

**OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS**

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Memo No: ...07.../MMC/E-Tender/PGE2024/2023

Dated: ...29.../12.../2023

NOTICE INVITING EXPRESSION OF INTEREST NO: SPG/MMC-02/2023

**Name of Scheme: SUPPLY OF DIFFERENT TYPES OF FORMS & ENVELOPES FOR THE
PARLIAMENT GENERAL ELECTIONS 2024**

SCHEDULE OF IMPORTANT DATES OF BIDS

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	<u>02.01.2024 at 5.00 pm</u>
Document download start date & time	<u>02.01.2024 at 5.00 pm</u>
Document download end date & time	<u>19.01.2024 up-to 1.00pm</u>
Pre-bid meeting in the room of the office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	<u>05.01.2024 at 2.00 pm</u>
Bid submission start date & time	<u>02.01.2024 at 5.00 pm</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>19.01.2024 up-to 02.00 pm</u>
Date & Time of opening of Technical Bid in the Office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	<u>24.01.2024 at 2.00 pm</u>
Last date for submission of Samples	<u>25.01.2024 up-to 05.00 pm</u>
Date & Time of opening of Financial Bid in the office of the South 24 Parganas Zilla Parishad	<u>29.01.2024 at 2.00 pm</u>
Date & Time for verification of the samples in the Office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	<u>30.01.2024 at 2.00 pm</u>
Validity of bid	<u>180 days</u>
Period of execution	<u>7 days</u> after the receipt of Work Order

On behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (ZP), South 24 Parganas invites online e-expression of interest in **TWO BID SYSTEM** for the works from reliable, resourceful, bona-fide and experienced firms / companies / contractors having requisite financial capability and sufficient relevant work experience. The details are given below:

Name of work	Location of Work	Scope of Work
SUPPLY OF DIFFERENT TYPES OF FORMS, BOKLETS AND ENVELOPES FOR THE PARLIAMENT GENERAL ELECTION 2024	MATERIALS ARE TO BE SUPPLIED AT DISTRICT MATERIAL CELL AT ALIPORE, WITH BLOCK WISE SEGREGATION AS PER WORK ORDER.	CUMULATIVE RATE OF ALL THE ITEM ARE TO BE QUOTED IN BOQ IN SUCH A MANNER THAT SUPPLIER OR AGENCY CAN DELIVER ITEMS OR MATERIALS TO ANY OF THE SUB DIVISION MENTIONED ABOVE AS PER SUPPLY/WORK ORDER.

Contract Period	Six months (180 days)
Estimated Cost	<u>Rs. 57,45,770.00 (Rupees fifty seven lakh forty five thousand seven hundred seventy only)</u>
EM Deposit against work	<u>Rs. 1,15,000.00 (Rupees one lakh fifteen thousand only)</u>

Bid Inviting Authority	Additional District Magistrate (Zilla Parishad), South 24 Parganas AND Additional District Magistrate & Additional Executive Officer, South 24 Parganas Zilla Parishad, on behalf of the District Magistrate and District Election Officer, South 24 Parganas
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<p>TECHNICAL BID</p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p>*SIMILAR NATURE OF WORK: SUPPLY OF PRINTINED FORMS, BOOKLET & ENVELOPS ETC. FOR ELECTION OR OTHER PURPOSES</p> <p>CREDENTIAL CERTIFICATE in the form of completion certificate issued by appropriate authority from any Government Office</p> <p>OR</p> <p><i>In the form of supply order for printing of forms, envelops etc.</i></p> <p>TURN OVER: Audited Balance Sheet shall have to be produced in support of the turn over claim for the last 3 consecutive Financial years.</p> <p>NOTE: Original documents will be verified only in case of doubt and complaint</p> <p>IMPORTANT: If the bidders do not upload these requisite documents in the e-tender portal, they will summarily be rejected during evaluation. If anyone found to be submitting false or manufactured credential, then the bidder may be black listed or prevented from participation.</p>	<p>CREDENTIAL:</p> <p>1. CREDENTIAL/EXPERIENCE: Intending bidders should produce credentials of completion of a 'similar nature of work'* having minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p>OR</p> <p>Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount each put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p>2. TURNOVER: <u>Average Audited Annual Turn Over</u> for the last 3 (Three) consecutive Financial Years should be equal to or more than 60% of the total estimated amount put to tender. The turnover will be indexed at the rate of 8% for a completed year.</p> <p>3. NON STATUTORY DOCUMENTS:</p> <ol style="list-style-type: none"> Valid Trade License Income Tax return for the latest financial year GST Registration certificate Professional Tax Return for the latest financial year (if applicable) Pan Card photo copy. <p>4. OTHER DOCUMENTS:</p> <ol style="list-style-type: none"> Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed Document to prove ownership / lease hold of plant & machinery as prescribed by the authority in the tender <ol style="list-style-type: none"> Power of Attorney if any <p>Labour Cooperative Societies & Unemployed Engineers' Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.</p>
<p>Earnest Money Deposit :</p>	<p>Necessary Earnest Money [2% of Tender amount, i.e. Rs. 1,15,000.00] and Cost of Tender Paper will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or: offline - through any bank by generating NEFT/ RTGS challan from the</p>

