

OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata – 700027
Phone: 033-2449 9944 / 2479 1694, Fax: 033-2448 7871
Email: dm.s24pgs@gmail.com, dm-ali@nic.in



Memo No: 26/IT/S-24PGS/23

Date : 17-05-2023

NOTICE INVITING e-TENDER

Name of Work: Annual Maintenance Contract (AMC) for Campus Local Area Network in the District Collectorate of South 24 Parganas

SCHEDULE OF IMPORTANT DATES OF BIDS

<i>PARTICULAR</i>	<i>DATE & TIME</i>
Date of Publication of e-NIT	17-05-2023 at 3:00 PM
Document download start date	17-05-2023 from 3:00 PM
Document download end date & time	24-05-2023 upto 3:00 PM
Bid submission start date	17-05-2023 from 3:00 PM
Last date & time of online submission of Technical Bid and Financial Bid.	24-05-2023 upto 3:00 PM
Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (IT), South 24 Parganas	26-05-2023 at 3:00 PM
Presentation on proposed work	26-05-2023 at 4:00 PM
Validity of bid	90 days
Utilization Period	1 year from the issuance of work order

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On behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (IT), South 24 Parganas invites e-Tender in **TWO BID SYSTEM** for the aforesaid work 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	Annual Maintenance Contract (AMC) for Campus Local Area Network in the District Collectorate of South 24 Parganas		
Scope of Work	➤ The contract would be awarded for the maintenance works of total Campus LAN up to Backbone Racks including installed Switches and from Backbone Racks up to each node (individual computer) as per following:		
	Sl. No.	Items Description	Quantity
	1.	OFC Connection a. From NIC (New Administrative Building) to the New Treasury Building b. From New Treasury Building to the DM Court Chamber c. From NIC to District Magistrate Bungalow and Additional District Magistrate Bungalow d. From NIC to Minority Building e. From NIC to the DM Court Chamber	05 nos.
	2.	Cisco 2960 L2 Switch (24 Ports)	24 nos.
	3.	D-Link DES-3028 Network Switch (24 Ports)	17 nos.
	4.	Patch Panel	24 nos.
	5.	Network Rack	24 nos.
	6.	LAN Cabling between floors of New Administrative Building, New Treasury Building and DM Court Chamber	Actual Length (as per requirement)
	7.	OFC components (SFP module , Fiber LIU, Media Convertor , Fibre Optic Splicing etc)	As per requirement
	8.	10 KVA UPS	2 nos.
9.	5 KVA UPS	1 nos.	
	➤ The contract would be awarded for the maintenance works of		

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	<p>Optic Fiber Cable installed between DM & ADM Bungalows, Minority Building, Treasury Building, New Administrative Building and DM Court Chamber.</p> <ul style="list-style-type: none">➤ The contract would be awarded for providing 01 no. of dedicated Manpower for day to day monitoring and quick solutions of network malfunctioning.➤ The scope of work covers annual preventive and corrective maintenance of all the equipment covered under AMC during 10:00 AM to 6.30 PM from Monday to Saturday. The Service Engineer of the service provider shall visit this office as and when required for smooth and uninterrupted function of the hardware and carry out preventive maintenance of all equipment covered under AMC once every fortnight.➤ During the AMC period, original equipment/spares are to be supplied and installed by the service provider at his own cost and risk except consumables and plastic bodies.➤ It will be the responsibility of the service provider to ensure smooth running of the Network in healthy condition during the entire AMC period.➤ The system will be considered working for the purpose of uptime/downtime on fulfillment of the following: <p style="margin-left: 40px;">If all or any hardware covered under this contract are not operational, the system will be treated as down and downtime will be counted after allowable 48 hours only. Counting of downtime shall be as follows:</p>➤ The service provider shall inform the call serial number and the time of call reporting for which record will be maintained by District Magistrate & Collector, South 24 Parganas and by service provider's complaint registering office.➤ The time of reporting of all calls shall be within our normal office hours and the service provider shall ensure due and proper receipt and lodging of complaints at its end during these hours. The maximum response time to attend the complaint shall be 4 (four) hours from the time of lodging of the complaint with service provider.➤ All calls reported after 4 PM on Monday to Saturday shall be treated as a call reported on the next working day for the purpose of downtime calculations. The service provider shall, however, make efforts to rectify the problems at the earliest.➤ In case of any system, subsystem and/or any peripheral device being down for more than 24 hours, the same shall be temporarily replaced by the service provider within 48 hours with a machine and/or component of similar configuration to ensure continuous functioning of the computer system. The
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	<p>system will be considered up in this case and no downtime will be counted. All efforts shall be made by the service provider to limit such temporary replacements to less than 15 days. However, the service provider has to ensure that on any such temporary replacements, overall performance of the system is not affected.</p> <ul style="list-style-type: none"> ➤ In case the downtime exceeds, 48 hours from the time of lodging of complaint, unless decided otherwise by this office, penalty @ 0.1% per week or part thereof subject to maximum of 1% of the total value of the contract for Switches shall be imposed till the equipment/system is fully restored or a proper stand-by is provided. ➤ In case the problem is not resolved within a reasonable time period, the job will be got done from the third party at the discretion of District Magistrate & Collector, South 24 Parganas and amount charged will be deducted from the AMC charges in addition to the penalty. ➤ PRICE/CHARGES: AMC charges inclusive of all taxes to be quoted by the bidder ➤ PERIOD: The period of AMC shall be 1 year which may be renewed for next one year on satisfactory performance of the contractor and approval of the District Magistrate. ➤ PAYMENT: Payment shall be made on pro-rata basis on completion of each quarter. The pro-rata payment shall be made on completion of one quarter of operation of system after deducting the penalty amount, if any as may be payable in terms of aforesaid sub-clause 1.4.A(vi) on account of the down time. All statutory deductions would be made at source in terms of applicable statute for applicable taxes.
Contract Period	One year from the date of issuing work order.
Bid Inviting Authority	Additional District Magistrate (IT), South 24 Parganas on behalf of the District Magistrate, South 24 Parganas
<p>TECHNICAL BID <i>Eligibility Criteria for Technical Bid evaluation</i></p> <p><i>NOTE: Original documents will be verified only in case of</i></p>	<p>CREDENTIAL:</p> <p>1. TECHNICAL CREDENTIAL / EXPERIENCE: Intending bidders shall submit valid credentials certificate in favour of experience in setup and maintenance of Network/ LAN in last 5 years.</p>

