As per contract / Supply order	Actual	

\*The bidder may be required to produce copy of Purchase Order and / or Payment Certificate, if required afterwards.

Signature and seal of the Bidder

**Section IV. Bid submission Forms**

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## **Form TECH-4: PRODUCTION CAPACITY AND GODWON SPACE**

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Name of the Bidder:

### **1. Production Capacity**

Sl. No.	Complete Address of the Manufacturing unit	Production Capacity per month	Orders on hand other than this tender	Sparable capacity for this tender

### **2. Godown Space**

Sl. No.	Location of Godown with address	Whether the godown is owned or rented	Address of Godown owner	Remarks, if any

Signature and seal of the Bidder

**Government of West Bengal  
Directorate of Textiles**

**(Handloom, Spinning Mills, Silk Weaving and  
Handloom Based Handicrafts Division)  
Office of the Deputy Director, Textiles (Handloom etc.)  
Presidency Division, Krishnagar, Nadia  
TeleFax : 03472-252276 e-mail : [ddtextpd12@gmail.com](mailto:ddtextpd12@gmail.com)**

Memo No. **113/Ten/Tex/2015-16**

Date: 19/08/2015

Copy forwarded for information and necessary action to :-

1. The Sabhadhipati, Nadia Zilla Parishad
2. The District Magistrate, Nadia,
3. The Sub-Divisional Officer, Sadar, Nadia,
4. The Chairman, Krishnagar Municipality
5. The District Information and Cultural Officer Krishnagar, Nadia
6. Notice Board of this Office.

Sir,

Enclosed please find herewith the Tender Notice for wide circulation. Therefore, I would request you to publish the notice in the Office Notice Board for wide publication.

Sd/-  
Deputy Director, Textiles (Handloom etc.)  
Presidency Division, Krishnagar, Nadia

Memo No. **113/Ten/Tex/2015-16**

Date: 19/08/2015

Copy forwarded for information and necessary action to :-

- 1) The Director of Textiles (Handloom, Spinning Mills, Silk Weaving and Handloom Based Handicrafts Division), West Bengal with a request to upload the above NIT in Directorate's website : <http://westbengalhandloom.org>

Sd/-  
Deputy Director, Textiles (Handloom etc.)  
Presidency Division, Krishnagar, Nadia