

NOTICE INVITING QUOTATION FOR

NAME OF THE WORK

PROCUREMENT OF 100 NO. OF GARDEN
UMBRELLA (OUTSIDE DISPLAY UMBRELLA) FOR
SUFAL BANGLA

NIQ No: PD/PMU/SB/48/2025-26

Dated: 11/12/2025



SUFAL BANGLA
PROJECT MANAGEMENT UNIT
Under

PASCHIMBANGA AGRI MARKETING CORPORATION LIMITED
2nd Floor, Uttarapan Civic Centre
Maniktala, kolkata-700 054
WEST BENGAL
2025-2026

SB 11/12/25
Project Director
SUFAL BANGLA

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SUB
11/12/25
Project Director
SUFAL BANGLA

PRESS NOTICE

The Project Director on behalf of Sufal Bangla, Project Management Unit under Paschimbanga Agri Marketing Corporation Ltd. invites item rate (inclusive of all tax) Quotation from eligible Supplier/Agents up to 05.00 PM on 03/01/2026 on for the following works:

Name of Work & NIQ No.	Earnest Money	Time Allowed for completion	Quotation Fee	Last date and time for download of quotation document	Time and date of opening of Quotation (ONLINE)	Place of availability of documents (online)
[1].	[2].	[3].	[4].	[5].	[6]	[7]
PROCUREMENT OF 100 NO. OF GARDEN UMBRELLA(Outside Display Umbrella) FOR SUFAL BANGLA NIQ No: PD/PMU/SB/48/2025-26 Dated: 11/12/2025	₹ 3,960/-	7 Days	₹ 1,000.00	03/01/2026 up to 05.00 PM	(a) Technical bid 05/01/2026 at 05.00 PM or thereafter (b) Financial bid: Date of opening of Financial Bid will be declared at the time of uploading final findings of technical evaluation.	https://wbtenders.gov.in

(i) The Earnest Money (Refundable) and (ii) Quotation Fees (non-refundable) should be deposited by Net Banking / NEFT & RTGS through ICICI Bank Payment Gateway webpage in terms of Order No 3975- F(Y), Dated 28th July 2016 of Finance Dept. Govt. of WB.


Project Director
Sufal Bangla

Project Director
SUFAL BANGLA

SECTION 1

LIST OF IMPORTANT DATES PRESS NOTICE INVITING QUOTATIONS

LIST OF IMPORTANT DATES

1. Name of work: PROCUREMENT OF 100 NO. OF **GARDEN UMBRELLA (Outside Display Umbrella)**
FOR SUFAL BANGLA
2. Completion Period for work: **7 Days**, countable from the very date of receiving the Work Order by the selected Bidder.
3. Date of Issue of Notice Inviting Bid: 11/12/2025
4. Period of Downloading of Bidding Documents: From 12/12/2025
to 03/01/2026
5. Time, Date and Place of Pre-bid Meeting: **Date: 18/12/2025**
Time 01.00 P.M.
Place: Sufal Bangla, Project Management Unit
2nd Floor, Uttarapan Civic Centre, Maniktala
Kol-700054
6. Deadline for Submission of Bids : Date to 03/01/2026
Time 05.00 PM
7. Time and Date for Opening Technical Bid/Bids (ONLINE) : 05/01/2026
Time 05.00 PM or thereafter
8. Time and Date of Opening Financial Bids (ONLINE): Date of opening of Financial Bid will be declared at the time of uploading final findings of technical evaluation.
9. Place of Opening Bids (ONLINE): Address is: **Sufal Bangla, Project Management Unit**
2nd Floor, Uttarapan Civic Centre, Maniktala
Kol-700054
10. Last Date of Bid Validity: 02.07.2026 (180 Days)
11. Date, Time and Place of Demonstration of the Items as offered **07.01.2026 at 01.00 PM at Sufal Bangla, Project Management Unit**
2nd Floor, Uttarapan Civic Centre, Maniktala
Kol-700054
12. Officer Inviting Bids Designation: **Project Director, SUFAL BANGLA**
PROJECT MANAGEMENT UNIT, 2nd Floor,
Uttarapan Civic Centre, Maniktala, Kolkata-054


Project Director
SUFAL BANGLA

Project Director
SUFAL BANGLA

Section-2
Notice Inviting e-Quotation

NIQ No: PD/PMU/SB/48 /2025-26 Dated 11/12/2025

The Project Director, Sufal Bangla under Paschimbanga Agri Marketing Corporation Ltd invites e-Quotation (inclusive of all taxes) for the following work from the experienced and resourceful Suppliers/Agents having at least 3 (Three) years' experience in similar nature of work as detailed in the table below. (Submission of Quotation is to be made online through the website).

Sl. No	Name of the Work	Amount of Earnest Money to be deposited	Quotation Fees	Period of Completion of the Work	Name & Address of the concerned Employer
1.	PROCUREMENT OF 100 NO. OF GARDEN UMBRELLA (Outside Display Umbrella) FOR SUFAL BANGLA	₹ 3,960/-	₹ 1,000.00	7 Days	Project Director, SUFAL BANGLA, PROJECT MANAGEMENT UNIT, 2 nd Floor, Uttaran Civic Centre Maniktala, Kolkata-700 054

