



Government of West Bengal,
Directorate of Micro, Small & Medium Enterprises,
Office of the General Manager,
District Industries Centre, Alipurduar
New Administrative Building, DOOARS KANYA (3rd Floor, Room No-309 & 312),
P.O. - Alipurduar Court, P.S. & Dist-Alipurduar, PIN-736122
Email: dicalipurduar@gmail.com

NOTICE INVITING e-TENDER

E-NIT No: DIC/APD/E-NIT/03/2025-26

Date : 17.02.2026

SUPPLY AND INSTALLATION OF TOOLS AND MACHINERIES TO CHIKLIGURI FABRIC CLUSTER INDUSTRIAL COOPERATIVE SOCIETY LTD. UNDER DISTRICT ALIPURDUAR.

PROJECT FOR DISTRICT INDUSTRIES CENTRE ALIPURDUAR DISTRICT:-

- a) Various types of Tools and Machineries are required as attached in section –II and Section—III for a Chikliguri Fabric Cluster Industrial Cooperative Society Ltd.- With all necessary fitting and fixing under O/o General Manager, District Industries Centre, Alipurduar

Email : - dicalipurduar@gmail.com

Work Details

Sl. No.	NAME OF WORK	ESTIMATED AMOUNT	EARNEST MONEY @ 2%	SECURITY Deposit @ 3%	TIME OF COMPLETION OF WORK
1	Supply of various types of Tools and Machineries for Chikliguri Fabric Cluster Industrial Cooperative Society Ltd Village- Chikliguri, P.O- Chikliguri, P.S.- Samuktala, Pin 736202 under General Manager, District Industries Centre, Alipurduar.	Rs 7,04,000/-	Rs 14,080/-	Rs 21,120/-	12 days

INVITATION OF TENDER.

1. The General Manager, District Industries Centre, Alipurduar, West Bengal invites Supply of **Various types of Tools and Machineries** (as attached in section –II and Section—III) from eligible supplier, Contractor or Agency or Firm or Company through e- Tendering for supply of **Tools and Machineries** of Garments Industries according with condition and manner prescribed in this tender document.
2. Tenders are advised to examine this tender document carefully before submitting their tender in response to the Notice Inviting Tender. Submission of tender in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
3. For e- filling intending tenderers will have to download the tender documents, terms and conditions etc. from the Website <https://wbtenders.gov.in>
4. Tender should have Digital Signature Certificate (DSC) to participate in the tendering process tenders who have no DSC may apply for it for online e-tendering in the prescribed form for centralized e-tendering at the Website <https://wbtenders.gov.in> or may contact NIC office.
5. The Technical tender should be submitted as per the tender submission time line.

5.1. Schedule of dates of e-Tender:

Sl. No.	Particulars	Date & Time
01.	e-tender upload/Publishing Date (online)	17-02-2026 at 06:00 pm
02.	Document Download start date (online)	17-02-2026 at 06:00 pm
03.	Document Download end date (online)	24-02-2026 at 06:00 pm
04.	Tender submission start date(online)	17-02-2026 at 06:00 pm
05.	Tender submission closing date(online)	24-02-2026 at 06:00 pm
06.	Pre-Bid Meeting	19-02-2026 at 03.00 pm
07.	Technical Bid opening date (online)	26-02-2026 at 06:00 pm
08.	Uploading of list of Technically qualified bidders (online)	To be notified later.
09.	Financial Bid opening date (online)	To be notified Later
10.	Date of uploading of list of tender along with their rates through online.	To be notified later.
11.	Place of Tender opening	Office of The Undersigned

- 5.2. The General Manager, District Industries Centre, Alipurduar reserves the right to change the above Schedule in case of any exigencies. No objection raised by any tenderer in this respect will be entertained.
- 5.3. The General Manager, District Industries Centre, Alipurduar reserves the right to cancel the Tender/ apart of the tender due to unavoidable circumstances and no claim in this respect will be entertained.
- 5.4. All communications related to this Notice Inviting Tender shall be addressed to:

The General Manager, District Industries Centre, Alipurduar,
 Directorate of Micro, Small & Medium Enterprises
 New Administrative Building, DOOARS KANYA (3rd Floor, Room No-309 & 312),
 P.O. - Alipurduar Court, P.S. &Dist-Alipurduar, PIN-736122
 E mail id- dicalipurduar@gmail.com

Scope of Work

- a) To supply specified quality of different types of **Tools and Machineries** as per the specifications mentioned in the supply order. The item/s shall be delivered to the aforesaid Chikliguri Fabric Cluster Industrial Cooperative Society Ltd , Chikliguri, P.O Chikliguri, P.S- Samuktala, Dist: Alipurduar, Pin: 736202 or as mentioned in the supply order.
- b) Installation of **Tools and Machineries** shall be the responsibility of supplier at the site of Cluster/factory.

