

BBMC/ADMIN/2024-2025/SCH-LOGO/013

Date: 11 January 2025

**SHORT TENDER NOTICE**  
**Notice Inviting eTenders**

**NIT No. BBMC/SCH-LOGO/2024-25/NIT013(e)**

**Tender ID: 2025\_BBCL\_796456\_1**

In order to supply to the School Education Department, Government of West Bengal, quotations are hereby invited from bonafide printers **for printing of about 2.25 Crore logos on polyester-viscose fabric as approved and as will be issued by the competent authority in the Government of West Bengal** by Sublimation/ Heat Transfer technique or any other suitable printing technique by which high quality and long durability of the printed logos can be maintained.

The bidders have to submit supporting documents that clearly demonstrate their status as bona fide printers of clothing fabric or similar items. Some examples of documents that may be submitted are Factory License, Trade License etc., clearly stating "Printing" as business activity. Only those bidders who can clearly establish their credential as bona fide printer through supporting documents will be considered.

Only bidders having **capacity of printing at least 1,00,000 similar logos on polyester viscose fabric per day** should participate. Bona fide printers should submit valid documents as proof/ testimonial of their daily printing capacity. The supply of the printed fabric, ready to be cut and stitched as/ like pockets on school uniform must be as per the delivery schedule as mentioned in Annexure I.

Both technical and financial bids shall have to be submitted in electronic format only at the e-tender portal <https://wbtenders.gov.in/nicgep/app> by 6:00 PM on 18 January 2025.

**Important Date & Time Schedule**

Sl. No.	Particulars	Date and Time
1.	Publication of e-NIT (e-Tender related documents)	11.01.2025 at 11.00 AM
2.	Online Pre-Bid Meeting	14.01.2025. at 03.00 PM
3.	Start date and time of uploading Bids	11.01.2025 at 11.00 AM
4.	Last date and time of submitting samples	18.01.2025 at 6 PM
5.	Last date and time of uploading Bids	18.01.2025 at 6 PM
6.	Date and time of opening of Technical Bids	20.01.2025 at 11.00 AM
7.	Start of Technical Bid Assessment	20.01.2025
8.	Uploading list of responsive/non-responsive Bidders.	To be notified subsequently
9.	Financial Bid Opening	To be notified subsequently
10.	Award of Contract	To be notified subsequently
11.	Deposit of Performance Security	To be notified subsequently
12.	Link for pre-bid meeting	meet.google.com/xhb-ksgr-sqd

**Detailed Terms and Conditions for submission of bid documents, samples etc. are mentioned below.**

1. eTenders are to be submitted in the following two parts:
  - a) Technical Bid shall have to be submitted electronically only
  - b) Financial Bid shall have to be quoted electronically only
2. The Maximum Applicable Rate, as mentioned in the below Table, is the cap rate for per piece Large Logo and Small Logo. The L1 rate discovered through financial bid opening may be lower than this rate but should not be more than this rate. Eligible bidders will need to agree to supply at such L1 rate.

Sl.No.	Item	Maximum Applicable Rate per Piece (₹), excluding GST	Total Quantity reserved for Allotment (Pieces in Lakh)
1.	Large Logo	0.43	80,00,000
2.	Small Logo	0.33	1,45,00,000

3. One sealed envelope, containing at least **2 (two) samples of the large logo and at least 2 (two) samples of the small logo printed on white polyester-viscose clothing-fabric with the “stitching area” as specified in Annexure-II and Annexure-III**, have to be submitted as per the approved reference sample, kept on public display on the Notice Board of Biswa Bangla Marketing Corporation mounted outside the office of the Corporation at Karigari Bhawan, New Town, Rajarhat, Kolkata 700160.

The above-stated Samples in sealed envelopes shall have to be submitted into the sealed designated box, kept beside the Notice Board of Biswa Bangla Marketing Corporation mounted outside the office of the Corporation.

