

**BBMC/ADMIN/2025-2026/PAPERBAG/006**

**Date: 28 July 2025**

**SHORT TENDER NOTICE**

**N.I.T. No. BBMC/PB/2025-26/NIT06(e)**

**Tender ID: 2025\_BBACL\_882121\_1**

**NOTICE INVITING E-TENDERS/ BIDDING DOCUMENTS TO ASCERTAIN THE RATE FOR PROCUREMENT OF APPROXIMATELY 50,000 (FIFTY THOUSAND) UNITS OF MEDIUM SIZED PAPER BAGS AND 25,000 (TWENTY FIVE THOUSAND) UNITS OF SMALL SIZED PAPER BAGS.**

Sl. No.	Name of Operation	Earnest Money	Period of Operation	Eligibility of Bidder
		(In Rs.)		
1	Supplying 50,000 (Fifty Thousand) units of Medium sized Paper bags and 25,000 (Twenty Five Thousand) units of Small sized Paper bags.	Rs. 20,000/- (Rupees Twenty Thousand) only	Supply shall have to be made as per delivery scheduled throughout the year	As per clause 3 of the NIEQ

## **SECTION – I**

1. Biswa Bangla Marketing Corporation Limited (BBMCL), having its registered office (known as Head Office also) at Garia Commercial Complex, 105/1, Raja S C Mullick Road, Kolkata – 700 047 needs to ascertain **the rate for Paper bags** to procure approximately **50,000** units of Medium sized Paper bags and **25,000** units of Small sized Paper bags.
2. In terms thereof, BBMCL hereby invites Bids through e-tendering from eligible and qualified bag manufacturing units **registered in West Bengal**, to ascertain the **rate per unit** of Paper bags for procurement of **50,000** units of Medium sized Paper bags and **25,000** units of Small sized Paper bags to be delivered **at the Head Office of Biswa Bangla Marketing Corporation.** The tender will comprise of the Technical Bid and the Financial Bid. Bidders shall submit the Technical Bid through ‘e-tendering’ and the Financial Bid in the form of the Bill of Quantities (BOQ) given in the e-tendering portal.
3. **Eligibility Criteria of the Bidder** – The bidder must be a paper bag manufacturing unit registered in West Bengal. Intending agency should have experience of manufacturing or supplying Paper Bags to the Government of West Bengal or any semi government or government undertakings or other organization.
4. The required technical and financial parameters shall be as follows.
  - a) The bidder must be a Company/Entity limited by shares (Private or Public), proprietorship firm/partnership firm/partnership firm (LLP) registered under the appropriate laws of India.
  - b) Average Annual Turnover should be at least ₹20 lakh during the last 5 Financial Years and should be based on the audited Statement of Profit & Loss and Balance Sheet of participating bidders.
  - c) Supply capacity of at least **1.00 Lakh** units of Kits per annum **as on the date of application.**
  - d) Applications received from organisations having common ownership/ partnership/ directorship will be considered on first receipt basis as per uploading time of bid. Supply to related parties will not be considered for the purpose of eligibility criteria.
5. Supply Certificate as credential of supply to the tune of at least **0.50 Lakh** units of same or similar kits to any Government/Semi-Government/reputed private entity in any of the last five (5) Financial Years.
6. Participating bidders will have to submit sample Paper bags along with online bids. The samples submitted by bidders must match (including colour/ shades and tones that of the logo, etc.) with the approved reference sample of the Paper bag that has been kept of public display at the Registered Office of Biswa Bangla Marketing Corporation Limited at Garia Commercial Complex, 105/1, Raja SC Mullick Road, Kolkata – 700 047
7. In the event, the sample of Paper Bag does not match such specifications, the Bidder will be disqualified, and its Financial Bid will not be considered.