Furniture Specifications:

- a) The **Tools and Machineries supplied** should be new, good quality and comply with the parts specifications and quality norms as attached in section –II and Section—III.
- b) Supplier needs to stamp/emboss/engrave all Tools and Machineries supplied by him with a unique code for identification. Quality of item will be checked by the cluster end at the time of taking delivery and has to fulfill their satisfaction.
- c) Any deviations found from approved quality of the items during course of implementation will result in debarring of the selected along with suitable penalty as may be decided by the competent authority.
- d) All items/ **Tools and Machineries should** carry a warranty of one year against any manufacturing defects from the date of supply.

Eligibility Criteria for submission of bidder

Section I. Instructions to Bidders (ITB)

1: GENERAL

1.1. Scope of Bid

The General Manager, District Industries Centre, Alipurduar, Govt. of West Bengal herein after referred to as “Purchaser” issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section II, Schedule of Requirements based on the technical specifications mentioned under Section III, Technical Specifications.

2: CONTENTS OF DOCUMENTS

2.1: Contents of Documents: - The documents consist of the Sections indicated below:

- a) Section I. Instructions to Bidders (ITB)
- b) Section II. Schedule of Requirements
- c) Section III. Technical Specifications
- d) Section IV. Bid submission Forms

3: PREPARATION OF BIDS

3.1. Credentials and Pre-qualifications of the Bidder

- a. The responding Bidder should be registered under relevant statutes of India.
- b. Bidder or in case of any partnership firm, any one of the partners should not be insolvent, bankrupt or being wound up, their affairs are not being administered by the Court or a judicial officer, their business activities have not been suspended and should not be the subject of legal proceedings.
- c. The Bidder shall have Credential for supplying the **quoted materials only** having at least 50% of the **quoted values** in a single order during last five years. **No other credentials need to attach.**
- d. The quoted materials shall have 1st Certification and/or Certification of competent authorities in case of imported goods.
- e. The bidder has to submit Audited Annual Accounts for last three years.
- f. The average Annual Turnover during last three financial years shall be at least 10 (ten) times of the Quoted rate in case of trading goods and 3 (three) times in case of manufacturing items as per existing convention.

- g. The successful completion certificate of supply of similar products to other Govt. /esteemed non-Govt. organisation during last three years or documentary evidences for such supply by the bidder is to be provided along with this bid.
- h. PAN card copy and copy of GST Registration Certificate along with the copy of last GST return is to be provided by the bidder.
- i. Deed of Consortium/Partnership Firm and documents of their registration in the form of certified copy of 'Form No. VIII' issued under the Indian Partnership Act, 1932 (Act-IX of 1932) is to be submitted.
- j. The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking. An undertaking in this regard should be submitted by the bidder otherwise the bid shall be summarily rejected.
- k. All bidder(s) outside the State of West Bengal must have Office and Service Centre in West Bengal.
- l. The Bidder should be recognized and having technical competence, financial resources, equipment and other Physical facilities, managerial capability, reliability, experience, reputation and the personnel to perform the Works contract.
- m. Chikliguri Fabric Cluster Industrial Cooperative Society Ltd. itself or any beneficiary of this cluster can't participate in this Tender.

3.2. Tender Pre-Requisites

Payment procedure of EMD:

- a) The EMD shall be received and refunded (unsuccessful ones) online in accordance with Finance Department Memo No. 3975-F(Y) dated 28/07/2016, a copy of which is attached herewith. Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any scheduled commercial Bank or offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid [through online submission], at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

This clause is applicable for all categories of applicants except those who are exempted as per prevailing government orders including MSMEs

- b) Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed in the <https://wbtenders.gov.in>
- c) Attested copy of latest license for manufacturing ISI / ISO accredited / OEM finished product, Raw / Basic Material and Component Parts to manufacture / Fabricate Quoted items, if any.
- d) In case the Bidder is exempted from Goods and Services Tax under GST Act 2017 or if he enjoys the benefit of deferment, he must upload documentary evidence to that effect in Non-statutory cover in place of Goods and Services Tax under GST Act 2017.
- e) It is compulsory for the bidder to enclose a copy of technical catalogue / brochures of the product illustrating the make, model & detail specification in support of the technical specification provided. It is to be documented in Non-Statutory cover.
- f) All Technical Forms duly filled in and signed and affixed with the seal of the bidder are to be documented on line.
- g) The Notice Inviting Tender along with the addendum and corrigendum shall form part and parcel of the tender documents.
- h) The General Manager, District Industries Centre, Alipurduar, on behalf of the Purchaser may verify the credential and other documents of the lowest bidder with the original, if found necessary at any time. After verification, if it is found that such documents submitted by the bidder are not genuine, supply order will not be issued in favour of the bidder under any circumstances and will follow the forfeiture of earnest money.

- i) At least 12 months onsite warranty of the supplied items is required. Warranty period should be declared /given on separate Letter head of bidder duly signed & sealed by competent person/ authority.
- j) Authorized dealer/ distributor may furnish documentary evidence to that effect along with offer and it will have to be documented in Non-Statutory cover.
- k) Letter of Authority from the manufacturer, if the Bidder happens to be a Supplier, as authorized dealers / authorized distributors etc.

