

BENFISH
West Bengal Fishermen's Co-operative Federation Ltd.
(An organization under Fisheries Department, Govt. of West Bengal)
31 G.N. Block, Sector – V, Salt Lake, Kolkata – 700091

Memo No. 707/IV-291/11

Date: 04/07/2019

NOTICE INVITING e-TENDER
N.I.T No.:- BENFISH/MD/NIT-14(e)/2018-19

On behalf of the Fisheries Department, Govt. of West Bengal the undersigned invites e-tender from reputed Insurance Companies duly registered by IRDA for Group Personal Accident Insurance for active fishermen as per following schedule:

Sl. No.	Name of work	Estimated Amount (Rs)	Earnest money	Period of claim settlement
1	<p style="text-align: center;">Group Personal Accident Insurance for active fishermen</p> <p style="text-align: center;"><u>Sum Insured / Insurance Compensation</u></p> <p>(i) Minimum Rs. 2.00 lakh for death, missing cases and permanent total disability. (ii) Minimum Rs. 1.00 lakh for partial disability. Number to be Insured: 2,21,563 nos of fishermen. <i>Description of insurance coverage is in Section A & BOQ</i></p>	Not Applicable	443126/-	30 days

Eligibility criteria for participation in the tender:

Reputed Insurance Companies duly registered by IRDA having experience in insurance coverage with proper credential and also having requisite documents as specified in the guidelines of NIT are eligible to participate in Bid/Tender.

Intending companies desirous of taking part in this e - tender may visit Website – www.wbfisheries.in for the e - tender notice & other details. But submission of bid will be through the web site www.wbtenders.gov.in only by using Company's login ID and password.

The e- tender consists of two bid systems (i) Technical Bid (ii) Financial Bid and companies will be selected on the basis of eligibility criteria, technical evaluation and financial evaluation.

In the event of e-filing intending bidders may download the e-tender documents from the website directly by the help of Digital Signature Certificate (DSC) & same document may be submitted along with earnest money through e-filing as per e-tender time schedule.

Time Schedule of e- tender:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIT & other Documents (online) (Publishing Date)	05.07.2019
2	Documents download start date (Online)	09.07.2019 from 10.00 AM
3	Documents download end date (Online)	30.07.2019 upto 2.00 PM
4	Bid submission start date (On line)	09.07.2019 from 10.00 AM
5	Pre bid meeting	19.07.2019 at 2.00 PM in the chamber of TIA
6	Bid Submission closing date	30.07.2019 upto 2.00 PM
7	Submission of all hard copies of submitted documents (One Set)	Up to 31.07.2019 (4.00 PM)
8	Date ,Time and place of Opening of Technical Bid through the Website https://wbtenders.gov.in	01.08.2019 at 2.00 PM
9	Technical Bid Uploading	05.08.2019
10	Date and Place of opening of Financial Bid through the website https://wbtenders.gov.in	07.08.2019

Before e – filing the intending bidders should follow the instructions of Section A [*Description of insurance coverage*], Section B (*General guidance and terms & conditions for e-tender*) & Section C [*Different Forms*].

Managing Director, BENFISH &
Tender Inviting Authority

Memo no.**Dated:**

Copy forwarded for information and necessary action to:-

- 1- 2) The Sabhadhipati, South 24 Pgs. / PurbaMedinipur.
- 3) The Principal Secretary to the Govt. of WB, Fisheries Dept
- 4) The Director of Fisheries, West Bengal, 31, G.N. Block, Sector-V, Salt Lake City, Kolkata-700091.
- 5-6) The District Magistrate, South 24 Pgs. / PurbaMedinipur.
- 7) The Director, Department of Information & Cultural Affairs, Govt. of West Bengal, Nabanna, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah, Pin-711102.
- 8 – 9) The Assistant Director of Fisheries (Marine), Diamond Harbour, South 24 Pgs. / Contai, PurbaMedinipur
- 10) Office Notice Board.

