TENDER NO: DOCT/OP/e-NIT15/2018-19

Name of the Work: Sale of old and used papers/paper boards/file covers, etc., stacked in different offices under the Directorate of Commercial Taxes, Government of West Bengal on AS IS WHERE IS & AS IS WHAT IS BASIS.

The Directorate of Commercial Taxes, Government of West Bengal (hereinafter referred to as the Directorate) intends to sale old and used papers/paper boards/file covers, etc., stacked in different offices under its jurisdiction on AS IS WHERE IS & AS IS WHAT IS BASIS through e-auction process to financially sound, experienced, resourceful and bona fide agencies/firm/Associations of persons/Un-employed Labour Co-operative/Limited Companies engaged in manufacturing of papers/paper board/paper pulp or supplier to the manufacturer of papers/paper board/paper pulp as per details given below. The bid and other documents shall be electronically submitted in the website: https://wbtenders.gov.in.

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<th>SUBMISSION &amp; OPENING OF TENDER</th>
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1) SCOPE OF THE WORK

Selection of suitable agency for disposal of old and used papers/paper boards/file covers, etc., stacked in different offices under the Directorate on AS IS WHERE IS & AS IS WHAT IS BASIS.
2) **INSTRUCTIONS FOR TENDERER:**

a. Bid must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part-B, Financial Bid.

b. Technical bid should contain all the documents like, Bid notice, Instructions for bidder, Pre-qualifying requirements, General terms & conditions duly filled in & signed by the bidder.

c. Only one set of bid document duly signed & stamped on each page by authorized representative of bidder shall be electronically submitted. Bidder should note specifically that all pages of bid document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the Technical bid portion of offer.

d. Price should be mentioned only in the "Bill of Quantities (BOQ)" after quoting the rates online as specified in the price schedule format. Rate should be quoted in Rupees per kilogram both in figures as well as in words excluding taxes, in the Financial bid.

e. Prior to quoting of rates, the intending agencies may inspect all the offices under the Directorate of Commercial Taxes, West Bengal situated all over the state of West Bengal where old records are kept separately.

f. On the date of opening of bid, Technical Bid shall be opened first to select the eligible bidder. Financial Bid will be opened on the scheduled date only in respect of those bidders, whose bids are found technically acceptable.

g. The Directorate reserves the right to accept or reject any or all offers without assigning any reason thereof and shall not entertain any correspondence from bidders in this regard.

h. The Directorate reserves the right to relax the pre-requisites and/or terms and conditions.

i. The contract shall be awarded to the highest bidder (H1) initially for One year which may be extended if required by the Directorate. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice and assigning any reason.

j. The bidders or their representative may attend the opening of both the Bids (Part A & B).

3) **TERMS & CONDITIONS**

a) Multiple bids by a single agency will not be entertained.

b) Joint ventures will not be entertained.

c) Rate should be quoted in Rupees per kilogram excluding taxes.

d) The participants will submit a signed undertaking online along with the bid documents that the old and used papers, etc., lifted from this Directorate will only be used for the purpose of production of paper/ paper board/ paper pulp. Within 15(Fifteen) days of completion of disposal of items, the selected bidder will submit a certificate to this Directorate that the disposed items were used for the purpose of production of paper/ paper board/ paper pulp.

e) Highest bidder will be required to remove the old papers from the stack at its own cost and arrangement within 07(Seven) working days after depositing the total amount calculated after weighing on Digital Weighing Machine (to be arranged by him) in presence of officials of this Directorate. This Directorate will not be liable for any loss or damage incurred by the bidders in the process.

f) The payment is to be deposited in Government account by the process to be informed later on.

g) Failure on the part of selected bidder to deposit within the specified date the total amount determined after weighing will liable them for cancellation of contract and in that case the earnest money deposited by the bidder will be forfeited in favour of this Directorate.
h) In case of any dispute, the decision of the Directorate will be final and binding upon the all bidders.