4: SUBMISSION OF BIDS

4.1. General process of submission

- a) For e-Filling, intending bidder may download the tender document from the website: <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate.
- b) Technical Bid and Financial Bid both shall be submitted online concurrently duly digitally signed in the Website [https:// wbtenders.gov.in](https://wbtenders.gov.in) as per time schedule.
- c) The documents submitted by the bidders should be properly indexed and self-attested with seal.
- d) Bids are to be submitted through online in two folders - one in Technical Bid and the other is Financial Bid before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded various scanned copy duly digitally Signed. The documents will get encrypted (transformed into non readable formats). No hard copy of Bids will be accepted.

4.2. Pre-bid meeting

A pre bid meeting will be held at the address and at given date and time as mentioned in the 'Invitation of Bids'. Please note that non-attendance at the pre-bid meeting will not be the cause of disqualification of the bidders.

4.3. Technical Bid The Technical Bid should contain signed and scanned copies of the following in two covers (folders).

A. Statutory Cover containing the following documents:

1. Notice Inviting Tender (NIT)
2. EMD as prescribed in the NIT
3. Undertaking for not Barred / Delisted / Black Listed
4. Form TECH-1: Technical Bid Submission Form
5. Form TECH-2: Bidder Information Form
6. Form TECH-3: Technical Specifications Compliance Statement
7. Form TECH-4: Performance Statement for supply to Central/ State government/ PSU (For a period of last three years)
8. Form TECH-5: Production Capacity and go down space

B. Cover containing Other Important Documents (Non-Statutory Cover)

1. Documents regarding claim of availing price preference, if applicable.
2. Self-attested copy of Trade License certificate.
3. Authenticated copy of Partnership deed in case of Partnership Firm and Memorandum of Association & Articles of Association in case of Company.
4. Self-attested copy of valid 15 Digit Goods and Services Tax Payers Identification Number (GSTIN) under GST Act 2017 related to sales.
5. Self-attested copy of PAN Card of the Organisation and / or Chief Executive Officer / Principal Officer of the Tenderer.
6. Self-attested copy of documents regarding payment of Goods and Services Tax under GST Act 2017, Income Tax, Professional Tax, and Excise Duty (if applicable) of latest financial year.
7. Copy of Audited Balance Sheet for last 3 years, Copy of Bankers certificate and Annual Turnover for last 3 years.
8. Power of Attorney (For Partnership Firm/ Private Limited Company)
9. Registration Certificate under Company Act (if applicable)
10. SSI registration certificate/ Udyog Aadhaar Memorandum (if applicable)
11. Documents regarding Central Excise Duty (if applicable)

12. Letter of Authority from the manufacturer, if the Bidder happens to be a Supplier, as authorized dealers/ authorized distributors (if applicable)
13. Attested copy of latest license for manufacturing OEM / ISI marked / ISO accreditation finished product, Raw / Basic Material and Component Parts to Manufacture/ Fabricate quoted items (if applicable)
14. Copy of document showing the companies/organisations participating in the tender should have product of international repute and should have representation in minimum 10 countries
15. Copy of technical catalogue / brochures of the product illustrating the make, model & detail specification in support of the technical specification provided

Note: Failure to submit any of the above mentioned documents (whichever is applicable) as stated in A. and B. above will render the bid liable to be summarily rejected for both statutory and non-statutory cover. Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non-Statutory Documents” to send the selected documents to Non statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No	Category Name	Sub Category Description	Details
1	Certificates	Certificates	<ol style="list-style-type: none"> 1. Goods and Services Tax Payers Identification Number (GSTIN) under GST Act 2017. 2. PAN, IT return of latest financial year 3. P. TAX (Challan) 4. BIS License of manufacturer (if applicable)
2	Company Details	Company Details-I	<ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Society Registration Copy 4. Power of attorney etc. 5. Registration Certificate under Company Act 6. SSI registration/EM/Udyam (if applicable)
3	Financial		<ol style="list-style-type: none"> 1. Audited Balance Sheet for last 3 years 2. Annual Turnover for last 3 years and Bankers certificate 3. Documents regarding claim of availing price preference, if any
4	Additional Information		<ol style="list-style-type: none"> 1. Documents regarding Central Excise Duty(if applicable) 2. Letter of Authority from the manufacturer if the Bidder is authorized dealer / distributor (if applicable) 3. Copy of latest license for manufacturing ISI marked finished product, Raw / Basic Material and Component Parts to Manufacture/ Fabricate quoted items (if applicable). 4. Copy of technical catalogue / brochures of the product illustrating the make, model & detail specification in support of the technical specification provided

4.4. Financial Bid

- a) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate (final destination basis inclusive of all demands) online in the space marked for quoting rate in the BOQ.
- b) Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the bidder.
- c) The bidder shall quote only in Indian Rupees.
- d) Only one rate should be quoted / specification to be purchased. Rate should be quoted inclusive of all incidental charges including delivery to the different places as mentioned in NIT, installation, commissioning, attachment, cabling, accessories, loading, unloading, insurance, etc. if any.
- e) Rates quoted which are not as per specification mentioned in the Tender will not be accepted.

