

**Government of West Bengal**  
**Food & S supplies Department**  
**11/A, Mirza Ghalib Street, Kolkata – 700 087**

**E-Tender Notice Memo No. 138-FS/Seect/Food/4m-24/2019(part-1) Dt.- 13.01.2025**

**Document containing details of the Notice Inviting for Supply of Sugar  
for distribution through Public Distribution System in West Bengal**

Food & Supplies Department, West Bengal invites e-tender for the work detailed hereunder.

E-Tenders comprising of Technical and Financial bids are invited from Sugar Mill / producers, Authorized distributors of Sugar Mills, Importers of sugar, Exporters of sugar Civil Supply Corporations, having experience in Sugar operation for supply of sugar for monthly AAY Sugar delivery for **12 (twelve) months starting from April, 2025 to March, 2026 plus one time Ramzan Festive Package, 2026 and Puja (Durga puja, Kali Puja, Diwali & Chhat Puja) Festive Package, 2025** in each district of Zone – A of West Bengal (shown in Annexure – D) for distribution through Public Distribution System in West Bengal as per the terms and conditions stipulated by the Food & Supplies Department, West Bengal in its Tender Document and the agreement to be executed with the selected bidder(s). **Tentative quantity for AAY for 12 (twelve) months is 6585.744 MT (Approx) and tentative Ramzan Festive Package, 2026 is 1754.478 M.T (Approx) and Puja Festive Package, 2025 quantity is 1754.478 M.T (Approx)** respectively. Rate should be quoted for supply of sugar including GST, storing and handling (unloading and stacking) charges at designated godown points of bidder in different districts (shown in Annexure-D). Supplier shall deliver the allotted quantity of sugar to the vehicle placed by the M.R. distributor from his designated godown according to the lifting process and schedule, prepared by DCF&S of concerned district. Supply order will be placed to selected supplier for each month separately and each festive packages separately & the rates will remain valid during the entire validity period of the tender.

**DATE & TIMESCHEDULE OF THE e-TENDER:**

Sl. No.	Particulars	Date	Time
1	Date and time of uploading of N.I.T. (online)	14.01.2025	5.00PM
2	Date and Time of starting of Downloading Tender Documents & starting of Bid Submission (online)	15.01.2025	11.00 AM
3	Date and Time of Pre Bid Meeting at Khadya Shree Bhavan, 11/A, Mirza Ghalib Street, Kolkata-87	17.01.2025	3.00 PM
4	Date and Time of closing Bid submission	06.02.2025	2.00 PM
5	Date and Time of opening Technical Bid.	07.02.2025	2.00 PM
6	Date and Time of uploading Final list of Technically Qualified Bidder( (online)	List of qualified bidders will be uploaded as soon as evaluation of technical bids will be completed.	
7	Date and time of opening of Financial Bid(online)	Separate notice mentioning date & time of opening of Financial bids will be uploaded at the time of uploading of list of technically qualified bidders.	
8	Date of uploading the lowest Bidder(s) along with rate through online	After opening of Financial Bid.	

**01. ELIGIBILITY CRITERIA:**

**The following eligibility must be fulfilled without which the tender shall not be eligible for opening the financial bids.**

- A. Producer/Miller of Sugar, Authorized distributor of sugar mills, Importers of sugar, Exporters of sugar and Civil Supply Corporations having past experience of sugar supply shall only be eligible for tendering bids for supplying sugar mentioned in the tender.
- B. The Average Annual Turnover for the last 3 financial years of the intending bidder should not be less than Rs. 6 (Six) Crores per annum (F.Y.- 2021-22 & F.Y.- 2022-23, & F.Y.- 2023-24) and not less than Rs. 3 (Three) Crores per annum shall be on sugar supply operations, of at least any one year for the last 3 financial years.
- C. The Bidders shall have to submit an undertaking as per **Annexure-C** in regard to adequate logistics set up including sufficient numbers of godowns as per **Annexure –A**, showing that they are capable for delivery of sugar to concerned zone of West Bengal for which the rate offered.
- D. *Producer of Sugar, Authorized distributors of sugar mills, Importers of sugar, Exporters of sugar or Civil Supply Corporations who are Major defaulters in supplying PDS sugar at any time during last five years and/or blacklisted by the Government(s)/ Govt. Undertaking(s) / State Procurement Agencies are not entitled to participate in the tender. The bidder(s) is to submit self declaration/ certificate from competent authority into the matter. Government reserves right to verify the said declaration/ certificate into the matter.*
- E. Bidders are expected to observe the highest standard of ethics during the procurement and execution of this Contract. In pursuit of this policy, the Food and Supplies Department will reject a proposal for award if it determines that the Bidder being considered for award has engaged in corrupt or fraudulent practices in competing for the Contract.