4) **AN INTENDING AGENCY SHALL SUBMIT AND ELECTRONICALLY UPLOAD SELF ATTESTED COPIES OF THE FOLLOWING DOCUMENTS DURTY VALID AND UP TO DATE:**

   a. Valid Trade license.
   b. Valid PAN Card.
   c. Valid GST Registration certificate if turnover exceeds Rs.Twenty lakhs during a financial year.
   d. Income tax return for last one assessment year.
   e. Solvency certificate issued by nationalized or scheduled bank for Rs.2,00,000/- (Rupees two lakh only) addressed to the Commissioner of Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata – 700015.
   f. A signed undertaking to the effect that the old and used papers, etc., lifted from this Directorate will only be used for the purpose of production of paper/ paper board/ paper pulp.

5) **EARNEST MONEY:**

   The bidder shall be required to deposit Earnest Money of Rs.25,000.00 (Rupees Twenty Five Thousand only) in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode, the bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT or RTGS mode.

   Sd/-
   (Sankar Kumar Roy)
   Special Commissioner
   Commercial Taxes, W.B.
MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e-procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following 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.

1. **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 login to the e-Procurement portal of the Government of West Bengal [https://wbtenders.gov.in](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.

2. **Payment procedure:**
   a) **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

      i. 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.

      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 Bank 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.
b) Payment through RTGS/NEFT:

i. 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.

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/PRIs, 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.

3. Refund/Settlement Process:

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 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.

4. **Accounting and Monitoring Process:**

i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.

ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.

iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders’ accounts, as applicable by using user access as provided by NIC.

iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

(P A Siddiqui)

Secretary to the

Government of West Bengal

Finance Department
Instructions to Bidders

General guidance for E-Tendering:
The following are the instructions / guidelines for electronic submission of the tenders for assisting the service providers and or their authorized representatives to participate in E-Tendering:

I. **Registration of Contractor:** Any service provider and or his/her authorized representative 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://wbtenders.gov.in](https://wbtenders.gov.in).

II. **Digital Signature Certificate (DSC):** Each service provider and or his/her authorized representative is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site [https://wbtenders.gov.in](https://wbtenders.gov.in). DSC is given as a USB e-Token.

III. The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website [https://wbtenders.gov.in](https://wbtenders.gov.in) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

IV. **Submission of Tenders:** Tenders are to be submitted through online to the web site [https://wbtenders.gov.in](https://wbtenders.gov.in) in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).

V. **Payment:**

   a) The Tenderer shall be required to deposit Earnest Money of **Rs.25,000.00 ( Rupees Twenty Five Thousand) only** in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT or RTGS mode.

   b) Regarding EMD the notifications issued by Government from time to time are applicable.
VI. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders):

a) **Statutory Cover** Containing the following documents –

i. NIT

b) **Non-Statutory Cover** Containing the following documents –

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<th>Sl. No.</th>
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<th>Sub-Category Description</th>
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| A.      | Certificate (s) | Certificate(s) | ✓ GST Registration certificate if turnover exceeds Rs. Twenty lakhs during a financial year.  
✓ PAN.  
✓ IT return for last one Assessment Year.  
✓ Solvency certificate issued by nationalized or scheduled bank for Rs. 2,00,000/- (Rupees Two lakh only) addressed to the Commissioner of Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata – 700015.  
✓ A signed undertaking to the effect that the old and used papers, etc., lifted from this Directorate will only be used for the purpose of production of paper/ paper board/ paper pulp. |
| B.      | Company Detail(s) | Company Detail | PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE. |

VII. **Financial Proposal:**

**BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service providers and or their authorized representatives is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the web site.

VIII. **Opening & Evaluation of Tender:**

a. **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids.

b. Intending bidder may remain present if they so desire.

c. Cover (folder) for Statutory Documents will 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/Non-statutory Documents the tender will summarily be rejected.

d. Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
e. Summary list of technically qualified bidders will be uploaded online.

f. Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible bidders and the serial number of items for which their proposal will be considered & uploaded in the web portal.

g. During evaluation the committee 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 proposals will be liable for rejection.

h. **Rejection of Bid:** The E-tender committee formed by the Commissioner Commercial Taxes, West Bengal reserves the right to reject any / or all the tendered rates without assigning any reason and / or not to place any orders even after selection and is not liable for any cost that might have been incurred by any bidder at the stage of bidding. The said committee does not bind himself to accept the highest rate.

Sd/-

(Sankar Kumar Roy)
Special Commissioner
Commercial Taxes, W.B.