- f) Abnormally low rate of any item(s) quoted by the bidder in the offer with some malafide intention will not be accepted, if detected.
- g) Under no circumstances enhancement of rate whatsoever will be accepted after closing of online bid submission, Whatever are the reasons given thereafter.
- h) The Purchaser does not guarantee purchase of all the items and / or quantity mentioned in the NIT. Hence, rate should be quoted accordingly by the bidder.
- i) Hypothetical and conditional rate will not be entertained by the Purchaser.

4.5. Sample of goods / literature

- a) One set of sample of all the items to be supplied along with literature of the offered items must be deposited in the office of the General Manager, District Industries Centre, Alipurduar, along with EMD before the scheduled date and time for submission of online bid. The sample / literature to be produced will be a part of evaluation of technical bid.
- b) In case, Sample / Literature if approved, one set of such Sample / Literature shall have to be kept in the office of the General Manager, District Industries Centre, Alipurduar, during the tenure of tender. Supply should be made according to the approved Sample / Literature. Only valid Bidders' sample will be examined.
- c) Unapproved sample(s) will have to be taken back by the Bidder within one month from the date of submission of Sample. The Purchaser will not take any responsibility / liability for any loss / damage for the unapproved samples beyond that period.
- d) Inspection of materials may be undertaken at the supplier's premises whenever necessary by the Purchaser / any officer authorized by the Purchaser.
- e) In the event of non-submission of sample / literature, it will be treated unwillingness / inability to supply and such tender will not be considered.

4.6. Deadline for Submission of Bids

- a) Bids must be submitted by the Bidder not later than the date and time as specified set out in "Invitation of Bid".
- b) In the event of delay / non-availability / garbled printout / inconvenience in getting access to the website for downloading tender documents, the Purchaser will not be held responsible.

4.7. Bid Validity

- a) Bid shall remain valid for a period not less than 180 (*one hundred eighty*) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- b) No escalation and/ or price adjustment will be allowed under any circumstances. The agreement signed with the successful bidder/s may be extended up to six (06) months on the same terms and conditions and by mutual consent between the bidder and the purchaser.
- c) Any addendum / corrigendum / Extension of validity period will be notified at www.webtenders.gov.in.

5: OPENING AND EVALUATION OF BIDS

5.1. Opening and evaluation of Technical Bid

- i. Technical bids will be opened by the Tender Committee on the scheduled date and time as mentioned in this notice. Intending bidders may remain present, if they so desire.
- ii. Cover (folder) statutory documents would be opened first and if found in order and correct, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory and / or non-statutory documents the bid will summarily be rejected.
- iii. The decision of the Tender Committee constituted for this purpose will be final and binding on all concerned and no challenge against such decision will be entertained.
- iv. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Committee.
- v. Uploading of summary list of technically qualified bidders.
- vi. Message regarding "Technically Qualified / Disqualified" will be communicated to the Bidders via wbenders.gov.in portal.

vii. Financial Bid will be opened within a short period after such communication. In case of there be any objection regarding Technical Scrutiny, objection should be lodged to the undersigned and submitted to GM, DIC, Alipurduar within 48 hours from time of uploading of the summary list of technically qualified bidders. Beyond that time schedule no objection will be entertained.

NB: During evaluation, the Purchaser may summon the bidders 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 bids will be liable for rejection.

5.2. Opening and evaluation of Financial Bid

- i. Financial proposals of bidders declared technically eligible by the Tender Committee will be opened electronically from the web portal on the prescribed date and time.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
- iii. The Bidder, who's Bid has been accepted, will be notified by the Purchaser through acceptance letter / Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Agreement.
- iv. The Agreement will incorporate all necessary documents e.g. NIT, all corrigendum, special terms and conditions, specification of works, different filled up forms, BOQ. and the same will be constituted between the Purchaser and the successful Bidder.

6: AWARD OF CONTRACT

6.1. Execution of Agreement

- a) Successful Bidder shall have to execute an agreement with the Purchaser within 15 (fifteen) days from the date of communication with issue of contract award after depositing an amount equivalent to 3 % value of the order as performance security in the shape of performance bank guarantee by Nationalized Bank / Foreign Bank approved by the Reserve Bank of India in favour of the General Manager, District Industries Centre, Alipurduar. If the quoted rate is at a discount of 20% or more, an amount equivalent to 10 % value of the estimate put to tender may be asked to be submitted as additional performance security.
- b) Performance security Money will be refunded after 12 months of satisfactory completion of the supply/ expiry of warranty period with respect to every item of supply. No proportionate refund of security money will be allowed if the supplied quantity falls below the ordered quantity.
- c) The Purchaser will enter into agreement with the Supplier prior to expiration of the bid validity period whose rate has been determined to be substantially responsive and who has offered the lowest price. The quantity may considerably vary based on actual requirement.
- d) In case of tie amongst responsive bidders offering same rate for the item(s), the Purchaser reserves the right to distribute the related item(s) amongst those bidders based on their performance and capacity.
- e) Failure to execute the agreement within the stipulated timeframe may lead to forfeiture of the earnest money and annulment of tender.

