

OFFICE OF THE DISTRICT PROJECT DIRECTOR
 SARVA SHIKSHA MISSION, HOWRAH
 New Collectorate Building (Ground Floor)
 7, Rishi Bankim Chandra Road
 Howrah - 711 101

Memo No. 692 / SSM / PMDS

Date: 01 / 12 / 2017

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. DSE/PBSSM/DPO-SSM-HOWRAH/12/2017-18

E-Tenders are invited on behalf of The District Magistrate & District Collector, Howrah from the reputed manufacturer / authorized dealer of for delivery and installation of Sanitary Napkin Vending Machines & Incinerator for the Upper Primary, High and Higher Secondary Schools of Howrah District, detailed in the table below.

(Submission of Bid through online)

List of Schemes:

Sl. No	Items	Approx. Number of units required	Earnest Money (Rs.)	Period of completion (in days)	Delivery Point
1.	Supply, Installation, testing and Commissioning of Automated Sanitary Napkin Vending machine	120	Rs. 50,400/- (Rupees Fifty Thousand and Four Hundred) only	20 days from the date of receiving of Supply Order	At 120 school point within Howrah district
2.	Supply, Installation, testing and Commissioning of Automated Sanitary napkin Incinerator	30			At 30 school point within Howrah district

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 2) **The quantity of the items mentioned above may not be treated as final. The Quantity and/or any of the above mentioned items for which supply order will be given may change later on depending upon available of funds and necessity.** A final list containing the name of the Schools will be provided along with supply order. However a tentative list is being annexed.
- 3) **Deposit of Earnest Money (EMD):** Earnest Money of Rs. 50,400/- (Rupees Fifty Thousand and Four Hundred) only may be remitted through **Net-Banking / NEFT on or before 19/12/2017 at 12:00 hrs.**
- 4) **Exemption of EMD:** The following bidders shall be exempted from deposition of Earnest Money. The bidders as per eligibility will have to upload the scanned copy of the documents as specified below in support of their claim for exemption of EMD during submission of bid on-line:


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Sl.	Category of Bidders	Documents against exemption of EMD
1	State/ Central Government Organisations/ PSU	Upload Digitally signed Self-declaration
2	DGS&D/ NSIC Registration firm	Upload Digitally signed Notarised copy of valid and complete DGS&D/ NSIC Registration certificate for the tendered item and attested by Notary Public
3	Micro/ Small Enterprise/ Small Scale Industries (SSI)	Upload digitally signed Notarized copy of Valid and Complete Micro / Small Enterprises [MSE] Registration certificate for the tendered item issued by District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises or Government of West Bengal.

The offers submitted shall be considered valid only when accompanied by EMD as per the details mentioned above or relevant documentary evidence for exemption of EMD. In case of non submission of the EMD or documentary evidence towards exemption of EMD as detailed above the tender shall be treated as non-responsive and will not be processed further.

- 5) **Refund of EMD:** The Earnest Money will be retained in the case of successful bidder. The Earnest Money deposited by the successful bidder will be settled with Security Deposit from the bidder.
EMD of the unsuccessful bidder shall be refunded immediately after finalization of the tender.
EMD shall be forfeited if any bidder withdraw their offer before finalization of the tender or fails to submit order acceptance within 07 days from the date of order.
- 6) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
- 7) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated as follows:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	04/12/2017
2	Documents download/sell start date (Online)	04/12/2017 at 18:00 hrs
3	Both Technical and Financial bid submission starting date (Online)	04/12/2017 at 18:00 hrs
4	Documents download / sell end date (Online)	19/12/2017 at 12:00 hrs
5	Both Technical and Financial bid submission closing date (Online)	19/12/2017 at 12:00 hrs
6	Last date of submission of EMD (Online)	19/12/2017 at 12:00 hrs
7	Bid opening of Technical Proposal (online)	21/12/2017 at 12:00 hrs
8	Meeting on Technical Evaluation	22/12/2017 at 12:00 hrs
9	Bid opening of Financial Proposal (online)	Will be communicated later