PART-A

1. Necessary Earnest Money (as mentioned before) (Refundable) and Quotation Fees (non-refundable) will be deposited by the bidder electronically as per Order No. 3975-F(Y) dated 28th July, 2016 of Finance Department, Government of West Bengal. Bidders are also advised to submit EMD of their bid, at least 3(three) working days before the bid submission closing date as it may require time for processing of payment of EMD.
2. In case of EMD exemption (if any), prayer for exemption from making payment of Earnest Money is to be uploaded in the Portal enclosing therewith document(s) to establish that the bidder is lawfully entitled to get such exemption. **Bidders are asked to follow the rules in regard to exemption of EMD in terms of G.O. No. 4245-F(Y), Dated: 28.05.2013 read with G.O. no. 6142-F(Y), Dated: 10.10.2012. Unsuccessful bidders will get their refund of EMD automatically online.**
3. In case of Partnership Firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and the address (es) of the partner/partners who is/are authorised to pledge the same as per valid Partnership Deed(s) for claiming EMD exemption.
4. Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Quotationer through the website <https://wbtenders.gov.in>
5. **Specifications of the product to be procured:**

SL. NO.	Description of the Item	Specification	Required No.
01	GARDEN UMBRELLA (Outside Display Umbrella)	Size= 54 Inches (Diameter) Ribs= 8 Ribs Cloth= High Quality Cloth Motif= Sufal Bangla Logo to be printed on each umbrella	100

SAMPLE PHOTOGRAPHS ARE ATTACHED AS ANNEXURE-A

6. **Eligibility criteria for participation in the Quotation:-**

The intending bidder must submit following documents as a part of their eligibility.

- a) **Credential:** Interested bidder shall have to submit Experience Certificate duly issued by the employer of at least **ONE** completed work of similar nature of value not less than **Rs. 79,200.00 (Rupees Seventy Nine Thousand Two Hundred Only)** or **TWO** completed works of similar nature of value not less than Rs. **59,400.00 (Rupees Fifty Nine Thousand Four Hundred Only)** done by the bidder during the last 5 (five) years from the date of issue of this notice.
- b) Certificate of Incorporation / Registration and/or Memorandum of article of the agency.
- c) **PROFESSIONAL TAX REGISTRATION CERTIFICATE, GST REGISTRATION CERTIFICATE WITH LATEST GST RETURN, VALID UPDATED TRADE LICENSE, CURRENT PROFESSIONAL TAX CHALLAN, ACKNOWLEDGEMENT RECEIPT OR CURRENT PROFESSIONAL TAX PAYMENT CERTIFICATE (PTPC).**
- d) PAN Card as allotted by the Income Tax Department.
- e) Income Tax return of Financial Year 2021-22, 2022-23 and 2023-24.
- f) Proof of last 3 (Three) years experiences for similar type of jobs in Govt/Govt. Undertaking bodies.
- g) In case of Company, the following details are to be provided by the bidders in prescribed format:
 - i. Director Identification Number(s) (DIN) of the Director(s) of the Company must be provided.
 - ii. Name of other Companies (if any) having with same DIN must be provided along with GSTIN of the said companies.

Prescribed Format	
1)	Director Identification Number(s) (DIN)
2)	Name of other companies with the same DIN
3)	Corresponding GST No.

- h) Co-operative Firm: Registered un-employed Engineers co-operative Societies/Labour Co-operative Societies are required to furnish the following documents.
 - i. Registration Certificate from the Competent Authority of Co-Operation Department, Government of West Bengal.
 - ii. Supporting documents showing area of operation.
 - iii. By-laws duly approved by the Competent Authority of the Co-Operative Department.
 - iv. Name with address and signature of the Present Board of Directors of the Co-operative Society.
 - v. Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with evidence of submission of the same to the concerned Authorities.
- i) If applicable, Certificate of EPF Code, Current ECR, Payment Confirmation Receipt in respect of EPF showing the payment on or before its last date i.e. 15th of the calendar month as per EPF guideline in respect of the bidder. If any agency has no EPF Registration Certificate, he must submit declaration in the format mentioned below:

Declaration on EPF Code

I/We (____Name and Address of bidder____), do hereby declare that no EPF Code have been registered under Employees Provident Fund and Miscellaneous Provision Act, 1952 and subsequent Amendment Acts in respect of my Firm/Organization (____Name and Address of the Firm/Organization____) and I have not made any application for such registration till date. I also declare that there is no statutory liability to my/our Firm/Organization in terms of the said EPF Act.

Signature _____

Date _____

Seal _____

4

SFB 11/12/25
Project Director
SUFAL BANGLA

(3)

- j) Preference: **There will be no price preference to any Quotationer.**
k) Acceptance: **No conditional / Incomplete Quotation will be accepted under any circumstances.**

PART-B

1. Bid shall remain valid for a period of 180 days (One hundred and Eighty days). Bid validity for a shorter period shall be rejected by the quotation accepting authority as non-responsive.
2. If any Quotationer withdraws his offer before bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submission of quotation to PAMCL for a minimum period of 1 (One) year and other action will be taken against him.
3. Quotationers, at their own responsibility are encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the quotation and entering into the contract for the work mentioned in the NIQ, the cost of visiting the site shall be at the quotationer's own expense.
4. The Project Director, Sufal Bangla under Paschimbanga Agri Marketing Corporation Ltd. (PAMCL) reserves the right to cancel this N.I.Q. due to unavoidable circumstances and no claim will be entertained in this respect
5. A) The intending Quotationer shall clearly understand that whatever may be outcome of the present invitation of quotation, no cost of quotation shall be reimbursable by Sufal Bangla.
B) The Project Director, Sufal Bangla under Paschimbanga Agri Marketing Corporation Ltd. (PAMCL) reserves the right to reject any quotation or all quotations without assigning any reason whatsoever.
6. Before issuance of Work Order, the quotation accepting authority may verify the credentials and other documents of the lowest Quotationer if found necessary. After verification, if it is found that such documents submitted by the Lowest Quotationer is either manufactured or false, in that case , Work Order will not be issued in favour of Quotationer under any circumstances and legal action will be taken against him. After verification with any document comes out to be false, the Work Order already issued will be cancelled and expenditure if any incurred will be forfeited, even also the Security Deposit.