6.2. Supply and Delivery

- a. The Supplier must follow existing rules and regulations for procurement of timber required for making Tools, machineries and Furniture if any. The Purchaser will not be responsible in any way for any issue associated with the Procurement of timber by the Supplier.
- b. The work to be completed strictly as per given schedule printed in the schedule of requirement. The schedule may be revised (increased/decreased/temporarily postponed) by the Purchaser, depending upon requirement.
- c. All the Tools and Machineries to be procured should be engraved by "DEPT. OF MSME&T", WB.
- d. The ordered item must be packed suitably to avoid any transit loss and weathering to maintain quality. The supply must conform to the given technical specification in tender.
- e. Supply of goods must be commenced within specified time frame from the date of placement of formal order or the date as indicated in the order.
- f. Supply will normally be accepted on all working days between 10 am and 4 pm. Successful bidder must provide the requisite number of labour to store / install the materials in the respective store / places as will be indicated

without any additional charges. No supply will be accepted on Saturday, Sunday and Government Holidays unless otherwise desired by the Purchaser.

g. It is obligatory for the bidder to note that failure to maintain delivery schedule for supply of ordered item will lead to severe dislocation in carrying out public service for which successful bidder will be held responsible and action will be taken strictly as per tender rules laid down herein without any prejudice.

h. Replacement of supply against any rejected consignment must be made positively within given time frame from the date of intimation, failing which action will be taken as per tender rule.

i. At least one year onsite warranty of the supplied items is required. This may be relaxed, if OEM offers different type of warranty. Warranty card have to be given at the time of supply to the recipient. Rate of AMC should be mentioned wherever applicable.

j. The supplier should have their own service support in the district headquarters and must respond to any call within one day.

k. On demand, the bidder will have to inform the details of service support network in due course.

6.3. Inspection for Quality Checking

a. Random samples of Machines and accessories of each lot will be drawn by the Purchaser or a team to be constituted by the competent authority for testing purpose. In case of any deviations found in quality parameters, entire materials will be rejected and returned to the Supplier at his own cost and risk.

b. The Purchaser or his authorized representative/ or a team to be constituted by the competent authority shall have the right to visit the work site at any stage of manufacturing of the quoted items.

c. Post-delivery inspection may be conducted by the Purchaser or a team to be constituted by the competent authority as well as by third party inspection team within the security period (normally Six month from the date of receiving the materials by the store).

7: TERMS OF PAYMENT

a. Any request for advance payment will not be entertained.

b. Tax Invoice against all supplies is/are to be sent in TRIPLICATE and should invariably be submitted along with receipted challan duly signed with office seal.

c. Payment shall be made after delivery and installation of goods satisfactorily in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. In no circumstances, delivery schedule should be affected and/ or linked with the payment of outstanding bills. The payment of bills shall be withheld in case of violation of any tender terms and conditions.

d. Considering the volume of supply, payment may be released in installments.

e. Income tax, GST and other taxes as applicable will be deducted from all bills of the supplier in accordance with the relevant section of the prevailing rules.

8: PENAL MEASURE

a. The earnest money deposit furnished by a bidder will be liable to be forfeited, if the bidder withdraws tender at any stage during the tenure of tender or fails / refuses to enter into written agreement once the rate for any / all items(s) is / are accepted within the time specified when requested to do so by the Purchaser and / or refuses to deposit security money. Such bidders will also be liable to be blacklisted for 3 (three) years.

b. The security money deposit furnished by a bidder is liable to be forfeited along with cancellation of supply order / agreement without prejudice in the event of failure / refusal to maintain the delivery schedule and/or non-observance of terms and conditions of tender and / or contracted specification and / or quality / quantity.

c. The price, at which the bidder sells the products of identical description to any other Government Directorate, Organization etc. shall not exceed the quoted rate. If such incident of quoting higher rate comes to the notice, the authority reserves the right to initiate legal/penal action against such bidders.

d. If Supplier fails to supply the required goods or delivery schedule for the supply of the goods is not followed and the Purchaser is compelled to procure the ordered articles from the open market at a higher rate than the accepted price, the difference in the rates accrued shall be deducted from the bill(s) of the firm besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the Purchaser.

e. Submission of false or fabricated documents by any bidder for participating in the tender, if proved later on, shall liable the bidder to be blacklisted for 3 (three) years.

9: RIGHTS OF PURCHASER

The General Manager, District Industries Centre, Alipurduar, Govt. of West Bengal reserves the following rights:

- a) to accept / reject the offers received and / or to call for any additional information / clarification, or modify / cancel the bidding process, if so required, without assigning any reasons whatsoever.
- b) not to place any orders even after selection and is not liable to pay any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of bidders, if required so and to place order for more or less than the quantity mentioned in the forecast requirement.
- c) to cancel / terminate the agreement any time without assigning any reason or failing to supply of goods within stipulated time or non-compliance of quality by the supplier or any reason as deemed fit.
- d) not to bind himself to accept the lowest rate.
- e) to reject any or all or part of tender without assigning any reason thereof and it will not under any obligations / circumstances, give any clarification to the agencies whose bids are rejected / not selected.