- 8 Bidders shall have to meet the minimum eligibility criteria in respect of **Financial Capacity** as well as **Technical Capability** including Experience and Credentials. The eligibility of a Bidder will be ascertained on the basis of digitally signed documents in support of the eligibility criteria. If any document submitted by a Bidder is found at any stage to be manufactured or false or untrue in any material respect, the bid of the Bidder will be rejected outright without any prejudice to any right of tender inviting authority including forfeiting the EMD/Bid Security or invoking the Performance Security.
- 9 **Bidder shall have to furnish the following documents:**
- 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) Copy of valid License under the Factories Act in case of manufacturers.
  - d) Copy of PAN Card.
  - e) Copy of GST Registration Certificate.
  - f) Copy of Trade License
  - g) Copy of Small Scale Industries Registration Certificate in case of SSI Unit only.
  - h) Copy of Income Tax Returns for the last 3 (three) financial years (2023-24, 2022-23 and 2021-22).
  - i) Copy of GST Return for last 3 (three) financial years (2023-24, 2022-23 and 2021-22).
  - j) Audited Balance Sheet for the last 3 (three) financial years (2023-24, 2022-22 and 2021-22).
  - k) Completion Certificate as credential of supply to the tune of at least **0.50 Lakh** units of same or similar paper bags to any Government/Semi-Government/reputed private entity in any of the last five (5) Financial Years.
  - l) Supply to related parties will not be considered for the purpose of 0.50 lakh units supply credentials.
  - m) Declaration by way of affidavit duly notarized that the Bidder has not been barred by the Government of India (GOI) or Govt. of West Bengal for participation and the same subsists on the day of submission of the bid.
  - n) Undertaking that the rate shall remain valid for a period of 12 months or any extension thereof made by authority.
- 10 **Specifications of Paper bag – as mentioned in Annexure A below.**
- In the event, the sample of Paper bag does not match such specifications, the Bidder will be disqualified, and its Financial Bid will not be considered.**
- 11 **Earnest Money/Bid Security shall be Rs. 20,000** deposited online by net banking through ICICI Bank payment Gateway. 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 para 47A(1) of Memo no. 10500-F dated: 19.11.2004, issued by the Finance Department (Audit Branch), Government of West Bengal.
- 12 The EMD/Bid Security of successful Bidders will be returned without any interest, on signing of contract in respect of such awarded quantity as determined by the authority on submission of Performance Security by the Selected Bidder.

In respect of bidders in Unreserved Category not meeting technical criteria the refund of the

EMD shall happen immediately within T+2 days of hosting of technical assessment results in the e-Tender website following stipulations of FD Notification No. 3975-f(y) dated 28.07.2016.

EMD shall be returned to all the unsuccessful applicants post determination of award of the supply quantity.

13. The Technical Bid and Financial Bid duly digitally signed will have to be submitted simultaneously by uploading the same in the website <https://wbtenders.gov.in> in the prescribed manner. Technical Bid and Financial Bid must be submitted within the date and time stated in the NIT.
14. All documents submitted by Bidders should be properly indexed and digitally signed. Both Technical Bid and Financial Bid(s), in respect of **number of Paper bags** for which a Bidder intends to submit its bids, duly digitally signed are to be submitted in the respective folders viz., technical (statutory & non- statutory) folder and financial folder simultaneously on the website **<https://wbtenders.gov.in>**
15. Financial Bid will be considered if and only if the Technical Bid (both statutory and non-statutory) of a Bidder is found qualified by the Tender Evaluation Committee formed by Biswa Bangla Marketing Corporation. The decision of the Tender Evaluation Committee will be final and absolute in this respect. The list of responsive/non-responsive technically qualified Bidders will be uploaded in the website on the scheduled date and time, unless otherwise changed.
16. 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 quoting the L1 rate and willing to execute the supply will be issued the work order.
17. Bids are to remain valid for a period of 12 months and may be extended thereafter for a maximum period of 3 months after the last date for bid submission as specified in this NIT. Bids valid for a shorter period shall be rejected as non-responsive.
18. The quantity of Paper bags required may increase or decrease by upto **25%** of the total quantity mentioned herein according to changes in requirement.

**19. Important information date and time schedule:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
1.	Publication of e-NIT (Bidding Documents)	28.07.2025 at 12.00 Noon
2.	Pre-Bid Meeting	30.07.2025 at 03.00 PM
3.	Start date and time of uploading Bids	28.07.2025 at 12.00 Noon
4.	Last date and time of submitting samples	11.08.2025 at 03.00 PM
5.	Last date and time of uploading Bids	11.08.2025 at 04:00 PM
6.	Date and time of opening of Technical Bids	11.08.2025 at 05.00 PM
7.	Start of Technical Bid Assessment	11.08.2025
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 and Signing of Agreement	To be notified subsequently
13	Link for pre-bid meeting	meet.google.com/tna-nsfy-qjr

