

West Bengal Pharmaceutical & Phytochemical Development Corporation Ltd.
1, Biplobi Trailokya Maharaj Sarani (Brabourne Road),
Ilaco House, 2nd floor, Kolkata – 700 001

E-TENDER NOTICE

No. WBPPDCL/Tender/RM//HHUP/01/22-23

Dated 14.10.2022

West Bengal Pharmaceutical & Phytochemical Development Corporation Limited, a Government of West Bengal Undertaking invites e- Quotation(s) from the Manufacturer / Supplier for the following items:

Procurement of RAW MATERIAL .

| e-tender no.01 date_14.10.2022 | Sl. No. | Product | Quantity | Pack size | EMD |
|-------------------------------------|---------|---|----------|-----------|-----------------------------------|
| WBPPDCL/Tender/HHUP/ RM/01/22-23 | item1 | Citronella Oil (Java) I.S 512 : 1988 | 3500Ltrs | 200 Ltr | Rs 5000/- For each item. |
| | item2 | Eucalyptus Globulous Oil I.S 328 : 1992 | 5000Ltrs | 50 Ltr | |
| | item3 | Eucalyptus Citriodora Oil I.S 9257:1993 | 800 Ltrs | 200 Ltr | |
| | Item4 | PINE OIL 40% I.S-5757, 1992 Coal Tar Oil | 8000 Ltr | 200 Ltr | |
| | Item5 | Castor oil –I.S 435 :1973, 2010 | 9000 Kgs | Drum | |
| | Item6 | Acid Slurry | 5000 Kgs | DRUM | |
| | Item7 | Coal Tar Oil | 5000 kgs | TANKER | |
| | Item8 | Rosin N | 2000 Kgs | | |
| | Item9 | Preventol KMX | 4000 Kgs | DRUM | |

1. General Instructions:

In the event of e-filing, in tending bidder may download the tender documents free of cost from the website <https://wbtender.gov.in> directly with the help of Digital Signature Certificate & Earnest Money Deposit (EMD) of above-mentioned amount to be submitted online through Net Banking only. The word “authority” means West Bengal Pharmaceutical & Phytochemical Development Corporation Ltd. or WBPPDCL in short.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtender.gov.in> within the scheduled date/time mentioned below. All papers must be submitted in English language.

3. Date and Time Schedule:

| Sl. No. | Particulars | Date & Time (IST) |
|---------|--|--|
| 1 | Date of uploading of N.I.T. & other Documents (online) (Publishing Date) | 18.10.2022, 11:00 AM |
| 2 | Documents download/sell start (Online) | FREE download on and from 18.10.2022, 11:00 AM |
| 3 | Documents download/sell end date | 28.10.2022, 04:00 PM |
| 4 | Bid submission start Date (On line) | From 18.10.2022, 11:00 AM |
| 5 | Bid submission closing Date/Time(Online) | 28.10.2022, 05:00 PM |
| 6 | Bid opening date for Technical Proposal(Online) | 01.11.2022; 12 Noon |
| 7 | Bid opening date for Financial Proposal(Online) | 03.11.2022; 12 Noon |

4. Eligibility for Quoting/bidding:

Only Manufacturers, Direct Importers, authorized distributors/suppliers are eligible for quoting. The price is to be quoted in Indian Rupees (INR) including cost of insurance, packing, forwarding, freight charges, GST EXTRA, etc.

5. Submission of Tenders:

The tender is to be submitted in a two Bid System (check list given at the bottom):

[A] Technical Bid:

STATUTORY Cover (SINGLE FILE MULTIPLE PAGE SCANNED) containing the following documents:

- Signed and stamped copy of NIT
- Earnest money deposit receipt
- Local SSI units should upload certificate of registration/EM II for claiming EMD exemption.

NON-STATUTORY cover will include the following documents:

“Essential Requirements of the Tendering Firm for participation” shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

| Sl. No. | Category | Sub-Categor | Sub Category Description (copy) |
|---------|-------------------------|------------------|---|
| A | Certificates | A1. Certificates | PAN Card of the authorized signatory |
| | | | Professional Tax Registration certificate |
| | | | GST /TIN/Registration certificate |
| B. | COMPANY DETAILS | | Manufacturing & Factory License |
| C. | CERTIFICATES & LICENSES | C1: | . Essential Oil manufacturer (for respective bid) should have Credential of manufacturing and supplying similar amount in a year, preferably to a Govt. Company. |
| D | FINANCIAL INFO | | IT and GST RETURN OF LAST QUARTER |

2. COVER “B”:

[B] FINANCIAL BID

(i) BOQ in INR (in excel sheet)

The folder as “Financial Bid” shall contain base price in Indian Rupee including cost of insurance, packing, forwarding and GST - Extra etc as per BOQ.

6. Evaluation of the tenders

During the tender evaluation process, the “Bid A” will be opened first. Those Tenderer who have qualified the essential & other requirements will be identified and only their “Bid B” i.e. Financial bid will be opened. The “Bid B” of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected. The Tenderer who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items. However, inspection of production facility may be undertaken at a later stage after opening of financial bid.

