

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

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Memo No: 02//MMC/E-Tender/PGE/2023

Dated: 30/03/2023

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

Name of Scheme:

**SUPPLY OF FORMS, BOOKLETS & ENVELOPES FOR THE PANCHAYAT GENERAL ELECTIONS 2023**

**SCHEDULE OF IMPORTANT DATES OF BIDS**

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	<u>31.03.2023 at 5.00 pm</u>
Document download start date & time	<u>31.03.2023 at 5.00 pm</u>
Document download end date & time	<u>17.04.2023 up-to 1.00pm</u>
Pre-bid meeting in the room of the office of the Addl. District Magistrate, South 24 Parganas Zilla Parishad	<u>10.04.2023 at 2.00 pm</u>
Bid submission start date & time	<u>31.03.2023 at 5.00 pm</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>17.04.2023 up-to 02.00 pm</u>
Date & Time of opening of Technical Bid in the Office of the Additional Executive Officer, South 24 Parganas Zilla Parishad	<u>19.04.2023 at 2.00 pm</u>
Last date for submission of Samples	<u>20.4.2023 up-to 05.00 pm</u>
Date & Time of opening of Financial Bid in the office of the South 24 Parganas Zilla Parishad	<u>24.04.2023 at 2.00 pm</u>
Date & Time for verification of the samples in the Office of the Additional Executive Officer, South 24 Parganas Zilla Parishad	<u>26.04.2023 at 2.00 pm</u>
Validity of bid	<u>180 days</u>
Period of execution	<u>7 days after the receipt of Work Order</u>

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 FORMS, BOOKLETS & ENVELOPES FOR THE PANCHAYAT GENERAL ELECTIONS 2023	MATERIALS ARE TO BE SUPPLIED AT FOUR SUB DIVISION OFFICES (BARUIPUR/ DIAMOND HARBOUR / CANNING / KAKDWIP) AND DISTRICT MATERIAL CELL AT ALIPORE, WITH BLOCK WISE SEGREGATION, AS PER WORK ORDER.	ITEM-WISE RATE OF THE ITEMS ARE TO BE QUOTED IN BOQ INCLUDING ALL TAXES / GST.

Contract Period	Six months (180 days)
Approximate Estimated Cost	<u>Rs. 39,87,467.00 (Rupees thirty nine lakh eighty seven thousand four hundred sixty seven only)</u>

Security Deposit against work	<b>Rs. 80,000.00 (Rupees eighty thousand only)</b>
Bid Inviting Authority	Additional District Magistrate (Zilla Parishad), South 24 Parganas AND Additional District Magistrate, Materials Management Cell, South 24 Parganas, by virtue of the order of the District Magistrate and District Panchayat Election Officer, South 24 Parganas

<p><b>TECHNICAL BID</b></p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p><b>*SIMILAR NATURE OF WORK:</b> SUPPLY OF FORMS, BOOKLETS &amp; ENVELOPES FOR ELECTION OR OTHER PURPOSES</p> <p><b>CREDENTIAL CERTIFICATE</b> 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 different types of forms, booklets &amp; envelopes used in elections, etc.</i></p> <p><b>TURN OVER:</b> Audited Balance Sheet shall have to be produced in support of the turn over claim for the last 3 consecutive Financial years.</p> <p><b>NOTE:</b> Original documents will be verified only in case of doubt and complaint</p> <p><b>IMPORTANT:</b> 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><b>CREDENTIAL:</b></p> <p><b>1. CREDENTIAL/EXPERIENCE:</b></p> <p>a. 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><b>OR</b></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>b. After opening of the Financial Bid, the L-1 bidder have to show the samples of all the items he/she has bid for on 26.04.2023 for quality checking by the Tender Committee.</p> <p><b>2. TURNOVER:</b> <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><b>3. NON STATUTORY DOCUMENTS:</b></p> <p>a. Valid Trade License</p> <p>b. Income Tax return for the latest financial year</p> <p>c. GST Registration certificate</p> <p>d. Professional Tax Return for the latest financial year (if applicable)</p> <p>e. Pan Card photo copy.</p> <p><b>4. OTHER DOCUMENTS:</b></p> <p>a. Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed</p> <p>b. Document to prove ownership / lease hold of plant &amp; machinery as prescribed by the authority in the tender</p> <p>c. Power of Attorney if any</p>
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	Labour Cooperative Societies & Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.
Earnest Money Deposit :	Necessary Earnest Money [2% of Approximate Tender amount, i.e. Rs. 80,000.00] and Cost of Tender Paper will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank]. 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 & 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.
Bid Document	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> 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).
Technical Bid Evaluation	The Technical Bid will be evaluated by the Tender 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.
Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	<u>24.04.2023 at 2.00 pm</u>