- 20.** 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 incurred by any Bidder forbidding.
- 21.** BBMCL reserves the right to cancel the bidding process at any time without assigning any reason whatsoever, and without entertaining any claim in this respect. At any time prior to the deadline for submission of Bids and in case of extension of deadline for the submission of Bids up to bid opening, bid inviting authority may amend the Bidding Documents by issuing addenda/corrigenda.
- 22.** Where an individual holds a Digital Signature Certificate in his own name duly issued to him in respect of a Bidder company of which he is an Authorised representative, such person shall, while uploading any bid for and on behalf of the Bidder company of which he is an Authorised representative, shall upload a copy of the Power of Attorney authorizing him to act on behalf of the Bidder.
- 23.** Bidders must submit all records, data and documents on which they wish to bank in support of their Technical Bid. Bidders will not be allowed to supplement data and documents submitted online, with additional data and documents during tender evaluation, except for those documents especially sought for by BBMCL / Departmental Tender Committee.

## **INSTRUCTION TO BIDDERS**

### **1 Requirement for submission of proposals**

The proposal should contain all the information requested on both technical and Financial. The proposal should also be submitted along with the supporting documents which are required as evidence for the information furnished by the bidders.

### **2 Preparation of Proposal:**

#### **2.1 Digital Signature certificate (DSC)**

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of e-Quotation / Bid from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount. Details are available at the website stated above. DSC is given as a USB e-Token. The contractor can search and download Bid Documents electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Bid Documents.

#### **2.2 Submission of Bid**

General process of submission - Bids are to be submitted through online to the website stated above in two folders at a time, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed.

**2.3 The bidder is expected to** examine all terms and instructions included in the bid document. Failure to provide all requested information will be at bidder's own risk and may result in rejection of the bidder's proposal.

2.4 Bidders shall submit their Bid in Technical Proposal and Financial Proposal.

2.5 Technical Proposal: The Technical Proposal shall contain the following:

- I. Application for submission of proposal as per **Format – I**.
- II. Authenticated Proof in respect of experience in the field of manufacturing or supplying of Paper bags in Government's Department or Government organization.

**24** Quotation / Bid documents, minutes of Pre-bid meeting, corrigendum, addendum and all other documents incidental thereto, including minutes of the pre-bid meeting, corrigendum, etc. will be uploaded in website **<https://wbtenders.gov.in>** and **[www.biswabangla.in](http://www.biswabangla.in)**.

- III. Intending agency should have possess up to date clearance of Income Tax return (Last three years), Professional Tax Certificate, PAN Card, G.S.T. registration, Trade License and other statutory license / registration from the appropriate authority as applicable for this type of service. Also submit at least two works orders issued by any Department, Semi government organization, undertakings. Registration certificate with Government Agencies for SHG/ Clusters, Bye-Laws, List of Board Directors, Minutes of last AGM, Audit Report and evidence of submission to Appropriate Authorities (For Co-operative

Societies).

IV. Declaration regarding Structure and Organization as per prescribed **Format – II.**

**2.6 Financial Proposal:** The Financial Proposal shall be submitted BOQ in Financial Folder. The rate will be quoted against each item given in the BOQ.

**3 Basis for Award of Contract**

The selection criteria for awarding of the contract for this work will be based on technical and financial evaluation of the offer made by the applicant/bidder. “Financial Bid” of only the Bidders qualified after Technical Evaluation by the Bid Evaluation Committee will be opened.

**4 Duties and Taxes**

All duties, taxes and other levies are payable by the agency in respect of supplying of Paper bags and shall be included in the bid price and no claim on this behalf will be entertained by this office.

**5 Proposal Validity Period**

The Bid shall be kept valid for a period of thirty (30) days from the stipulated last date for submission of bids. The overall offer for the assignment and bidders quoted prices shall remain unchanged during the period of validity. In case the Bidder withdraws, modifies or changes his offer during validity period, the Earnest Money Deposit paid by him shall be forfeited forthwith, without assigning any reason thereof.

**6 Evaluation of Offers**

Technical Proposal:

Technical Proposals received and found valid will be evaluated by One Evaluation Committee to be formed by the BBMC to ascertain best evaluated bid in the interest of the work. The Technical Bid received will undergo detailed evaluation.