7. Date & Time Schedule:

Sl. No.	Particulars	
1.	Date of Publishing of NIQ online through the website	12.12.2025
2.	Date for downloading of Quotation Documents from the website https://wbtenders.gov.in	Start 12.12.2025 at 06.00 PM End 03/01/2026 at 05.00 PM
3.	Date & Time and venue of Pre-bid meeting	18.12.2025 at 01.00 PM at Sufal Bangla, Project Management Unit, 2 nd Floor, Uttarapan Civic Centre, Maniktala, Kol-700054.
4.	Date of submission of Quotation through the website https://wbtenders.gov.in	Start 19.12.2025 at 06.00 PM End 03/01/2026 at 05.00 PM
5.	Date, Time and Place of Opening of Technical Bid (as and when applicable) through the website https://wbtenders.gov.in	05/01/2026 at 05.00 PM or thereafter at Sufal Bangla, Project Management Unit, 2 nd Floor, Uttarapan Civic Centre, Maniktala, Kol-700054

SDB 11/12/25
**Project Director
SUFAL BANGLA**

6	Date, Time and Place of Demonstration of the Items as offered	07/01/2026 at 01.00 PM at Sufal Bangla, Project Management Unit, 2 nd Floor, Uttarapan Civic Centre, Maniktala, Kol-700054
6.	Date of uploading the final list of Technically Qualified Bidders (as and when applicable) through the website https://wbtenders.gov.in at the disposal of appeals, if any	On or after 07/01/2026
7.	Date, Time & place of opening of financial Bid through the website https://wbtenders.gov.in	Date of opening of Financial Bid will be declared at the time of uploading final findings of technical evaluation.
8.	Date of uploading of List of Bidders (as and when applicable) whose financial bid have been opened along with their offered Rates through the website https://wbtenders.gov.in	Will be communicated in due course

8. All Quotationers are informed that presence at office of Project Director, Sufal Bangla during opening the quotation to observe the quotation opening procedure is not mandatory. Project Director, Sufal Bangla under PAMCL may call Open Bid/Sealed Bid after opening the said quotation to obtain the suitable rate further, if it is required and no objection in this respect will be entertained if raised by any Quotationer who will be absent at the time of opening of quotation. No informal quotation will be entertained in the Bid further.

9. **Earnest Money:** Earnest Money (without any interest) of the entrusted agency will be refunded after successful delivery of the items as accepted at the time of Demonstration programme.

10. Tax invoice(s) needs to be issued by the contractor for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

11. In case of ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.

12. In any case in which under any clause/clauses of this contract the contractor shall have rendered himself liable to pay compensation amounting to the whole of his security deposit the concerned Authority on behalf of the Project Director, Sufal Bangla under PAMCL shall have power to adopt any courses as he may deem best suited to the interests of the works.

The authority of Sufal Bangla may rescind the contract (of which recession notice in writing to the contractor under the hand of the concerned authority shall be conclusive evidence) and in which case the security deposit of the contractor shall stand forfeited, and will be absolutely at the disposal of Sufal Bangla under Paschimbanga Agri-Marketing Corporation Ltd.

13. Arbitration will not be allowed for the settlement of any dispute between parties

14. **Security Deposit:** The successful bidder shall have to submit Security Deposit (SD) @ 10% of the total Quoted value in the form of Bank Guarantee (BG) from any scheduled bank/ Fund Transfer/ Demand Draft in favour of Project Director, Sufal Bangla before execution of the Agreement. Applicability of Additional Performance Security will be guided by the Memorandum No. 4608-F(Y) Dt. 18.07.2018 of Govt. of West Bengal, Finance Department, Audit Branch. Failure to complete the entire work within the stipulated time as prescribed in this Document would result in forfeiture of SD amount and Additional Performance Security amount to the extent as would be decided by the Authority and the decision of the Authority in this regard shall be binding on the bidder. SD will carry no interest whatsoever in case it is submitted through Fund Transfer/DD.

15. Liquidated Damages:-

15.1 The Agency shall pay Liquidated Damages (LD) to the Employer @ 0.5% of the proportionate value of residual work as on date of imposing LD per week or part thereof for the period that the actual Completion Date is later than the Intended Completion Date. The total amount of LD shall not exceed 10% (ten percent) of proportionate value of residual work. The Employer/TIA may deduct LD from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's other liabilities.

15.2 If the amount of liquidated damages exceeds 10% of residual value of work, the contract will be terminated forthwith .

16. Dispute Redressal System:-

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter.

If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any, record or decision given in writing by the Engineer-in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Chairman of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision with a period of three months from the date of receipt of the contractor's letter.

Either party will have the right of appeal, against the decision of the competent authority, to the Standing Empowered Committee if the amount appealed against exceeds rupees one lakh.

