

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: 1238/NZ

Date: 23/11/2023

EXPRESSION ON INTEREST (EOI) NO: QSF/NZ-02/.51..

NAME OF THE WORK: PURCHASING OF DIFFERENT STATIONERY ITEMS AS SCHEDULED (A,B,C) FROM DIFFERENT OFFICE OF THE COLLECTORATE, SOUTH 24-PARGANAS.

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (LA), South 24 Parganas invites offline **quoted rate** (EOI) from reliable, resourceful, bonafide and experienced suppliers/ registered Co-operatives in their own pad having experience in similar nature of job of Govt./semi Govt. Office/Local bodies, for supplying **different stationery items (Schedule-A), Sanitary items (Schedule-B) & other items (Schedule-C)** as per schedules (A,B,C) are attached with this NIT from the different office of the Collectorate, South 24-Parganas for the period of 02(two) years [Including Ganga Sagar Mela/Elections/Any Event/Any special programme] and technical credential on execution of similar nature of work.

SCOPE OF WORK:

| Location | Work Name | Work Details | Working Period |
|--|--|--|---|
| Different Office/Section under Officer of the District Magistrate, South 24-Parganas | Supplying of different Stationery Items, Sanitary Items & Other Items | As per attached Annexure Format – A, B & C A- Stationery Items B- Sanitary Items C- Other Items | 02 (Two) years 1 st December 2023 to 30 th December 2025 |

TIMELINE OF TENDER:

| PARTICULAR | DATE & TIME |
|--|--------------------------------|
| Date of Publication of EOI | <u>23./11./2023</u> |
| EOI start date & time | <u>23./11./2023 at 2 PM</u> |
| EOI end date & time | <u>07./12./2023 from 2 PM</u> |
| Pre-bid meeting in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas | <u>30./11./2023 at 3:30 PM</u> |
| Last date & time of submission of EOI in the drop box | <u>07./12./2023 upto 1 PM</u> |
| Date & Time of opening of EOI in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas | <u>07./12./2023 upto 3 PM</u> |

Handwritten signature/initials

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-all@nic.in



FINANCIAL BID SUBMISSION FORMAT:

| Location | Work Name | Work Details | QUOTED RATE |
|--|---|--|---|
| Different Office/Section under Officer of the District Magistrate, South 24-Parganas | Supplying of different Stationery Items, Sanitary Items & Other Items | As per attached Annexure Format – A, B & C A- Stationery Items B- Sanitary Items C- Other Items | Rate to be quoted in attached Annexure format |

ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

EXPERIENCE: The intending bidders should produce credentials of completion of similar nature of work during last 5 (five) years prior to the date of issue of this EOI notice.

FINANCIAL CAPACITY: The average audited Annual Turn Over from the business having similar nature of work for the last 3 (three) consecutive Financial Years should be equal to or more than 60% of the total bided amount put to EOI.

EOI COST DEPOSIT (Non-Refundable): Bank Draft / Bank Cheque of **Rs. 1250.00 (Rupees Twelve hundred fifty only)** shall be submitted in favour of the "District Magistrate, South 24 Parganas".

EARNEST MONEY DEPOSIT (Refundable): Bank Draft / Bank Cheque of **Rs. 12500.00 (Rupees Twelve thousand five hundred only)** shall be submitted in favour of the "District Magistrate, South 24 Parganas".

OTHER DOCUMENTS REQUIRED: Bidder shall submit

1. Valid Trade License
2. Photo copy of valid PAN
3. Income Tax return for the latest Financial Year
4. Professional Tax Return for the latest Financial Year
5. GST Registration

All the above-mentioned criteria and documents are mandatory and if the bidder fails to submit any of them, their bid will summarily be rejected.

NOTE:

**Similar nature of work means the nature of work & components of work mentioned in the Scope of work*

**The credential certificate should have been issued by a competent authority & no credential certificate from private agencies will be allowed.*

** Original documents should be produced for verification*

SUBMISSION OF BIDS: The bids will be submitted in offline mode.


Additional District Magistrate (L.A.)
South 24 Parganas

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



TECHNICAL BID SUBMISSION:

(A) For Bonafide Suppliers:

1. Upto date Income Tax return
2. GST registration
3. Professional Tax clearance certificate
4. Copy of Trade License
5. Bank solvency certificate worth Rs. 50,000/- from any Nationalized Bank
6. Credential of similar nature of supply work performed with any Central Govt. office/any state Govt. office/any PSU within last three financial years.

(B) For Registered Co-operative:

1. Registration certificate
2. Audited Balance sheet of last two financial years
3. Copy of resolution taken in the last AGM.
4. Proper name and address of all of the executive committee members
5. Bank solvency certificate worth Rs. 50,000/- from any Nationalized Bank
6. Credential of similar nature of Job of Govt./semi Govt. Office/Local bodies, for supplying different stationery, sanitary, Computer accessories, electrical and other items.

