

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: FR 460

Dated: 24 -11-2023

NOTICE INVITING OFF LINE QUOTATIONS

**NAME OF THE WORK: Printing of Disaster Management Matrix Booklet
i.c.w GANGASAGAR MELA - 2024**

For and on behalf of the District Magistrate, South 24-Parganas, the Additional District Magistrate (LA), South 24 Parganas invites offline rate quotations from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in with technical credential on execution of similar nature of work.

Details of Work:

Sl. No.	Description of work	Qty. (Pcs)	Estimated amount	Rate quoted in Rs.
01	Printing of Disaster Management Matrix Booklet i.c.w. Gangasagar Mela-2024 Size-4.25" X 5.25" to be printed on 128 GMS art paper (colour), center stitch binding [Printing data will be supplied from this Section]	2000 pcs.	Rs. 47/-	

TIME LINE FOR NIQ:

PARTICULAR	DATE & TIME
Date of Publication of NIQ	24/11/2023
NIQ start date & time	24/11/2023 at 12:00 noon
NIQ end date & time	01/12/2023 at 11:30 a.m.
Last date & time of submission of Quotation in the drop box	01/12/2023 at 11:30 a.m.
Date & Time of opening Quotation in the Office of the Officer-in-Charge, District Disaster Management Section, N.A.B, 1 st Floor, Alipore, South 24 Parganas	04/12/2023 at 03:00 p.m.

ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

EXPERIENCE: Intending bidders shall submit valid credentials certificate of completion of similar nature of work executed during earlier Ganga Sagar Mela having minimum value of 40% of the estimated amount put to tender during last 3 (three) years prior to the date of issue of the tender notice

OR

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



Intending bidders should produce valid credentials of 2 (two) similar nature of completed work executed during earlier Ganga Sagar Mela, each of the minimum value of 30% of the estimated amount each put to tender during last 3 (three) years prior to the date of issue of the tender notice.

OR

Intending bidders should produce valid credentials of similar nature of completed work executed during last 3 (three) years having minimum value of 40% of the estimated amount put to tender prior to the date of issue of the tender notice.

However, additional weightage will be given to the bidders having previous experience of similar nature of work in Gangasagar Mela in last 3 years during technical evaluation

FINANCIAL CAPACITY: Average Audited Annual Turn Over for the last 3 (three) consecutive financial should be equal to or more than 60% of the total estimated amount put to tender

EARNEST MONEY DEPOSIT: Bank Draft / Bankers Cheque of Rs. 2,000/- (Rupees one thousand) only shall be submitted in favour of the "District Magistrate, South 24 Parganas" payable at SBI, Alipore Court Treasury Branch. (Refundable)

Statutory Documents: Bidder shall submit latest GST Registration, Copy of Valid PAN, Latest IT Return and P. Tax return.

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

The Quotation shall be submitted in the drop box kept in the Chamber of the Officer-in-Charge, District Disaster Management Section, N.T.B, 1st floor, Alipore, Kolkata-700027 within the date and time referred in this NIQ. **Please note that it is a two-bid system. First bid/packet should contain document of earnest money, technical documents (i.e. credential, GST Registration, Copy of Valid PAN, Latest IT Return) and second bid/ packet should contain the financial offer (rate quoted). Both packets should be put in separate big packet and submitted as above**

Validity of Bid: The Quotation once submitted will be valid for 90 days.

Work Completion period: The selected bidder shall complete his work within 1 week from the date of issuing work order.

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 NIQ
5. No cost escalation will be entertained

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



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. **The printing booklet to be delivered by 06th Day of January, 2024.**
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 NIQ inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.


Additional District Magistrate (LA), South 24-Parganas
&
BID INVITING AUTHORITY

Memo No. FR 460/1 (6)

Dated: 24-11-2023

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

1. Officer-in-Charge, IT Cell, South 24 Parganas.
2. DIO NIC, South 24 Parganas for displaying the NIQ in official website of the district.
3. DICO with a request to publish in two daily newspapers.
4. CA to DM, South 24 Parganas for placing the notice before District Magistrate.
5. CA to Additional District Magistrate (LA), South 24 Parganas for placing the notice before ADM.
6. Notice Board of District Disaster Management Section.


Additional District Magistrate (LA), South 24-Parganas
&
BID INVITING AUTHORITY