Managing Director, BENFISH &
Tender Inviting Authority

Section A

Description of works

Insurance coverage is required for the following cases (due to accident)

1. Death.
2. Loss of both Limbs / eyes
3. Loss of one Limb / eye
4. Permanent total disability / Partial disability
5. Missing cases for a period of 7 years

Period of Insurance: One year from the date of commencement and renewable thereafter.

Age of fishermen : Between 18-65 years.

Number of Insurer: 2,21,563 nos. fisherman.

Sum Insured / Insurance Compensation :

1. Minimum Rs. 2.0 Lakh for death, Missing cases and permanent total disability.
2. Minimum Rs. 1 Lakh for partial disability.

Intimation Period: Within 03 (Three) month from date of occurrence.

Claim settlement time: All the claims in respect of death, missing, permanent / partial total disability should be settled within 1 (one) Month from the date of submission of Claim Form supported by following documents:-

1. Claim Form duly filled in.
2. FIR of the incident.
3. Death Certificate of the deceased, issued by the competent authority. (for death case only).
4. Identity card issued by Fisheries Department and Voter Id card / Ration Card / Panchyat certificate.
5. Post Mortem report reflecting the cause of death (for death case only).
6. Affidavit of the claimant in original (from the legal heir/s for death case only).
7. Indemnity bond from the nominee / heir and sponsoring agency. (for missing case only).
8. Police report in respect of missing (for missing case only).
9. Doctor's report certifying the person's disability due to accident (for disability case only).
10. Police report of the accident (for disability case only).

Managing Director, BENFISH &
Tender Inviting Authority

Section B
General guidance and terms & conditions for e- tender

I. General process of submission e- tender

1. Registration of bidder: Any bidder willing to take part in the process of e-tender will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> the bidder is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC): Each bidder 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>). 1. DSC is given as a USB e-Token.

3. Collection of e - tender documents: The bidder can search & download N.I.Q. & Tender Document(s) electronically from computer once he logs on to the website: <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of e- tender documents.

4. Deposition of requisite Earnest Money: A bidder desirous of taking part in this e - tender shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password. He will select the tender to bid and initiate payment of pre-defined EMD for that e- tender 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.

The amount of Earnest Money is Rs. 4,43,121.00

The participants may submit the EMD through RTGS/NEFT in favour of M/S West Bengal State Fishermen's Co-Operative Federation Ltd. Payable at Kolkata. Name of Bank:- ICICI Bank, A/C No:- 110301001456, IFSC Code:- ICIC0001103 Servicing Branch:-Kolkata Salt-Lake Sector-III Branch, NEFT/RTGS.

5. Online Submission of Bid with required documents: Bids are to be submitted online through the website stated above within the stipulated date and time as given in the NIT. Bids are to be submitted in two folders at a time for the work, one is Technical Bid / Proposal and the other is Financial Bid /Proposal. The bidders shall carefully go through the all documents of the NIT and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The bidder needs to fill up the rates of item including all charges in the BOQ downloaded for the work and upload the same in designated location of Financial Bid. The documents uploaded are

virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum / corrigendum related to the tender and upload the latest documents as part of the tender document. Documents uploaded by the bidders with all information & rates comprising Technical bid and Financial bid cannot be changed after last/end date for submission of e-tender. Both Technical bid and Financial Bid are to be submitted concurrently duly signed digitally in the website: <http://wbtenders.gov.in>.

A. Technical Bid / Technical Proposal: The technical bid should contain two covers:

a) Statutory Cover containing the following documents:

- i) Signed application – Form I.
- ii) Structure of organization - Form II
- iii) Experience profile – Form IV
- iv) Requisite amount of EMD as prescribed in this NIQ/ NIT has to be made
- v) NIQ / NIT with all documents.

b) Non Statutory Cover containing the following documents:

- i) Income Tax (Saral) Acknowledgement Receipt for AY-2016-17,2017-18,2018-19
- ii) Professional Tax receipt Challan for the 2018-19 / 2019-20 financial year
- iii) PAN Card.
- iv) Valid GST Registration Certificate.
- v) Valid upto date Trade License
- vi) Audited balance sheet for last three years
- vii) Registration certificate under Company Act wherever applicable
- viii) A Company shall furnish the Article of Association and Memorandum.
- ix) Credential certificates along with work order / payment certificate

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions and submit all the documents as required above. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

Bidders are to keep track in the website for all the Addenda and Corrigenda published for a particular e-tender.

