

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

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027
Phone: 033-2449 9944 / 2479 1694, **Fax:** 033-2448 7871
Email: dm.south24parganas@gmail.com, dm-ali@nic.in



Memo No: 77/NZ/WBLA-2021

Dated: 23/02/2021

NOTICE INVITING OFF LINE TENDER NO: QSF/NZ-02/183 .

**NAME OF THE WORK: SUPPLYING OF FLEX, STANDEE, SIGNAGE & BANNER
ON PRINTING & PURCHASE BASIS**

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (General), South 24 Parganas invites offline **percentage rate** tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in supplying 'Flex, Standee, Signage & Banner on printing & purchase basis' in connection with ensuing West Bengal Legislative Assembly General Election-2021 and technical credential on execution of similar nature of work.

SCOPE OF WORK:

ITEM NAME WITH QUANTITY	PARTICULARS	RATE QUOTE FOR
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	SIZE - 4 ft X 3 ft	ON PRINTING & PURCHASE BASIS
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	SIZE - 6 ft X 4 ft	ON PRINTING & PURCHASE BASIS
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	SIZE - 8 ft X 6 ft	ON PRINTING & PURCHASE BASIS
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	SIZE - 2 ft X 2 ft	ON PRINTING & PURCHASE BASIS
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	SIZE - 12 ft X 8 ft	ON PRINTING & PURCHASE BASIS

TIME LINE FOR TENDER:

PARTICULAR	DATE & TIME
Date of Publication of NIT	23/02/2021
Tender start date & time	28/02/2021 at 2 pm
Tender end date & time	04/03/2021 from 2 pm
Pre-bid meeting in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	26/02/2021 at 3 pm
Last date & time of submission of Technical Bid and Financial Bid in the drop box	04/03/2021 up to 1 pm
Date & Time of opening of Technical Bid in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	04/03/2021 up to 3 pm
Date & Time of opening of Financial Bid in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	04/03/2021 at 4 pm

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FINANCIAL BID SUBMISSION FORMAT:

ITEM NAME	ESTIMATED RATE (INCLUDING GST)	QUOTED RATE ON PRINTING & PURCHASE BASIS (INCLUDING GST)
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	NA	
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	NA	
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	NA	
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	NA	
FLEX/STANDEE/SIGNAGE/BANNER (ON PRINTING & PURCHASE BASIS)	NA	

ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

EXPERIENCE: The intending bidders should produce credentials of completion of similar nature of work having minimum value of 40% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

OR

The intending bidders should produce credentials of completion of 2 (two) similar nature of work having minimum value of 30% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

FINANCIAL CAPACITY: The average audited Annual Turn Over from the business having similar style of work for the last 3 (three) consecutive Financial Years should be equal to or more than 60% of the total estimated amount put to tender.

TENDER COST DEPOSIT (Non-Refundable): Bank Draft / Bankers Cheque of Rs.1250.00 (Rupees One Thousand Two Hundred & Fifty) only shall be submitted in favour of the "District Magistrate, South 24 Parganas" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027.

EARNEST MONEY DEPOSIT (Refundable): Bank Draft / Bankers Cheque of Rs.12500.00 (Rupees Twelve Thousand & Five Hundred) only shall be submitted in favour of the "District Magistrate, South 24 Parganas" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027.

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OTHER DOCUMENTS REQUIRED: Bidder shall submit

1. Valid Trade License
2. Photo copy of valid PAN
3. Income Tax return for the latest Financial Year
4. Professional Tax Return for the latest Financial Year
5. GST Registration

All the above-mentioned criteria and documents are mandatory and if the bidder fails to submit any of them, their bid will summarily be rejected.

NOTE:

**Similar nature of work means the nature of work & components of work mentioned in the Scope of work*

**The credential certificate should have been issued by a competent authority & no credential certificate from private agencies will be allowed.*

** Original documents should be produced for verification*

SUBMISSION OF BIDS: The bids will be submitted in offline mode.

TECHNICAL BID SUBMISSION:

All mandatory documents namely

1. Work completion certificate from competent authority
2. Earnest Money Deposit
3. Valid Trade License
4. GST Registration
5. Photo copy of valid PAN
6. Latest IT Document
7. Latest PT tax return

Shall be placed in a sealed cover having written on top "Technical Bid for supplying 'Flex, Standee, Signage & Banner on printing & purchase basis' vide NIT No as mentioned above"

Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as 'BID for Flex, Standee, Signage & Banner on printing & purchase basis' vide NIT No as mentioned above".

The bid shall be submitted in the drop box kept in the Chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas within the date and time referred in this NIT.

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EVALUATION OF BID: Bids will be opened in front of bidders volunteering to be present. The Technical and Financial evaluation of the bids will be done by the bid-evaluation committee constituted for the tenders. The names of the technically qualified bidders as per bid criteria after verification with originals & evaluation will be displayed in office notice board & official website. Only technically qualified bidders will be eligible for financial bid opening. The list of financial comparison chart of bidders will also be displayed like technical bid.

SECURITY DEPOSIT: 03% of the total value of payment shall be deducted as security deposit to be released within one month after the completion of work.

VALIDITY OF THE BID: The bid once submitted will be valid for 180 days.

WORK COMPLETION PERIOD: During the period of West Bengal Legislative Assembly General Election-2021.

OTHER TERMS & CONDITIONS:

1. The earnest Money deposited:
 - a. Can be converted into a security deposit against selected bidder. The EMD will be returned to the non-selected bidders within 15 days after opening of financial bid.
 - b. Forfeiture of EMD will be done
 - i. If the bidder withdraws tender after opening or acceptance
 - ii. If the selected bidder fails to accept work order, refuses whether wholly or partly the offer that would be made by the undersigned
 - iii. If the selected bidder fails to do the work or supply materials as per specifications
2. Income tax and other mandatory tax deduction shall be done as per government norms before payment
3. This office shall have the right and discretion to terminate the contract and forfeit EMD in the event of any sort of breach of contract.
4. Any black listed bidder shall not be allowed to participate in this NIT
5. No cost escalation will be entertained
6. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
7. Intending bidders are requested to inspect the work site before quoting their rates.
8. Subletting of work is not allowed
9. Penalty shall be imposed @1% of the total pending works if the works are not completed within the stipulated time mentioned in the bid.

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

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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 (Infra)
&
Addl. District Magistrate (ZP)
Alipore, South 24 Parganas**

Memo No. 77-11(5) /NZ/WBLA-2021

Dated 23 / 2 /2021

Copy forwarded for information with a request to display the tender notice in his office display board to:

1. Officer-in-charge, Infrastructure Cell South 24 Parganas for displaying NIT in office notice board
2. DICO, South 24 Parganas for publishing brief advertisement of NIT in the news paper as prescribed
3. DIO NIC, South 24 Parganas for displaying the NIT in official website of the district
4. PA to District Magistrate & DEO, South 24 Parganas for placing the notice before District Magistrate
5. PA to ADM (Election) South 24 Parganas for placing the notice before ADM.


**Additional District Magistrate (Infra)
&
Addl. District Magistrate (ZP)
Alipore, South 24 Parganas**