The Bidder should take enough care to submit all the information sought by this office in the desired formats. In case of need, additional paper can be added. The bids are liable to be rejected if information is not provided in the desired formats.

This office will open “Financial Bid” of only the Bidders qualified after Technical Evaluation by the Technical Evaluation Committee.

Financial Proposal will be evaluated by the Evaluation Committee.

**7 Language of Bids**

All information in the bid shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this shall disqualify a bid. In the event of any discrepancy in meaning, the English Language copy of all documents shall prevail.

**8. Award Criteria**

Upon opening of the Financial Bids, the Bidder submitting the lowest rate (L1 bidder/ lowest bidder) will be determined. Bidders quoting the L1 rate and willing to execute the supply will be issued work order.

**9. Performance Security**

The Selected Bidder shall be required to furnish Performance Security amounting to 3% of the Order Value for supply of entire products.

Failure of the Selected Bidder to submit the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that case the contract may be awarded to the next lowest evaluated Bidder at L1 rate.



## **GENERAL TERMS AND CONDITIONS**

1. The essence of this contract is to supply Paper bags, as per the specimen approved sample as kept in public display in the office of Biswa Bangla Marketing Corporation Limited, Garia Commercial Complex, 105/1, Raja S C Mullick Road, Kolkata 700047. The bidders are advised to carefully study all bid documents before submitting their bids. These terms and conditions will have to be followed by the Agency and no violation of these terms and conditions will be allowed. Any deviation in the bids from these terms and conditions may result in rejection of the bid.
2. No sub-agency / sub-leasing / sub-renting will be allowed under any circumstances whatsoever. The agreement stands cancelled on detection of such circumstances.
3. **Performance Security Deposit**  
The Selected Bidder shall be required to furnish Performance Security amounting to 3% of the Order Value for supply of entire products.  
Failure of the Selected Bidder to submit the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that case the contract may be awarded to the next lowest evaluated Bidder at L1 rate.
4. **Forfeiture of Performance Security Deposit:** If during the term of this Contract, the agency is in default of the due and faithful performance of its obligations under this contract, or any other outstanding dues by the ways of fines, penalties any recovery of any other amounts due to it, the Competent Authority shall, without prejudice to its other rights and remedies hereunder or at the Applicable Law, be entitled to call in, retain and appropriate the Deposit. Nothing herein mentioned shall debar the Competent Authority from recovering from the agency by a suit or any other means any such losses, damages, costs, charges and expenses as aforesaid, in case the same shall exceed the amount of the Security Deposit. After appropriating the deposits, the agency shall provide the amount appropriated at the earliest, but not later than 15 days from the date of appropriation, failing which the contract may be terminated at the risk and cost of the contractor.
5. **Return of Performance Security Deposit:** All Performance Security Deposit shall be retained until all disputes, if any, between both the parties have been settled to the entire satisfaction of the Competent Authority. The Deposit shall be returned to the agency by the Competent Officer provided that no outstanding claims of the Competent officer on the agency.
6. Biswa Bangla Marketing Corporation Limited reserves the right to postpone / modify / amend / cancel this NIEQ or any part of this NIEQ. Moreover the selection of operating agency does not entail any bidder to have the right to get engaged through execution of formal Memorandum of Agreement.

7. Biswa Bangla Marketing Corporation Limited also reserves the right to withdraw or cancel the offer/ contract for supplying of Paper bags at any point of time without furnishing any reason therefore.

**Format I**

*[see para I, sub-clause (2.5) of clause 2 of Instruction of Bidder]*

**Application**

(On Organisation's letterhead)

From:

To:

**Format II**

*[see para VI, sub-clause (2.5) of clause 2 of Instruction of Bidder]*

**STRUCTURE AND ORGANIZATION**

1	Name of the Firm	
2	Type of Firm	
3	Contact Address:	
4	Name of the Contact Person	
5	Contact Number	
6	Email Address	
7	Date and Year of Incorporation	
8	Number of years of experience in similar work / service	
9	Any other important information about the organization	