Shall be placed in a sealed cover having written on top "EOI for Supplying Stationery Items, Sanitary Items & Other items as Scheduled (A, B, C)" at different office of the Collectorate, South 24-Parganas vide NIT No as mentioned above.

Sealed covers of EOI shall be placed in another bigger sealed cover having written on its top as Supplying of **Stationery items, Sanitary items, & other items as scheduled (A, B, C)** at different office of the Collectorate, South 24-Parganas vide NIT No as mentioned above.

EVALUATION OF BID: Bids will be opened in front of bidders volunteering to be present. The evaluation of the bid will be done by the bid-evaluation committee constituted for the EOIs. The names of the technically qualified bidders as per bid criteria after verification with originals & evaluation will be displayed in office notice board & official website. Only technically qualified bidders will be eligible for financial bid opening. The list of financial comparison chart of bidders will also be displayed like technical bid.

SECURITY DEPOSIT: 3% of the total value of payment shall be deducted as security deposit to be released within one month after the completion of work.

VALIDITY OF THE BID: The bid once submitted will be valid for 02 (two) years [Including Ganga Sagar Mela/Elections/Any Event/Any Special programme].

WORK COMPLETION PERIOD: As per requirement of Authority.

OTHER TERMS & CONDITIONS:

1. The earnest Money deposited:
 - a. Can be converted into a security deposit against selected bidder. The EMD will be returned to the non-selected bidders within 15 days after opening of financial bid.
 - b. Forfeiture of EMD will be done
 - i. If the bidder withdraws tender after opening or acceptance
 - ii. If the selected bidder fails to accept work order, refuses whether wholly or partly the offer that would be made by the undersigned.
 - iii. If the selected bidder fails to do the work or supply materials as per specifications.

1 P 8

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

2. Income tax and other mandatory tax deduction shall be done as per government norms before payment.
3. This office shall have the right and discretion to terminate the contract and forfeit EMD in the event of any sort of breach of contract.
4. Any black listed bidder shall not be allowed to participate in this EOI.
5. No cost escalation will be entertained.
6. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
7. Intending bidders are requested to inspect the work site before quoting their rates.
8. Subletting of work is not allowed.
9. Penalty shall be imposed @1% of the total pending works if the works are not completed within the stipulated time mentioned in the bid.

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever on Evaluation Mark Sheet (Quoted Rate/Credential or Work experience in the district of South 24 Parganas or any other district/Financial Capacity/Technical Documents)

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the EOI process will be viewed seriously and the EOI committee will take necessary action to initiate process for black listing them.

**Additional District Magistrate (LA)
South 24 Parganas, Alipore**

Memo No: 1237/1(5)/NZ

Date: 23/11/2023

Copy forwarded for information with a request to display the EOI notice on his office display board to:

1. Nezarath Deputy Collector, Alipore, 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 displaying the NIT in official website of the district.
4. PA to DM, South 24 Parganas for placing the notice before the District Magistrate.
5. PA to Additional District Magistrate General/LA/ZP/Dev./LR, South 24 Parganas.

**Additional District Magistrate (LA)
South 24 Parganas, Alipore**

Schedule-A (stationery items)

| Sl. No. | Items | Rate (Rs.) (Identified as quantity wise) | Remarks (if any) |
|---------|--|---|---------------------|
| 1 | Allotment register(200 pages) with board binding | | |
| 2 | Alpin Assorted (King brand) best quality | | |
| 3 | Aluminium scale(12") | | |
| 4 | Ball Pen Agni (Use & Throw) | | |
| 5 | Bed Sheet (Bombay Dyeing) Single | | |
| 6 | Bed Sheet(Bombay Dyeing)-double | | |
| 7 | Bed Sheet ordinary (Single bed) | | |
| 8 | Bed Sheet ordinary (Double bed) | | |
| 9 | Bound Exercise Book No. 2 (small size ruled) | | |
| 10 | Bound Exercise Book No. 4 (small size ruled) | | |
| 11 | Bound Exercise Book No. 6 (small size ruled) | | |
| 12 | Bound register No. 8(good quality, ruled) | | |
| 13 | Bound register No. 12(good quality, ruled) | | |
| 14 | Bound register No. 16(good quality, ruled) | | |
| 15 | Bound register No. 20(good quality, ruled) | | |
| 16 | Bound register No. 24(good quality, ruled) | | |
| 17 | Calculator machine(Electronic) Citizen made, 12 digit, | | |
| 18 | Candle (Special 9") | | |
| 19 | Car flag with brass stand (Small) | | |
| 20 | Carbon Paper(Big size 1/2 F.C.) | | |
| 21 | Cash Book (200 pages) WB No. 225 | | |
| 22 | Celotape(Miracle) Big size | | |
| 23 | Celotape(Miracle) Small size | | |
| 24 | Clip board(plastic) | | |
| 25 | Clip board(plywood) | | |
| 26 | Cloth clip | | |
| 27 | Coffee (Nescafe) | | |
| 28 | Colin (Glass Cleaner) | | |
| 29 | Cello tape (good quality) | | |
| 30 | Copical (for use National flag) | | |
| 31 | Correcting fluid Pen (Feber-Castell) (7 ML) | | |
| 32 | Cup with Saucer (best quality fancy) (laopala) | | |
| 33 | Dak File | | |
| 34 | Desk Calander Stand (Metal) | | |
| 35 | Desk Calander Stand (Plastic) | | |