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<p><i>doubt and complaint</i></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>2. FINANCIAL CREDENTIALS:</p> <p>Average Audited Annual Turn Over for the last 3 (three) consecutive financial years should be equal to or more than 60% of the total estimated amount put to tender.</p> <p>3. MANDATORY DOCUMENTS:</p> <ul style="list-style-type: none"> • Valid Trade License/ Registration • Income Tax return for the last 3 financial years • GST Registration certificate with up-to-date GST clearance • Professional Tax Clearance certificate for the last financial year • Audited Balance Sheets of last 3 financial years. • Pan Card. <p>4. OTHER DOCUMENTS:</p> <ul style="list-style-type: none"> • Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed. • Declaration on manpower support
<p>Earnest Money Deposit</p>	<p>Earnest Money of Rs. 13,000/- (Rupees Thirteen thousand) only will be deposited electronically during filling up the e-Tender document. Offers not accompanied by the EMD will summarily be rejected.</p> <p>The earnest money deposited will be forfeited by the undersigned in case -</p> <ol style="list-style-type: none"> 1. The bidder withdraws from tender after opening of tender / after acceptance. 2. The selected bidder fails to accept work order, refuses either wholly or partly the offer that would be made by the undersigned. 3. The selected bidder fails to do the work or supply materials as per specification.
<p>Bid Document</p>	<p>Bid Document is available in the e-Tender portal of Govt. of West Bengal, http://wbtennders.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.</p>
<p>Bid Evaluation</p>	<p><u>PROCESS OF EVALUATION AND SELECTION OF BIDDER</u></p> <p>Bids will be evaluated by the tender evaluation committee chaired by ADM(IT) and comprises of OC(IT) and DIO, NIC, South 24 Parganas on Quality cum Cost basis to ensure a fair and</p>

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transparent method of selection.

Technical Bid Evaluation :

The Technical Bid will be evaluated on necessary documents submitted as mentioned in the eligibility criteria section and marks will be given to the eligible bidders on the following parameters:

- Experience in setup and maintenance of Network/ LAN in last 5 years
- Presentation on entire project
- Manpower support

Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority. Presentation on proposed work have to be made by the participating bidders.

Technical Bid Evaluation

Sl. No	Parameters	Supportive documents to be produced	Weightage Point
1	Experience in setup and maintenance of Network / LAN in last 5 years	Documents to be produced as mentioned in eligibility criteria section in the tender document	20
2	Presentation on entire project	Key resource person of the organization will make a Power Point presentation before the Tender evaluation committee on the proposed work	15
3	Manpower support	Declaration to be given on manpower support during bid submission	15
Total marks			50

In technical bid evaluation, marks will be given to the bidders on the given three parameters out of 50.

Cut-off marks in technical bid evaluation is 25.

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	<p>Eligibility Criteria for qualification in technical bid evaluation :</p> <p>Bidders who submit statutory and non-statutory documents and have requisite credentials (both technical & financial) as mentioned in the NIT and score greater than or equal to 25 out of 50, will qualify in the technical bid evaluation.</p> <p>Only the technically qualified bidders can advance for Financial bid evaluation.</p> <p>The Financial Bid should be expressed as a consolidated fee inclusive of all Taxes and duties and processing charges.</p> <p>Financial Bid of the technically qualified bidders will be evaluated and the bidder with the lowest financial proposal i.e. L1 bidder will be selected for the work.</p>
Financial Bid	Rate shall be quoted in the given BOQ for each item (item rate) inclusive of all taxes and charges
Validity of Bid	180 days
e-Tender registration and bidding	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.
Important Instructions	<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-Tender portal by the tender evaluation committee. The financial bid documents of the technically qualified bidders will only be opened. 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.
<p><u>INFORMATION TO THE BIDDERS (ITB)</u></p> <p><u>Download of Tender</u></p> <p>Tender to be downloaded only from the e-Tender 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.</p> <p><u>Submission of Earnest Money Deposit:</u> Earnest Money of Rs. 13,000/- (Rupees Thirteen thousand) only will be deposited by the bidder electronically online - through his net</p>	

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banking enabled bank account maintained at any bank. 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's name and account no, amount, beneficiary's bank name & IFSC code.

