

**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR
SAMAGRA SHIKSHA MISSION, SOUTH 24 PARGANAS**

Memo No. : SSM/S. 24 Pgs./IED/DFA-58458

Date : 14-03-2023

From : The District Education Officer, Samagra Shiksha Mission, South 24 Parganas.

NOTICE INVITING E-TENDER

(Through Pre-Qualification Submission of Bid through NIC E-Tender Portal)

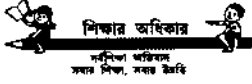
Notice inviting **e-tender** for delivery of Large Print Books and Braille Books for academic year 2023 from district godown in Baruipur to 51 CLRC around the district of South 24 Parganas from the bonafide bidders having the credential as mentioned in **clause 10** for the following items and the details will be available at the office of **Samagra Shiksha Mission, South 24 Parganas (8th Floor, New Administrative Building, Biplabi Kanai Bhattacharjee Sarani, Alipore, Kolkata-27)** during office hour. Bidders are requested to quote the lump sum at which works can be performed by them (from sorting to delivery the books) mentioned in the description for the following items as given in the table below:

Sl. No.	CLRC	Total Large Print Book	Total Braille Book (set)	Amount Rs.
1	BARUIPUR	84	7	
2	BARUIPUR SOUTH	89	2	
3	BASANTI	281	7	
4	BASANTI SOUTH	193	6	
5	BHANGORE	118	3	
6	BHANGORE NORTH	295	6	
7	BISHNUPUR-1	113	0	
8	BISHNUPUR-2	111	4	
9	BISHNUPUR-3	114	4	
10	BISHNUPUR-4	55	0	
11	BUDGE BUDGE	141	5	
12	BUDGE BUDGE SOUTH	307	2	
13	CANNING	153	8	
14	DIAMOND HARBOUR NORTH	94	2	
15	DIAMOND HARBOUR SOUTH	24	3	
16	DIAMOND HARBOUR WEST	65	0	
17	FALTA	41	10	
18	FALTA WEST	116	1	
19	GHUTIARI SHARIF	289	7	
20	GOSABA	103	2	

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21	GOSABA NORTH	57	2
22	JOYNAGAR	306	3
23	JOYNAGAR EAST	292	14
24	JOYNAGAR NORTH	40	3
25	KAKDWIP	118	4
26	KAKDWIP SOUTH	350	14
27	KARANJALI	196	0
28	KULPI-1	192	9
29	KULPI-2	93	0
30	KULPI-3	137	2
31	KULTALI	292	1
32	KULTALI SOUTH	235	4
33	MAGRAHAT CENTRAL	123	0
34	MAGRAHAT EAST	146	0
35	MAGRAHAT SOUTH	358	0
36	MAGRAHAT WEST	137	4
37	MAHESHTALA	27	2
38	MAHESHTALA WEST	321	2
39	MANDIRBAZAR	81	11
40	MATHURAPUR EAST	65	3
41	MATHURAPUR NORTH	122	1
42	MATHURAPUR SOUTH	126	1
43	MATHURAPUR WEST	339	5
44	NAMKHANA	253	26
45	PATHARPRATIMA	219	9
46	PATHARPRATIMA EAST	333	2
47	PATHARPRATIMA NORTH	99	6
48	SAGAR	226	4
49	SAGAR NORTH	68	0
50	SONARPUR	89	5
51	SONARPUR WEST	214	140
TOTAL	51	8440	356

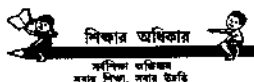
• **Terms and Conditions of Tender:**

1. Minimum Eligibility Criteria:

A. Only those agencies (having Trade License for such type of business) who have experience in such type or allied types of work of at least One-Year will be eligible.

B. The bidders must submit the credentials of amounting Rs. 2,00,000/- for executions similar nature of work within the period from Jan 2019 to August 2022 under the authority of State/Central Govt., State/Central

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Govt. under taking, Statutory bodies constituted under the statute of the Central/State Govt.

C. Estimated value of work **Rs. 2,00,000/-**.

2. Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bay bank or: offline – through any bank by generating NEFT/RTGS challan from the e-tendering portal. 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.