For the purposes of this provision, the terms set forth below are defined as follows:

- “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action in the procurement process or in Contract execution;
- “fraudulent practice” means a misrepresentation of facts in order to influence the procurement process;
- “Collusive practice” means designs to establish bid prices at artificial, non-competitive levels to deprive the Food & Supplies Department of the benefits of competition.

**02. EARNEST MONEY DEPOSIT & SECURITY DEPOSIT:-**

### **Earnest Money Deposit**

- A. The Bidders should furnish an Earnest Money of Rs 8,00,000/- (Rupees Eight lakhs Only) for each zone and that should be deposited online e-Tender portal by 06.02.2025 at 2:00 pm. Tender received without Earnest Money shall be summarily rejected. In case of unsuccessful bidders, the Earnest Money will be refunded.
- B. The amount remitted towards Earnest Money is liable to be forfeited in case the Bidders resign from his/their offer after submission of tender or after acceptance of offer by the Food & Supplies Department, West Bengal. In such a situation the Tender committee of Food & Supplies Department, West Bengal, subject to approval of the competent authority, will be at liberty to negotiate rates with L-2 and or L-3 for supplying sugar at the rate of L-1 and issue offer letter.
- C. The Earnest Money shall not carry any interest.

### **Security Deposit**

The EMD of successful bidder will be converted into Security Deposit and the total Security Deposit (inclusive of EMD) will be **10%** of the accepted value of Tender. The balance amount of security deposit will be taken from successful bidder(s) in the form of Bank Guarantee (B.G). The B.G has to be submitted by the successful bidder within 7(Seven) days from the date of acceptance of Offer. If the successful bidder fails to furnish security deposit within the time specified, the EMD shall stand forfeited, besides recovery of consequential losses, if any, sustained by the Department apart from cancellation of award of supply contract and blacklisting of the bidder. The Security Deposit/Earnest Money Deposit will not bear any interest. Security Deposit will be refunded after successful completion of the order.

### **03. GENERAL INSTRUCTIONS TO BIDDERS:**

- A. **Registration of Bidder:** Bidders 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> The contractor is to click on the link for e-Tendering site as given on the web portal.
- B. **Digital Signature certificate (DSC):** Each Bidder is required to obtain a 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.
- C. **Mode of collection of Tender Documents:** The Bidders can search & download NIT & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause '05 A' using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **04. PRE BID MEETING:**

Prospective bidders may attend a Pre-bid Meeting which will be held on 17.01.2025 at 3.00 P.M in Khadyashree Bhavan at 11/A Mirza Ghalib Street, Kolkata 700 087 for clearing the doubt (s) if any towards filling up e-tender documents and online submission of required documents.

**05. BID SUBMISSION PROCEDURE:-**

**A.** Intending bidder may download the Tender Documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

- a) All appendices attached with this Tender Document should be duly filled in with signature in all pages and are mandatory for considering any offer as valid.
- b) The Tender Document downloaded from the website specified above should be signed in each and every page as token of having accepted all the Tender conditions.
- c) The persons (s) signing the tender shall state the capacity under which he/they is /are signing the tender.
- d) The Bidders must be in a position to quote for supply in accordance with the requirement stated in point 02 (Eligibility Criteria) and Schedule-1. All the enclosures to this Tender Document should be duly filled in, digitally signed and uploaded in the website [wbtenders.gov.in](https://wbtenders.gov.in)
- e) Bidders must complete the Questionnaire on standard proforma (appendix-2) enclosed with this Tender Document.
- f) Stipulated conditions in the tender are for Sugar Miller, Authorized distributors of sugar producers, Importers of Sugar, Exporters of sugar and Civil Supply Corporations with specific years of distribution experience. The claim of the Bidders regarding this/their eligibility should be supported by documents for such claim to the satisfaction of the Food & Supplies Department, West Bengal. Such documentary evidences needs to be signed, scanned and uploaded in the website [wbtenders.gov.in](https://wbtenders.gov.in).
- g) The Tender Document downloaded from the website specified above should be signed in each and every page as token of having accepted all the Tender conditions.
- h) The persons (s) signing the tender shall state the capacity under which he/they is /are signing the tender.

**B. Amendment of bidding documents:** The Food & Supplies Department may at its sole discretion amend the bidding documents at any time prior to the deadline for submission of bids. However in case of such amendment, the Bid submission date may be extended at the discretion of The Food & Supplies Department. Any amendments/corrigendum, as and when required, will be uploaded only on the websites <http://wbtenders.gov.in> where the tender is floated. Interested bidder should regularly visit these websites for any updates. The Food & Supplies Department is not liable in case the bidder(s) fail to make note of such amendments.

**Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders. The two folders are:-**

**(A) Technical Proposal:** Containing Statutory cover and Non statutory Cover.

**The Cover** shall contain the following documents:

- The entire tender document excluding Appendix – 7 (which is meant for quoting the rate)

should be downloaded properly, physically signed, scanned and uploaded.

- In case of an importer or exporter of sugar, documents pertaining to the authority from the Govt. of India such as export / import license etc. In case of Authorized distributors of Sugar Producers appointment letter as authorized distributor of sugar producer. In case of sugar producer, proof as to sugar producer.
- Certificate/Letter as per Annexure-B and Self Declaration where necessary.
- The Bidders shall have to submit the self declaration regarding their capability of handling, storing, transportation & manpower for doing the job with the list of godowns and copy of documents in favour of owned/hired godowns (agreement copy).
- **List of godowns/store house as per Annexure A along with copy of ownership/ hiring agreement/owner’s consent document for the entire validity period of tender. Government reserves right to verify godowns.**
- An undertaking in the Annexed Proforma (**Annexure-C**) duly signed and sealed to be submitted to the effect that the ownership/ hiring agreement in r/o **godowns/store house** as mentioned in **Annexure A** will be submitted on or before the date of the submission of Bank Guarantee (BG), if he becomes the L1 bidder.
- Scanned copy of Trade License / of Manufacturer’s License/ License or Documents of approval from Govt. of India for Import / Export as applicable.
- Scanned copy of duly filled in Annexure “B”
- Scanned copy of Permanent Account Number (PAN).
- Scanned copy of Income Tax return/Proof of Income Tax Deposit [Current].
- Scanned copy of GST Identification Number (GSTIN) of the Bidders.
- Documents pertaining to experience of the Bidder in work of similar nature. (as stated in eligibility criteria)
- Documents pertaining to annual turnover of last 3 consecutive years of the Bidder.(as stated in eligibility criteria)
- Copies of Technical detail/leaflets/brochure of product stores as per specification should be signed and uploaded after scanning.

<i>Sl.No.</i>	<i>Category Name</i>	<i>Sub-Category Description</i>	<i>Detail(s)</i>
A.	Certificate(s)	Certificate(s)	PAN. GST Identification Number (GSTIN).
B.	Credential	Credential – 1	As mentioned in the above Sl. 1 (B)
C.	FINANCIAL INFO	P/L AND	Annual turnover report of F.Y- 2021-2022

		BALANCE SHEET F.Y- 2020-2021	
		P/L AND BALANCE SHEET F.Y- 2021-2022	Annual turnover report of F.Y- 2022-2023
		P/L AND BALANCE SHEET F.Y- 2022-2023	Annual turnover report of F.Y- 2023-2024
D.	Man Power	Technical Personnel	Declaration of the technically qualified and sufficient well experienced manpower for successful implementation of the assignment

Tenders, comprising both technical and financial bids, are to be submitted concurrently, digitally signed and posted in the website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**(B) Financial Proposal:-**

- a. The Financial Bid should contain rate for supply of sugar at all storing points of the bidders for the each zone of the State as per Annexure D. Rate should be quoted in the BOQ for zone A as specified in Appendix – 7. The Appendix-7 should be downloaded and duly filled in and uploaded in the specified folder.
- b. The rate (inclusive of all viz. price of sugar, GST, handling, storage and transportation) should be quoted per M.T. in Appendix – 7. Bidders should quote the rate per M.T. in INR and it would be valid for twelve (12) months from the date of the agreement executed thereafter.
- c. Any composite bid indicating rates submitted openly in the Technical Bid is liable to be cancelled while evaluating the Technical Bid.
- d. A Comparative Statement shall be prepared for evaluation of the Financial Bid. Normally the successful Bidder will be accepted on L1 basis (Lowest Price basis) after following the procedures prescribed in the tender. In case the Lowest Tender needs to be rejected, the reasons shall be recorded in writing.
- e. In case the lowest bidder (L1) is unable to supply the entire quantity of sugar requisitioned, then L2 and/or L3 may be considered to supply at L1 rate. In the circumstances where the L1 bidder is unable to supply for any restriction imposed arising out of any proceedings initiated by the Department, the L2 bidder may be asked to supply sugar for a particular period for all or in part at L1 rate subject to approval of the competent authority.
- f. Successful bidder will have to submit letter of acceptance within 7 days from the date of receipt of Offer Letter.

- g. Work Contract shall be awarded on acceptance of rates received from the successful bidders.