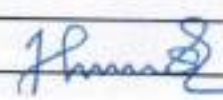
H...

Schedule-A (stationery items)

| Sl. No. | Items | Rate (Rs.) (Identified as quantity wise) | Remarks (if any) |
|---------|---|---|---------------------|
| 73 | Gurder (colour) big size, 11"x6" | | |
| 74 | Gurder (colour) small size | | |
| 75 | Hi-Tech CD Marker Pen | | |
| 76 | Issue Register with Binding No. 20 | | |
| 77 | James Clip for paper(Zorex, 2.8 mm) | | |
| 78 | Jhul-Jharu (good quality) Long | | |
| 79 | Knife (plastic handle) medium | | |
| 80 | Knife (Wooden Handle) medium | | |
| 81 | Letter Box (Wooden, 1.5" x 12") | | |
| 82 | Light Green Note Sheet (100 pages) (Hi thiknes) | | |
| 83 | Local Almirah with Locker (6'x4') 20 gage | | |
| 84 | Lock and Key (Godrej) 5 Levers | | |
| 85 | Lock and Key (Godrej) 6 Levers | | |
| 86 | Lock and Key (Godrej) 7 Levers | | |
| 87 | Lock and Key (godrej) No. 21, 6 lever, padlock | | |
| 88 | Lock and Key (ordinary) 7 lever, Link | | |
| 89 | Lock with fitting (Godrej Steel Almirah) | | |
| 90 | Lock with fitting (Steel Almirah) | | |
| 91 | Log book (no.2) | | |
| 92 | Marking Cloth (Medium quality) | | |
| 93 | Matress (Dunlop) single | | |
| 94 | Mosquito Net (Double Net) Double bed | | |
| 95 | Mosquito Net (Double Net) Single bed | | |
| 96 | Napthaline (Cloth) | | |
| 97 | National flag (size 900 x 600 mm) Khadi | | |
| 98 | National flag (size Medium) Khadi | | |
| 99 | Non Stick Tea Sospan (medium) | | |
| 100 | Nylon rope (Good Quality) (1 kg) | | |
| 101 | Page marker (Desmat) | | |
| 102 | Loan Clip (Small) | | |
| 103 | Loan Clip (Medium) | | |
| 104 | Loan Clip (Big) | | |
| 105 | Paper Flag (Big Size) | | |
| 106 | Paper Flag (Small Size) | | |
| 107 | Paper Weight (Glass fine quality) | | |
| 108 | Doormat iron net made (Big Size) | | |

Schedule-A (stationery items)

| Sl. No. | Items | Rate (Rs.) (Identified as quantity wise) | Remarks (If any) |
|---------|--|---|---------------------|
| 145 | Sticky Notes | | |
| 146 | Stock Register (Board Binding) | | |
| 147 | Sutli | | |
| 148 | Table cloth (cloth) white, 4.5'x7.5' | | |
| 149 | Table Glass (Fiver Class) | | |
| 150 | Tag (long size) best quality- 24" | | |
| 151 | Tape (100 ft) | | |
| 152 | Tea (CTC) Loose | | |
| 153 | Tea (Green) Loose | | |
| 154 | Tea Bag (Green) (Chamong) | | |
| 155 | Tea Bag (Taj Mahal) | | |
| 156 | Telephone Set (good quality) | | |
| 157 | Telephone Set (officer and secretary) | | |
| 158 | Thread Ball (red & white) good quality | | |
| 159 | Torch Light (5-Cell) | | |
| 160 | Torch Light (LED) Hi Power | | |
| 161 | Towel (good quality) (Hand towell) (White) | | |
| 162 | Towel (good quality) white/colour (90CMx1.80 M) | | |
| 163 | Towel (good quality) white/colour (Medium) | | |
| 164 | Towel (white Bombay Dyeing) (90 cm x1.80 M) | | |
| 165 | Towel (white Bombay Dyeing) (Medimum) | | |
| 166 | Tube Light (Philips) big size | | |
| 167 | Umbrella (K.C Paul) folding Plastic handle (Small) | | |
| 168 | Umbrella (K.C Paul) large Plastic handle (Big) | | |
| 169 | Umbrella (Mahendra Dutta) large wooden handle | | |
| 170 | Uniball Pen (0.5 mm) | | |
| 171 | Waste Paper Basket (Plastic) small size with Lid | | |
| 172 | Waste Paper Basket (Plastic) big size with Lid | | |
| 173 | Wiper with handel | | |
| 174 | Wooden base metal stick for paper keeping | | |
| 175 | Wooden Pencil with Rubber (Nataraj) | | |
| 176 | Writing Pad (100 pages) good quality | | |
| 177 | Eveready battery (Large) | | |
| 178 | Eveready battery (Pencil) | | |
| 179 | Eveready battery (Medium for hand mike) | | |
| 180 | Eveready battery (Remote) | | |