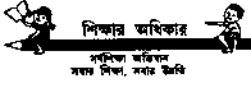
Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

3. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
4. Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.
5. The successful bidder will be bound to provide services/supply the item(s) within specific dates, mentioned in the work order.
6. e-tender should be addressed to the District Education Officer, Samagra Shiksha Mission, South 24 Parganas, 8th Floor, New Administrative Building, Biplabi Kanai Bhattacharjee Sarani, Alipore, Kolkata-27. Bidders may be downloaded tender enquiry documents from the website <https://wbtenders.gov.in/nicgep/app> or wbtenders.gov.in directly with the help of Digital Signature Certificate.

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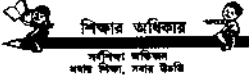
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7. Any subsequent notice regarding this tender shall be uploaded in above website(s) only. In the event of any of the above-mentioned dates being declared as a holiday for Samagra Shiksha Mission, South 24 Parganas the tenders will be opened on the next working day at the appointed time or at any date and time as desired by the tender selection committee.
8. The contractor can search & download NIT & Tender Document(s) electronically from computer once he logs on to the website, using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
9. If any bidder is found to be guilty of producing fabricated/false documents and/or undertook an unfair means will be liable to punitive actions as decided by the Tender Committee/or, any appropriate authority.
10. Bidders are requested to submit their lump sum value for completion of work within the time allowed in the specified format given in the BOQ. Rate must be inclusive all taxes and other incidental charges otherwise quotation will be rejected. The rate should be mentioned in both figure and word. Consolidated amount for the whole programme will be considered for the selection of the agency.
11. The Financial Offer of the prospective tender will be considered only if the document attached with technical bid of the tender is found qualified by the 'Tender Evaluation Committee' formed by the Authority. If any Technical Bid fails to fulfill the criteria of this tender, then the corresponding financial Bid will be rejected. Technically successful bidder whose aggregate quoted rate is lesser than other bidders will be considered as L1. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be notified later.
12. **Technical Bid:** Bidder should submit Self attested photocopy of the following documents and proof of submission of EMD in Technical Bid Envelop :
 - I. **PAN Card, Income Tax Return for Assessment Year 2021-22.**
 - II. **Professional Tax Challan.**
 - III. **Current Renewed Trade License.**
 - IV. **Credential for doing similar work**

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The intending bidders must have a record of one successful completion of similar nature of supply having work order of value of **Rs. 50%** of this type of contract within last 3 years from the date of publication of the notice. The completion certificate or payment certificate and work order issued by the competent authority will be treated as credential in this respect.

- V. **Earnest Money Deposit: Bidder has to deposit Rs. 4,000/- as EMD.** Non submission of Earnest Money will summarily lead to rejection of the Bid. SSI Unit, Micro & Small Enterprises, Khadi, Handicraft, co-operative and such type of other enterprises are not exempted from submission of Earnest Money. Earnest Money deposit would be released on successful completion of programme only on proper claim by the bidder. No interest would be paid on Earnest Money deposit.

Earnest money is to be deposited online by the bidder.

Earnest Money deposit will be forfeited in following cases:

- I) The Bidder withdraws tender after opening or acceptance.
- II) The selected bidder fails to accept order or refuses (wholly or partly).
- III) The selected bidder fails to perform as mentioned in the work order.

Refund or Settlement process of EMD will be as per order no. 3975 F(Y) dated 28.07.2016 of Finance Dept. Govt. of WB.

VI. GST Return/Registration certificate :

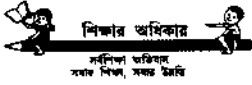
During scrutiny of Technical Bid/Tender documents if it is found that any information is incorrect the technical bid/tender documents will be rejected without assigning any reason thereof. The Tender Committee will have sole discretion to decide the eligibility of bidder on the basis of his submitted documents and reserves the right to refuse without any explanation to the bidder and the decision of the authority concerned will be final in this respect. All papers will be verified with original papers as when required.