**7. OPENING OF TENDER:-**

**A. Opening of Technical Bid**

- a. Members of the Tender Evaluation Committee will open the Technical Bid in the chamber of the Chairman of the Tender Committee, Food & Supplies Department, 11 A Mirza Ghalib Street, Kolkata 700087 on scheduled date and time as specified in Date and Time schedule of the Tender.
- b. The EMD submitted shall be evaluated first.
- c. Technical bids of EMD-qualified bidders shall be opened thereafter and evaluated with reference to the parameters prescribed in the e- tender documents.
- d. After evaluation, the names of technically qualified bidders will be uploaded in e- Tender portal.

**B. Opening of Financial Bid**

- a. The Financial Bid of ONLY those Bidders, who qualify in the Technical Bid after proper evaluation by the Tender committee of Food & Supplies Department, West Bengal, will be opened.
- b. Financial Bid shall be opened (online) {at the date and time which will be informed after finalization and uploading list of technically qualified bidder} of those bidders only who have been found technically qualified after proper evaluation by the Tender committee of Food & Supplies Department, West Bengal.
- c. Financial Bids of Bidders failing to comply with the specifications of Technical Bid shall NOT BE TAKEN INTO CONSIDERATION.
- d. The decision of the Tender committee of Food & Supplies Department, West Bengal will be final and absolute in this respect.
- e. Bidders or Authorized representatives of the bidders may remain present at the time of opening of both Technical Bid and Financial Bid on the scheduled date and time as specified in Date and Time schedule of the Tender.

**8. AUTHORITY TO ACCEPT OR REJECT THE TENDER:-**

- A. The Tender committee of Food & Supplies Department, West Bengal reserves the right to accept or reject any/all tenders without assigning any reason thereof and the same cannot be questioned at any time whatsoever.
- B. The Food & Supplies Department, West Bengal also reserves the right to accept one or more

tenders for supply of Sugar, if the Department is of the opinion that Supply cannot be covered by a single supplier.

- C. The Food & Supplies Department, West Bengal reserves the exclusive right to increase/decrease or split the quantity of the tender. No Bidder is entitled to withdraw his offer once the tender is filed.
- D. The Food & Supplies Department, West Bengal reserves the right to relax or waive or amend any of the tender conditions as and when necessary.
- E. Decision of The Tender committee of Food & Supplies Department, West Bengal shall be final in regard to evaluation of the documentary evidences and other claims with regard to the eligibility of the Bidder.
- F. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the successful Bidders, if deemed necessary, apart from the godown-reports. After verification, if it is found that, the documents submitted by the said Bidders(s) are either false or fabricated, the tender is liable to be rejected and the Earnest Money is liable to be forfeited. The Department reserves the right to award parallel supply order without giving any notice to the supplier or terminate awarded supply order at any time by giving 7(Seven) days notice, if the service of the supplier/suppliers are found unsatisfactory. For any further clarification, prospective bidders may contact at the Food & Supplies Department, West Bengal 11 A Mirza Ghalib Street, Kolkata 700 087, during working hours in any working day with the downloaded copy of the tender document.

**9. VALIDITY OF OFFER:-**

- A. The offers made by the Bidders shall be valid during the validity period of tender. The Bidders should not quote any other date for the validity of the offer. Bidders quoting any other validity date are liable to be summarily rejected.
- B. The rate offered by the bidder and once accepted by the Department shall be final and this rate shall continue till the offer ceases to be valid. Department is not responsible for any fluctuation of prices either in International Market or Domestic Market and no request or representation for revision of rate will be entertained.
- C. However, rates accepted shall not be a guarantee to place supply orders.

**10. FALL CLAUSE:-**

The price charged for the sugar supply under the contract by the successful bidder/bidders shall in no event exceed the lowest price at which the successful bidder sells the sugar of identical description to any other person in the state during the period of contract.

- A. If at any time, during the said period of rate contract in the state of West Bengal the Contractor reduces the sale price of such sugar or sells such sugar to any other person at a

price lower than the price chargeable under the contract, he shall forthwith notify such reduction of sale price and the sugar supplied after the date of coming into force of such reduction of sale price shall stand correspondingly reduced. The successful bidder shall furnish certificate in the manner required by the Department to the effect that the provision of the clause has been duly complied with respect to supplies made or billed for up to the date of certification.

- B. The successful bidder(s) shall endorse a certificate on each bill to the effect that the price condition referred to the above has been maintained satisfactorily.

**11. QUALITY ASSURANCE:-**

The bidder shall have to ensure the quality of sugar supplied in 50 kg bags which strictly conforms to the ISS specification and FSSAI standards as per specification mentioned in Schedule-1. In the event of any of the samples taken from the stock of sugar on arrival at a designated godown is found to be substandard on testing, the concerned supplier will be wholly responsible for that. Further, the supplier will have to immediately replace the entire stock of substandard sugar at their cost.