Financial Bid	Item-wise rate including all Taxes/GST shall be quoted in the Financial Bid.
Validity of Bid	180 days
E-Tender registration and bidding	<p><b><u>ONLINE BIDS:</u></b></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"> <li>• 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.</li> <li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a></li> <li>• <b><u>ONLINE BID SUBMISSION:</u></b> The Bidders are required to submit the Technical and Financial Bid documents <b>ONLINE</b> i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</li> </ul>
Important Instructions	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] &amp; evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• Bidders, who qualify the Technical Evaluation will have to submit sealed and stamped samples with their names clearly marked within 20/04/2023 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.</li> </ul>

- **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.**
- Financial comparison chart of bidders & selected 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 visit the delivery 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 may quote for one / all the items in appropriate BOQ(s).**

**LIST OF DIFFERENT TYPES OF FORMS, BOOKLETS & ENVELOPES REQUIRED FOR  
PANCHAYAT GENERAL ELECTIONS 2023**

Sl No	Item	Specification	Approximate Unit to be supplied (PCS)
<b>FORMS &amp; BOOKLETS</b>			
1	¼ Demy ( Colour)	Single side printing	83200
2	¼ Demy ( Colour)	Both side printing	41600
3	¼ Demy ( White)	Single side printing	166400
4	¼ Demy ( White)	Both side printing	83200
5	½ Demy ( Colour)	Single side printing	100
6	½ Demy ( Colour)	Both side printing	100
7	½ Demy ( White)	Single side printing	100
8	½ Demy ( White)	Both side printing	100
9	½ DFC( Colour)	Single side printing	100
10	½ DFC( Colour)	Both side printing	100
11	½ DFC(White)	Single side printing	100
12	½ DFC(White)	Both side printing	100
13	¼ DFC ( Colour)	Single side printing	100
14	¼ DFC ( Colour)	Both side printing	100
15	¼ DFC (White)	Single side printing	100
16	¼ DFC (White)	Both side printing	100
17	Register for election expenditure (20 pages booklet)	1/4 Demy, White, Both side print, stapled	200000
18	Vehicle Requisition Book (50 Pages Tri Colour)	As per specification including stitching	1000
19	Fuel slip book with perforation & numbering (100 pages)	As per specification including stitching	1000
20	Log Book ( 1/8 DFC)	16 pages including cover	1000
21	Receipt Book of Challenged votes ( 1 /8 DMI )	10 pages per book, Stapled	8320
22	Premises Requisition Book ( ¼ DMI /White/color)	50 pages per book in Duplicate	300
23	Voter Slip (3 ½" X 2 ½ ", Bundle of 100, Stapled)	Bundle of 100	100000
24	Writing Pad	50 pages book	100
25	Note Sheet Pad	50 pages per book, Legal size, dummy paper	50
26	Book of Election Forms ( ¼ DMI /White/color, perforated, bound)	Approximate page 100.	16640
27	Address Tag (3 ½ " X 2 ¾ ")	Different colours, with one perforation	120000
28	Dummy Paper Seal	As per specification	5000
<b>ENVELOPES</b>			
1	8' x 4' with printing	White	100
2	8' x 4' with printing	Colour	100
3	11'x5' with printing	White	124800
4	11'x5' with printing	Colour	124800

5	11'x5' with printing	Craft	35000
6	12'x6' with printing	White	100
7	12'x6' with printing	Colour	100
8	15'x10' with printing	White	100
9	15'x10' with printing	Colour	120000
10	15'x10' with printing	Craft	16000
11	18'x14' With Inside Lamination & Printing	White	7000
12	18'x14' With Inside Lamination & Printing	Colour	33280
13	18'x14' With Inside Lamination & Printing	Craft	7000
14	10'x4 ½ 'Blank	White	100
15	10'x4 ½ 'Blank	Colour	100
16	10'x4 ½ 'Blank	Craft	100
17	11'x4 ¾ 'Blank	White	100
18	11'x4 ¾ 'Blank	Colour	100
19	11'x4 ¾ 'Blank	Craft	100
20	15'x10' Blank	White	16640
21	15'x10' Blank	Colour	16640
22	15'x10' Blank	Craft	16640
23	A4 size	Green Art Paper	100
24	A4 size	Red Art Paper	100

## 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 ITEM-WISE RATE INCLUDING ALL TAXES/GST 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.

Other Terms and conditions: -

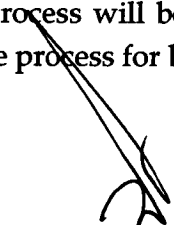
1. The credentials submitted by the bidders shall invariably be verified from competent authority through formal/informal ways. If the bidders are found producing manufactured credentials, then appropriate action for black listing/prohibition of participation / criminal proceeding shall be initiated 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 to the four Sub Divisions (Baruipur, Diamond Harbour, Kakdwip & Canning) and 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. 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.
5. The entire work shall be completed within the time frame given in the work order.
6. Time extension on completion of work shall not be given in any circumstances.
7. 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.
8. **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.
9. **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.
10. Cancellation of any tender due to unavoidable circumstance will lead to a fresh

tender which will be treated as 1<sup>st</sup> call only.