B. Financial Bid / Financial Proposal:

- i) 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 online through computer in the space marked for quoting rate in the BOQ. Rates are to be quoted in the form of premium to be paid to the State Government in rupees per beneficiary per year.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

6. Affidavit – ‘Y’ [Form – III] : The intending bidder should execute a declaration through prescribed affidavit [Form III] in **Rs.100/- (Rupees One Hundred)** non-judicial stamp paper of appropriate value duly notarized. The declaration must contains -

- (i) **Certificate that all the statement made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the bidder and he has bound to accept the subsequent penal action as will be imposed by the NIT authority / Competent Authority.**
- (ii) **Certificate that neither his firm nor any constituent partner had been debarred to participate in tender, suspended or black listed by any Government /semi Government organization during the last 5(five) years prior to the date of this NIT.**
- (iii) **The bidder would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and /or as requested by the Department to verify this statement**
- (iv) **The bidder understands that further qualifying information may be requested and agree to furnish any such information at the request of the Department.**
- (v) **Certificate that he has applied in the tender in the capacity of individual/as a partner of a firm.**

If the affidavit in Form III (model form is in **Section C**) is not submitted uploaded (online) the bid will be cancelled.

II. Opening & Evaluation of Tender:

• Opening of Technical Bid:

- a) Technical bids will be opened by the Tender Inviting Authority or his authorized representative electronically from the web site using their Digital Signature Certificate.
- b) Intending Bidders may remain present if they so desire.
- c) While evaluating, the authority may 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.
- d) Statutory documents & non-statutory documents should be open first. If there is any deficiency in the statutory & non-statutory documents in the tender as per requirement of NIT will summarily be rejected.
- e) If any deviation or inadequacy of required documents for participating tender process is detected in the hard copies (submitted physically / by post) from the uploaded (online)

soft copies during scrutiny, only the uploaded soft copies will be processed for evaluation.

f) The authority may ask for original copies of all documents as uploaded by the bidder for further verification, if required.

- **Uploading of summary list of technically qualified Bidders:**

Pursuant to scrutiny and decision of the Tender Evaluation Committee, the summary list of eligible bidders will be uploaded in the web portals.

- **Opening of Financial Bid:**

a) Financial proposals of the Bidders declared technically eligible by the Tender / Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date.

b) The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.

- **Acceptance of rate:**

a) Lowest valid rate should normally be accepted. The Tender Accepting Authority reserves the right to distribute the work amongst more than one bidder with same L1 rate.

b) The Tender Accepting Authority reserves the right to reject any or all bids without assigning any reason whatsoever and he will not be bound to accept either the lowest rate of the bid or any of the bids.

- **Award of Contract :** The Bidder whose Bid has been accepted (L1 bidder] will be notified by the Tender Accepting Authority or his representative through Letter of Acceptance (LoA). The successful bidder is (i) to execute Formal Agreement on Non-Judicial Stamp Paper with the Tender Accepting Authority/ Implementing Authority as may be decided (ii) to pay required tender document fees and (iii) to submit hard copy of Earnest Money Deposit (EMD) within a stipulated period, mentioned in the LoA.

If the bidder fails to comply the honour of the Letter of Acceptance within seven days, his EMD will be forfeited and he may be debarred for participating in any tender in the Department for the next three years for creating hindrance towards development works of the Govt.

On the other hand, strict penal action may be taken against the respective bidder(s) for lodging false objection or complain for obligatory attitude/ creating hindrance towards development works of the Govt.

III. Terms & Conditions:

1. Prohibition on suspended / debarred persons / entities in the bidding of Government Projects / contracts: A person/entity that is suspended / debarred by a procuring entity shall not be allowed to participate in the tender process during the period of suspension /debarment unless the same has been revoked.