13. The successful bidder will provide manpower for sorting and delivery at no extra cost.

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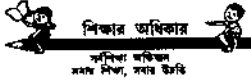
14. Bill in triplicate copy have to be submitted to this office within fifteen days from the date of supply. This office will not take responsibility of payment of bill submitted beyond stipulated date.
15. Payment of bill: within one month from the date of submission of bill provided incidents beyond the capacity of authority.
16. Financial Bid is attached herewith (BOQ).
17. The authority reserves the right to issue any corrigendum to the NIT or reject the NIT in part or in full at any time prior to the award of contract without assigning any reasons thereof.
18. All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).

The Authorities, Date and Time Schedule for the tender process are hereunder:

Sl. No.	Designation and Address of the Authority	Name and address of the school with mobile No of DPO
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	14/3/2023
2	Documents download start date (Online)	15/3/2023, 9:00 a.m.
3	Bid submission start date (On line)	15/03/2023, 12:00 noon
4	Documents download end date (Online)	22/3/2023, 12:00 noon
5	Bid Submission closing (On line)	22/3/2023, 12:00 noon
6	Bid opening date for Technical Proposals (Online)	24/3/2023 3:00 p.m.
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

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CHECKLIST

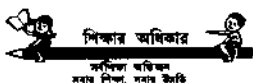
Pre-Qualification Application

in a letter head of the agency, otherwise it will be treated as cancelled

1. Name of the work	
2. e-Tender Notice No.	
3. Online document download ended	
4. Name of the institution tendared for	District Education Officer, Samagra Shiksha Mission, South 24 Parganas.
5. Earnest Money Deposit or Documents in support of Earnest money deposit exemption.	
6. Are you experienced (Y/N)	
7. Name of the bidder in block letter as DSC	
8. Full addresss	e-mail
	Telephone No. / Mobile No.
9. Legal entity of the bidder whether Firm/Society/Company/ other entity	Proprietorship/Regd. Partnership/ Pvt. Ltd/ltd. or other (Please write appropriate capacity)
10. Trade License issuing Authority with whom registered	
11. TL License No.....	valid upto
12. P. Tax enrolment No.	paid upto
13. Name & address of the banker of the bidders	
14. a) PAN No.	
b) GSTN ID	
15. Experience in such type of work	Yes/No

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16. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	Yes/No
17. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	Yes/No
18. Any litigation against the Firm or its proprietors or its principals? If yes, provide details	Yes/No
19. Any other relevant information wish to submit	
Contractor has to execute the work on strict supervision of the SAMAGRA SHIKSHA MISSION, SOUTH 24 PARGANAS Authorities. Decision of authority will be final & binding on contractor in case of any dispute.	
Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.	

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

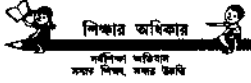
i. Registration of Contractor:

Any agency willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> . The agency is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature certificate (DSC):

Each agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.

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- iii. The agency can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. **Participation in more than one work:**
A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.
- v. **Submission of Tenders:**
Tenders are to be submitted through online to the website stated above in one folder at a time for each work, one in Technical /Financial Proposal before the prescribed date &time using the Digital Signature Certificate (DSC).

The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

I. Technical Proposal:

(a) Statutory Cover Containing the following documents:

Tender Form N.I.T. (*download properly and upload the same Digitally Signed*)

Documents to be enclosed along with the Tender as Technical document:

- i. PAN Card the bidder.
- ii. Professional Tax paid Challan.
- iii. GST Return/Registration Certificate.
- iv. Current Renewed Trade License.
- v. Income TAX Return of AY 2021-22.

Financial capacity of a bidder will be judged on the basis of information furnished in the tender.

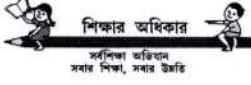
• **Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

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• **Rejection of bid:**

Office of the undersigned reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder.

• **Award of Contract:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance.
The notification of award will constitute the formation of the Contract.

Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities (BOQ)**. The contractor is to quote the rate **Below / At Par** online through computer in the space marked for quoting rate in the BOQ.

14.03.2023

**District Education Officer,
SSM, South 24 Parganas.**

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