11. Decision of the Tender Committee, constituted for the Panchayat General Elections 2023, will be final in all respects.

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: 02/1(8)/MMC/E-Tender/PGE/2023

Dated: 30/03/2023

Copy forwarded for 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](http://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

## Item Rate BOQ

Tender Inviting Authority: Additional District Magistrate (ZP) &  
AEO, South 24 Parganas Zilla Parishad

Name of the Work: Supply of Forma, Booklets and Envelopes for the Panchayat General Elections 2023, to four Sub Divisions (Baruipur, Diamond Harbour, Kakkwip, Canning) and Materials Management Cell at Alipur, in Block wise packaging<sup>3</sup>

Name of the Bidder / Bidding Firm / Company					
PRICE SCHEDULE					
(This BOQ template must not be modified / replaced by any bidder and the same should be uploaded after filling the relevant columns. In e-tender, bidders are allowed to enter the Bidder Name and Values only)					
NUMBER#	TEXT	NUMBER	TEXT	NUMBER	NUMBER
Sl. No.	Item Description	Quantity	Units	BASIC RATE WITH TAXES / GST in Figures to be entered by the Bidder Rs. P.	TOTAL AMOUNT with Taxes / GST in Rs. P.
1	¼ Demy (Colour), Single side printing	83200	PC		
2	¼ Demy (Colour), Both side printing	41600	PC		
3	¼ Demy (White) Single side printing	166400	PC		
4	¼ Demy (White) Both side printing	83200	PC		
5	½ Demy (Colour) Single side printing	100	PC		
6	½ Demy (Colour) Both side printing	100	PC		
7	½ Demy (White) Single side printing	100	PC		
8	½ Demy (White) Both side	100	PC		

	printing				
9	½ DFC( Colour) Single side printing	100	PC		
10	½ DFC( Colour) Both side printing	100	PC		
11	½ DFC(White) Single side printing	100	PC		
12	½ DFC(White) Both side printing	100	PC		
13	¼ DFC ( Colour) Single side printing	100	PC		
14	¼ DFC ( Colour) Both side printing	100	PC		
15	¼ DFC (White) Single side printing	100	PC		
16	¼ DFC (White) Both side printing	100	PC		
17	Register for election expenditure (20 pages booklet) 1/4 Demy, White, Both side print, stapled	200000	Booklet		
18	Vehicle Requisition Book (50 Pages Tri Colour) As per specification including stitching	1000	Booklet		
19	Fuel slip book with perforation & numbering (100 pages) As per specification including stitching	1000	Booklet		
20	Log Book ( 1/8 DFC) 16 pages including cover	1000	Booklet		
21	Receipt Book of Challenged	8320	Booklet		

	votes (1 /8 DMI ) 10 pages per book, Stapled				
22	Premises Requisition Book ( ¼ DMI /White/ color) 50 pages per book in Duplicate	300	Booklet		
23	Voter Slip (3 ½" X 2 ½ ", Bundle of 100, Stapled) Bundle of 100	100000	Booklet		
24	Writing Pad 50 pages book	100	Booklet		
25	Note Sheet Pad 50 pages per book, Legal size, dummy paper	50	Booklet		
26	Book of Election Forms ( ¼ DMI /White/ color, perforated, bound) Approximate page 100.	16640	Booklet		
27	Address Tag (3 ½ " X 2 ¾ ") Different colours, with one perforation	120000	PC		
28	Dummy Paper Seal, As per specification	5000	PC		
1	8' x 4' with printing, White	100	PC		
2	8' x 4' with printing, Colour	100	PC		
3	11'x5' with printing, White	124800	PC		
4	11'x5' with printing, Colour	124800	PC		
5	11'x5' with printing, Craft	35000	PC		
6	12'x6' with printing, White	100	PC		
7	12'x6' with printing, Colour	100	PC		
8	15'x10' with printing, White	100	PC		
9	15'x10' with printing,	120000	PC		

	Colour				
10	15'x10' with printing, Craft	16000	PC		
11	18'x14' With Inside Lamination & Printing, White	7000	PC		
12	18'x14' With Inside Lamination & Printing, Colour	33280	PC		
13	18'x14' With Inside Lamination & Printing, Craft	7000	PC		
14	10'x4 1/2' Blank, White	100	PC		
15	10'x4 1/2' Blank, Colour	100	PC		
16	10'x4 1/2' Blank, Craft	100	PC		
17	11'x4 3/4' Blank, White	100	PC		
18	11'x4 3/4' Blank, Colour	100	PC		
19	11'x4 3/4' Blank, Craft	100	PC		
20	15'x10' Blank, White	16640	PC		
21	15'x10' Blank, Colour	16640	PC		
22	15'x10' Blank, Craft	16640	PC		
23	A4 size, Green Art Paper	100	PC		
24	A4 size, Red Art Paper	100	PC		