2. Earnest Money Deposit: The amount of Earnest Money for the work is Rs. 4,43,126.00

3. Pre-bid meeting: Pre-bid meeting would be held in the office chamber of the Tender Inviting Authority (TIA) on the date scheduled in the NIT in order to acclimatize the prospective contractors/bidders through an interactive open session, replying to their queries, and clear doubts in connection with the tendered work/s, if any. The minutes of this pre-bid meeting containing clarifications if any, would be uploaded by the TIA in the designated tender folder in e-Procurement portal. The bidder or the authorized person of the bidder are allowed to take part in the pre bid meeting and they are required to sign the attendance.

4. Objection regarding prequalifying: In case there be any objection/complain regarding Non-Eligibility in Technical Bid Evaluation, only Intending Bidders or authorized persons on behalf of the Bidders may lodge objection/complain along with specific authentic documents in support of their objection/complain as a proof to the Notice Inviting Authority within 48 (forty eight) hours from the publication time (uploading time in web portal) of the Technical Bid Evaluation and beyond that time schedule (i.e. after expiry of 48 hours) no objection/complain will be entertained as well as without any specific authentic documents as a proof in support of lodged objection / complain, no objection or complain in this regard will be entertained by the Tender Evaluation committee. On the other hand strict penal action may be taken against the respective Bidders for lodging false objection or complain for obligatory attitude/ creating hindrance towards development works of the Govt.

5. Right to change the time schedule of tender:

- In case of any unscheduled holiday or natural calamity on the dates mentioned in the time schedule of tender, the next working day will be treated as scheduled / prescribed date for the same purpose.
- The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.
- Dates, if changed, due to un-avoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.

6. Right to cancellation of tender: The Tender Accepting Authority of the said work reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

7. Right to rejection of bid: The Tender Accepting Authority reserves the right to accept or reject any bid and to cancel the bidding processes and reject any or 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. There shall be no provisions for Arbitration.

8. Bid validity period: Bids shall remain valid for a period of **180** (One hundred eighty) days from the date of opening of Financial Bid. No interest on the deposited Earnest Money shall be allowed if the said bid is cancelled.

9. Withdrawal of bid in a Tender: Withdrawal of bid submitted online is not allowed after scheduled last date of submission. EMD will be forfeited and the L1 bidder/contractor and may be debarred for participation of any tender in the Department for the next three years for creating hindrance towards development works of the Govt.

10. Period of completion of work: 30 (thirty days). Tender Accepting Authority has the right to extend the time of the work in reasonable ground.

11. Time Extension of validity period of contract: That if the work(s) is delayed by: Force majeure, due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, strike or lockout affecting procurement / supply process or any other cause which is beyond the supplier's control, then upon happening of any such event causing delay, the supplier shall immediately give notice thereof in writing to the Tender Accepting Authority / Implementing Authority and request to extension of time. The supplier may also indicate in such a request the period for which extension is desired.

In such case the Tender Accepting Authority / Implementing Authority may give a fair and reasonable extension of time, and reschedule the activity wise 'Milestones' for completion of the work. Such extension shall be communicated to the supplier by the Implementing Authority in writing immediately after getting approval from the Tender Accepting Authority.

12. Taxes & duties to be borne by the Contractor/bidder: All the bidders intending to participate in this e-tender should offer their financial bids inclusive of GST applicable for composite works/Procurement of goods & services, labour intensive component contained in the BOQ. Income Tax, Royalty, GST, Construction Workers' Welfare Cess, labour Insurances EPF and similar other statutory levy / cess will have to be borne by the contractor/bidder and

his/her quoted rate should be quoted accordingly after considering all these charges, and no separate payment towards any of the statutory taxes rents or levies shall be made by the work implementing authority.

13. Fees: Intending Bidders /Tenderers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering but the successful L1 Bidder shall have to pay the fees of requisite set of tender documents through Net banking or RTGS/NEFT for execution of formal agreement. Price of tender document fees per set is Rs. 5000/-

14. Sub contract: The bidder will not be allowed, in any case, to get the work done through any sub-contractor, in case it is detected the tender will be cancelled and the earnest money and security money deposited for the work will be forfeited.