Further, in the event of any of the sugar samples out of built up stock in any godown found sub-standard on testing, in addition to replacement of substandard stock, penalty shall be imposed to the extent of sugar stock of that particular lot / batch in the following manner.

- 1<sup>st</sup> time failure of sample (sub-standard): 10% of cost of sugar stock of that godown.
- In case of sample of sugar found to be substandard on subsequent occasion in the same godown: 10% of cost of sugar stock and apart from imposition of such penalty, the agreement with the supplier concerned shall immediately be terminated.

**12. TESTING OF SUGAR:-**

- A. Selected Bidder(s) will have to make available sample of sugar in 05 (Five) sealed plastic jars of 1 K.G. each with appropriate signature and seal of the bidder on it which will be analyzed from Government / Govt. approved/ recognized laboratory .Laboratory testing charges for the same shall be deducted from the earnest money deposited by the bidder.
- B. The testing of sugar will be done through the surveyor on pre-delivery at random sampling from the godown point of the supplier. A team of Quality Control Staff of Food & Supplies Department may also inspect the storage godowns anywhere in West Bengal and the supplier will be responsible for quality and grade supply of the sugar at all point of sale. If any deviation is found from the specified quality standard as per schedule 1, in addition to the action to be taken as per quality assurance clause, the Security Deposit shall stand forfeited besides recovery of consequential losses, if any, sustained by the Department and blacklisting of the bidder.

**13. MODE OF SUPPLY:-**

The Food & Supplies Department, West Bengal shall issue a Dispatch/Delivery Schedule to the selected Bidder/s for supply of sugar at the respective storing points of the supplier specified herein above.

**14. DURATION OF SUPPLY:-**

For supply of sugar, monthly work orders will be issued Godown/ District-wise in 1<sup>st</sup> week of every month. Supply order of Sugar may be issued initially for one (1) month from the date of agreement/work order and it may be extended on monthly basis as may be required. The supply should commence within 7 (Seven) days after the communication of order for supply of sugar and the entire supply should be completed within 15 days from the issue of supply order. In case of any deliberate delay in delivering the stock, the Department may impose penalty as per Para No17 on “Penalty on Default / Extension of time” and quality assurance of the tender conditions for delayed supply. If the quality, quantity and time schedule is maintained properly, supply order for next month will be placed and so on.

**15. OTHER TERMS & CONDITIONS:-**

- A. Bidders must meet the commodity standard as per specification in Schedule-1.
- B. The Food and Supplies Department reserves the right to get the manufacturing/packaging capacity of the Bidders re-verified through inspecting agencies, irrespective of their registration status.
- C. If a Major defaulter/ blacklisted firm files tender under a “benami” name, the tender shall stand rejected apart from forfeiture of EMD furnished.
- D. The Bidder is to submit copies of Annual Accounts(P/L accounts, Balance Sheet etc) for the last three financial years (F.Y.- 2021-22, to F.Y.- 2023-24), duly audited by a Chartered Accountant (as per Appendix-3)and also Annual Turnover Report for the F.Y.- 2021-22, to F.Y.- 2023-24.
- E. The Bidder is to submit copies of Income Tax Statement/ Income Tax Return (Assessment Year-2021-22 to Assessment Year -2023-24) for last three financial years, duly attested by the Chartered Accountant/ Income Tax Officer.
- F. At the time of submitting Tender Scanned copy of Annexure-B, in case of Producer/Miller of Sugar, Scanned copy of the Document(s) from Govt. of India in case of Importer /exporter of sugar & Scanned copy of Self declaration supported with Annexure-B in case of Authorized distributors of Sugar Producer shall have to be uploaded. **The letter as per Annexure-B must be submitted along with the tender document in the said format only and no other format/agreement will be accepted.**
- G. The bidder should produce documentary evidence along with the tender in support of their eligibility criteria (eg. Manufacturing Licence / Trade Licence, Export /import license / authority and documents to prove that he has imported / exported sugar in case of the importer / exporter. The selected supplier must provide proof of availability of sugar godowns in **each of the godowns / storing points** as per Annexure-A across West Bengal.