The Standing Empowered Committee to meet up the dispute in each of the Works under dispute shall be constituted with the following officials as members –

1	Additional Chief Secretary / Principal Secretary / Secretary of the Department concerned	Chairman
2	Engineer-in-Chief / Chief Engineer or any officer of equivalent rank of the Department	Member
3	One Designated Chief Engineer / Engineer of the Department to be nominated by the Department concerned	Member Secretary and Convenor
4	One representative of Finance Department of the Government not below the rank of Joint Secretary or Financial Adviser in case of the works Department where FA system has been introduced	Member

The Contractor and the Employer will be entitled to present their case in writing duly supported by documents. If so requested, the Standing Empowered Committee may allow one opportunity to the Contractor and the Employer for oral arguments for a specified period. The Empowered Committee shall give its decision within a period of ninety days from the date of appeal, failing which the contractor can approach the appropriate court for the resolution of the dispute.

The decision of the Standing Empowered Committee will be binding on the Employer for payment of claims up to five percent of the Initial Contract Price. The Contractor can accept and receive

payment after signing as “in full and final settlement of all claims”. If he does not accept the decision, he is not barred from approaching the courts. Similarly, if the Employer does not accept the decision of the Standing Empowered Committee above the limit of five percent of the Initial Contract Price, he will be free to approach the courts applicable under the law.

17. **Cost of escalation for any materials, labour, time loss etc. will not be allowed under any circumstances.**
18. Canvassing in connection with the quotation is strictly prohibited in the Quotation submitted by the Contractor.
19. The successful Quotationer will have to submit two sets of all the Quotation Documents in hard copy within 7 (Seven) days from the date of receipt of Letter of Acceptance of the Quotation (through e-Quotating System or otherwise). Failure to do so will be liable to termination/rejection of Quotation with forfeiture of Earnest Money without any reference to the Contractor. In case of the successful Quotationer who has been exempted from depositing Earnest Money, the Government will be at liberty to recover the forfeited amount (equal to the amount of Earnest Money) either from the Fixed Security Deposit of the Quotationer or by any means that may be deemed suitable.
20. The successful Quotationer will have to start the work as per the work order to commence the work.
21. Successful Quotationer will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where work by them is proposed to be carried out under the West Bengal Building & other Construction Works’ Act, 1996 and the Contract Labour (Regulation & Abolition) Act, 1970 and the same should be submitted to the Engineer in Charge.
22. The successful Quotationer shall have to comply with the provision of (a) the Contract Labour (Regulation & Abolition) Act, 1970 (b) the Apprentice Act, 1961 and (c) the Minimum Wages Act, 1948 (d) the West Bengal Building & other Construction Works’ Act, 1966 and the Notifications thereof or other laws relating thereto and the rules made and orders issued there under from time to time, failure to do so will be treated as breach of contract and the Employer may in his discretion cancel the contract. The contractor shall also be liable for any liability arising on account of any violation by him of the provisions of the Act and rules made there under time to time.
23. The contractor shall not be entitled for any compensation for any loss suffered by him.
24. Prevailing safety norms has to be followed by the successful Quotationer during execution of the work so that LTI (Loss of time due to injury) is zero.
25. The eligibility of a Quotationer will be ascertained on the basis of the documents submitted by a Quotationer in support of eligibility criteria. If any document submitted by a Quotationer is incorrect / manufactured / fabricated or false, his Quotation will be outrightly rejected at any stage with forfeiture of Earnest Money. Besides, the bidder may be debarred from participating in further quotation under this Organization for such period as may be decided by the authority and legal action may also be taken against him.
26. If any bidder has been found involved in any fraudulence practice with Central Govt/State Govt/ State Govt PSU/Central Govt. PSU) during last 5 years, his bid will be outrightly rejected and the agency will be declared as disqualified.

SMB: 11/12/25
Project Director
SUFAL BANGLA

Project Director
SUFAL BANGLA

Section 3
Qualification Information

DOCUMENTS FOR TECHNICAL BID

Name of Quotationer:.....

Address of Quotationer:.....

Contact No (s): Tele No..... Mob. No.....

Parameters for Technical Evaluation	Status
a) Certificate of Incorporation / Registration and/or Memorandum of article of the agency	
b) GST Registration Certificate	
c) Valid updated Trade License	
d) Professional Tax Registration Certificate, Current Professional Tax Challan Acknowledgement Receipt or current Professional Tax payment Certificate (PTPC).	
e) PAN Card as allotted by the Income Tax Department	
f) Income Tax return for the F.Y 2021-22, 2022-23, 2023-24	
g) Proof of at least 3 (Three) years' experiences for similar type of jobs in Govt/Govt. Undertaking bodies	
h) If applicable, Certificate of EPF Code. Current ECR, Payment Confirmation Receipt in respect of EPF showing the payment on or before its last date i.e. 15 th of the calendar month as per EPF guideline in respect of the bidder.	

Yours faithfully

(Signature of Quotationer with rubber stamp)


Project Director
SUFAL BANGLA

SECTION – 4
FORM-I
QUALIFICATION APPLICATION

To
The Project Director,
Sufal Bangla under Paschimbanga Agri Marketing Corporation Ltd.
2nd Floor, Uttarapan Civic Centre, Maniktala, Kolkata 700 054

Ref:-Quotation for.....
.....(Name of work).....
.....
.....
.....

Dear Sir,

Having examined the pre-qualification documents (N.I.Q.), 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 Quotation.

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 works given in Enclosure to this letter.

We understand that:

- (a) Employer can amend the scope & value of the contract bid under this project.
 - (b) Employer reserves the right to reject any application without assigning any reason;
- Enco :-

- 1. Prescribed forms duly filled.
- 2. Evidence of authority to sign.