	<p>e-tendering portal [http://wbtenders.gov.in]. 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, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.</p>
Bid Document	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, http://wbtenders.gov.in. Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
Technical Bid Evaluation	<p>The Technical Bid will be evaluated by the tender evaluation committee chaired by Addl. District Magistrate (Zilla Parishad). Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority. Only the technically qualified bidders can advance for Financial bid.</p>
Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	<p><u>29.01.2024 at 2.00 pm</u></p>
Financial Bid	<p>Cumulative Rate shall be quoted in the Financial Bid, including all Taxes / GST.</p>
Validity of Bid	<p>180 days</p>
E-Tender registration and bidding	<p><u>ONLINE BIDS:</u></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering.

	<ul style="list-style-type: none"> • Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. http://wbtenders.gov.in • ONLINE BID SUBMISSION: The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
<p>Important Instructions</p>	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] & evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee. • The financial bid documents of the technically qualified bidders will only be opened. • Bidders, who qualify the Technical Evaluation will have to submit sealed and stamped samples with their names clearly marked within 25.01.2024 upto 05.00 pm at the chamber of the Deputy Secretary, South 24 Parganas Zilla Parishad, which will be taken under consideration during verification of samples after opening the financial bid. • Successful bidders will be selected on lowest rate basis and acceptance of the sample. If the sample of lowest bidder is not satisfactory, the Tender Committee may select the next lowest bidder if his sample is found acceptable. The decision of the Tender Committee on acceptance of sample will be full and final. • List of Financial comparison chart of bidders will be published on the next day after opening. Bid inviting authority of South 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever. • The intending bidders are requested to inspect the work site before quoting their rates. • Each Bidder shall submit maximum two Bids in each NIT. A Bidder who submits more than two Bids as individual or Partner for one NIT will cause the proposals with the Bidder's participation to be disqualified. • Tenderer will have to quote for all the items mandatorily.

**LIST OF DIFFERENT TYPES OF LABELS, IDENTITY CARDS & ADHESIVE STICKERS REQUIRED
FOR PARLIAMENT GENERAL ELECTIONS 2024**

Sl	Item	Specification	Unit	Approximate Quantity Required
FORMS & BOOKLETS				
1	A4 Form (White)	Single side printing, 60 GSM	PC	50000
2	A4 Form (White)	Double side printing, 60 GSM	PC	25000
3	A4 Form (Color)	Single side printing, 60 GSM	PC	25000
4	A4 Form (Color)	Double side printing, 60 GSM	PC	5000
5	A3 Form (White)	Single side printing, 60 GSM	PC	1000
6	A3 Form (White)	Double side printing, 60 GSM	PC	1000
7	A3 Form (Color)	Single side printing, 60 GSM	PC	500
8	A3 Form (Color)	Double side printing, 60 GSM	PC	500
9	¼ Demy (Colour)	Single side printing, 60 GSM	PC	1000
10	¼ Demy (Colour)	Both side printing, 60 GSM	PC	1000
11	¼ Demy (White)	Single side printing, 60 GSM	PC	50000
12	¼ Demy (White)	Both side printing, 60 GSM	PC	5000
13	½ Demy (Colour)	Single side printing, 60 GSM	PC	1000
14	½ Demy (Colour)	Both side printing, 60 GSM	PC	1000
15	½ Demy (White)	Single side printing, 60 GSM	PC	1000
16	½ Demy (White)	Both side printing, 60 GSM	PC	1000
17	½ DFC(Colour)	Single side printing, 60 GSM	PC	1000
18	½ DFC(Colour)	Both side printing, 60 GSM	PC	1000
19	½ DFC(White)	Single side printing, 60 GSM	PC	1000
20	½ DFC(White)	Both side printing, 60 GSM	PC	1000
21	¼ DFC (Colour)	Single side printing, 60 GSM	PC	1000

