

Enlistment Notice

Sub – BBMC invites application in the prescribed format from individual/ cluster of Handloom Weavers & Artisans/ Artisanal units dealing with Handicraft items of West Bengal for enlistment for three years w.e.f. 1 May 2024.

- 1) Handloom Saree, Scarf, Dupatta, Fabric, etc.
- 2) Handicraft items in Dokra, Shola, Leather, Terracotta, etc.

1. Eligibility Criteria

- MSME units having manufacturing facilities are eligible for making the application.
- Applicant must have UDYAM Registration Certificate.
- The unit should have GST registration, Trade Licence 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) Income Tax Return/ Acknowledgement Copy. (Last 3 Years).
- h) Audited Balance Sheet (Last 3 Years – if applicable).
- i) GST return. (Last 3 years – if applicable).

4. General Terms and Conditions

- I. The vendors shall be enlisted for a period of **3 (three) years** after proper scrutiny of the documents.
- II. In these Documents, the term/ expression “applicant” denotes/ includes an Individual person/ Registered Society/ Cluster, 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 categories on the basis of Turnover as follows.

Sl.No	Turnover	Category
1	Rs.1 Crore and above	A
2	Rs. 80 Lakh to Rs. 1 Crore	B
3	Rs. 50 Lakh to Rs 80 Lakh	C
4	Rs. 25 Lakh to Rs. 50 Lakh	D
5	Rs. 15 lakh to Rs. 25 lakh	E
6	Rs. 5 Lakh to Rs 15 Lakh	F
7	Upto Rs 5 Lakh	G

- V. Every supplier shall have to mention specifically the items for which they are applying for (list enclosed).
- VI. For any procurement below Rs. 1 lakh, Limited Tenders shall be invited from the empanelled suppliers.
- VII. All annexures and enclosures to this application form will be treated as essential and integral part of the Registration Document and conditions for enlistment.
- VIII. BBMC authority shall disqualify the Applicants if it finds at any time that the information submitted concerning the qualifications of the applicant was false or materials supplied are inaccurate/incomplete.
- IX. All production facilities will be physically inspected by the authorized committee/team/officers.
- X. The selected vendors shall have to abide by the following terms & conditions:
- i. Rate of each item (listed) as fixed by BBMC as per specifications of each item will prevail at least for 01 (one) year.
 - ii. Vendors should supply the requisite items to the indenters as per supply order issued to him/her by BBMC.
 - iii. Any objection on quality of supplied items should be addressed by the vendor and replacement should be made immediately without delay.
- XI. The enlistment will remain valid for **3 (three)** years w.e.f. the date of issue of confirmation of enlistment.
- XII. A Committee duly constituted by BBMC will evaluate every aspect based on the requirements as per enlistment notice to select the successful vendors and the decision of the committee will be final and binding to all.
- XIII. 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 had been done.
- 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.

- I. **Additional Information to be submitted** 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 production facility.

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

6. Last date for submission of application – **4 April 2024 till 5 PM**

7. How to Apply:

- a) The application can be made through offline mode after downloading the application from the website www.biswabangla.in
- b) The application booklet should be submitted in sealed envelope addressing to Managing Director, Biswa Bangla Marketing Corporation Limited, Karigari Bhawan, Room No 009, Ground Floor, Action Area III, New Town, Rajarhat, Kolkata - 700160
- c) 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.
- d) The competent authority may conduct interview of selected vendors and at that time all documents to be scrutinised.

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	Production Facility 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/Registered Society/ Cluster Private or Public Limited Company)	
10	If partnership firm, names of the other partners	
11	a) Whether the applicant/ firm has been removed / blacklisted by any Government entity/ PSU b) Whether the firm has any production unit of their own c) Whether any of the applicant is convicted by a court of law d) Whether the affairs of the firm are being administered by a court or a judicial officer e) Whether any legal proceedings are pending against the applicant	
12	PAN Card	
13	Factory/ Trade License	
14	GST registration document	
15	Pollution Control certificate	
16	Fire License	
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	