

**MOTHER DAIRY CALCUTTA
P.O - DANKUNI COAL COMPLEX,
DIST. - HOOGHLY, PIN - 712310**

Ref No.: WBMDC/PUR/22-23/TENDER-088

Date : 24.03.2023

E – NOTICE INVITING TENDER

A. PREFACE

The Mother Dairy Calcutta invites e-tenders in prescribed forms for Engagement of a Firm of Chartered Accountant / Cost Accountant for miscellaneous jobs of Mother Dairy Calcutta Employees' Provident Fund Trust for ONE year. (Submission of Bid through online).

B. SCHEDULE

Sl No.	Nature of the work	Eligibility For Participation	Earnest Money (Rs.)	Bid Validity	Time Allowed For Completion	Cost of Tender Document	Estimated Tender Value (Rs)
1.	Engagement of a Firm of Chartered Accountant / Cost Accountant for miscellaneous jobs of Mother Dairy Calcutta Employees' Provident Fund Trust for ONE year	Bidder should have sufficient working experience in any Govt. / reputed organization of similar nature of work and it should be supported by current certificate issued by competent authority / photocopy of work order / photocopy of job completion certificate etc.	6000/-	120 days	365 days	Rs 525/- (including GST)	300000.00

C. APPLICATION:

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 as per Time Schedule stated herein under Sl. No:- D. Necessary Earnest Money & Tender Fee to be paid on line in favour of '**MOTHER DAIRY CALCUTTA**' payable at Kolkata.

a. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non-Statutory) and financial folder concurrently duly digitally signed in the website **<http://wbtenders.gov.in>**.

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- b.** The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL Document** of the tenderer found qualified by the 'Tender Committee'. The decision of the 'Tender Committee' will be final and absolute in this respect.
- c.** The tenderers shall adopt the item service charge and required to quote his rate item-wise as specified in tender schedule (B.O.Q).
- d.** The acceptance of lowest tender is not obligatory and the authority reserves the right to accept or reject any of all the tenders without assigning any reason whatsoever.
- e.** Conditional and/or incomplete tender will be rejected summarily.
- f.** This notice shall form part of terms & conditions of the tender and the tenderer is bound to abide by them.
- g.** The firm who submitted false credentials / set back from the work after bidding lowest rate and acceptance/withdrawn from the job / not completed the work after token start earlier in this organization should be barred from participation in the tender.
- h.** Firms black listed by any Govt. / Semi-Govt. organization are not eligible to participate in the tender. Contractors shall give an undertaking in this regard.
- i.** Contractors should not have a conflict of interest.
- j.** Duly attested / certified copies of the following documents are to be enclosed in the tender along with the e-application with authorized address & contact details of the tenderer. The originals are to be shown on demand:

GST Registration Certificate

PAN

Current IT Return

Valid Trade License

ICAI No

CAG empanelment no

Partnership Deed (for Partnership Firm) or Articles of Association and Memorandum (in case of Company).

Credentials

- k.** In the event of the application being submitted by a Firm, it must be signed separately by each Member of the Board of Directors / Partners or in the event of absence of any Partner, it must be Signed on his / her behalf by a person holding a Power of Attorney authorizing him / her to do so.
- l.** Tenderers are requested to submit their e tender forms along with all relevant documents as mentioned above. Tender will be treated as invalid if any of the required documents is not enclosed.
- m.** Chief General Manager reserves the right to place order(s) on one or more bidder(s) for required quantity and may accept any or reject any or all tenders without assigning any reason what so ever.

D : IMPORTANT INFORMATION**Date & Time Schedule**

Sl. No.	Particulars	Date & Time
01.	Date of uploading of Tender Document online (Publishing Date)	28.03.2023
02.	Documents download start date (Online)	28.03.2023
03.	Documents download end date (Online)	15.04.2023
04.	Bid submission start date (Online)	28.03.2023
05.	Pre-bid meeting	06.04.2023 at 2 pm
06.	Bid submission Closing (Online)	15.04.2023 at 2 pm
07.	Bid Opening date (Online)	17.04.2023 at 2 pm

Chief General Manager

SECTION - A
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 contractor 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 contractor 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. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

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 documents:

1) COST OF TENDER AND EMD

Cost of tender and EMD as prescribed in the **TENDER DOCUMENT**. against each of the serial of work in **Favour of Mother Dairy Calcutta, Payable at Kolkata**

2) Tender Document

3) N.I.T.

(NIT, Tender Document, and All Corrigendum, if any, downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

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

- i. Professional Tax (PT) deposit receipt challan , Pan Card, IT Receipt , GST Registration Certificate / GST Return Receipt.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. FSSAI-2006 License and Rules & Regulation 2011, BIS Certificate

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

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab 'Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	GST & Service Tax Registration Certificate & Acknowledgement. PAN. P. Tax (Challan) . Latest IT Receipt. IT Receipt for Assessment year 2021-2022.
B	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) -Structure & Org.] Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.

INSTRUCTION OF ONLINE PAYMENT OF E.M.D. & TENDER FEE FOR
PARTICIPATING e-TENDER

The following steps are to be followed:

1. Open www.wbtenders.gov.in
2. Right Hand Side----- Last Option----- Click on Bidders Manual Kit.
3. Down load the pdf file and read it carefully before starting your bid.
4. There are two online payment option—a) Net Banking (ICICI Bank) b) NEFT
5. If anyone choose NFT option for online payment, it is mandatory to start your bidding process at least four bank working days before the date of closing tender. Otherwise you have only option to pay online payment through Net Banking.