10: OTHER TERMS AND CONDITIONS

- a. Conditional tenders and tenders not accompanied with the documents as mentioned above shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained.
- b. In case of products with Brand Name, the Tendering Firm is required to mention the Brand Name/Model Number against each item. In case, I.S.I. Marked products, the Tendering Firm have to produce License of manufacturing from B.I.S. The offer may go to the next bidder, if the successful bidder fails to perform the contract.
- c. No negotiation/enquiry/subsequent representation regarding rate/quantity/quality or otherwise will be entertained after closing of online submission of bid.
- d. No import License, any sort of permit, etc. in respect of any item will be provided by the Purchaser and the bidders should rely on their own resources.
- e. Latest guidelines pertaining to purchase of stores issued by the Govt. of West Bengal will be followed provided that there is no specific instruction of the Tender Committee in the regard.
- f. When a bidder submits their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, terms and conditions of this tender. No extra payment will be made on the pretext that the bidder did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Purchaser will constitute a contract between the parties.
- g. Non-compliance to any terms and conditions laid herein shall constitute a breach of contract and penalty for non-compliance shall be enforced very rigidly.
- h. All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Speed post or e-mail to the address mentioned in the tender or by any other process permissible under civil law.
- i. All instructions given either in the tender notice, tender and / order form are binding on the bidder and are part of terms and conditions.

11: ARBITRATION

All disputes and differences arising out of or in connection with the agreement with the selected supplier shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to agreement or relating to performance which cannot be settled amicably will be referred to the sole arbitrator, the Secretary, MSME &T, Government of West Bengal or any other Officer appointed/authorized by him not below the rank of Assistant Secretary for resolve through arbitration under the Arbitration and Conciliation Act, 1996.



General Manager
District Industries Centre
Alipurduar

Memo. No.: 781/DIC/APD/2025-26

Date: 17.02.2026

Copy forwarded for information to:

1. The Sabhadhipati, Zilla Parisad, Alipurduar
2. The Director of MSME, Government Of WB
3. The Director of Textiles, Government Of WB
4. The District Magistrate, Alipurduar
5. The Additional District Magistrate(Industry), Alipurduar
6. The D.I.O, NIC, Alipurduar
7. The DICO, Alipurduar
8. Office Notice Board of U/S


General Manager
District Industries Centre
Alipurduar

SECTION II: SCHEDULE OF REQUIREMENT

Sl. No.	Component Description	Qty.	Delivery Schedule	Place of Delivery	Other services	Last Delivery Date
1	Single needle lock stitch machine with complete set with motor, table etc.	06 nos.	At a time within last date of delivery date	Chikliguri Fabric Cluster Industrial Cooperative Society Ltd_Village-Chikliguri, P.O-Chikliguri, P.S.-Samuktala, Pin-736202	To be supplied and installed at the place of delivery at own cost.	12 days from the date of signing of agreement
2	5 Thread Over lock stitching machine complete set with motor, table etc.	01 nos.				
3	Flat lock stitch machine	01 nos.				
4	Button hole machine complete set with motor, table etc.	01 nos.				
5	Button stitching machine complete set with motor, table etc.	01 nos.				
6	Round/straight knife cloth cutting machine	01 nos				
7	Elastic Gauzing machine	01 nos.				
8	Electric iron (1 piece), iron table (1 piece) Scissor (1 piece).	1 nos				
9	Erection, Installation & Electrification Cost	1 nos				

- Please note that the total quantity may vary considerably based on actual requirement
- Please note that delivery schedule and place(s) of delivery may change based on actual requirement

**SECTION III:
Technical Specification**

Sl. No.	Item and Name	Component Description	Minimum Specification	Remarks If any
1	Industrial Sewing Machine	Single needle lock stitch machine	<ul style="list-style-type: none"> ➤ Machine for sewing light to medium weight textile fabric ➤ Sewing speed – 4500 stitch per min. ➤ Feed dog – 4 row ➤ Hook – full rotary hook with automatic lubrication ➤ Copper winding external clutch motor ➤ Machines must be supplied with original stand and table of same brand 	All materials to be supplied must be Brand-new
2	Industrial Sewing Machine	Button hole machine	<ul style="list-style-type: none"> ➤ Sewing speed 3600 stitch per min. ➤ Needle bar stroke 34.6 mm ➤ Lift of work clamp maximum 12 mm ➤ No. Of stitch – 54 to 345 ➤ Length of button 6.4 mm to 38 mm ➤ Arrangement for auto lubrication ➤ Fitted with external induction motor ➤ Machines must be supplied with original stand and table of same brand 	
3	Industrial Sewing Machine	Button stitch machine	<ul style="list-style-type: none"> ➤ Single thread stitching ➤ Sewing speed – 1500 stitch per min. ➤ No. of stitch – 8, 16, 32 ➤ Feed length 2.5 – 6.5 mm (for crosswise) and 0 -4.5 mm (for lengthwise) ➤ Lift of pressure foot 9 mm ➤ Needle bar stroke 48.6mm ➤ Stitch type (Parallel and cross) ➤ Optionally can be converted for shank button ➤ Fitted with external induction motor ➤ Machines must be supplied with original stand and table of same brand. 	
4	Industrial Sewing Machine	Over lock 5-thread stitching machine	<ul style="list-style-type: none"> ➤ Light to medium weight textile fabric ➤ Semi Dry Head or automatic lubrication system ➤ Compatible to tape attaching pressure foot/tape guide ➤ Stitch type – safety stitching ➤ Stitch Type – 516 ➤ Speed –6000 stitch per min ➤ Needle bar stroke – 24.5 mm ➤ Max lift of pressure foot 6 mm ➤ Needle Mechanism – Needle bar method and upper/lower bushing ➤ Differential feed adjusting method – by lever with micro adjustment ➤ Copper winding external clutch motor ➤ Machines must be supplied with original stand and table of same brand 	
5	Industrial Sewing Machine	Flat lock sewing machine	<ul style="list-style-type: none"> ➤ Light to medium weight textile fabric ➤ Stitch type – 3 needle top and bottom covering stitch ➤ Speed - 6000 stitch per min ➤ Lift of pressure foot – 5 mm ➤ Needle bar stroke – 31 mm (With a provision for 33 mm) ➤ Fitted with Silicone oil tank ➤ Copper winding external clutch motor 	