- H. The Bidders shall have to submit the self declaration regarding their capability of handling, storing, transportation & manpower for doing the job.
- I. In case in future if the original documents uploaded by the bidders is found to be forged, tampered or false, then as a penalty the EMD/SD of the said bidders would be forfeited and a strict legal action would be taken against such bidder.
- J. The supplier/ suppliers shall submit a list of contact personnel along with the tender document.
- K. Tenders specifying additional conditions or proposing modifications to the tender conditions will be treated as Conditional Tenders and Conditional tender will not be accepted even on deposit of valid Earnest Money.
- L. Inspection of the godowns will be made by the Department and supply order will be given to the L1 bidder on the basis of satisfactory reports only. If it is found that a godown is not fit for storing sugar, Department is not liable to place supply order.
- M. The tenders of those who do not qualify the eligibility criteria shall be rejected at any time during detailed scrutiny and evaluation stage.
- N. The decision of Tender committee of Food & Supplies Department, West Bengal shall be final in regard to evaluation of the documentary evidences and other claims with regard to the eligibility of the Bidder.
- O. The Tender committee of Food & Supplies Department, West Bengal reserves the right to reject any/all tenders without assigning any reason thereof and the same cannot be questioned at any time whatsoever.

**16. PAYMENT:-**

- A. Supplier is to submit SINGLE BILL against each supply order/work order after completion of delivery at the designated storing points in the districts.
- B. Payment will be released to the supplier on submission of bills only after stocks have been lifted by the distributor/ wholesalers from their designated storing points. The payment shall be made for the net weight of sugar supplied excluding packing material.
- C. No part payment/Ad-hoc payment will be entertained.
- D. Payment will be made by means of NEFT / RTGS in favour of the supplier.
- E. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017".
- F. No interest payment on outstanding bills will be entertained at any point of time.
- G. The Food & Supplies Department, West Bengal also reserves the right to recover such amount which might have been detected over paid to the supplier subsequently.

**17. PENALTY ON DEFAULT & EXTENTION OF TIME:-**

The entire ordered quantity should be supplied within the stipulated time. The Food & Supplies Department, West Bengal reserves the right to cancel the orders for the unsupplied quantity and such supplier is liable and responsible to make good the financial loss sustained by the Department. For failure to keep up the supply schedule fixed for supply as per **Para 14** on Duration of Supply, a penalty of Rs. 25/- per day per M.T. for the defaulted quantity shall be levied for each day of delay in supply or for short supply, subject to maximum of Rs. 500/- per M.T. Should the supplier fail to deliver the stock thereafter, Food & Supplies Department, West Bengal may forfeit full or part of the EMD/Security Deposit, besides penalty including black listing of the supplier. The Food & Supplies Department, West Bengal also reserves the right to grant extension of time with/without penalty based on the past performance of the supplier or may take action to terminate the contract should the supplier be found a habitual defaulter.

**18. AGREEMENT:-**

The Bidders shall execute an agreement with Food and supplies Department, Government of West Bengal in the prescribed form, on a stamp paper of value as per law, within seven (7) working days from the date of receipt of communication of acceptance of the tender. In the event of failure to execute the agreement, the Earnest Money shall be forfeited. In addition, the Bidders will be treated as having committed Breach of Contract and will be liable to pay damages to the Department for such breach of contract, besides being black listed. The Food & Supplies Department, Government of West Bengal reserves the right to collect the consequential loss incurred by the Department, on account of re-tender, from the Bidders and the latter is bound to pay the same on demand.

DDP&S & Chairman  
of the Tender Committee,  
Food & Supplies Department

*Schedule-1*

### **Specification for Sugar**

1. Grades- The grade of Sugar to be supplied should be S-30 variety as would be intended by the Govt.
2. Description- The material should be crystalline, white, odorless and free from dirt, iron fillings and other extraneous matter. The required quantity should be manufactured, packed, stored and distributed under hygienic conditions, as per norms of Bureau of Indian Standards.

Sl. No.	Characteristics	Requirements
i.	Loss on drying, present by mass	Max 0.10
ii.	Polarization	Min 99.5
iii.	Reducing Sugar % by mass	Max 0.10
iv.	Colour in ICUMSA units	Max 150
v.	Conductivity Ash % by mass	Max 0.10
vi.	Sulphur Dioxide, mg/kg	Max 70
vii.	Lead, mg/kg	Max 5.0

3. **Packing**- The sugar to be supplied shall be packed in clean, sound and new jute bags or bags made of polypropylene. The bags should be lined with polyethylene film. The mouth of each bag should be machine-stitched.