Front View



Back View

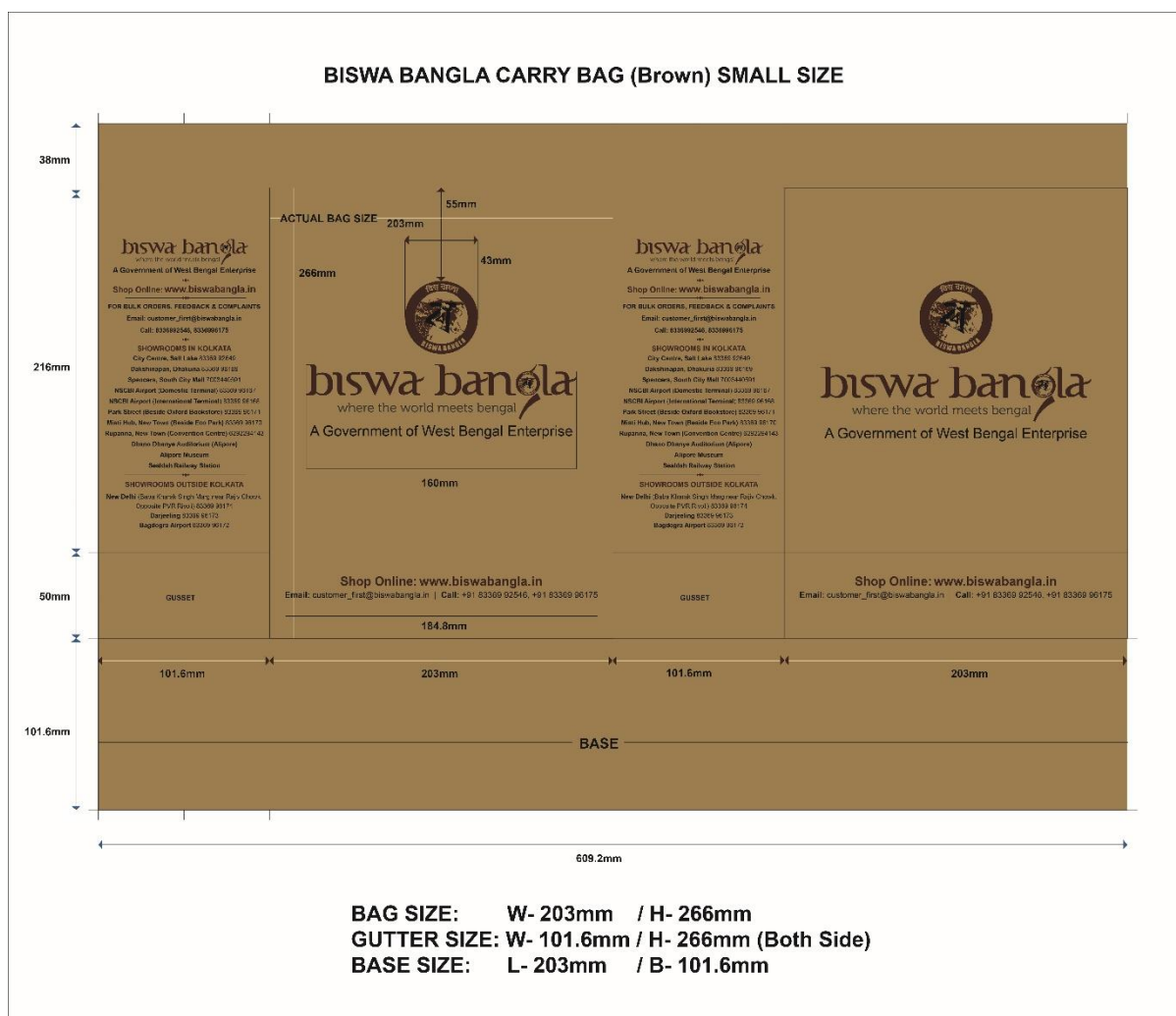


Side View

**IMPORTANT NOTE:** THE ABOVE PICTURE/ IMAGE MAY NOT REVEAL THE TRUE COLOURS/ SHADES, AND ALSO THE LOOK AND FEEL OF THE REFERENCE SAMPLE OF THE BAG.