Technical Proposal :

Technical proposal should contain the following two covers :

A) **Statutory Cover** : It contains the scanned copies (pdf format) of following documents

- Prequalification Application (Form -I)
- Earnest money (EMD) as prescribed in NIT
- NIT (digitally signed)

B) **Non-Statutory Cover** : It contains the scanned copies (pdf format) of following documents

I) **Certificates :**

- Valid Trade License / Registration
- Income Tax Return for the last financial year
- GST Registration certificate with up-to-date GST clearance
- Professional Tax Clearance certificate for the last financial year
- Audited Balance Sheet of last 3 financial years
- PAN Card

II) **Credential :**

- **Technical Credential :**

➤ Documents of work done along with completion certificate.

Technical credential should be declared in the following format:

Sl. No.	Name of the Organization to whom supplied	Name of the work	Amount put to Work Order	Gross value of work done	Supply Order No. & date	Date of Commencement of work	Date of Completion of work

- **Financial Credential :** The average annual turnover of the agency in last 3 financial years as mentioned in NIT.

III) **Declaration :**

- ✓ Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed
- ✓ Declaration on manpower support

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Financial Bid / Proposal :

The financial bid should contain the Bill of Quantity (BOQ) (item rate excel format) in one cover. Bidders are to quote the item rate (including all charges and taxes) at the marked space in the BOQ.

EMD Exemption : EMD exemption is allowed in this tender. Bidders registered with MSME can avail EMD exemption with uploading valid MSME documents.

Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

PAYMENT:

Payment shall be made on pro-rata basis on completion of each quarter. The pro-rata payment shall be made on completion of one quarter of operation of system after deducting the penalty amount, if any as may be payable in terms of aforesaid sub-clause 1.4.A(vi) on account of the down time. All statutory deductions would be made at source in terms of applicable statute for applicable taxes.

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. If the contractor is unable to perform the duty as per the scope of work, he would be liable to pay the liquidated damage @0.1% per week or part thereof subject to maximum of 1% of the total cost of the contract value, which contractor had failed to deliver within the delivery schedule. In case, the contractor fails to execute the order whether in full or in part, the earnest/security
3. For successful bidder, EMD will be taken as security deposit (SD).
4. If at any point of time, the services provided by contractor is found unsatisfactory on account of any cause, the proportionate amount shall be adjusted from the security deposit held by **District Magistrate & Collector, South 24 Parganas.**
5. Payment shall be made on pro-rata basis on completion of each quarter. The pro-rata payment shall be made on completion of one quarter of operation of system after deducting the penalty amount, if any as may be payable in terms of aforesaid sub-clause 1.4.1(vii) of the Terms & Conditions placed at Annexure-IV on account of the down time. All statutory deductions would be made at source in terms of applicable statute for applicable taxes.
6. The service provider should have its office at Kolkata.
7. District Magistrate & Collector, South 24 Parganas shall have the right to terminate the AMC at any stage due to unsatisfactory services for which no compensations shall be payable
8. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take

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appropriate action against the willful defaulter.

9. Money would liable to be forfeited in full or in part to be determined by District Magistrate & Collector, South 24 Parganas.
10. Bid Inviting Authority shall moot a proposal for Black listing or prohibition of any contractors' participation for a period of one year for blatant violation of tender norms or for vitiating tender process.
11. **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.

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 (IT), South 24 Parganas
&
BID INVITING AUTHORITY

Memo No: 26/I(4)/IT/S-24PGS/23

Date : 17-05-2023

Copy forwarded for information and taking necessary action to:

1. Nazareth Dy. Collector, South 24 Parganas for displaying NIT in office notice board
2. DICO, South 24 Parganas for publishing brief advertisement of NIT in the newspaper as prescribed
3. DIO NIC, South 24 Parganas for uploading the NIT in official website of the district
4. CA to DM, South 24 Parganas for kind appraisal of the District Magistrate


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

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Form-I
PRE-QUALIFICATION APPLICATION

To
The Additional District Magistrate (IT),
South 24 Parganas

Ref : Tender for (Name of work)
Tender Id :

Dear Sir,

Having examined the NIT documents, Statutory and Non-statutory documents, I/we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me /us on behalf of (Organization name).

The necessary evidential documents admissible by law on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the works given in enclosure to this letter.

We understand that :

- Tender Inviting & Accepting Authority can amend the scope and value of the contract bid under this project.
- Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

Encl : e-Filing of Statutory and Non-statutory documents

is made)

Signature of Applicant
(including title and capacity in which application