

পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ রাজ্য হজ কমিটি

(সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা দপ্তরের একটি বিধিবদ্ধ সংস্থা)

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Government of West Bengal  
WEST BENGAL STATE HAJ COMMITTEE

(A Statutory Body under  
Minority Affairs & Madrasah Education Department)  
Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat  
Kolkata - 700 160  
Tel. No.: 033- 2986 0249 / 2290 3617  
Toll Free No.: 1800 345 7155

TENDER NO: WBSHC/e- NIQ/08/2025

DATED: 18/11/2025

**Name of the Items: Supply of 100 gms. fresh roasted Cashew Whole W180 Packets, 100 gms. fresh American Almond Count 22/24 Packets and 100 gms. Indian Yellow raisin (long) Packets to be distributed in container to the Haj Pilgrims-2026 at Madinat-ul-Hujjaj, II-26/A, New Town, Rajarhat, Kolkata - 700160**

Electronic Quotations are invited from financially sound, experienced, resourceful and bona-fide agencies/ firm/Associations of persons / contractor/ Limited Companies for supplying **Supply of 100 gms. fresh roasted Cashew Whole W180 Packets, 100 gms. fresh American Almond Count 22/24 Packets and 100 gms. Indian Yellow raisin (long) Packets to be distributed in container to the Haj Pilgrims 2026 at Madinat-ul-Hujjaj, II-26/A, New Town, Rajarhat, Kolkata - 700160** tentatively between April 2026 to May 2026 (Phase-I)

The quotation shall be electronically submitted in the website: <https://wbtenders.gov.in>

Important Date		
Sl. No.	Particulars	Date & time
1.	Publishing date and time	<b>19.11.2025 at 6:50 PM</b>
2.	Document download start date(online)	<b>19.11.2025 at 6:50 PM</b>
3.	Bid submission start date (Online)	<b>19.11.2025 at 6:50 PM</b>
4.	Pre Bid Meeting	<b>02.12.2025 at 11:00 AM</b>
5.	Bid Submission closing (Online)	<b>16.12.2025 at 10:00 AM</b>
6.	Bid opening date for Technical Proposals (Online)	<b>18.12.2025 at 11:00 AM</b>
7.	Bid opening date for Financial Proposal (Online )	<b>to be informed later</b>

Quality of the supplied item shall be at par with the sample. Items are to be procured to the satisfaction of this Office. Bills for the said items supplied will have to be raised on satisfactory supply and within the given period. No advance payment will be made.

- 1) **SCOPE:**

**Supply of 100 gms. fresh roasted Cashew Whole W180 Packets, 100 gms. fresh American Almond Count 22/24 Packets and 100 gms. Indian Yellow raisin (long) Packets to be distributed in container to the Haj Pilgrims 2026 at Madinat-ul-Hujjaj, II-26/A, New Town, Rajarhat, Kolkata – 700160**

During the Haj Operation – 2026 supply during outward flight beginning tentatively between April 2026 to May 2026 (Phase-I).
- 2) **Eligible Criteria for Bidders**
  - a. Valid Trade license.
  - b. PAN Card.
  - c. GST Registration certificate.
  - d. FSSAI Certificate.
  - e. Income tax return for last three years.
  - f. Audit Report for last three years.
  - g. Annual turnover minimum 20 lakh in last three years.
  - h. Firm/Company registration certificate.
  - i. Self-Declaration of non-blacklistment of firm.
  - j. Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.
- 3) **Earnest Money:-**The bidder shall be required to deposit Earnest Money of Rs. 80,000.00 (Rupees Eighty thousand only) in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT of RTGS mode.
- 4) **Terms & Conditions to be followed for the Technical Bid.**
  - a) Multiple quotations by a single agency will not be entertained.
  - b) The items shall have to be supplied in good condition and at punctual time frame.
  - c) Quality and other related things shall not be compromised.
  - d) **Hard copy with sample to be submitted in the Office of Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area – II, New Town Kadampur, Kolkata – 700160 before the technical bid.**
  - e) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service providers and or their authorized representatives is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the web site.
  - f) **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
  - g) Intending bidder may remain present if they so desire during opening of technical and financial bid. Sample in container to be submitted at the time of technical bid.
  - h) Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory/Non-statutory Documents the tender will summarily be rejected.
  - i) Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.

- j) Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible bidder and the serial number of items for which their proposal will be considered & uploaded in the web portal.
- k) During evaluation the committee may summon the bidder and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- l) **Rejection of Bid:** The E-tender committee formed by the West Bengal State Haj Committee reserves the right to reject any / or all the tendered rates without assigning any reason and/ or not to place any orders even after selection and is not liable for any cost that might have been incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of bidder, if required so. The said committee does not bind himself to accept the lowest rate.
- m) If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the WBSHC shall, without prejudice to its other remedies under the Contract; WBSHC shall impose a penalty as per Tender Terms & Conditions including forfeiture of EMD, Security Deposit and Deposit of Cheque etc.
- n) Quantity of packets may vary as per requirement.
- o) TDS will be deducted as financial norms.
- p) No advance payment would be released for such supply. However payment shall be released only after completion of Haj Operation-2026.