22	¼ DFC (Colour)	Both side printing, 60 GSM	PC	1000
23	¼ DFC (White)	Single side printing, 60 GSM	PC	1000
24	¼ DFC (White)	Both side printing, 60 GSM	PC	1000
25	Nomination Register	Demy sized 20 pages book, back to back print, hard paper cover, 60 gsm, binded	Register	15
26	Register for election expenditure (within 100 pages booklet)	1/4 Demy, White, Single / Both side print, stapled, perforated, 60 GSM	Register	100
27	Register for election expenditure (more than 100 pages booklet)	1/4 Demy, White, Single / Both side print, stapled, perforated, 60 GSM	Register	100
28	Expenditure Register	15" x 10", multicoloured, single/both side print, perforated, bound, more than 100 pages, 60 GSM	Register	150
29	Vehicle Requisition Book (50 Pages Tri Colour)	As per specification including stitching	Book	250
30	Fuel slip book with perforation & numbering (100 pages)	As per specification including stitching	Book	700
31	Log Book (1/8 DFC)	16 pages including cover	Book	2000
32	Receipt Book of Challenged votes (1/8 Demy)	10 pages per book, Stapled, 60 GSM	Book	11000
33	Premises Requisition / Release Book (¼ Demy /White/color)	50 pages per book in Duplicate, 60 GSM	Book	350
34	Voter / Queue Slip (3 ½" X 2 ½ ", Bundle of 100, Stapled)	Booklet, perforated	Book	110000

35	Writing Pad	50 pages book	Book	200
36	Note Sheet Pad	50 pages per book, Legal size, dummy paper	Book	200
37	Book of Election Forms (¼ DMI /White/ color, perforated, bound)	Approximate page 100, , 60 GSM	Book	11000
38	Book of Election Forms with watermark "Training Purpose" (¼ DMI /White/ color, perforated, bound)	Approximate page 40, , 60 GSM	Book	3000
39	Dummy Address Tag (3 ½" X 2 ¾")	As per specification, with hole	PC	5000
40	Dummy Special Address Tag	As per specification, with holes	PC	5000
41	Dummy Green Paper Seal	As per specification	PC	5000
42	Printing of Mannual, less than 50 pages, 1/4 Demy, paper bound	As per specification	PC	5000
43	Printing of Mannual, less than 100 pages, 1/4 Demy, paper bound	As per specification	PC	5000
44	Printing of Mannual, more than 100 pages, 1/4 Demy, paper bound	As per specification	PC	5000
ENVELOPES				
1	10" x 4.5" with printing	White	PC	25000
2	10" x 4.5" with printing	Colour	PC	44000
3	10" x 4.5" with printing	Craft	PC	44000
4	14"x10" with printing	White	PC	22000
5	14"x10" with printing	Colour	PC	22000
6	14"x10" with printing	Craft	PC	22000

7	16"x12" With Inside Lamination & Printing	White	PC	100
8	16"x12" With Inside Lamination & Printing	Colour	PC	44000
9	16"x12" With Inside Lamination & Printing	Craft	PC	11000
10	10"x4.5" Blank	White	PC	100
11	10"x4.5" Blank	Colour	PC	100
12	10"x4.5" Blank	Craft	PC	100
13	14"x10" Blank	White	PC	100
14	14"x10" Blank	Colour	PC	100
15	14"x10" Blank	Craft	PC	100
16	Envelope for Ballot Papers / EVM Ballots, with Print	Craft, size 18" x 9"	PC	11000
17	Postal Ballot Envelope 13B	11" x 5", Coloured, with print	PC	100000
18	Postal Ballot Envelope 13C	12" x 6", Coloured, with print	PC	100000
19	Envelope for sending Postal Ballot	14" x 7", Brown, with print	PC	100000
20	Envelope (Green)	A4 size, 75 GSM, green paper, with print	PC	3000
21	Envelope (Red)	A4 size, 75 GSM, red paper, with print	PC	3000
22	Envelope (Black)	A4 size, Art Paper, with print	PC	11000

INFORMATION TO THE BIDDERS (ITB)

Download of Tender

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <http://wbtenders.gov.in> The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online mode.

Online Bid submission procedure

Registration of Contractor: Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

Tender Download: The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <http://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Submission of Tenders: Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

Submission of Earnest Money Deposit: The earnest money deposit has to be made and submitted following the clauses as mentioned in the bid document.

A. Technical Bid:

The Technical proposal should contain scanned copies of the following (all in PDF file) in 2 (two) covers (folders),

Cover A-1 >Statutory Cover file Containing

NIT (Properly upload the same Digitally Signed).

