

Enlistment Notice

Sub – Applications are invited from the interested Manufacturers, Agent/ Supplier of authorised Manufacturer for fresh enlistment for executing/supplying orders of below mentioned goods for three years w.e.f. 2023-2024.

- 1) 3 Ply Disposable Face Masks and Cotton Face Masks
- 2) Face Shield along with Visor for Face Shield
- 3) Logo printing for school uniforms (only bona fide printers with the required printing facility need to apply for this item)
- 4) School Bags
- 5) Paper bags
- 6) Gift boxes/ hampers made of wood, paper, etc.

Applications are invited in the prescribed format for Enlistment of MSME Units for manufacturing/ printing (as applicable) of the above mentioned items.

1. Eligibility Criteria

- MSME units having manufacturing facilities (or printing facilities in case of printing of logos for school uniforms) are eligible for making the application.
- Applicant must have UDYAM Registration Certificate.
- Manufacturers should have minimum annual turnover Rs. 50 Lakhs.
- Agents of large Manufacturers should have minimum annual turnover Rs. 50 Lakhs.
- Suppliers of large Manufacturers should have minimum annual turnover Rs.50 Lakhs.
- The unit should have GST registration, Trade License etc. (up to date)
- Black-listed manufacturing units/ Agents/ Distributors are not allowed to apply.

2. Terms and Conditions

The application format along with required documents must be submitted within the stipulated time as specified below in point no 3.

3. Documents to be submitted

- a) UDYAM Registration Certificate
- b) PAN card copy
- c) GST Certificate
- d) Trade License copy
- e) PF/ESI Certificate of Workers (Mandatory).
- f) Credentials of work of similar nature executed in the last 3 years.
- g) If Manufacturer - Land Documents (Lease deed/rent deed/purchase deed)
- h) If Agent/Distributor, then Agreement copy.
- i) Bank Solvency Certificate (At least Rs.5 lakh from nationalized bank).
- j) The electricity bill of last 3 months as a proof of running unit should be submitted.

- k) Income Tax Return/ Acknowledgement Copy. (Last 3 Years).
- l) Audited Balance Sheet (Last 3 Years).
- m) GST return. (Last 3 years)
- n) Partnership Deed/Memorandum of Articles and Association.
- o) ISO / any other quality Certification

4. General Terms and Conditions

- I. The vendors shall be enlisted for a period of three years after proper scrutiny of the documents.
- II. In these Documents, the term applicant denotes a person (which expression includes an Individual/Registered Society/Partnership Firm/ Corporate Body etc.) who submits his application in response to the above-mentioned Notice.
- III. The enlisted suppliers are ordinarily exempted from furnishing earnest money deposit with their tenders (Limited Tender)
- IV. The enlisted vendors shall be classified into four categories on the basis of Turnover, Customer satisfaction, Quality of work and Performance. On the basis of class supply order shall be issued and which shall be the sole discretion of the Organization.
- V. Supplier empanelled in certain category of material/ service should not be allowed to participate in tender for other category of material/service.
- VI. Every supplier shall have to mention specifically the items for which they are applying for.
- VII. For any procurement below Rs. 1 lakh, Limited Tenders shall be invited from the empanelled suppliers.
- VIII. All annexures and enclosures to this application form will be treated as essential and integral part of the Registration Document and conditions for enlistment.
- IX. BBMC authority shall disqualify the Applicants (Manufacturers/ Printers as applicable) if it finds at any time that the information submitted concerning the qualifications of the applicant was false or materials supplied are inaccurate/incomplete.
- X. All factory sheds will be physically inspected by the authorized committee/team/officers.
- XI. The selected Manufacturers shall have to abide by the following terms & conditions:
 - i. Manufacturers should have to supply the items to the Government offices, hospitals, educational institutions etc. as may be instructed by BBMC on due requirement from time to time.
 - ii. Rate of each item (listed) as fixed by BBMC as per specifications of each item will prevail at least for 03 (three) years.
 - iii. Manufacturers should supply the requisite items to the indenters as per supply order issued to him/her by BBMC.
 - iv. Any objection on quality of supplied items should be addressed by the manufacturer and replacement should be made at once.

- XII. The enlistment will remain valid for 3 (three) years w.e.f. the date of issue of confirmation of enlistment.
- XIII. A Committee duly constituted by BBMC will evaluate every aspect based on the requirements as per enlistment notice to select the successful firms and the decision of the committee will be final and binding to all.
- XIV. All documents with annexures should be submitted in a sealed envelope.

