

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

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027

District Mission Management Unit (Sanitation Cell)

New Administrative Building, 2nd Floor

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Memo No. 3114/MNB/22

Dated: 23/09/2022

NOTICE INVITING ON LINE TENDER (e-TENDER) NO: SPG/MNB-115/2022

Name of Scheme: PROCUREMENT OF DIFFERENT MATERIALS FOR SANITATION AND CLEANLINES MANAGEMENT IN GANGASAGAR MELA 2023 SCHEDULE OF IMPORTANT DATES OF BIDS

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	<u>26/09/2022 at 6.00pm</u>
Document download start date & time	<u>26/09/2022 at 6.00 pm</u>
Document download end date & time	<u>17/10/2022 at 2.00 pm</u>
Bid submission start date & time	<u>26/09/2022 at 6.00 pm</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>17/10/2022 at 2.00 pm</u>
Date & Time for submission of original documents by the bidder	<u>18/10/2022 at 11.30 am</u>
Date & Time of opening of Technical Bid at the Office of the Additional District Magistrate (Infrastructure), South 24 Parganas	<u>19/10/2022 at 2.00 pm</u>
Date & Time of opening of Financial Bid at the Office of the Additional District Magistrate (Infrastructure), South 24 Parganas	<u>21/10/2022 at 2.00pm</u>
Validity of bid	<u>180 days</u>
Completion Period of the work	<u>07 days from issuance of work order</u>

Additional District Magistrate (Infrastructure), South 24 Parganas on behalf of the District Magistrate, South 24 Parganas invites online tender (e-Tender) 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	<u>PROCUREMENT OF DIFFERENT MATERIALS FOR SANITATION AND CLEANLINESS MANAGEMENT IN GANGASAGAR MELA 2023</u>
Location of Work	At different Points within the district en route Sagar
Scope of Work	To supply Sanitation materials within stipulated time and at specific place for Ganga Sagar Mela 2023
Estimated Cost of work	The Assessed quantity is given in BOQ. Only UNIT rate is asked. 40% of the total quantity may be varied.
Contract Period	<u>One months</u>
Security Deposit against work	<u>Rs. 10% of the Work Value</u>
Bid Inviting Authority	Additional District Magistrate (Infrastructure), South 24 Parganas
<p>TECHNICAL BID</p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p>*SIMILAR NATURE OF WORK:</p> <p>CREDENTIAL CERTIFICATE in the form of completion certificate issued by the Executive Engineer or equivalent or competent authority of a state / central government, State/ Central Government undertaking, Statutory / autonomous bodies constituted under the Central / State Statute, on the executed value of completed / running work will be taken as credential. Credential should be in the name & style of the intending bidder only. Completion certificate should mention the work order no. & date, Name of the work, work order amount, payment made, completion period & completed satisfactorily or not etc. Credentials documents of Gram</p>	<p>CREDENTIAL:</p> <p>1. CREDENTIAL/EXPERIENCE: Intending bidders should produce credentials of completion of a 'similar nature of work'* anytime during last 5(five) years.</p> <p>OR</p> <p>Intending bidders should produce credentials of 2(two) similar nature of work, each of the minimum value of 40% of the estimated amount each put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p>OR</p> <p>Experience in controlling similar work in big events organized under West Bengal Government will be preferred.</p>

<p><i>Municipality / Panchayat will be acceptable, if such certificates authenticated by the Executive Officer/Joint Executive Officer of the PanchayatSamity.</i></p> <p>TURN OVER: Audited Balance Sheet shall have to be produced in support of the turnover 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>2. TURNOVER: <u>Average Audited Annual Turn Over</u> for the last Financial Year should be produced in audit report.</p> <p>2. NON-STATUTORY DOCUMENTS:</p> <ol style="list-style-type: none"> a. Valid Trade License b. Income Tax return for the latest financial year c. GST Registration certificate (if applicable) d. Professional Tax Return for the latest financial year (If applicable) e. Audited Balance Sheets of last 3 Financial years f. Pan Card photo copy. <p>3. OTHER DOCUMENTS:</p> <ol style="list-style-type: none"> a. Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed b. Document to prove ownership / lease hold of plant & machinery as prescribed by the authority in the tender if any c. Power of Attorney if any d. EMD as specified e. 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. (if any)
<p>Earnest Money Deposit :</p>	<p>An amount of Rs. <u>20,000 (Rupees Twenty Thousand)</u> only 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 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.</p>
<p>Bid Document</p>	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, http://wbtenders.gov.in Bidders</p>

	<p>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 Additional District Magistrate (Infrastructure), South 24 Parganas. Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority.</p> <p>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	<u>21/10/2022 at 2.00pm</u>
Financial Bid	Only UNIT Rate against given Quantity shall be quoted in the Financial Bid.
Validity of Bid	30 days
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 one-tendering. • Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. http://wbtenders.gov.in • <u>ONLINE BID SUBMISSION:</u> 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-portal, this office notice board and official website by the tender evaluation committee.

	<ul style="list-style-type: none"> • 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 what so ever. • All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. • The intending bidders are requested to inspect the work site before quoting their rates. • Each Bidder shall submit maximum two Bids in each NleT. A Bidder who submits more than two Bids as individual or Partner for one NleT will cause the proposals with the Bidder's participation to be disqualified.
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Ganga Sagar Mela Budget for the year 2023

Sl no	Description of the item	Quantity	Unit rate (Rs) and rate for entire quantity (Including GST)
1	Sanitizer 100 ml. proportion of alcohol >70%	3500	
2	Face shield good quality reuseable	3500	
3	Head cap use & through	17500	
4	Small eco-friendly bag	3500	
5	Mask Use & Throw @ 9 per bag/kit	31500	

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:

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

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

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. The Executive Officer reserves the right to terminate the contract by giving one-month notice to the agency in case if any deviation from the norms or any non-compliance.
4. The entire work shall be completed within the time frame given in the work order. Any deviation in work completion period will invite penalty of 1-5% on the value of pending work. The Bid Inviting Authority is empowered to impose such penalty by obtaining a report from engineers.
5. Time extension on completion of work shall not be given in ordinary circumstances. Bid inviting authority is empowered to decide on time extension only after making proper assessment through a team of officials in an extraordinary circumstance like land dispute, natural calamity or similar situation.
6. 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.
7. **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

8. **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.
9. Negotiation with L2 bidder is prohibited.
10. Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1st call only.

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.

Sd/-
Additional District Magistrate (Infrastructure)
South 24 Parganas

Memo No. 3114/1(5)/MNB/22

Dated: 23/09/2022

Copy forwarded for necessary action to:

1. The Addl. District Magistrate (General), South 24 Parganas for displaying the e-NIT in his office
2. The Nazareth Deputy Collector, South 24 Parganas for displaying the e-NIT in office notice board
3. The DIA, South 24 Parganas Zilla Parishad with a request to upload & publish the e-NIT in the Website (<http://wbtenders.gov.in>) and publish the notice in the District Website
4. The DICO, South 24 Parganas with a request to publish the brief advertisement about the e- NIT in one leading newspaper.
5. CA to DM, South 24 Parganas for placing the notice before District Magistrate

Sd/-
Additional District Magistrate (Infrastructure)
South 24 Parganas