THE SAMPLES SUBMITTED BY THE BIDDERS, AND ALSO THE BAGS WHICH WILL BE FINALLY MANUFACTURED AND DELIVERED SHALL/ MUST MATCH (INCLUDING THE COLOURS/ SHADES AND THE LOGO, ETC.) WITH THE **APPROVED REFERENCE SAMPLE OF THE BAG** THAT HAS BEEN **KEPT ON PUBLIC DISPLAY** AT THE OFFICE OF BISWA BANGLA MARKETING CORPORATION AT GARIA COMMERCIAL COMPLEX, 105/1, RAJA S.C. MALLIK ROAD, KOLKATA 700084.

**SWATCH** OF THE APPROVED REFERENCE SAMPLE MAY BE COLLECTED FROM THE SAME OFFICE.



**IMPORTANT NOTE:** THE ABOVE PICTURE/ IMAGE MAY NOT REVEAL THE TRUE COLOURS/ SHADES, AND ALSO THE LOOK AND FEEL OF THE REFERENCE SAMPLE OF THE BAG.

THE SAMPLES SUBMITTED BY THE BIDDERS, AND ALSO THE BAGS WHICH WILL BE FINALLY MANUFACTURED AND DELIVERED SHALL/ MUST MATCH (INCLUDING THE COLOURS/ SHADES AND THE LOGO, ETC.) WITH THE **APPROVED REFERENCE SAMPLE OF THE BAG** THAT HAS BEEN **KEPT ON PUBLIC DISPLAY** AT THE OFFICE OF BISWA BANGLA MARKETING CORPORATION AT GARIA COMMERCIAL COMPLEX, 105/1, RAJA S.C. MALLIK ROAD, KOLKATA 700084.

**SWATCH** OF THE APPROVED REFERENCE SAMPLE MAY BE COLLECTED FROM THE SAME OFFICE.

**BISWA BANGLA CARRY BAG (BROWN) MEDIUM SIZE**

**Dimensions:**

- Overall Width: 709mm
- Overall Height: 38mm
- Top Flap Height: 38mm
- Main Body Height: 310mm
- Bottom Flap Height: 152mm
- Top Flap Width: 709mm
- Main Body Width: 709mm
- Bottom Flap Width: 709mm

**Internal Structure:**

- FOR INNER LINE
- ACTUAL BAG SIZE: 405mm (width) x 310mm (height)
- GUSSET: 152mm (width) x 310mm (height)
- BASE: 405mm (width) x 152mm (height)

**Text on Bag:**

**biswa bangla**  
where the world meets bengal  
A Government of West Bengal Enterprise  
Shop Online: [www.biswabangla.in](http://www.biswabangla.in)  
FOR BULK ORDERS, FEEDBACK & COMPLAINTS  
Email: [customer\\_first@biswabangla.in](mailto:customer_first@biswabangla.in)  
Call: 8336992546, 833696175

**SHOWROOMS IN KOLKATA**  
City Centre, Salt Lake 83369 92848  
Dakshinapuri, Dhakuria 83369 96169  
Spencers, South City Mall 7003440591  
NSCB Airport (Domestic Terminal) 83369 96167  
NSCB Airport (International Terminal) 83369 96165  
Park Street (Beside Oxford Bookstore) 83369 96171  
Mini Hub, New Town (Beside Eco Park) 83369 96170  
Rupnarayan, New Town (Convention Centre) 83369 96173  
Dhans Dhanyas Auditorium (Alipore)  
Alipore Museum  
Scottish Railway Station

**SHOWROOMS OUTSIDE KOLKATA**  
New Delhi (Baba Khem Singh Marg near Raw Chowk)  
Opposite: PVR Roynall 83369 96174  
Darjeeling 83369 96170  
Bagdogra Airport 83369 96172

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**BISWA BANGLA**  
where the world meets bengal  
A Government of West Bengal Enterprise

THE SAMPLES SUBMITTED BY THE BIDDERS, AND ALSO THE BAGS WHICH WILL BE FINALLY MANUFACTURED AND DELIVERED SHALL/ MUST MATCH (INCLUDING THE COLOURS/ SHADES AND THE LOGO, ETC.) WITH THE **APPROVED REFERENCE SAMPLE OF THE BAG** THAT HAS BEEN **KEPT ON PUBLIC DISPLAY** AT THE OFFICE OF BISWA BANGLA MARKETING CORPORATION AT GARIA COMMERCIAL COMPLEX, 105/1, RAJA S.C. MALLIK ROAD, KOLKATA 700084.

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