



GOVERNMENT OF WEST BENGAL

Office of the District Election Officer & District Magistrate, South 24 Parganas

District Election Section

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**NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER : (1st Call)
(TWO COVER SYSTEM)**

NOTICE INVITING E-TENDER NO. 02/ELEC/2023-2024

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PART 1 - STATEMENT OF PURPOSE AND BID OUTLINE

- The District Election Officer and District Magistrate, South 24 Parganas intends to print different Forms & Schedules for South 24 Parganas district.
- The works will done for Summary Revision with reference to Qualifying dates **01.01.2024, 01.04.2024, 01.07.2024 and 01.10.2024** and any mid-term election work if needed; However, the final time line will be specified in the work order.

SCOPE OF WORK

Printing of Various forms & Schedule

All the forms should be printed in 58 GSM milky white papers.

Sl No	Item to be printed	Size
1	Printing of Form- 6	¼ Demy
2	Printing of Form- 6B	¼ Demy
3	Printing of Form-7	¼ Demy
4	Printing of Form-8	¼ Demy
5	Printing of Form-9	¼ Demy
6	Printing of Form-10	¼ Demy
7	Printing of Form-11	¼ Demy
8	Printing of Form-11A	¼ Demy
9	Printing of Form-11B	¼ Demy
10	Printing of Form-12	¼ Demy
11	Printing of Form-13	¼ Demy
12	Printing of Form-14	¼ Demy
13	Printing of Form-15	¼ Demy

SCHEDULE OF IMPORTANT DATES

<u>PARTICULAR</u>	<u>DATE & TIME</u>
Date of publication of E-NIT	03.08.2023 at 18.00 hrs.
Document download start date and time	03.08.2023 at 18.00 hrs.
Document download end date and time	23.08.2023 upto 14.00 hrs.
Bid submission start date and time	03.08.2023 at 18.00 hrs.
Last date and time of online submission of technical bid and financial bid	23.08.2023 upto 14.00 hrs.
Date and time of opening of technical bid at the office of the DEO & DM, South 24 Parganas	25.08.2023 at 15.00 hrs.

ELIGIBILITY CRITERIA

- **Experience:** The Bidder must be a company/firm, registered under The Companies Act, 1956/The Partnership Act, 1932 or a Proprietary one. They must have valid trade licence applicable in South 24 Parganas. Bidders should have a minimum **5 (five)** years of experience in **printing of the Forms & Schedules in any District of India**. The bidders should have their own **printing infrastructure**. District Administration may visit / inspect the place of printing. Government organization / press are requested to participate; preference will be given to them.
- **Mandatory documents:** Tenderer must accompany **self-attested copies** of valid PAN card, GST registration certificate, Professional Tax clearance challan (2022-23), audit report of last three financial years and the latest I.T. return (2022-23).
- **Credentials:** Tenderer should enclose the credential certificates of **Forms printing related works from any Government Department**. It is to be mentioned here that the total volume of work will be approximately **Rs. 25,00,000/- [Rupees Twenty Five Lakh]**. An approximate (not exhaustive) estimate of proposed electoral works during next one year are mentioned below -

Sl. No.	Name of the work	Approx. work value in Rs.
1	Summary Revision with reference to Qualifying dates 01.01.2024, 01.04.2024, 01.07.2024 and 01.10.2024.	22,00,000
2	Any mid-term election work if needed	3,00,000
Total		25,00,000

Intending tenderers should produce credentials of

- (i) a similar nature of work of the minimum value of 40% i.e. Rs. 10,00,000=00 (Rupees Ten Lakh) only of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice; or,
- (ii) two (2) similar nature of work, each of the minimum value of 30% i.e. Rs. 7,50,000=00 (Rupees Seven lakh fifty thousand) only of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice; or,

- **Annual turnover:** The willing agency must have an average annual (financial year wise) turnover of minimum Rs. 25,00,000/- (Rupees twenty-five lakh) only for the past **THREE** consecutive years.
- **EMD: Rs. 50,000=00 (Rupees fifty thousand)** only to be deposited **ELECTRONICALLY** during filling up the e-tender document. Offers not accompanied by the EMD will summarily be rejected. To avail exemption on EMD, the bidder must submit (upload) proper documents during participation in the tender process subject to the condition that other necessary terms and conditions as stated in the tender notice must be fulfilled. The earnest money deposited will be forfeited by the Government in case-
 1. The tenderer withdraws from tender after opening of tender / after acceptance.
 2. The selected tenderer fails to accept work order, refuses either wholly or partly the offer that would be made by the undersigned.
 3. The selected tenderer fails to do the work or supply materials as per specification.

N.B.: In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.