The samples submitted by the bidders shall have to/ must match (including the colours/ shades and tones of the logo, etc.) with the **approved reference sample** that has been **kept on public display** at the office of Biswa Bangla Marketing Corporation at Karigari Bhawan, Room No. 009, B/7, Action Area III, Rajarhat, New Town, Kolkata 700160.

#### **4. Specifications:**

- i. The logos as per the following specifications shall have to be printed by Sublimation/ Heat Transfer Technique or any other Suitable printing technique, by which the quality and durability of the printed logos can be maintained, on Polyester Viscose fabric that will be issued by Biswa Bangla Marketing Corporation.
- ii. **At least 54 Large Logos** (as specified in **Annexure II**) and **at least 77 Small Logos** (as specified in **Annexure III**) shall be printed and delivered with adequate stitching area out of a fabric length of **1 metre with 56-inch** width (as indicated in **Annexure - IV**).
- iii. Logo design and specifications are detailed in **Annexure - II** and **Annexure - III**.
- iv. The Bidders shall have to submit samples of prints, as per the specifications, on similar white Polyester Viscose clothing fabric along with the technical bids, and such submitted samples shall/ must match

(including the colours / shades and tones of the logo, etc.) with the **approved reference samples** that have been **kept on public display on the Notice Board outside** the office of Biswa Bangla Marketing Corporation at Karigari Bhawan, Room No. 009, B/7, Action Area III, Rajarhat, New Town, Kolkata 700160.

**Note: Technical bids of the bidders will not be considered without EMD and without the abovementioned samples of prints (as per the above-stated specifications) on similar white Polyester Viscose clothing fabric as per the approved reference samples publicly displayed on the Notice Board outside the Office of Biswa Bangla Marketing Corporation Limited, Karigari Bhawan, Rajarhat, Kolkata 700160.**

**5. Essential Criteria:** The bidders must have and shall be able to produce/ submit the credentials/ testimonials for the following essential criteria.

- i. The bidder must be a bona fide Printer entity limited by shares (Private or Public)/ proprietorship firm/ partnership firm/ partnership firm (LLP) registered under the appropriate laws of India and essentially involved/ engaged in Printing as its business activity.
- ii. Printing capacity of at least 1,00,000 units per day as on the date of application. Self-Declaration or Undertaking by an Authorised Person on the organisation's letterhead stating the per-day printing capacity to be submitted along with the bids.
- iii. Annual Turnover in any of the last (5) financial years: Rs. 10 Lakh
- iv. Credential of having printed at least 7.50 Lakh units of Logos on Fabric for any Government/ Semi-Government/ reputed private entity in any of the last five (5) Financial Years. Completion Certificate of similar Printing made in large bulk quantity by the Bidder in any of the last 5 (five) Financial Years (FY 2019-2020, 2020-2021, 2021-2022, 2022-23, 2023-24), issued by Competent Authority of the organisation for which the Bidder had carried out such work of Printing.

**6. Online payment of EMD:**

- i) An intending bidder shall login to the e-procurement portal of the Government of West Bengal at <https://wbtenders.gov.in> using his login ID and Password.
- ii) The bidder will have to select the particular tender and arrange payment of the required **EMD** amounting to **₹ 1 Lakh (Rupees One Lakh Only)** by selecting from either of the following payment modes. Bidder shall upload scanned copy towards proof for depositing the earnest money. **EMD has to be submitted in terms of circular 3975, dated: 28.07.2016 of Finance Department, Government of West Bengal. The Earnest money/Bid security for registered SSI Units of the state of West Bengal shall be guided by paragraph 47A(1) of Memo no. 10500-F dated: 19.11.2004, issued by the Finance Department (Audit Branch), Government of West Bengal.**
  - i. **Net banking** (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway. On selection of net banking as the payment mode, the bidder will be redirected to the webpage of ICICI Bank Payment Gateway (along with a string containing a Unique ID) from which the Bank through which the transaction is intended will have to be selected. The bidder will then receive a confirmation message confirming success of the transaction. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained at the R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the transaction fails, the bidder will have to try for payment again by going back to the first step.