The “Bid B” (Financial Bids) of only these tenderers passing the essential and other requirement test will be opened.

If found suitable in the context of above prequalification etc., the Tenderer quoting the lowest rate will generally be considered as successful. Price comparison will be made on the basis of “Total value with taxes and other charges” payable at destination.

Authority will also reserve the right of selecting more than one supplier at the approved rate if so decided for ease of business.

However, the authority will reserve the right to reject any tender without assigning any reason and will also reserve the right to select any bid other than the lowest bid.

7. Earnest Money Deposit (EMD):

Each tenderer has to submit, unless exempted under the existing orders of the West Bengal Govt., Earnest Money. The details are noted below.

| Name Of The Bank | Branch | A/C No. | IFSC |
|---------------------|----------------|-------------|-------------|
| State Bank of India | Brabourne Road | 11000009422 | SBIN0030146 |

In one BOQ whatever be the number of items (one or more) @ Rs 5000/- for each item multiplied by no. of items quoted.

The earnest money is to be deposited (scanned copy of receipt in online mode should be submitted during bidding. The onus of proving that a Tenderer is exempted from Earnest Money Deposit will lie on the Tenderer and it must be proved by submission of valid documents.

The earnest money of the Tenderer will be liable to be forfeited if the Tenderer withdraws from the tender process as a whole or for any particular item or items at any stage after the opening of the tender, or fails / refuses to enter into written agreement or refuses to comply tender terms for any or all of the items accepted within the time specified when requested to do so or fails to do within the stipulated time.

The Earnest Money of the unsuccessful tenderers will be refunded after finalization of the tender or within 3 (three) months from the date of opening of tender whichever is later against the specific prayer of Tenderer. For the successful tenderers, the EMD will be adjusted after compliance of the first supply order.

8. RATE:

Per unit rate on FOR at Kalyani Unit, Nadia and North Bengal (Jalpaiguri) unit basis, or to our Godown at KOLKATA basis.

The price is to be quoted in Indian Rupees (INR) including cost of insurance, packing, forwarding, etc. but excluding of GST etc. which shall be quoted separately in the template for Bill of Quantities (BOQ). Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities.

Freight charges shall be considered on actual basis as per destination and quantity during billing.

Rates are to be quoted as per uploaded BOQ format only.

Price comparison will be made on the basis of “Total value with taxes and other charges” payable at destination.

9. ORDER & SUPPLY:

Orders for the supply of the approved items will be placed with the successful tenderers after the completion of tender procedure, and such supply shall have to be made in such installments as may be fixed or spread over the period to be specified in the supply orders to be made in pursuance of the agreements. The successful Tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

When provided by the authority, materials are to be delivered duly packed in those packets only.

10. Withdrawal /Cancellation & Purchase Policy of Tendering Authority:

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.

The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.

The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.

Purchase will, however be made following the existing purchase policy of the WBPPDCL as amended.

11. Important Instruction with regard to submission of tender.

The rate should be quoted in Indian Rupees (both in figure and words) for a particular item of the offered item only as mentioned in the appropriate column of the BOQ (Alternative offer will not be accepted).

12. Inspection:

The authority may inspect at production site or take other necessary step if required at any stage of the tender/purchase process and reserve the right to decide accordingly.

13. The authority WILL NOT compromise with the quality of materials.

14. PAYMENT TERMS:

Payment terms (60 days credit basis of order compliance) subject to supply of the materials as per specification as provided in the tender documents and the catalogue and finalized and quality confirmation.

Materials are to be supplied duly packed and within period as specified in the supply orders.

15. Validity Period of Agreement.

Rates will remain valid for **one year** from the date of ACCEPTANCE of the BID by this organisation.

16. Any modification/amendment/extension of date/change of schedule/other clauses/details of the tender will be published in the Government of West Bengal tender portal <https://wbtender.gov.in> with supporting advertisement in the website of the authority <http://www.wbppdcl.com> and office notice board but *WITHOUT ANY advertisement in newspaper or other media.*

17. INQUIRY:

For any inquiry the interested quotationers may send e-mail to wbppdcl@gmail.com or visit our website: <http://www.wbppdcl.com> or contact to 07980165380, 09883413250, 08902555822 well ahead of closing hours mentioned above.

DEBASISH RAY
Procurement Department
WBPPDCL

CHECK LIST

| Sl. No. | Items | Pl mark | | Page no. |
|---------|---|---------|----|----------|
| | | Yes | No | |
| 1 | Application submitted in Annexure I & Copy of NIT signed by tenderer. | Yes | No | |
| 2. | Copy of PAN Card, GST registration, Manufacturing License & Factory License, P.TAX of the Company | Yes | No | |
| 3. | Copy of EMD (on line) deposit receipt | Yes | No | |
| 4. | ALL other essential documents required for lawful business. | Yes | No | |
| 5. | Traders should submit Trade License | Yes | No | |
| 6. | Essential Oils manufacturer should submit copies of credential as noted in the respective table above. | Yes | No | |
| 7.. | Returns of IT and GST for the latest quarter submitted | Yes | No | |