5. Conditions for De-empanelment

- I. Fails to abide by the terms and conditions under which the enlistment has been given.
- II. Fails to abide by undertaking given in the Bid Security Declaration.
- III. Other than in situations of force majeure, withdraws from the procurement process.
- IV. Supplies below-standard goods.
- V. Renders service of an inferior quality than that as contracted for.
- VI. Is declared bankrupt or insolvent.
- VII. Fails to submit / produce required documents for verification.
- VIII. Adopt unethical business practice.
- IX. Fails to supply goods within due time.
- X. Any other grounds which the Authority deems not in public interest.

6. Additional Information to be submitted (Manufacturer only)

- I. List of Machinery
- II. No. of tools & equipment
- III. No. of Workers (Skilled/Semi Skilled/Unskilled)
- IV. No. of Office Staff
- V. No. of In-house Designer
- VI. Arrangement of pollution control
- VII. Safety measures taken in factory premises

Note: All pages of the documents to be signed by the applicant or authorised representative.

- 7. Last date for submission of application – **24 March 2023 till 5 PM**

8. How to Apply:

- a) The application should be submitted **online only** through email to procurement@biswabangla.in
- b) The dates of interview will be displayed on the website of BBMC and on the Notice Board kept on public display outside the office of BBMC at the above-mentioned address.
- c) Applicants are required to bring original documents for verification at the interview.

Interest vendors can come and check reference samples of the products, that has been kept on public display at the office of Biswa Bangla Marketing Corporation Limited, Karigari Bhawan, Room No 009, Ground Floor, Action Area III, New Town, Rajarhat, Kolkata - 700160

BBMC authority reserves the right to accept or reject any or all the applications for enlistment without assigning any reason whatsoever.

Sd/-

(Managing Director)

Application Format

1	Name of the applicant	
2	Nationality	
3	Residential Address	
4	Registered Office	
5	Factory Address	
6	Telephone/ Mobile No/ Fax No	
7	E mail Address	
8	UDYAM Registration No	
9	Nature of the Applying Entity (Individual/ Sole Proprietorship/ Partnership/ Private or Public Limited Company)	
10	If partnership firm, names of the other partners	
11	<p>a) Whether the applicant/ firm has been removed / blacklisted by any Government entity/ PSU</p> <p>b) Whether the firm has any manufacturing unit of their own</p> <p>c) Whether any of the applicant is convicted by a court of law</p> <p>d) Whether the affairs of the firm are being administered by a court or a judicial officer</p> <p>e) Whether any legal proceedings are pending against the applicant</p>	
12	PAN Card	
13	Factory/ Trade License	
14	GST registration document	
15	Pollution Control certificate	
16	Fire License	
17	Electric Bill of the manufacturing unit (for the last 3 months)	
18	List of Machinery/ Tools/ Equipment	
19	Audited Balance Sheet for the last 3 Financial Years (FY 2019-2020; 2020-2021 and 2021-2022)	
20	Income Tax return/ Acknowledgement copy for the last 3 Financial Years (FY 2019-2020; 2020-2021 and 2021-2022)	
21	GST return copies for the last 3 Financial Years (FY 2019-2020; 2020-2021 and 2021-2022)	
22	Name of the Banker and full address Bank Account Number IFSC Code MICR Code	

23	<p>Factory Details</p> <ul style="list-style-type: none"> a. Photocopy of the deed/ lease deed/ rent agreement duly attested by the applicant b. Is the unit in any Industrial Park or Commercial Park of the Government c. No of workers <ul style="list-style-type: none"> I. Skilled II. Semi- skilled III. Un-skilled d. No. of in-house Designer/ Technical Staff 	
24	Whether the applicant is already enlisted with any other Department/ Government Agencies, etc.	
25	Whether the unit is registered as SSI/ MSME unit or not (self-attested copy to be attached)	
26	Quality Certificate and any other relevant Certificate	
27	Credential of similar works in last 3 years	
28	If any person working with the applicant is a near relative of any officer/ official working with BBMC, Kolkata	

Annexure I

Form of Solvency Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information M/s having marginally noted address a customer of our bank are/ is respectable and can be treated as good for any engagement up to a limit of ₹ (Rupees only).

This certificate is issued without a guarantee or responsibility on the Bank.

(Signature with official Seal)

Note:

- 1) In case of partnership firm, certificate to include names of all partners as recorded the bank.
- 2) Any solvency certificate older than 1 year from the date of issue of the notification will not be considered.