- ii. **RTGS/NEFT-** In case of offline payment through bank account in any bank: On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre- filled Challan and the details required to process RTGS/NEFT transaction. The bidder will have to print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will have to come back to the e-procurement portal after expiry of a reasonable time (T+2 days) to enable the NEFT/RTGS process to complete, in order to confirm the payment and continue the bidding process. If the transaction is successful, the amount paid by the bidder will get credited in the R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the payment verification is unsuccessful, the amount will be returned to the bidder's account. The bidder will have to try again for payment by going back to the first step.
- iii. **For RTGS/NEFT**, the bidders are requested to process the uploading of the bid document well in advance, and sufficiently prior to closing of the bid of the particular group to avoid the risk of transaction failure.
- iv. **Refund of EMD:** After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be automatically refunded to the unsuccessful bidder (s) in the same route to the account from where the transaction was processed within a reasonable time.
- v. **Forfeiture of EMD:** If any bidder fails to supply to Biswa Bangla Marketing Corporation Limited at quoted/accepted rate at quantity claimed/accepted, or violates any other condition of the contract, their EMD may be forfeited.

7. Bidders shall have to furnish the following documents in their Technical bids:

- (a) Copy of proof of electronic fund transfer towards EMD/Bid Security submitted in terms of Circular No. 3975 dated 28/07/2016 of Finance Department, Government of West Bengal.
- (b) Copy of Certificate of Incorporation and Memorandum of Articles of Association in case of Private / Public Ltd. Company or copy of partnership deed in case of Partnership firm or copy of Certificate of Incorporation and partnership deed in case of LLP/copy of proof of Proprietorship Firm. Copy of SSI registration certificate/MSME Registration/Udyog Aadhar in case of small manufacturing entities
- (c) Documents clearly stating "Printing" as business activity of the Bidder. (viz. Factory License, Trade License)
- (d) Copy of PAN Card.
- (e) Copy of GST Registration Certificate.
- (f) Copy of Trade License
- (g) Copy of Income Tax Returns for the last 3 (three) financial years (FY 2021-22, 2022-23, 2023-24).
- (h) Copy of GST Return for last 3 (three) financial years (FY 2021-22, 2022-23, 2023-24).
- (i) Audited Balance Sheet for the last 5 (five) financial years (FY 2019-20, 2020-21, 2021-22, 2022-23, 2023-24).
- (j) Annual Turnover during last 5 (five) financial years (FY 2019-2020, 2020-2021, 2021-2022, 2022-23, 2023-24) with CA certified statement which is to include the registration No. of the CA with UDIN.

- (k) Completion Certificate of similar Printing made in large bulk quantity by the Bidder in any of the last 5 (five) Financial Years (FY 2019-2020, 2020-2021, 2021-2022, 2022-23, 2023-24), issued by Competent Authority of the organisation for which the Bidder had carried out such work of Printing.
- (l) Undertaking that the rate shall remain valid for a period of 12 months, or any extension thereof made by the competent authority.
- (m) Preference will be given to experience in printing similar items.

**8. Financial bids of only those bidders shall be considered whose Technical Bids will be found acceptable. The samples submitted by the bidders along with the technical bids, shall/ must match (including the colours / shades and tones of the logo etc.) with the approved reference sample that has been kept on public display at the office of Biswa Bangla Marketing Corporation at Karigari Bhawan, Room No. 009, B/7, Action Area III, Rajarhat, New Town, Kolkata 700160.**

9. **“Financial Bid”** shall have to be submitted **electronically only**.

10. In Financial Bids, the rates excluding GST, and then the total rates with GST need to be specified. This rate may include cost of necessary logistics, transportation and delivery.

11. All Work Orders/ Supply Orders shall be issued in the following ratio approximately:

**1000 Large Logos (as specified in Annexure II) : 1816 Small Logos (as specified in Annexure III)**

12. Upon opening of the Financial Bids, the Bidder submitting the lowest rate (L1 bidder/ lowest bidder) will be determined. The rate offered by the L1 bidder will hereinafter be referred to as the L1 rate. Bidders willing to execute the supply at the L1 rate will be issued orders as per the following approach.