Cover A-2 >Non- Statutory Cover (Mandatory Documents)

All the documents as given under TECHNICAL BID

Note: Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.

B. Financial Bid:

The financial proposal should contain the following documents in one cover (folder):

The contractor shall quote the percentage rate (Offering percentage Above/Below/At par) through online mode only in the space marked for quoting rate in the **Bill of Quantities (BOQ)**. Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

PAYMENT:

Payment against the bill claim subjected to verification by the competent authority will be made on availability of fund.

EMD of the successful bidder shall be adjusted against the bill claim while making payments.

The Payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. No bidder can hamper the progress of work by stating non-payment of bills

or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

The mode of Payment of the bills are given below:

- Upto 5 lakhs of Estimated amount: No RA bill will be entertained.
- Upto 10 lakhs but not less than 5 lakhs: Only one RA bill will be entertained.
- Upto 50 lakhs but not less than 10 lakhs of estimated amount: Maximum three bills including final bill.
- More than 50 lakhs of estimated amount: Maximum four bills including final bill.
- Moreover, payment may be made after complete of each stage, in case of road: GSB, Pothole, in case of building: Foundation of plinth level, lintel, in case of Culvert/bridge: Foundation upto GL, GL to slab, then rod casting.

Security Deposit money will be returned after three months in case of culverts, Building works and Electrical works, six months in case of Earth work, twelve months in case of Bituminous work/metal work, Six months in the case of a road work for other than Bituminous work if no defect is detected in the meantime. For other works, authority will fix the time line.

1% Cess under W.B. Building and other Construction workers (Regulation of Employment & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.

Other Terms and conditions: -


1. The credentials submitted by the bidders shall invariably be verified from competent authority through formal/informal ways. If the bidders are found producing manufactured credentials, then appropriate action for black listing/prohibition of participation / criminal proceeding shall be initiated by the bid inviting authority.
2. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take appropriate action against the willful defaulter.
3. **Rates must include all sorts of carrying costs and other charges for delivery to the Materials Management Cell at Alipore, in Block wise packaging. All rates are to be submitted item-wise as per the format given in the last page.**
4. **Printed Challans & Invoices, with all requisite details are to be submitted for each delivery, on the same day for uploading in the WB CEO Portal for Materials Management.**
5. The Authority reserves the right to terminate the contract by giving 15 day notice to the agency in case if any deviation from the norms or any non-compliance.
6. The entire work shall be completed within the time frame given in the work order.
7. Time extension on completion of work shall not be given in any circumstances.
8. Bid Inviting Authority shall moot a proposal for Black listing or prohibition of any agencies' participation for a period of one year for blatant violation of tender norms or for vitiating tender process.
9. **Agreement:** Model agreement document shall be prepared by the bidder in consultation with the competent authority. The agreement will be signed only if

the competent Authority has given the consent. The LOI and bid document shall become part of the agreement.

10. **Withdrawal of bid:** None of the bidder shall be allowed to withdraw the bid once submitted. If any bidder attempts to withdraw bid at any stage of the bidding process or decides to withdraw after issuance of work order, then the EMD shall be forfeited and process shall be initiated for either black listing the bidder or prohibiting participation in any tenders for a period of one year.
11. Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1st call only.
12. Decision of the Tender Committee, constituted for the Parliament General Elections 2024, will be final in all respect.

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the tender process will be viewed seriously and the tender committee will take necessary action to initiate process for black listing them.


Additional District Magistrate (ZP)
South 24 Parganas
&
BID INVITING AUTHORITY


Memo No: 07/1(8)MMC/E-Tender/PGE2024/2023

Dated: 29/01/2023

Copy forwarded for information & necessary action to:

Copy forwarded for information & necessary action to:

1. PA to the ADM(G)/ ADM(LA)/ ADM(LR)/ ADM(D) for placing the notice before ADM
2. Nazareth Deputy Collector, South 24 Parganas for displaying the e-NIT in office notice board
3. DPRDO, South 24 Parganas, for displaying the e-NIT in office notice board
4. DIO/DIA, NIC South 24 Parganas with a request to upload the notice in the District Website
5. DICO, South 24 Parganas with a request to publish the brief advertisement about the e-NIT in one Bengali and one English daily local newspaper(s), abridged version will be sent soon.
6. DIA, South 24 Parganas Zilla Parishad with a request to upload the notice in www.wbtenders.gov.in
7. CA to District Magistrate, South 24 Parganas for placing the notice before District Magistrate
8. Notice Board


Additional District Magistrate (ZP)
South 24 Parganas
&
BID INVITING AUTHORITY