Each bag should bear legibly and indelibly:-

- i. Name of the product
- ii. Net Weight of Sugar in the bag
- iii. Month and Year of Manufacture
- iv. Batch or Code Number if any

**NIT No. : 138-FS Dated;-13.01.2025**

**Annexure-A**

<b>Sl. No</b>	<b>District</b>	<b>Designated Location of godown (preferred)</b>	<b><u>Monthly Minimum storage space of sugar (In M.T.)</u> <u>=(AA Y+Ramzan/Puja)×1.05</u></b>
1	Jalpaiguri,	In and around District H.Q	<b>390</b>
2	Darjeeling & Kalimpong	In and around District H.Q	<b>482</b>
3	Cochbehar	In and around District H.Q	<b>295</b>
4	,Alipurduar	In and around District H.Q	<b>312</b>
5	Uttar Dinajpur	In and around District H.Q	<b>288</b>
6	Dakshin Dinajpur	In and around District H.Q	<b>165</b>
7	Malda	In and around District H.Q	<b>486</b>
<b>Grand Total</b>			<b>2,418</b>

**Annexure-B**

Letter Head and Address of the sugar miller/Producer  
Importer/Exporter of Sugar.

Ref No.:-

Date:-

TO WHOM IT MAY CONCERN

(Strike out whichever is not applicable)

1. We..... (Name of the Mill/Producer) are the sugar mill/producer in ..... state and our factory and office address is .....
2. This is to certify that M/S .....is our authorized distributor/ agent
3. We ..... as (Name of the Importer/exporter) are the sugar Importer/Exporter in ..... State and our office address is ..... Our Importer/Exporter license Number is ..... as granted by the DG, Imports/Exports, Govt. of India.

Authorized Signature  
(With official seal)

**Undertaking for submission of ownership/ hiring documents in respect of Go-down/  
Storehouse**

To  
The Chairman  
Tender  
Committee,

Sub: Undertaking for submission of ownership/ or hiring agreement in  
respect of godowns/ stores

Sir,

I \_\_\_\_\_, S/O. \_\_\_\_\_  
resident \_\_\_\_\_ of  
\_\_\_\_\_ is a  
bidder/ on behalf of \_\_\_\_\_ in tender no. \_\_\_\_\_ and have  
provided details of godowns/ storehouse in Annexure "A" of the tender documents.

I do hereby undertake to submit the ownership documents/ or hiring agreement in respect of  
those godowns/ storehouse as mentioned in Annexure "A" before the date of the submission of Bank  
Guarantee, if I become the L1 bidder.

Signature of Bidder with Seal

**Zone wise Requirement of Sugar**

Name of the Zone	Name of the Districts	Monthly Requirement of suagr in normal PDS (in MT)	Total Requirement of suagr in monthly normal PDS (in MT)	Requirement of sugar in Ramzan (in MT)	Requirement of sugar in Puja (in MT)	Total Requirement (Monthly PDS+Ramzan+Puja) (in MT)
<b>Northern Zone (A)</b>	Alipurduar	105.147	1261.764	191.947	191.947	1645.658
	Cooch Behar	27.434	329.208	253.346	253.346	835.900
	Jalpaiguri	114.895	1378.74	256.601	256.601	1891.942
	Darjeeling	156.998	1883.976	202.282	202.282	2288.540
	Kalimpomg	50.035	600.42	50.036	50.036	700.492
	Uttar Dianjpur	22.942	275.304	251.324	251.324	777.952
	Dakshin Dinajpur	14.183	170.196	143.157	143.157	456.510
	Malda	57.178	686.136	405.785	405.785	1497.706
<b>Total</b>		<b>548.812</b>	<b>6585.744</b>	<b>1754.478</b>	<b>1754.478</b>	<b>10094.7</b>

**Proforma for Letter of Offer**

Full name and address of the Bidder in addition to Post Box No., if any, should be quoted in all communication to this office

Bidder's Telegraphic Address / Telephone No. FAX No & E-mail

From \_\_\_\_\_

Dear Sir,

1. In continuation of my / our above tender, I/We submit herewith the price offer at Appendix-7 for supply of S-30 grade Sugar in 50 Kg. bags as per Food & Supplies Department, West Bengal specifications in Schedule – 1.
2. I/We agree to abide by the terms and conditions stipulated by Food & Supplies Department, West Bengal and also agree to supply the entire ordered quantity at the rates quoted by me/us as per Appendix-7. The rate quoted and approved by the Food & Supplies Department, West Bengal in this tender will be valid during the validity period of the tender.
3. I/We have understood all the instructions to Bidders in the Tender Document and have thoroughly examined the specification quoted in the schedules hereto and am/are fully aware of the nature of the product required and my/our offer is to supply the product strictly in accordance with the requirements.
4. We confirm that we do not stand deregistered /banned/ blacklisted by any government Authorities / Organization / Institution / Local Bodies etc in last five year(s).
5. All the appendixes from 1 to 6 in Technical Bid & appendix no. 7 in Financial Bid (statutory cover) have been duly filled in, signed and submitted.
6. The following pages form page no.....to page no.....have been added to and will be part of this tender.....

Yours faithfully,

**SIGNATURE OF BIDDER**

Address.....

Contact No.....