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- 8) The **FINANCIAL OFFER** of the prospective Bidder will be considered only if the **TECHNICAL BID** of the bidder is found qualified by the '**Tender Evaluation Committee (TEC)**' approved by the District Magistrate & District Collector, Howrah. The decision of the '**Tender Evaluation Committee**' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 9) **Eligibility criteria for participation in the tender.**
- A. **Basic Eligibility:** The bidder should be either of the following :
- Indian Manufacturer of the tendered item OR
 - Indian Selling Agent/ Dealer/ Distributor authorized by the Indian Manufacturer of the tendered item, if the manufacturer does not quote directly as matter of policy. Bidders must submit complete detail of development facility which must contain a) List of qualified manpower b) list of project designed and executed earlier.
 - Bidders shall have minimum 2 years of experience of designing and manufacturing Sanitary Napkin Vending Machine and/or Incinerator. Relevant certified documents establishing supply of the item(s) in last 2 years must be submitted along with the bid.
 - The Successful bidder has to make Supply of the above mentioned items as per recommended specifications only.
 - Bidder to furnish an undertaking to the fact that the equipment quoted to be supplied shall be brand new equipment and not a refurbished one.
- B. **Guarantee/ Warranty parameters:** The Bidders shall be fully responsible for manufacturer's warranty in respect of proper design, material, quality, workmanship and correctness of the parts and items shall have guarantee of 12 months from the date of fitment on the equipment or 18 months from receipt and acceptance of material at school point, whichever is earlier.
- C. **Warranty Replacement:** The Supplier shall be responsible for any defects that arising from faulty materials, design or workmanship and shall remedy such defects at his own cost when called upon to do so Bidder have to submit an undertaking along with each lot of supply, that the firm shall replace the defective material / prematurely failed material free of cost within three months upon receipt of intimation from the school level.
- D. **Identification Mark:** The Bidders must have system as per ISO norms/ ISO compliant for the manufacture of Sanitary Napkin Vending Machine and/or Incinerator.
- E. **After sales & service:** The successful bidder will have to impart a **know how session/ demonstration** on how to use and maintain the tendered item to the representatives of schools at each **Delivery & Installation point** at the same day of supply and installation of the item . The arrangements have to be made by the successful bidder's own cost and mechanism keeping liaison with the concerned designated official on behalf of District Magistrate, Howrah. The Manufacturer/ Supplier should also provide after sales & service support for the item supplied by them free of cost upto a period of 12 months from installation of tendered items.


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F. Provenness Criteria:

The bidder should be a proven source. The criteria for proven-ness will be as follows: Bidder must have supplied the tendered item/ tendered item of higher capacity/ size/ version in the past to the other Industries (Private or Government/ Public Sector Undertaking (PSU)) and performed satisfactorily.

N.B. The Bidder will have to submit satisfactory performance report for type and model of item , based on which provenness is sought to be considered, issued by authorized representative of the company . However the Authority reserves the right to verify the above or get performance directly from concerned buyers/customers/end users of the item (against past supplies)of the Bidder, based on which proveness is sought to be considered.

[Non-statutory documents]

- G. All Intending bidders should have the following documents: i) Valid Trade License, ii) PAN Card, iii) **GST Registration Certificate**, iv) Professional Tax certificate and latest Professional Tax paid challan, v) Acknowledgement of Income Tax challan of latest Assesment year, vi) **Credentials regarding supplying of the quoted items. Scanned copies of the stated documents are to be uploaded using digital signature to the website accompanied with the Technical Bid Documents. It is mandatory to upload each of the aforesaid documents, failing which the bid(s) may not be considered for Technical Evaluation and may be rejected.**

[Non-statutory documents]