Date :-

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


Project Director
SUFAL BANGLA

AFFIDAVIT- 'Y'

(To be furnished in Non-judicial Stamp paper of appropriate value duly notarized on or after the date of publication of this NIQ)

I, Sri/Smt. _____, son/daughter of _____, residing at _____, by faith _____, by occupation _____, do hereby solemnly declare and affirm as follows:

1. That neither our firm/company _____ nor any constituent firm/company is debarred to participate in quotation by any organization of Government, Semi-Government, Autonomous Body of Central Government/State Government/West Bengal State Agricultural Marketing Board/Regulated Market Committee/ Sufal Bangla during the last 5 (five) years as on the date of the instant Notice Inviting Quotation.
2. That further qualifying information as may be requested shall be furnished without delay.
3. That I have applied in the Quotation in the capacity of individual/as a partner of the firm/company as a Principal Officer of the firm/company and I have not applied severally for the same job.
4. That all the statements made in the attached documents are true and correct. If any declaration submitted is found/ascertained to be incorrect/fabricated/misrepresented/fraudulent etc. the quotation will be liable to be cancelled/terminated immediately and I/my firm/company shall also be liable to be prosecuted under section 197, 199 and 200 of Indian Penal Code, 1860 (corresponding Section(s) of THE BHARATIYA NYAYA SANHITA, 2023) along with section 71 and section 73 of Indian Information & Technology Act, 2008 and any other applicable law for the time being in force in addition to forfeiture of Earnest Money/Security Deposit.

Signed by _____ Name _____

Designation _____

Name of the firm/company with seal

Date: _____

Note : Affidavit on prior date of NIQ will not be allowed. Additional declaration may be given by the bidder as per necessity and pages of Affidavit inclusive of reverse page should be submitted.

SECTION – 4

FORM-II

STRUCTURE AND ORGANISATION

A. 1. Name of Applicant (Firm) :Office Address :

Telephone No. :

Mobile No. :

e-Mail :

A. 2. Office Address :

Telephone No. :

Mobile No. :

e-Mail :

A. 3. Name and address of Bankers :

A. 4. Attach an Organization chart showing: structure of the company with names of Key personnel and technical staff with Bio-data.

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

9/11/2015
Project Director
SUFAL BANGLA

SECTION_4

FORM-III
EXPERIENCE PROFILE

Name of the Applicant:

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY AS MENTIONED ABOVE:

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the 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.

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

NB – The aforesaid form should be submitted in Company's letter head with date and signature.

Project Director
SUFAL BANGLA
SAB 11/12/25

Section 5
Letter of Acceptance

To

.....
.....
.....

This is to inform you that **Sufal Bangla** under **Paschimbanga Agri-Marketing Corporation Ltd** has accepted your Bid @ Rs. _____ for executions of the Work "**Name of Work** _____"

vide

N.I.Q. No. _____ **Dated** ___/___/___ against the Awarded Price for ₹ _____/- (Rupees _____) only.

You are hereby requested to make an agreement with **SUFAL BANGLA** under **Paschimbanga Agri-Marketing Corporation Ltd** on a non-judicial paper of Rs.100 (Two Sets) by depositing Rs.1,000/- (Rupees One Thousand) only as agreement fees for two sets of documents to the office of the undersigned along with original documents within 7 [Seven] working days from the date of uploading this letter of Acceptance in the e-Tender portal, failing which your bid will be treated as cancelled along with forfeiture of Earnest Money deposited in this respect as applicable.

You have to declare before execution of the agreement that all the materials at the site as per SBD will be arranged by you at the time of execution of work. Non submission of the said declaration before agreement will cause for cancellation of the bid with forfeiture of EMD of the L1 bidder.

You are further requested to submit Security Deposit @ 10% of the total Quoted value in the form of Bank Guarantee (BG) from any scheduled bank/ Fund Transfer/ Demand Draft in favour of Project Director, **Sufal Bangla** before the execution of the Agreement.

You are also requested to submit prescribed particulars mentioned in the enclosed format before execution of the agreement.

Yours faithfully,

Project Director
SUFAL BANGLA

Dated.

Memo No.

Copy forwarded for information and taking necessary action to:

1. Engineering/Accounts Section, Sufal Bangla.
2. Office Copy.

Project Director
SUFAL BANGLA

Sobir 11/12/25
Project Director
SUFAL BANGLA

Section 6
Instruction to Bidders

1. The Project Director, Sufal Bangla under Paschimbanga Agri-Marketing Corporation Ltd, invites online Quotations from experienced and resourceful Suppliers/Agents having at least 3 (Three) years' experience in similar nature of work and having registered Office within the State of West Bengal for the work "PROCUREMENT OF 100 NO. OF GARDEN UMBRELLA (Outside Display Umbrella) FOR SUFAL BANGLA".
2. Bidder should quote price inclusive of transportation and other taxes and charges as applicable including GST of 1 (ONE) Umbrella in the relevant column of BOQ.
3. Past experience is to be submitted as an experience criterion for bid participation.
4. Delivery address for the of the Umbrella is : SINGUR TAPASHI MALIK KRISHAK BAZAR, RATANPUR, SINGUR, DIST: HOOGHLY, PIN: 712409, WEST BENGAL
5. In case of EMD exemption, supporting document(s) needs to be submitted by the Bidders.
6. **INTENDING BIDDERS ARE REQUESTED TO ATTEND THE PRE-BID MEETING AS MENTIONED POSITIVELY FOR ANY QUERIES.**
7. **DEMONSTRATION: THE BIDDER SHALL HAVE TO ARRANGE AT THEIR OWN COST TO DEMONSTRATE THE ITEM BEFORE THE TENDER COMMITTEE DURING TECHNICAL EVALUATION AT THE OFFICE OF THE UNDERSIGNED ON 07.01.2026 AT 01.00 PM, IF AT LEAST ONE OF THE ITEMS ARE NOT FOUND SUITABLE AND/OR UP TO THE MARK IN THE OPINION OF THE COMMITTEE, THE SAME SHALL BE LIABLE TO BE REJECTED; AND THE RESPECTIVE BIDDER SHALL AUTOMATICALLY BE REJECTED TECHNICALLY SUMMARILY EVEN IF THE BIDDER IS FOUND TO BE ELIGIBLE ON OTHER PARAMETERS OF QUALIFICATION. DECISION OF THE COMMITTEE IN THIS REGARD SHALL BE FINAL AND BINDING ON THE BIDDERS. THE BIDDER IS LIABLE FOR THE COST OF ITEM FOR THE DEMONSTRATION. DEMONSTRATED ITEM(S) CONFORMING TO THE SPECIFICATIONS SHALL BE ACCEPTED AS THE TRUE REPRESENTATIVE ITEMS BY THE BUYING AUTHORITY AND SUCCESSFUL BIDDER SHALL HAVE TO SUPPLY IDENTICAL ITEMS ONLY. THE DOCUMENTATION OF THE DEMONSTRATION PROGRAMME WILL BE RESERVED BY THE AUTHORITY AND WILL BE VERIFIED BY THE COMPETENT AUTHORITY OF SUFAL BANGLA AT THE TIME OF DELIVERY OF THE ITEMS BY THE SUCCESSFUL BIDDER. IF ANY DEVIATION IS DETECTED AT THE TIME OF DELIVERY OF THE ITEMS, ALL THE ITEMS SHALL BE REJECTED AND RETURNED SUMMARILY. THE BIDDER SHALL HAVE TO ARRANGE FOR TAKING ALL THE ITEMS BACK AT HIS OWN COST IMMEDIATELY. THE DECISION OF THE AUTHORITY RECEIVING THE ITEMS ON BEHALF OF SUFAL BANGLA IN THIS REGARD SHALL BE FINAL AND BINDING ON THE AWARDED BIDDER. IF ANY BIDDER DOES NOT ATTEND THIS DEMONSTRATION PROGRAMME, THEN HIS BID SHALL BE REJECTED TECHNICALLY.**
8. The interested agencies should submit tender documents according to the formats furnished, complete in all respects through e-Tender portal. Additional documents, if required, may also be sought by the Authority.
9. The Technical Bid, along with 'Qualification Information (Section-3)', should contain self-attested photo copy of each of the documents mentioned at (a) to (h). Non submission of any of the documents mentioned in the Bid

document will render the agency ineligible and its quotation will be rejected. The Financial Bid will not be opened for the disqualified agencies in the Technical Evaluation.

10. Rates will remain firm for the work **“PROCUREMENT OF 100 NO. OF GARDEN UMBRELLA (Outside Display Umbrella) FOR SUFAL BANGLA”** for a period of 180 days only. No escalation whatsoever shall be allowed unless otherwise stated in Work Order or subsequent amendment to the Work Order.
11. The authority of Sufal Bangla under Paschimbanga Agri-Marketing Corporation Ltd (PAMCL) will provide cost for the entire work as mentioned and detailed in the SBD and BOQ.
12. The entrusted agencies shall have the duties to maintain all statutory obligations.
13. Sufal Bangla authority shall make all necessary statutory deductions (e.g. TDS on Income Tax under the I.T. Act, 1961 etc.), if applicable, with other necessary adjustments, if required under the contract, against the claim(s) of the agency / successful tenderer.
14. Payment will be made after statutory deductions only after delivery as per bid document along with satisfactory certification from the authority in this regard.
15. The Quotation should be unconditional. Imposition of any condition by the Quotationer shall invite cancellation of the quotation.
16. The Earnest Money will be forfeited if
 - (a) The Quotationer withdraws at any stage after taking participation in the quotation till finalization of the quotation.
 - (b) The selected Quotationer fails or refuses to enter into contract within 7 days from the date of issuance of the Letter of Acceptance (LOA) of the tender
 - (c) Selected agency withdraws his bid within the bid validity period
27. On completion of tender procedure, the successful Quotationer will be required to enter into a contract with the authority within 7 days from the date of issuance of Letter of Acceptance (LOA) upon deposit of Security Deposit @ 10% of the total Quoted value in the form of Bank Guarantee (BG) from any scheduled bank/ Fund Transfer/ Demand Draft in favour of Project Director, Sufal Bangla. Applicability of Additional Performance Security will be guided by the Memorandum No. 4608-F(Y) Dt. 18.07.2018 of Govt. of West Bengal, Finance Department, Audit Branch. SD will carry no interest whatsoever in case it is submitted through Fund Transfer/DD.
17. If the services of tenderer are found unsatisfactory, the authority reserves the right of termination of contract of agreement with one month's notice for such.
18. **Violation of any condition as couched in the contract will render the contract liable to be terminated at any point of time with forfeiture of Security Deposit and Additional Performance Security, if applicable, and may also invite any other punitive measure as the authority may deem fit.**
19. Bidder should strictly adhere to the specification mentioned in the bid document. No deviation in the specifications shall be accepted.
20. **Bidder should quote for the entire work as mentioned in the Scope of Work and other taxes and charges as applicable. The quoted rate must be inclusive of GST, Transportation cost etc. for the entire work.**
21. **THE ITEMS SHALL HAVE TO BE DELIVERED TO SUFAL BANGLA HUB AT TAPASHI MALIK KRISHAK BAZAR, SINGUR, DIST. HOOGHLY, WEST BENGAL.**
22. In case of any dispute arising out of this tender, the decision of the Dispute Redressal Committee, in this regard shall be final and binding to all.
23. The Sufal Bangla holds no responsibility/ liability for any injury or accidental injury/ death of any deployed person from awarded agency's end for performing the assigned jobs within agreement of tender.
24. The applicant should quote consolidated rates for such assigned job as mentioned in Section-2 of Notice Inviting e-

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Quotation.