- 30% of the total quantity will be allotted to the L1 Bidder at the L1 rate.
- Then the bidder, whose rate is next immediate closest to the L1 rate and willing to execute at the L1 rate shall be considered as the ‘immediate second lowest bidder’ and shall be awarded 20% of the total quantity.
- Thereafter the bidder, whose rate is next immediate closest to the L1 rate and willing to execute at the L1 rate shall be considered as the ‘immediate third lowest bidder’ and shall be awarded 15% of the total quantity.
- Thereafter the remaining quantity shall be divided equally among the remaining bidders who are willing to execute at the L1 rate, subject to maximum of 10% of the total quantity for a single bidder subject to their production capacity.
- If sufficient bidders are unavailable for execution of the entire supply, the same process shall be repeated by giving priority to L1 bidder. [ibid: If L2 bidder is not willing to supply matching the L1 rate then the L3 bidder shall be considered as immediate second lowest bidder and so on....].
- In case of more than one L1 bidder, the provisions as stated in order no. 2320 -F(Y) dated 7 June 2022, of the Finance Department, Government of West Bengal will be followed.
- It may be noted that allocation of quantity to any individual L1 bidder should be more than that of a L2 bidder unless it is beyond the production capacity of the concerned L1 bidder. The same principle should be followed for L2 vs L3 bidder or L3 vs L4 bidder and so on.

13. It may be noted that the state government will provide a price preference of 15% to MSE (Micro and Small Enterprises) units as provided for in Finance Department (FD) Notification No. 6142-F(y) dated 10.10.2017 read with FD Notification no.10500-F dated 19.11.2004, as may be amended from time to time. The MSE units functioning within West Bengal will be given priority within the aforesaid price-preference if they match the L1 rate discovered during the tender process.
14. The Price preference clause implies that if an MSE unit has quoted upto 15% higher than the L1 rate, then that MSE unit can be considered preferentially for placement of orders provided the unit agrees to supply at the L1 rate.
15. The supply of the printed fabric, ready to be cut and stitched as/ like pockets on school uniform must be as per the delivery schedule as mentioned in Annexure I.
16. At the time of submission of bids, the bidders must state the daily quantity that they shall be able to supply within the above-mentioned dates.
17. Bids from bidders who failed to supply to Biswa Bangla Marketing Corporation Limited against any previous Notice Inviting eTenders, and Bidders who are blacklisted by any organisation of/ under Government of West Bengal shall be rejected during assessment of technical bids.
18. Successful bidder(s) shall have to submit a **“PERFORMANCE SECURITY”** of an amount of **3%** of their order value in the form of NEFT/RTGS in favour of **“Biswa Bangla Marketing Corporation Limited”**.
19. Bidders, willing to execute the work/ supply at the L1 rate will be awarded the Work Orders based on their production capacity, financial capacity, experience in executing similar work, etc., and the entire work may be distributed amongst more than one supplier.
20. If the requirement increases/decreases in due course of time, the Work/ Supply Orders issued in reference to this Notice Inviting eTenders may be extended/ reduced by **25%**. The orders may also be curtailed/ enhanced subsequent to the issuance/ placement of the orders and subsequent to the supply/ delivery of the entire order quantity or any part thereof, based on performance of the suppliers (printers in this case) in meeting the quality and timeliness of supply. All decision taken by the authority will be final.
21. **Link for the Online Pre-bid meeting through Google Meet:** [meet.google.com/xhb-ksgr-sqd](https://meet.google.com/xhb-ksgr-sqd)
22. The fabric, duly printed and delivered by the Printers to whom the work of printing will be assigned, will be checked for quantity and quality, by the personnel of Biswa Bangla Marketing Corporation Limited. The work will be deemed as executed, only if the quality of the work and output is found satisfactory by the authority of Biswa Bangla Marketing Corporation or/ and that of the competent authority in the Government of West Bengal.
23. Payment to the Printers will be made on delivery of the printed fabric/ execution of the work to the satisfaction of the authority of Biswa Bangla Marketing Corporation or/ and that of the competent authority in the Government of West Bengal. Payment will be made on back-to-back basis when Biswa Bangla Marketing Corporation Limited receives the same from the Department concerned of the Government of West Bengal.
24. All lots of supplies will be subjected to strict quality control procedure as may be devised by the authority and only the lots which pass in the said quality tests will be accepted. The delivered consignments, shall/ must match (including the colours/ shades and tones of the logo, etc.) with the approved reference sample that has been kept on public display on the Notice Board outside the office of Biswa Bangla Marketing Corporation at Karigari Bhawan, Room No. 009, B/7, Action Area III, Rajarhat, New Town, Kolkata 700160.
25. BBMCL with the approval of the Departmental Tender Committee of the Department of MSME and Textiles, Government of West Bengal reserves the right to reject any or all Bids and to accept or reject any or all offers without assigning any reason whatsoever and would not be liable for any cost that might have been incurred by any Bidder for bidding.