..... 

Schedule-B (Sanitary items)

| Sl. No. | Items | Rate (Rs.) (Identified as quantity wise) | Remarks (If any) |
|---------|---|--|---------------------|
| 1 | Belcha (Standard size) | | |
| 2 | Black Polythin bag for covering 120 ltr capacity water drum | | |
| 3 | Black Polythin bag for covering 300 ltr capacity water drum | | |
| 4 | Black Polythin bag for covering 75 ltr capacity water drum | | |
| 5 | Black Phenyle | | |
| 6 | Black Phenyle (Bengal Chemical) | | |
| 7 | Bleaching Powder (best quality) | | |
| 8 | Broom Stick (best quality) | | |
| 9 | Broom Stick with danda (best quality) | | |
| 10 | Bucket (Balti 10 ltr. capacity) local | | |
| 11 | Bucket (Balti-Polithin-15 ltr with lid) Best Quality | | |
| 12 | Carbolic Acid (Best Quality) | | |
| 13 | Cotton MOUF | | |
| 14 | Hand Belch (Plastic) | | |
| 15 | Muritic Acid (Best Quality) | | |
| 16 | Pastic Mug (4"size) | | |
| 17 | Phenyl Nimyle green | | |
| 18 | Phenyl Nimyle White | | |
| 19 | Phool-Jharu (best quality) | | |
| 20 | Phool-Jharu (plastic, best quality) | | |
| 21 | TOILET Cleaning Brass (12" size) best quality | | |
| 22 | Toilet Napthalinee Ball (Bengal Chemical) | | |


 Additional District Magistrate (L.A.)
 South 24 Parganas

Schedule-C (Other Items)

| Sl. No. | Items | Rate (Rs.) (Identified as quantity wise) | Remarks (If any) |
|---------|--|--|---------------------|
| 1 | Blanket (Double) VIP | | |
| 2 | Blanket (Single) VIP | | |
| 3 | Blue Light for car (Revolving) | | |
| 4 | Board (6x4) (4/4) | | |
| 5 | Calling Bell (best quality) | | |
| 6 | Camp Cot (Iron) | | |
| 7 | Camp Cot (Wooden) | | |
| 8 | Car freshner | | |
| 9 | Car Hooter | | |
| 10 | Chair Fibre with handle (Nilkamal) | | |
| 11 | Chair Fibre with handle (Supreme) | | |
| 12 | Chair Fibre without handle (Nilkamal) | | |
| 13 | Chair Fibre without handle (Supreme) | | |
| 14 | Dinning Table (Wooden) | | |
| 15 | Electric Kettle | | |
| 16 | Fogg Light (Flash) for front of the car | | |
| 17 | Folding iron Camp Cot with wooden cover (Double bed) | | |
| 18 | Folding iron Camp Cot with wooden cover (Single bed) | | |
| 19 | Godrej Almirah with Locker | | |
| 20 | Hand Gloves | | |
| 21 | Induction Oven (Bajaj) | | |
| 22 | Induction Oven (Havells) | | |
| 23 | Induction Oven (Prestige) | | |
| 24 | Mask | | |
| 25 | Microwave (IFB) | | |
| 26 | Microwave (LG) | | |
| 27 | Microwave (Samsung) | | |
| 28 | Mixer Grinder (Bajaj) | | |
| 29 | Mixer Grinder (Prestige) | | |
| 30 | Mobile Charger | | |
| 31 | Non Stick Korai (02 ltr.) | | |
| 32 | Ordinary Blanket Double Bed | | |
| 33 | Ordinary Blanket single bed | | |
| 34 | Pedestal Fan (Havals) | | |
| 35 | Pillow (best quality) medium size | | |
| 36 | Pillow cover (best quality) medium size | | |
| 37 | Pressure Cooker (Hawkings, 3ltr) | | |
| 38 | PVC Chair (Nilkamal) | | |
| 39 | Revolving chair (Big Officer Chair) Good Quality | | |

J. H. S.