25. The Project Director, Sufal Bangla under PAMCL reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any or all the tenders without giving any notice or assigning any reason.
26. **The above terms and conditions shall form the part of the agreement of contract.**

SDB 11/12/25
PROJECT DIRECTOR
SUFAL BANGLA

Project Director
SUFAL BANGLA

Section-7

Standard Form: Agreement

Agreement

This agreement, made the....., between Project Director, Sufal Bangla under Paschimbanga Agri Marketing Corporation Ltd, 2nd Floor, Uttarapan Civic Centre, Maniktala Kol-700054 of the one part and , the other part

Whereas the Employer is desirous that the Contractor execute N.I.Q No. Dated.....for the work of "....." and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein at a cost of Rs./-

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying the defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

S. B. 11/12/25
Project Director
SUFAL BANGLA

4. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:-

- i) Letter of Acceptance; LOA-.....Dated
- ii) Notice to proceed with the works; As immediate as possible
- iii) Contractor's Bid; As submitted
- iv) Contract Data; of attach Schedule.
- v) Special Conditions of contract and General Conditions of Contract; As per specified above E-quotation.
- vi) Specifications; Same as above
- vii) Bill of Quantities; and As per specified above E-quotation.

viii) Any other document listed in the Contract Data as forming part of the contract. As when requisition will be submitted.

In witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of

was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said

in the presence of:

Binding Signature of Employer

Binding Signature of Contractor

Sufal 11/12/25
Project Director
SUFAL BANGLA

Section – 8

Check List for Bidders

A bidder is to upload the documents below for evaluation of submitted bid:
(A statement showing documents in seriatim is to be uploaded)

1. For bidders who are individual
 - 1.1. PAN card
2. For Partnership firm :
 - 2.1. Deed of Partnership duly registered.
3. For Companies:
 - 3.1. PAN card
4. For Un-employed Engineers Co-operative Societies / Labour Co-operative Societies:
 - 4.1. PAN card.
 - 4.2. By-laws of the Co-operative society and Registration certificate.
 - 4.3. Name, Address & signature of the present Board of Directors of co-operative Society.
5. For others including Joint Venture/Consortium.
 - 5.1. Duly registered constitution/deed with appropriate Authority.
 - 5.2. PAN card of the constituted body or for all members of the consortium.
 - 5.3. Affidavit Y as prescribed sworn in by all the members of Joint venture/ Consortium.
6. Other documents to be submitted:
 - 6.1. Professional Tax Registration Certificate, Current Professional Tax Challan Acknowledgement Receipt or current Professional Tax payment Certificate (PTPC).
 - 6.2. GST Registration certificate with Latest GST Return.
 - 6.3. Current Income Tax Return acknowledgement issued by I.T. Department.
 - 6.4. Audited Annual Accounts as prescribed for the F.Y 2021-22, 2022-23, 2023-24 and other entities, if turnover exceeds Rs 2.00 crore in a year and ,
 - 6.5. Self-signed Annual Accounts of three consecutive years showing magnitude of similar nature of completed works and work-in-progress (WIP), to be submitted, if turnover does not exceed Rs 2.00 crore in a year.

7. Documents regarding Credential:
 - 7.1. As detailed in Section-2 .
8. Duly notarized Affidavit-Y in prescribed form on or after the date of publication of this NIQ.
9. All Tables and forms as prescribed in the bidding documents are to be filled-in and uploaded.
10. Not applicable Tables and Forms are to be struck out and uploaded.
11. Non submission of any of the applicable documents of this check list would make the submitted bid as non-responsive.
12. Participating bidder will provide a statement indicating documents uploaded in seriatim.

N.B: THIS LIST IS NOT EXHAUSTIVE; THE BIDDERS ARE REQUESTED TO GO THROUGH THE ALL PROVISIONS OF THE UPLOADED STANDARD BID DOCUMENT (SBD) AND TO FOLLOW STRICTLY THE MATTER OF UPLOADING ALL RELEVANT DOCUMENTS WHEREVER NECESSARY TO FULFILL ELIGIBILITY CRITERIA.

578 11/12/25
Project Director
SUFAL BANGLA

SECTION-9

GENERAL INSTRUCTIONS TO BIDDERS

1. 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>.
2. Digital Signature Certificate (DSC)- Each bidder is required to obtain a Class-III Digital Signature Certificate (DSC) for submission. Details are available at the website <https://wbtenders.gov.in>.
3. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
4. The bidders can update well in advance, the documents such as certificates, purchase order details etc., under " My documents" option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
5. After downloading/getting the tender schedules, the bidder should go through them carefully and then submit the documents as per the tender documents, otherwise, the bid will be rejected.
6. The BOQ must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder name and values only.
7. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats with minimum file size as per Memo. No. 6770-F(y) Dated 26th December, 2023. If there is more than one document, they can be clubbed together.
8. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
9. The size of file uploaded at the server end should be of minimum size. However, the upload is decided on the memory available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 150 DPI as per Memo. No. 6770-F(y) Dated 26th December, 2023, so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth's speed.
10. It is important to note that, the bidder has to click on the Freeze Bid button, to ensure that he/she completes the Bid submission process. Bids which are not frozen are considered as incomplete/invalid bids and are not considered for evaluation process.