26. Delivery of School Uniform Logos will be at the District-Level offices of West Bengal State Rural Livelihoods Mission (WBSRLM)/ Anandadhara. Delivery points and contact numbers of the concerned points will be provided to suppliers at the time of issuing the Work Orders.

Sd/-  
**Managing Director**  
**Biswa Bangla Marketing Corporation Limited**

## CHECKLIST

(To be uploaded online after being duly filled up)

NIT No.

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Name of the Tender:

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Name of the Firm:

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Full address of the Firm & Bidder (for communication):

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.....

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Contact No. (Office): ..... Mobile No. of Contact Person:

.....

e-mail id for Communication:

.....

### DETAILS TO BE GIVEN

Sl.No	Particulars	Please Mark		For use of the Bidders (Provide Registration Numbers where applicable)
		YES	NO	
1	EMD as per NIT	YES	NO	
2	Documents establishing status of Bidder as bonafide Printer (viz. Factory License, Trade License)	YES	NO	
3	Turnover of the Printer in the last 5 financial years (FY 2019-20, 2020-21, 2021-22, 2022-23,2023-24)	YES	NO	
4	Valid Completion Certificate issued by the Competent Authority of the organization, where the Bidder had supplied (FY 2019-20, 2020-21,2021-22,2022-23,2023-24)	YES	NO	
5	Copy of GST Registration Certificate	YES	NO	
6	Copy of GST return (FY 2021-22, 2022-23 and 2023-24)	YES	NO	
7	Copy of PAN Card	YES	NO	
8	Copy of Trade License	YES	NO	
9	Copy of Income Tax Return for FYs 2021-22, 2022-23 and 2023-24	YES	NO	
10	Brief profile of the bidder	YES	NO	
11	Undertaking that the rate shall remain valid for a period of 12 months	YES	NO	
12	Certificate of Incorporation/ Partnership Deed/ MSME Registration Certificate	YES	NO	



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**Note:**

- i. The bidders are requested to see that all of the above columns are marked.
- ii. If any of the information furnished above are found to be false, action as per e-Tender rules will be initiated.

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Signature with date

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Seal of the Company

## Annexure I

### DELIVERY SCHEDULE

**Total order quantity – 2.25 crore**

Sl. No	Quantity to be supplied
1	First 20% of the allotted quantity/ no of logos to be printed and supplied within the first 10 days of issuing the Work Order
2	The next 20% of the allotted quantity/ no. of logos to be printed and supplied within the next 10 days, i.e. within 20 days from the date of issuing the Work Order
3	Further 20% of the allotted quantity/ no. of logos to be printed and supplied within the next 10 days, i.e. within 30 days from the date of issuing the Work Order
4	Balance 40% to be printed and supplied within the next 10 days, i.e. within 40 days from the date of issuing the Work order.