			<ul style="list-style-type: none"> ➤ Machines must be supplied with original stand and table of same brand.
3	Industrial Sewing Machine	ZigZag Machine (Motorized)	<ul style="list-style-type: none"> ➤ High-Performance Motor ➤ High Speed Stitching (1100/min) ➤ Heavy Duty Metal Frame. ➤ Stainless Steel Bed Plate ➤ Built-In Stitches - a variety of stitches for basic sewing, decorative sewing, and more. ➤ Built-In Needle Threader, Top Drop in Bobbin; Drop Feed ➤ Easy Stitch Selection Dial ➤ Adjustable Stitch Length - customizable ➤ Adjustable Stitch Width (6mm) – adjustable ➤ Adjustable Presser Foot Pressure ➤ Reverse (Lever), Variable Needle Positions for various sewing techniques like topstitching, edge stitching, zipper application, piping insertion and more. ➤ Machines must be supplied with original stand and table of same brand.
4	Industrial Sewing Machine	Flat lock stitch machine	<ul style="list-style-type: none"> ➤ Light to medium weight textile fabric ➤ Stitch type – 3 needle top and bottom covering stitch ➤ Speed - 6000 stitch per min ➤ Lift of pressure foot – 5 mm ➤ Needle bar stroke – 31 mm ➤ Fitted with Silicone oil tank ➤ Copper winding external clutch motor ➤ Machines must be supplied with original stand and table of same brand.
5	Industrial Sewing Machine	Elastic gazing Machine	<ul style="list-style-type: none"> ➤ Automatic elastic gazing machine made of cast iron, maximum sewing speed 5500 rpm.maximum ➤ sewing thickness 15 mm, height of pressure foot 9-18 mm, stitch type: chain stitch, no. of threads 6 ➤ Needle no 8 ➤ Thread no-16 ➤ Stich length-1.7 - 4 ➤ Stich width- 11/32" ➤ Differential Ratio- 8 ➤ Present foot lifting height-3
6	Industrial Sewing Machine	Round Cloth Cutter Machine	<ul style="list-style-type: none"> ➤ Blade size 100/110 mm dia, cutting capacity 45 mm, suitable for Cotton , denim , synthetics. 220 V, 50-60Hz.Phase - Single ➤ Voltage - 220V/50Hz ➤ Wall- 350W ➤ Speed – 900 RPM
8	Industrial Sewing Machine	Zigzag Embroidery Machine	<ul style="list-style-type: none"> ➤ Zig Zag Embroidery machine, Double needle type. Drop and Peeko system, rotating hook factor operator, 2000 stiches per minute, zig zag maximum width 10mm. Maximum length per stich 4 per 25 mm.

**UNDERTAKING
FOR NOT BARRED/ DELISTED/ BLACK LISTED**

Tender Reference No.: **DIC/APD/ E-NIT/03/2025-26**

Dated: 17.02.2026

To

The General Manager, District Industries Centre, Alipurduar

I / We, M/S _____

(Address.....

.....

do hereby submit undertakings:

1. That we have not been Barred / Delisted / Blacklisted by Union or State Governments/ Any Government Undertakings of this Country during last five years for supply of the materials included in the Tender as referred above.
2. That we shall be responsible if any falsification is found in this statement during course of the supply by us, related to this Tender and the Purchaser will have the right to withdraw the supply Order and /or cancel the agreement of the said materials.
3. That we shall intimate immediately if we are Barred / Delisted / Blacklisted within the period of supply of the said materials and the Purchaser will have the right to withdraw the supply order and /or cancel the Agreements.

Authorized

Signatory

Section IV. Bid submission Forms

Form TECH-1: Technical Bid Submission Form

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

[Location, Date]

To
The General Manager,
District Industries Centre, Alipurduar

Sub: SUPPLY AND INSTALLATION OF TOOLS AND MACHINERIES TO CHIKLIGURI FABRIC CLUSTER INDUSTRIAL COOPERATIVE SOCIETY LTD. UNDER DISTRICT ALIPURDUAR.