10) Technical Specification Parameters:**A) sanitary Napkin Vending Machine**

1. Machine Dimensions: Approx. 600mm (W) x 150 mm (D)x 600mm (H), 1.6 mm MS enclosure with powder coated anti rust proof paint
2. Electricals: Normally 220V/50Hz/5Amp power supply with 10 to 20 Watt power consumption.
3. Mounting: Wall mounted type, easily removable
4. Capacity: Minimum 30 to 40 small napkin pack of 230 mm dimension would be in one loading
5. Electronic programmable
6. Spiral Vending Mechanism with variable slot
7. No. of selections: Single / double
8. Coin Acceptances: INR all denominations
9. Front panel LCD should display product price and quantity available
10. LCD display with Back Light and Dark characters should indicate transaction details
11. Audible Buzzer beep sound needed to alert transaction
12. "No Stock" message to be displayed when there is no stock of napkins
13. It should not accept excess coin over the preset value of the napkin
14. Should automatically block coin entry when there is no stock or it should arrange for refund in case of no stock
15. There should be a provision for stock lock out
16. Non-resettable electronic counter for future sales audit function
17. Automatic inbuilt battery backup function for one hour with indicator and low battery cut off function
18. Power Consumption: One unit per month
19. There should be no wait time programmed between a successful completed transaction and a new transaction.
20. Warranty period : One (1) year and mandatory two (2) years Annual Maintenance free of cost.



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B) Sanitary Napkin Incinerator

1. Machine Dimensions (external): Approx. 300mm (W) x 250 mm (D)x 600mm (H) [+/- 10%]
 2. Advanced fully automated technology
 3. Just open and close easy to use
 4. Loading: Manual front loading
 5. Electrically operated
 6. Wall mountable (Provision For Stand Also Required-Optional Stand At Additional Cost). Very compact in size can be mounted inside the toilet
 7. Ceramic Insulation for excellent thermal protection
 8. Auto-cut Off to be provided
 9. MS cabinet with epoxy anti rust proof painting for superior finish , Machine is dual chamber (Primary and Secondary) and the burning chamber is of SS304.
 10. Ash Collection Tray: of dimension 200x150x15 (mm) +/- 10%. Residue Ash should be <1 gm per napkin.
 11. Smell free burning process. It should strictly meet the norms of Central Pollution Control Board (CPCB)
 12. Temperature Cut-off with LED display and timer display
 13. ISI Marks electrical parts to be used.
 14. Capacity per cycle: 15 to 20 pads per cycle
 15. Capacity per day: 135 to 180 pads per day
 16. Heater Wattage: 800-1000 watt +/- 10%
 17. Safety Features : MCB Fitted
 18. Warranty period : One (1) year and mandatory two (2) years Annual Maintenance free of cost.
- 11) **Security Deposit:** Successful bidder shall have to submit Security Deposit @8% of total tender value with the acceptance letter within 7 days of receiving the work order from this end in the form of Demand Draft/ Bankers Cheque issued from any nationalized or scheduled bank drawn in favour of the "**District Sarva Shiksha Mission Office, Howrah**" payable at Howrah. The Bankers cheque submitted towards Security Money shall be valid for a minimum period of 03 months beyond the stipulated delivery period. Failure to deposit the required Security Money within the specified period shall entail cancellation of Supply Order and the case shall be processed to order elsewhere and the firm's performance to be kept in recorded for future dealing. **No interest will be paid on Security Deposit.**
- Refund of Security Deposit:** The Security Deposit shall be refunded after satisfactory execution of work as stated in the e-tender after a period of 06 (months) since the completion of supply of the items. For unsatisfactory performance and/or failure, the Security Deposit shall be forfeited.
- 12) Payment will be made in Offline mode after complete satisfactory delivery and receiving of original bills in triplicate along with delivery challan certified by the Authority at each Delivery Point after deduction of ITDS as applicable as per West Bengal Financial Rule. In any case no extra claim for escalation of price will be consider.
- 13) The intended bidder, at his own responsibility, risk and cost, is encouraged to visit the delivery points and its communication and obtain all necessary informations that may be required for preparing and participating into the bid.
- 14) Bid shall remain valid for a period not less than **180 (one hundred eighty)** days from the last date of submission of Financial Bid / Sealed 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.
- 15) The Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.
- 16) Prospective applicants are advised to note carefully the detail Tender Notice and minimum qualification criteria as mentioned in '**Instructions to Bidders**' before tendering the bids.
- 17) **Conditional / Incomplete tender will not be accepted under any circumstances.**

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18) The intending Bidders are required to quote the rate *online*.

- 19) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 20) The Authority reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 21) The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
- 1) Financial Capacity
 - 2) Technical Capability comprising of personnel & equipment capability
 - 3) Experience / Credential
- 22) **The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and also on the verification of the quality of samples to be presented compulsorily by the bidder on the day of Technical Bid Evaluation i.e. on 22/12/2017 at 12:00 noon. If any document submitted by a bidder is found either manufactured or false, in such cases the eligibility of the bidder / Bidder will be rejected at any stage without any prejudice.**
- 23) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.