EVALUATION OF THE FINANCIAL BID

- After the evaluation of technical competence, the office of the District Election Officer and District Magistrate, South 24 Parganas will upload in the e-tender website the names of **ONLY** those agencies whose proposals meet the requisite criteria indicating that **ONLY** their financial proposals will be opened. The notice of Financial Bid will be put in the e-tender website accordingly.
- All bidders must keep in mind that the L1 should be selected taking into account the lowest value of **THE TOTAL ITEM RATE**; the lowest rate against individual item mentioned in **BOQ** will **NOT** be considered.
- The names of the agencies and the offered prices will be recorded when the financial proposals are opened, and a copy of this record will be retained. The details of financial bid is given hereunder:--

Sl No	Details of the item to be quoted	Unit
1	¼ Demy Single side Printing for Single page forms (1 Sheet).	Nos.
2	¼ Demy Both side Printing for Single page forms (1 Sheet).	Nos.
3	¼ Demy Single side Printing for four pages forms (2 Sheet).	Nos.
4	¼ Demy Three side Printing for four pages forms (2 Sheet).	Nos.
5	¼ Demy Both side Printing for four pages forms (2 Sheet).	Nos.
6	¼ Demy Single side Printing for Six pages forms (3 Sheet).	Nos.
7	¼ Demy Both side Printing for Six pages forms (3 Sheet).	Nos.
8	¼ Demy Four side Printing for Six pages forms (3 Sheet).	Nos.
9	¼ Demy Five side Printing for Six pages forms (3 Sheet).	Nos.

TERMS & CONDITION

- The rate should be quoted for each item as per specification mentioned against each in the list both in figure & words simultaneously. The rate should be inclusive of all taxes and carriage. The decision of the undersigned as regards quality of the work/ materials supplied will be final.

The successful tenderer will have to deposit Rs. 50,000/- (Rupees fifty thousand) as security money which will be refunded only after completion of entire work/supply and submission of receipt challan along with bill.

- All the forms should be printed in 58 GSM milky white paper.
- Paper quality and quality of printing of the forms should be strictly maintained.
- Specimen Forms to be printed and supplied are available in the office.
- Rate should be quoted for 1000 forms with GST [including GST].
- No separate charges for transportation should be claimed.
- The work is to be done on an emergency basis and printing of forms is to be completed within the stipulated time to be mentioned in the work order. i.e. within 07(seven) days from the issue of Work Order.
- Bill will be deducted up to 20% in case of deviation from paper quality or late supply.
 - The revision of rates etc. shall not be allowed after the tenders are finalized and approved/accepted rates shall be valid till draft publication of **Summary Revision with reference to Qualifying date 01.01.2025**. The selected agency will have to undertake all/any portion of the work mentioned in this document till draft publication of **Summary Revision with reference to Qualifying date 01.01.2025** as per the accepted rate.
- Income tax will be deducted from the bill as per Govt. order.
- This is Election urgent. Failure of any part of compliance of the order will attract prevailing election rules with penal provisions.
- The tenderer will have to supply the all materials as per work order at their own cost at any/all the Sub-Divisional H.Q.s or any/all the Block H.Q.s within this district.
- This office shall have the right and discretion to terminate the contract and forfeit the security money deposited in the event of any sort of breach of contract.
- The District Administration shall have the right to accept or reject any tender without assigning any reason.
- **Previously terminated or suspended or black listed agencies from this district or any other district or CEO, WB or any other Government organizations due to their illegal work as well as their negligence to work properly WILL NOT BE ALLOWED to take part in this proceeding in his/ her name or in new name/ entity. An affidavit in this regard should be submitted.**
- Payment of bill will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
- At the time of payment of each bill, necessary deduction will be made as per Govt. norms.

Intending bidders may **download** tender documents from e-procurement portal of the website <http://wbtenders.gov.in> as per the schedule mentioned above. District Election Officer and District Magistrate, South 24 Parganas does not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc.

Necessary earnest money will be deposited by the bidder electronically online - through his net banking enabled bank account, maintained at any bank offline - through any bank by generating NEFT/ RTGS challan from the 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 and account no, amount, beneficiary's bank name & IFS Code and e-Proc ref no. Intending bidders who want 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.

The pre-qualification documents (technical documents) will be opened on **25.08.2023 at 15.00 hours** by the Addl. District Magistrate (Election), South 24 Parganas in presence of bidders.

The District Election Officer and District Magistrate, South 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever.


Additional District Magistrate (Election)
South 24 Parganas

Memo No. : 404/01(7)/ELEC

Date : 02.08.2023

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

1. The Executive Officer, South 24 Parganas Zilla Parishad.
2. The District Land & Land Reforms Officer, South 24 Parganas.
3. The Sub-divisional Officer, Sadar /Baruipur /Diamond Harbour /Kakdwip /Canning, South 24 Parganas.
4. The Nezarath Dy. Collector, South 24 Parganas Collectorate.
5. The District Information & Cultural Officer, South 24 Parganas for wide publicity with the request to publish the said notice to three daily newspapers. Copy of the notice to be published in daily newspaper is attached herewith.
6. DIO, NIC, South 24 Parganas with a request to publish the notice in the District Website
7. C.A. to D.M., South 24 Parganas.


2.8.2023
Additional District Magistrate (Election)
South 24 Parganas