5) **Guarantee on quality of goods:**

- 1) The supplier shall have to guarantee the quality of goods supplied, strictly as per specification of contract/ purchase orders.
- 2) If the material supplied is found not as per contract/purchase order specification, the material shall be liable for rejection. On intimation from the Unit/Unions the contractor shall have to arrange replacement of material as per specification. If the supplier delays/fails to make arrangement to replace the goods. Any extra expenditure incurred on this alternative arrangement shall be debited to the account of supplier under contract.
- 3) If supplier fails to make good this loss, the same shall be recoverable from the pending bills or security deposit.
- 4) The Contractor shall not indulge in supplying the rejected/returned materials. If the contractor is found indulging such practice the Contract shall be liable for cancellation, forfeiture of security deposit and black listing of firm.

6) **Specification for Kaju /Almond / Kismis (raisins ):**

- 1. Cashew Whole W180, American Almond Count 22/24 and Indian Yellow Raisins (long)
- 2. It should be free from mould , webbing, excreta, added coloring matter, adulterants, melamine, dirt, sand, stone, metal, fibers, living & dead insect, insect fragments, rodent or bird contamination & other foreign matter.
- 3. Nuts must be fleshy, even shape & should not be shriveled.
- 4. It should have a characteristic aroma & taste & free from any rancid/musty/fermented & any other objectionable odor or taste

7) **Packaging & Transport:**

- 1. It should be packed in a plastic container with trilingual Message of Hon'ble Chief Minister, West Bengal (Matter will be supplied by WBSHC) . The outer box must be marked with Name & address of manufacture/ marketed by (if any), Weight (Gross/ Net), ingredient, expiry/ best before Period, month & Year of mfg, storage condition (if any), Nutritional Information, lot/batch/code number, any information required under FSSAI, Weight & Measures Act.
- 2. Pack size should be 300 gm.

3. Material should not be in unsealed, damaged or wet condition or with any foreign matter present.
4. Carrier vehicle should be free from dust, dirt, any foreign matter as cement, cow dung etc & any objectionable smell.
5. All material in the carrier vehicle should be placed on a clean tarpaulin & also covered properly from top with a tarpaulin.
6. Generally, consignment should not comprise material of more than 4 Batches.

**Storage Condition:**

Stored in a cool & dry dark place away from sunlight.

Payment- 100% after satisfactory supply and Acceptance of the Material.

**8) INSTRUCTIONS FOR BIDDERS:**

- a. Quotation must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid.
- b. Technical bid should contain all the documents like, Quotation documents, Instructions for bidder, Pre-qualifying requirements, General terms & conditions duly filled in & signed by the bidder.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of bidder shall be electronically submitted. Bidder should note specifically that all pages of tender document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the technical bid portion of offer.
- d. Price should be mentioned only in the "Part-B, Price Bid Format" after quoting the rates online as specified in the price bid format. Rate per Item should be quoted for supply of Dry Fruit Packets for Haj Pilgrims – 2026 both in figures as well as in words including taxes in the price bid.
- e. Prior to quoting of rates, the intending agencies are requested to inspect **the godown/storing place at Madinat-ul-Hujjaj, Action Area – II, New Town, Rajarhat, Kolkata – 700160**
- f. On the date of opening of Quotation, Technical Bid shall be opened first to select the eligible Bidder. Price Bid will be opened on the scheduled date only in respect of those Bidder, whose bids are found technically acceptable.
- g. The West Bengal State Haj Committee reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, the West Bengal State Haj Committee shall not entertain any correspondence from bidders in this matter.
- h. The West Bengal State Haj Committee reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest tenderer or any of the other bidder to ascertain the suitability of the acceptable offer.
- i. The contract shall be for Haj Operation - 2026. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice or assigning any reason.
- j. The Bidder or their representative may attend the opening of both the Bids (Part A & B).
- k. **Registration of Contractor:** Any service providers and or their authorized representatives 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>.
- l. **Digital Signature Certificated (DSC):** Each service providers and or their authorized representatives is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site <https://wbtenders.gov.in>. DSC is given as a USB e-Token.
- m. The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in>. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- n. **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wbtenders.gov.in>. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature

Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).

o. **Payment of EMD :**The Tenderer shall be required to deposit Earnest Money of **Rs. 80,000.00 ( Rupees Eighty Thousand) only** in Online Mode only (as per Finance Memo No: 3975 F dated 28<sup>th</sup> July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT or RTGS mode.

p. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders)

a) **Statutory Cover** Containing the following documents –

i. NIT

b) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	GST Registration certificate PAN Valid Trade License FSSAI Certificate IT return for last three Years Audit Report for last three year Annual turnover minimum 1 crore
B.	Company Detail(s)	Company Detail	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE
C.	Balance Sheet	Last three years	P/L AND BALANCE SHEET Last three years
D.	Credential	Credential – 1	Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.

Sd/-

Executive Officer  
West Bengal State Haj Committee

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Tel. No.: 033- 2986 0249 / 2290 3617

Toll Free No.: 1800 345 7155

**Annexure-I**

Tender ID: \_\_\_\_\_

Hard copies are to be submitted to the Office of the Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata – 700160 **before the opening date of the technical bid**, in the sequence noted below.

SI No	Name of the documents	Yes/No	Page No.
1	EMD / Exemption Order		
2	PAN Card		
3	GST Certificate		
4	FSSAI Certificate		
5	Trade Registration		
6	IT Return last three years		
7	Audit Report last three years		
8	Annual Turnover certify by Chatter Accountant		
9	Non Blacklistment Declaration		
10	Credential with payment statement		

Seal and Signature of Bidder