

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 538

Dated: 29-12-2023

**NOTICE INVITING OFF LINE QUOTATIONS**

**NAME OF THE WORK: SUPPLY OF T-SHIRT FOR GANGA SAGAR MELA- 2024**

For and on behalf of the District Magistrate, South 24 Parganas, invites offline rate tender in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in designing & renovation and technical credential on execution of similar nature of work. The details are given below:

Name of work	<b>SUPPLY OF T-SHIRT FOR GANGA SAGAR MELA- 2024</b>		
Location of supply	<b>DISASTER MANAGEMENT HQ ALIPORE OFFICE</b>		
Scope of Work	<b>SUPPLY OF T-SHIRT for CDVs TO BE DEPLOYED AT DIFFERENT BUFFER ZONE viz. BEL PUKUR POINT, AYODHYA NAGAR, KANPUR DHANBERIA, RAMZAN NAGAR, BANGA NAGAR, HALDAR CHAK, KRISHNANAGAR, CHAKFULDUBI, PAKHIRALAYA, PAILAN &amp; KASHINAGAR DURING GS MELA- 2024</b>		
DESCRIPTION OF WORK:	<b>SUPPLY OF T-SHIRT (600 Pieces).</b> <table border="1" style="margin-left: 20px;"><tr><td style="text-align: center;"><b>Specification</b></td></tr><tr><td><b>1. Material- Polyester 60%, Coton 40%. 2. Type - Round Neck. 3. Colour - White. 4. Size - As per desire by the department. 5. Print - As per desire by the department.</b></td></tr></table>	<b>Specification</b>	<b>1. Material- Polyester 60%, Coton 40%. 2. Type - Round Neck. 3. Colour - White. 4. Size - As per desire by the department. 5. Print - As per desire by the department.</b>
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**TIMELINE FOR TENDER:**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Publication of NIQ	<b>29-12-2023</b>
NIQ start date & time	<b>29-12-2023</b>
NIQ end date & time	<b>04-01-2024</b>
Last date & time of submission of Quotation in the drop box	<b>04-01-2024</b>
Date & Time of opening Quotation in the Office of the Officer-in-Charge, District Disaster Management Section, N.T.B, 1 <sup>st</sup> Floor, Alipore, South 24 Parganas	<b>05-01-2024</b>

**ESTIMATE OF THE WORK:** Rs. 87,000/- (Rupees eighty-seven thousand) only for 600 pcs. of **T-SHIRT @ Rs. 145/- per unit.**

**ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:**

**EXPERIENCE:** The intending bidders should produce credential of supply of similar nature of materials having minimum value of 40% of the estimated amount put to tender during last 3 (three) years period to the date of issue of this tender notice.

**OR**

The intending bidders should submit valid certificate of successfully supplying of Disaster Management related equipment to any Govt. organization in any of last 3 (Three) financial year.

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**EARNEST MONEY DEPOSIT:** Bank Draft/ Cheque of Rs. 2000/- (Rupees Two Thousand only) shall be submitted in favour of the "District Magistrate, South 24 Parganas" payable at Alipore.

**OTHER DOCUMENT REQUIRED:** Bidder shall submit

1. Valid Trade License
2. Photo copy of valid PAN
3. Income Tax Return for the 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 the work & component 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.*

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

**TECHNICAL BID SUBMISSION:**

All the documents are mandatory, namely

1. Work completion certificate from any Govt. organization.
2. Earnest Money Deposit
3. Valid Trade License
4. GST Registration
5. Photo copy of valid PAN
6. Latest IT Document
7. Latest Profession Tax Return

Shall be placed in a sealed cover having written on top "**Technical Bid for SUPPLY OF T-SHIRT**".

**FINANCIAL BID SUBMISSION:** The financial offer of the bidder shall be submitted in a sealed cover having written on top "**Financial Bid for SUPPLY OF T-SHIRT**".

The financial offer of the bidder shall be in the following

Sl. No.	Work Description	Rate incl. all taxes (in Rupees) per Unit
1.	<b>SUPPLY OF T-SHIRT (600 Pieces).</b>	<b>Rs. 145/-</b>

Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as "**BID for SUPPLY OF T-SHIRT (600 Pieces)**".

*The bid shall be submitted in the drop box kept in the Chamber of the Addl. Dy. Controller of Civil Defence, South 24 Parganas, within the date and time referred in this NIT.*

**EVALUATION OF BID:** Bid will be opened in front of bidders volunteering to be present. The Technical and financial evaluation of the bid will be done by the bid-evaluation committee constituted for the tenders. All agencies need to give a presentation with sample on the technical bid opening day. The names of the technical qualified bidder as per bid criteria after verification with original and evaluation will be displayed in office notice board & official website. Only technical qualified bidders will also be displayed like technical bid.

**VALIDITY OF THE BID:** The bid once submitted will be valid for 60 days.

**WORK COMPLETION PERIOD:** The selected bidder completes his supply within 7 days from the date of issuing supply order.

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**OTHER TERMS AND 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 bidder 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 material 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. Rate will be negotiable as per lowest bid.

5. Any blacklisted bidder shall not be allowed to participate in this NIT.

6. No cost escalation will be entertained.

7. The branding of materials has to be incorporated as per need of organization.

8. Tentative quantity has been mentioned in the estimate.

9. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.

10. Intending bidders are requested to inspect the work site before quoting their rates

11. Subletting of supply is not allowed.

12. Penalty shall be imposed @ 10 % of the total pending supply if the supplies are not completed within the stipulated time mentioned in the bid.

The bid inviting authority reserve the right to reject or cancel any bid without assigning any reason whatsoever.

Any attempt by the bidders to produce fake or false document 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.

*[Signature]*  
Additional District Magistrate (Infrastructure), South 24-Parganas  
&

Memo No. FR 538/2(5)

*[Signature]*  
29/12/23

BID INVITING AUTHORITY

Dated: 29-12-2023

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 (Gen.), South 24 Parganas for placing the notice before Additional District Magistrate (Gen.).
6. Notice Board of District Disaster Management Section.

*[Signature]*  
Additional District Magistrate (Infrastructure), South 24-Parganas  
&

*[Signature]*  
29/12/23

BID INVITING AUTHORITY