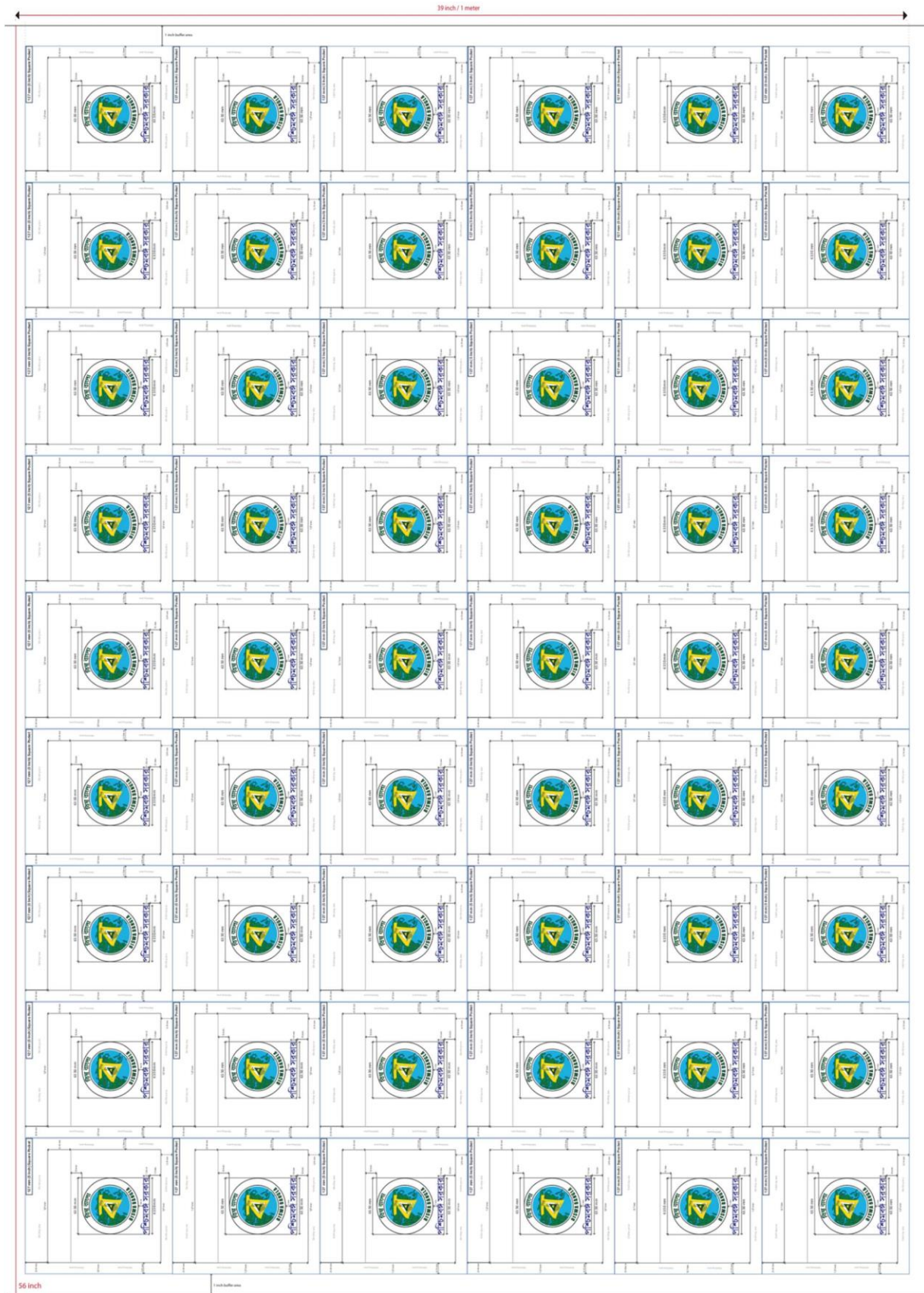
## Annexure - II - Specification for Large Logos



### Annexure - III - Specification for Small Logos



# Annexure - IVA - Specification for 1 metre fabric length for Large Logos



# Annexure - IVB - Specification for 1 metre fabric length for Small Logos

39 inch / 1 meter