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Memo. No. 692/1(14)/SSM/PMRS

Dated: 01.12.17

Copy forwarded for information to:-

1. The Sabhadhipati, Howrah Zilla Parishad.
2. The District Magistrate, Howrah.
- 3-5. The ADM (Gen)/ ADM (P)/ ADM (LR), Howrah.
4. The Chairman, DPSC. Howrah
5. The Sub - Divisional Officer, Sadar, Howrah
6. The Sub - Divisional Officer, Uluberia, Howrah
7. The Treasury Officer, Treasury-I, Howrah
8. The Deputy Project Director, WD, Howrah
9. The District Planning Officer, DPLO, Howrah
10. The District Project Officer, SSM, Howrah
11. The Nazareth Deputy Collector, Howrah
12. The District Inspector of Schools (PE), Howrah
13. The District Inspector of Schools (SE), Howrah.
14. The Officer-In-Charge , E-Governance, Howrah for uploading one copy in district website


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INSTRUCTION TO BIDDERS**General guidance for e-Tendering:**

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

i. Registration of Contractor:

Any 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://wbtenders.gov.in>.

ii. Digital Signature certificate (DSC):

Each contractor 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 stated in Clause A.1. above. DSC is given as a USB e-Token.

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

iv. The bidders have to remain present with one sample of the item(s) on the Technical Bid Opening Day.

v. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. 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). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

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

(a). Statutory Cover Containing the following document(s):

Seal & Signed of Pre-qualification Application (Form - I) with Notice Inviting Tenders (NIT) and the Instruction to Bidders


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

- 1) **Valid Trade License, Professional Tax (PT) certificate with latest deposit receipt challan, PAN Card, IT Return for the latest Assessment year i.e. 2016-2017, GST Registration Certificate and credentials regarding supplying of the quoted items.**
- 2) Registration Certificate under Company Act. (if any).

**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.

My Document

SI No	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. GST REGISTRATION CERTIFICATE & AKNOWLEDGEMENT 2. PAN 3. PTAX (CHALLAN) LATEST 4. LATEST IT RECEIPT (2016-17)
B	CREDENTIAL	CREDENTIAL	(a) SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER

NOTE: BLACK & WHITE READABLE SCAN, MULTIPAGE SCAN, DPI MAX 200-300

(c) Evaluation of Tenders:

1. Evaluation Committee constituted as per Order of the District Magistrate & Collector, Howrah will function as Evaluation Committee for selection of technically qualified bidders.
2. Opening & evaluation of tender:

If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished **as per Point 4 of detail e-Tender Notice.**

3. Opening of Technical Proposal:

Technical proposals will be opened by the Additional District Magistrate (Development), Howrah and the District Project Officer, Howrah from the website using their Digital Signature Certificate (DSC).

4. ***It is mandatory to all participating bidders to remain present at the Conference Hall of the Bungalow of the District Magistrate, Howrah on the bid opening day i.e. on 22/12/2017 at 12:00 noon for Evaluation of Technical Proposals. They have to be present compulsorily with the samples of the product they intend to supply. The quality of the product will be considered as one of the parameters for evaluating bids.***

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5. 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 Documents the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified Bidders will be uploaded online.
8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
9. During evaluation the committee may summon of the Bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Financial Proposal

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ).
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

vi) Rejection of Bid:

Authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

vii) Award of Contract (AOC)

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

N.B.: In case any corrigendum/ addendum is issued the scanned copy of the corrigendum/ addendum notice will be uploaded on the e-Procurement Portal where the original NIT has been published. It will bidders responsibility to see and keep track of the same on the website and act accordingly.


Additional District Magistrate (Development),
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FORM - I

PRE-QUALIFICATION APPLICATION

To
The District Magistrate &
District Collector, Howrah

Ref : Tender for

(Name of work)

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e-N.I.T. No.:

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of in the capacity duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filing:-

- 3) Statutory Documents.
- 4) Non Statutory Documents.

Date:

.....
 Signature of applicant Including title
 and capacity in which application is made.