- 11.** The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- 12.** After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- 13.** The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 14.** The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per server system clock).

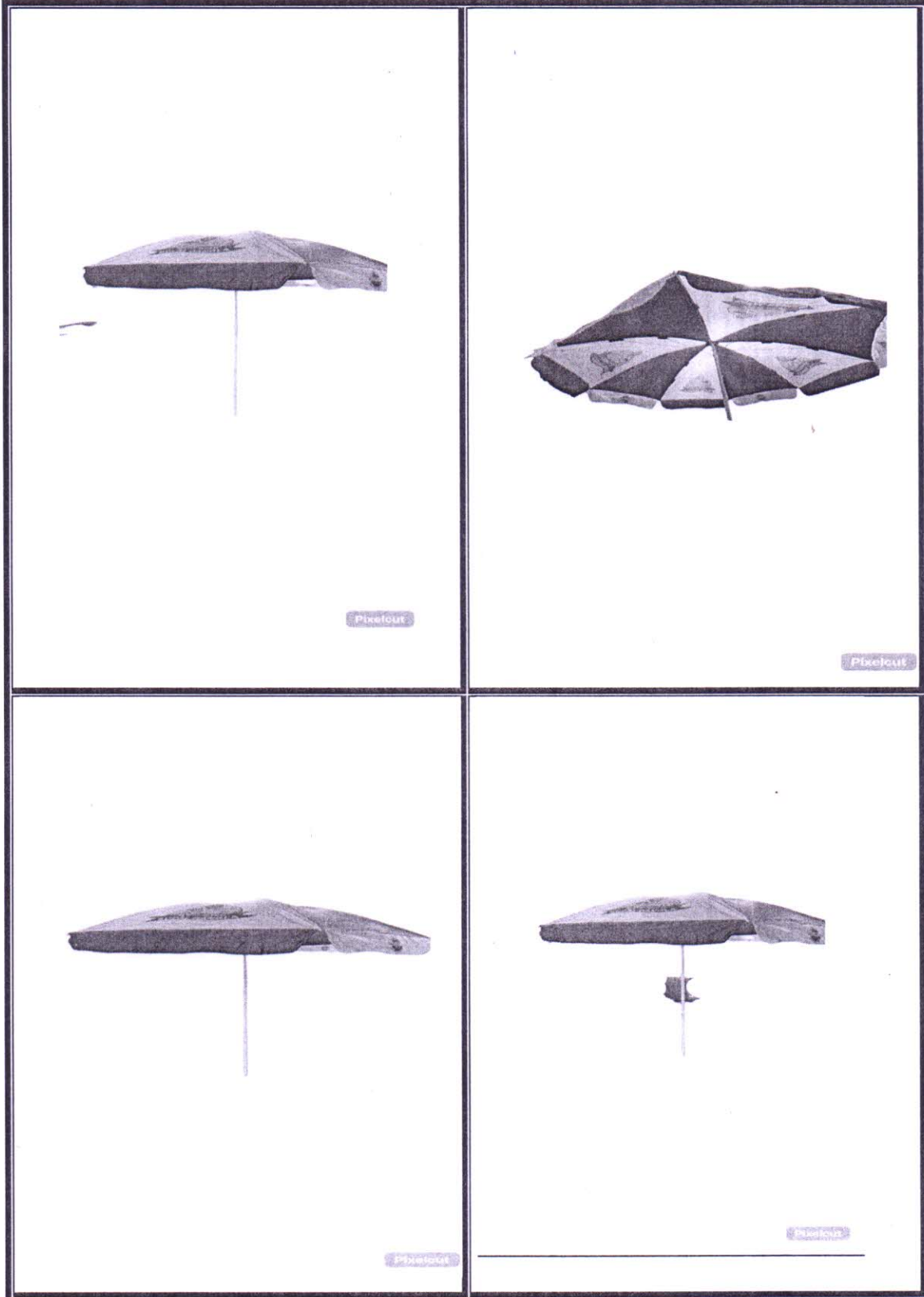
SUB 11/12/25
Project Director
SUFAL BANGLA

DISCLAIMER

This document has been prepared by Sufal Bangla under Paschimbanga Agri Marketing Corporation Ltd under the Department of Agricultural Marketing, Government of West Bengal. The information is provided to the prospective bidders purely to enable them to bid for the proposal. The proposal is neither an agreement with any party nor invitation to any party to perform work of any kind. While this office has taken due care in the preparation of the information contained herein, this office doesn't claim that the information is exhaustive. Respondents to this Proposal are required to make their own inquiries and they should not rely solely upon the information in this proposal. This office is not responsible if no due diligence is performed by the respondents. The undersigned reserves the right not to proceed with this proposal, accept or reject any proposal, annul the process and reject all proposals, to alter the time-table as reflected in this document or to change the process or procedure to be applied at any time prior to contract award without thereby incurring any liability to bidders or assigning any reason thereof. It also reserves the right to decline to discuss the proposal further with any respondent. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their bid. In case of any inadvertent typing error found in the Standard Bidding Document, it shall be interpreted keeping in conformity with the context of the SBD. Points that have not been mentioned in this Standard Bidding Document shall be interpreted as per the existing financial rules of the Govt. of West Bengal.

SDB 11/12/25
PROJECT DIRECTOR
SUFAL BANGLA
Project Director
SUFAL BANGLA

ANNEXURE-A



SFB 11/12/25
Project Director
SUFAL BANGLA