Dated.....

**Appendix – 2**

### Questionnaire about Bidder

1. Name of the Firm

\_\_\_\_\_

2. Full address with Phone No.

\_\_\_\_\_  
\_\_\_\_\_

3. Name of the authorized person with Contact

No \_\_\_\_\_

\_\_\_\_\_

4. Whether firm is registered in firm Registration \_\_\_\_\_  
(In case of Partnership firm)

5. Registered in Company's Act  
(In case of company)

Yes

No

6. Whether they have registered their design & trade mark or brand

Yes

No

7. Whether they have applied for the same.

Yes

No

8. Whether authorization letter duly authorizing the person to attend  
the Tender / Negotiation enclosed.

Yes

No

9. Whether they have facilities to test the Sugar in the  
Manufacturing units/at the godowns in West Bengal for  
Undertaking pre-delivery inspection by Food & Supplies Department,  
West Bengal

Yes

No

10. In case of an importer / exporter of sugar whether necessary  
Authority /license from GOI has been granted for undertaking import of sugar

Yes

No

11. Letter in Annexure-C from the concerned  
Producer of Sugar in case of Authorized Distributors of Sugar Producer.

Yes

No

12. Whether the firm is ever been Black Listed by the Government(s)/  
Govt. Undertaking(s)/State Procurement Agencies.

Yes

No

13. Having valid GSTIN.

Yes

No

Appendix – 3

**Performance Statement for Last 3 Years**  
**(Enclosed Statement duly audited by Chartered Accountant)**

Sl. No.	Name of firm	Financial Year	Turnover in Lakhs		

NB: (I) The decision of the Management of the Corporation on assessment of past performance will be FINAL.

Signature of Bidder.....

Name in Block Letter.....

Capacity in which tender is signed.....

**Product and Quality Control of Bidder**  
**Tender Notice No: 138-FS Dt-13.01.2025**  
**For the supply of Sugar (S-30 Grade)**

1. Details of firm

- a) Name :
- (i) Office Address :
- (ii) Local Address :
- (iii) Telephone :
- (iv) FAX :
- (v) Email :

2. Location of manufacturing works / factory (only in case of producer of sugar)

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3. Packaging capacity of Sugar

- a) Normal\_\_\_\_\_
- b) Maximum\_\_\_\_\_

4. Details of arrangements for quality control of products such as laboratory etc

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5. Experience in the particular supply of the product, if any, to Govt. Concerns/PSUs/Local Bodies etc. :

6. Please state the sugar to be supplied to the State of West Bengal is indigenous sugar or imported sugar and if imported from which country :

Signature of Bidder.....

Name in Block Letter.....

**Check list of documents uploaded for Qualifying Technical Bid**

SI No	Eligibility Criteria	Name of the Bidder	
		Yes	No
1	EMD Deposited		
2	Tender Document dully filled & signed		
3	Sugar Miller/ /Authorized Distributor of Sugar Mills/ Importer of sugar/ Exporter of sugar/ Civil Supply Corporation (Annexure-B)		
4	Proof as to Producer of Sugar/ /Authorized Distributor of Sugar Mills/ Importer of sugar/ Exporter of sugar/ Civil Supply Corporation		
5	Annual A/C s/Average annual turnover Rs. 6 crore in year /annum & Rs. 3 crore separately (in sugar operations) <u>in any one year</u> (F.Y.2021-2022 to F.Y. 2022-2023 to F.Y. 2023-2024) audited by Chartered Accountant		
6	Income tax return/ statement (A.Y.2021-2022 to A.Y. 2022-2023 to A.Y. 2023-2024)		
7	Self declaration regarding their capability of handling, storing, transportation, delivery & manpower		

8	List of godowns along with supporting documents as per Annexure A		
9	Documentary evidence pertaining to experience in work of similar nature		
10	Photo copy of PAN & Service Tax Registration Number		
11	GSTIN		

**Compliance Statement for Requirements**

1. Name of Item :- Sugar
2. Place of origin (Producing/ Packaging Unit):-.....
3. Brand Name (If any) :-.....

Sl No	Tender Terms and Conditions	Complied	Not Complied
1	The bidder is Producer of Sugar, Authorized distributor of sugar mills, importers of sugar, exporters of sugar and Civil Supply Corporations		
2	Bidder has agreed with all conditions of tender		
3	Annual turnover report of last three years (separately) duly certified by chartered accountant.		
4	Product quality as per specifications		
5	Whether details of storage space has been mentioned along with details of hiring agreement/ owner's consent document.		
6	Transporting capacity as required.		
7	Earnest Money of Rs. 8,00,000/- for each zone furnished by en-cashable DD/RTGS		
8	GSTIN		