

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

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027  
Phone: 033-2449 9944 / 2479 1694, Fax: 033-2448 7871  
Email: dm.south24parganas@gmail.com, dm-ali@nic.in



Memo No: 1670/NZ

Date: 5/02/2021

**NOTICE INVITING OFF LINE TENDER NO: QSF/NZ-02/173**

**NAME OF THE WORK: SUPPLYING OF STATIONARY ARTICLES FOR BALLY YOUTH HOSTEL, GOSABA BLOCK UNDER JURISDICTION OF THE DISTRICT MAGISTRATE, S24PGS**

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (Gen.), South 24 Parganas invites offline **quoted** tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in supplying '**Different Stationary Articles**' for Bally Youth Hostel, Gosaba Block, under jurisdiction of the District Magistrate, South 24-Parganas and technical credential on execution of similar nature of work.

**SCOPE OF WORK:**

SL NO.	ITEM NAME	QUANTITY
01	JUG	60
02	GLASS (6 PCS BOX)	84
03	GOOD KNIGHT	45
04	TOILET SOAP	120
05	HAND WASH (FOR VIP ROOM)	30
06	DOOR MAT	130
07	BUCKET + MUG	(50+50)
08	EMERGENCY LIGHT	2
09	HANGER	100
10	HOOK FOR HANGER	40
11	REGISTER FOR ENTRY-EXIT	1
12	GUEST REGISTER FOR RECEPTION	1
13	PHENYLE (5 LTR JAR)	4
14	HARPIC (1 LTR)	4
15	FLOOR MOPPER	10
16	WASTE PAPER BUSKET	60
17	SANITIZER SPRAY MACHINE	1
18	SALOON SPRAYER	40
19	THERMAL GUN	2
20	3 BATTERY SEARCH LIGHT	1
21	TEA SET	15
22	DINNER SET	2
23	ELECTRIC KETTLE	2
24	WALL CLOCK FOR OFFICE	1
25	REGISTER FOR SECURITY PERSON	1
26	REGISTER FOR STAFF	1
27	REGISTER FOR WAGES STAFF	1

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28	VACCUME CLEANER	1
29	AQUAGUARD	5
30	ROOM FRESHNER	8
31	CURTAIN FOR WINDOW (5FT x 4FT)	70
32	CURTAIN FOR WINDOW (4FT x 3FT)	15
33	CURTAIN FOR WINDOW (10FT x 4FT)	12
34	CURTAIN FOR WINDOW (6FT x 4FT)	20
35	CURTAIN FOR WINDOW (7FT x 4FT)	60
36	ROD FOR CURTAIN	760 FT
37	RING FOR CURTAIN	127 PAIR

**TIME LINE FOR TENDER:**

PARTICULAR	DATE & TIME
Date of Publication of NIT	<u>05/02/2021</u>
Tender start date & time	<u>05/02/2021 at 2 pm</u>
Tender end date & time	<u>19/02/2021 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>08/02/2021 at 3.30 pm</u>
Last date & time of submission of Technical Bid and Financial Bid in the drop box	<u>19/02/2021 up to 1 pm</u>
Date & Time of opening of Technical Bid in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	<u>19/02/2021 up to 3.00 pm</u>
Date & Time of opening of Financial Bid in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	<u>19/02/2021 at 4.00 pm</u>

**FINANCIAL BID SUBMISSION FORMAT:**

SI. NO.	ITEM NAME	QUANTITY	QOUTED RATE
01	JUG	60	
02	GLASS (6 PCS BOX)	84	
03	GOOD KNIGHT	45	
04	TOILET SOAP	120	
05	HAND WASH (FOR VIP ROOM)	30	
06	DOOR MAT	130	
07	BUCKET + MUG	(50+50)	
08	EMERGENCY LIGHT	2	
09	HANGER	100	
10	HOOK FOR HANGER	40	

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12	GUEST REGISTER FOR RECEPTION	1	
13	PHENYLE (5 LTR JAR)	4	
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20	3 BATTERY SEARCH LIGHT	1	
21	TEA SET	15	
22	DINNER SET	2	
23	ELECTRIC KETTLE	2	
24	WALL CLOCK FOR OFFICE	1	
25	REGISTER FOR SECURITY PERSON	1	
26	REGISTER FOR STAFF	1	
27	REGISTER FOR WAGES STAFF	1	
28	VACCUME CLEANER	1	
29	AQUAGUARD	5	
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34	CURTAIN FOR WINDOW (6FT x 4FT)	20	
35	CURTAIN FOR WINDOW (7FT x 4FT)	60	
36	ROD FOR CURTAIN	760 FT	
37	RING FOR CURTAIN	127 PAIR	

**ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:**

**EXPERIENCE:** The intending bidders should produce credentials of completion of similar nature of work having minimum value of 40% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

**OR**

The intending bidders should produce credentials of completion of 2 (two) similar nature of work having minimum value of 30% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

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

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**TENDER COST DEPOSIT (Non-Refundable):** Bank Draft / Bank Cheque of **Rs.1000.00** (Rupees One Thousand only) only shall be submitted in favour of the "District Magistrate, South 24 Parganas".

**EARNEST MONEY DEPOSIT (Refundable):** Bank Draft / Bank Cheque of **Rs.10000.00** (Rupees Ten Thousand only) 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.

**TECHNICAL BID SUBMISSION:**

All mandatory documents namely

1. Work completion certificate from competent authority
2. Earnest Money Deposit
3. Valid Trade License
4. GST Registration
5. Photo copy of valid PAN
6. Latest IT Document
7. Latest PT tax return

Shall be placed in a sealed cover having written on top "Technical Bid for supplying '**Different Stationary Articles**' for Bally Youth Hostel, Gosaba Block, under jurisdiction of the District Magistrate, South 24-Parganas vide NIT No as mentioned above"

Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as '**Different Stationary Articles**' for Bally Youth Hostel, Gosaba Block, under jurisdiction of the District Magistrate, South 24-Parganas vide NIT No as mentioned above".



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**EVALUATION OF BID:** Bids will be opened in front of bidders volunteering to be present. The Technical and Financial evaluation of the bids will be done by the bid-evaluation committee constituted for the tenders. 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 180 days.

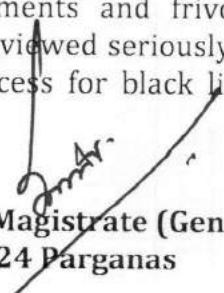
**WORK COMPLETION PERIOD:** As per requirement of Authority.

**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
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 NIT
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.

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 (Gen.)  
Alipore, South 24 Parganas**

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**Memo No:** 1670/1(7)/NZ

**Date:** 5/02/2021

Copy forwarded for information with a request to display the tender notice in his office display board to:

1. Shri Bimalendu Nath, WBCS (Exe.), Alipore, South 24-Parganas.
2. Officer-in-Charge, General Section, Alipore, South 24-Parganas.
3. Nezarath Deputy Collector , Alipore, South 24 Parganas for displaying NIT in office notice board
4. DICO, South 24 Parganas for publishing brief advertisement of NIT in the news paper as prescribed
5. DIO NIC, South 24 Parganas for displaying the NIT in official website of the district
6. PA to DM , South 24 Parganas for placing the notice before District Magistrate
7. PA to ADM ( ), , South 24 Pgs.

**Additional District Magistrate (Gen.)  
Alipore, South 24 Parganas**