15. Partnership Firm: Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

16. Joint Ventures: Joint Ventures will not be allowed in the tender process

17. Dispute: Any dispute is subject to the jurisdiction of the Hon'ble High Court of Calcutta.

18. Grounds for Penal Measures: The Tender Accepting Authority will have the right to take penal actions against the bidder on the following grounds:

- (a) Submission of false / fabricated documents, detected during scrutiny of technical bids or even at a later stages.
- (b) Withdrawal of bid submitted online is not allowed after scheduled last date of submission.
- (c) Non compliance of Letter of Acceptance (LOA) in a stipulated period.
- (d) Transfers or sublets the rights and benefits under this contract either in part or in whole to any other party.
- (e) Non compliance notice of Implementing Authority to rectify or replace defective materials.
- (f) Fails to execute the work within stipulated period during the tenure of the tender period and/ or its extensions.
- (g) Persistently neglects the written notice (s) of the Implementing Authority to carry out his/her obligations under the contract and/or commits default by not complying with any of the terms & conditions of the contract and does not remedy it, or take effective steps to remedy it.

(h) Bidder being an individual, or a firm, or any partner thereof, shall at any time be adjudged bankruptcy or insolvency as declared by a court of law or by his/her/their activities.

(i) If bidder is convicted of any offence by a court.

Managing Director, BENFISH &
Tender Inviting Authority

Section C
[Different Forms]

FORM-I

APPLICATION

To
The Managing Director
BENFISH
31, G.N. Block, Sector- V, Salt Lake
Kolkata-700091

Ref:- Tender ...for..... (Name of Work)

.....
NIT No. Date.....

Dear Sir,

Having examined the Statutory, Non statutory & NIT 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 capacityduly 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:

- I. NIT Authority can amend the scope & value of the contract bid under this Project.
- II. NIT Authority reserves the right to reject any application without assigning any reason.

Enclosure (s) – e Filing:

- 1. Statutory Documents
- 2. Non Statutory Documents

Date:

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

FORM-II

STRUCTURE OF ORGANISATION

1.	Name of the Applicant		
2.	Address of Communication with pin code		
3.	Telephone No. (Land)		
4.	Mobile		
5.	Fax No.		
6.	Pan No.		
7.	GST No.		
8.	E-mail Id		
9.	Details of Bank Accounts: Name of the Bank: Name of the Branch and: Address with Phone No.: Account No.: IFSC Code:		
10.	Attach an organization chart :Showing the structure of the company with names of key personnel.		

Date:

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

N.B :- THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE BIDDER IN WHICH APPLICATION IS MADE

FORM-III

AFFIDAVIT-“Y”

(To be furnished in Non Judicial Stamp paper of appropriate value duly notarized)

1. I, the undersigned do certify that all the statement made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under signed. I, the undersigned will be bound to accept the subsequent penal action for the above stated reason as will be imposed by NIT authority / Competent Authority without any objection / claim.
2. The under signed also hereby certifies that neither our firm nor any constituent partner had been debarred to participate in tender, suspended or black listed by any Government /semi Government under taking organisation during the last 5(five) years prior to the date of this NIT vide no.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and /or as requested by the NIT Authority / Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agree to furnish any such information at the request of the NIT Authority / Department.
5. Certified that I have applied in the tender in the capacity of individual/as a partner of a firm & I have not applied severally for the same job.

Signed by an authorized officer of the firm
.....
Title of the officer
.....
Name of the Firm with Seal

Date.....

FORM- IV

EXPERIENCE PROFILE

Name of the Firm:

List of works completed for insurance coverage:

Name of Employer	Name, Location and nature of work	Name of consulting Officer responsible for supervision	Contract price	Original Date of Start of work	Original Date of completion of work	Actual date of starting the work	Actual date of completion of work	Reasons for delay in completion (if any)

Note:

- a) Certificate from the Employers to be attached
- b) Non-disclosure of any information in the Schedule will result in disqualification of the firm

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled and his Security Deposit will be forfeited.

Signature of applicant including title and capacity in which application is made

Date:

N.B :- THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE BIDDER IN WHICH APPLICATION IS MADE