Ref:

Dear Sir:

1. With reference to your NIT under reference, I am / we are submitting our Proposal, which includes this Technical Bid and a Financial Bid for the items tendered for as per your specification, terms and conditions.
2. Should this tender be accepted, I / We hereby agree to abide by and fulfill all the terms and conditions laid down in the NIT and the particulars available in the NIT and the details given in the specification / description or in default thereof to forfeit and pay the General Manager, District Industries Centre, Alipurduar or his successor in office the penalties / sums / or of money that may be imposed, the earnest money deposited herewith or from other money deposited by me / us or from the bills that will be payable to me / us for the supplies to be made.
3. I / We also agree that the decision of the General Manager, District Industries Centre, Alipurduar in all matters in respect of this tender will be final and binding on me / us subject to the modifications resulting from Contract negotiations.
4. I / We also agree to execute on being called upon to enter into a formal agreement embodying the terms and conditions contained herein and / or on usual terms and conditions and on default on my / our doing so, the Earnest Money deposited by me / us will liable to be forfeited.
5. I / We hereby declare that all the information and statements made in this bid are true and that any misinterpretation contained in it may lead to our disqualification.
9. I / We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Section IV. Bid submission Forms

Form TECH-2: Information of Bidder

Sl. No.	ITEMS	DESCRIPTION
1	Name of the Bidder	Attach scanned copy of relevant certificate of incorporation / registration in Non-Statutory Cover
2	Address of the Bidder (i) Head Office (ii) Branch office, if any	
3	E-mail address	
4	Telephone Number(s)	
5	Fax No	
6	Type of Firm (Public Ltd Co. / Private Ltd. Co. / Partnership Firm / Authorized Distributer / Authorized Dealer)	Attach scanned copy of relevant document in Non-Statutory Cover
7	Trade License	Attach scanned copy of valid Trade License in Non-Statutory Cover
8	P.Tax Registration	Attach scanned copy of P. Tax Registration and deposit receipt challan for the year 2021-22 in Non-Statutory Cover
9	Permanent Account No (PAN)	Attach scanned copy of PAN in Non-Statutory Cover
10	Income Tax	Attach scanned copy of Income Tax returns for last 3 financial years (till 2021- 22) in Non-Statutory Cover
11	Goods and Services Tax Payers Identification Number (GSTIN) under GST Act 2017	Attach scanned copy of Goods and Services Tax Payers Identification Number (GSTIN) under GST Act 2017 in Non-Statutory Cover
12	Financial Strength	Attach scanned copy of Audit report from CA for last 3 financial years (till 2021-22) in Non-Statutory Cover

Signature and seal of the Bidder

Section IV. Bid submission Forms

Form TECH-3: TECHNICAL SPECIFICATIONS COMPLIANCE STATEMENT

e-NIT No:

Date of opening:

Name of the Bidder:

SI No.	Component Description	Minimum Specification	Qty. Per Toolkit	Name & Address of the Bidder & Ph. No. & Email	Details of offer (Make, Model No Specification etc.)	Whether complied with specifications in the tender (Yes/No)	Remarks, if any
1.	Single needle lock stitch machine with complete set with motor, table etc.	As per tender	06 nos.				
2.	5 Thread Over lock stitching machine complete set with motor, table etc.	As per tender	01 nos.				
3.	Flat lock stitch machine	As per tender	01 nos.				
4.	Button hole machine complete set with motor, table etc.	As per tender	01 nos.				
5.	Button stitching machine complete set with motor, table etc.	As per tender	01 nos.				
6.	Round/straight knife cloth cutting machine	As per tender	01 nos.				
7.	Elastic Gauzing machine	As per tender	01 nos.				
8	Electric iron (1 piece), iron table (1 piece) Scissor (1 piece).	As per tender	01 nos.				
9.	Erection, Installation & Electrification Cost	As per tender	01 nos.				

Signature and seal of the Bidder

Section IV. Bid submission Forms

**Form TECH-4 PERFORMANCE STATEMENT FOR SUPPLY
TO CENTRAL / STATE GOVERNMENT/ PSU**

(FOR A PERIOD OF LAST THREE YEARS)

e-NIT No:

Date of opening:

Name of the Bidder:

Order placed by (full address of Purchaser)	Order No. and Date*	Description and quantity of ordered goods	Value of order	Date of completion of delivery		Remarks, if any
				As per contract / Supply order	Actual	

*The bidder may be required to produce copy of Purchase Order and / or Payment Certificate, if required afterwards.

Signature and seal of the Bidder

Section IV. Bid submission Forms

Form TECH-5: PRODUCTION CAPACITY AND GODWON SPACE

e-NIT No:

Date of opening:

Name of the Bidder:

Production Capacity

Sl. No.	Complete Address of the Manufacturing unit	Production Capacity per month	Orders on hand other than this tender	Sparable capacity for this tender

Godown Space

Sl. No.	Location of Go down with address	Whether the go down is owned or rented	Address of Go down owner	Remarks, if any

Signature and seal of the Bidder