

OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027
Phone: 033-2479 1469 / 2479 1694, Fax: 033-2448 7871
Email: admgs24p@gmail.com



Memo No: FR 361

Dated: 03/08/2022

NOTICE INVITING OFF LINE QUOTATIONS

NAME OF THE WORK: Supplying of Pen, Pad/Diary, Folder, I Card & Certificate

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (Gen), 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)	Rate quoted in Rs.
01	Supplying of good quality Pen, Pad/Diary, Folder (to be printed) [Printing data will be supplied from this Section]	218 nos. each	
02	Supplying of Printed I-Card & Certificate [Printing data will be supplied from this Section]	218 nos. each	

TIME LINE FOR NIQ:

PARTICULAR	DATE & TIME
Date of Publication of NIQ	03./08./2022
NIQ start date & time	03./08/2022 at 12.00 noon
NIQ end date & time	11..../08/2022 at 11.30 a.m
Last date & time of submission of Quotation in the drop box	11./08/2022 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	11./08./2022 at 3.00 p.m

ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

DEMONSTRATION : Product demonstration will be required by technically qualified bidder. They will be informed accordingly

EXPERIENCE: Bidder should have at least 01 (One) years of experience in above mentioned categorical work. Work Completion Certificate of Rs. 50,000/- in a single work within the last three years from a competent authority should be submitted in support of the claim.

FINANCIAL CAPACITY: Bidder should have annual turnover of at least Rs. 2.00 lakh in the last three consecutive financial years. Attested balance sheets shall be submitted in support of the claim.

Statutory Documents: Bidder shall submit latest GST Registration, Copy of Valid PAN, Latest IT 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 etc.) 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 120 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. Income tax and other mandatory tax deduction shall be done as per government norms before payment
2. Any black listed bidder shall not be allowed to participate in this NIQ
3. No cost escalation will be entertained
4. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
5. The items should be delivered within 7 (seven) days from the date of supply order.
6. Subletting of work is not allowed
7. 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.

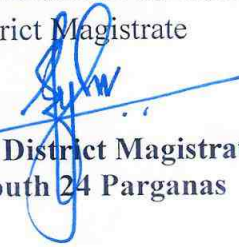
Memo No.FR 361/1(4)

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. CA to DM, South 24 Parganas for placing the notice before District Magistrate
4. Notice Board of District Disaster Management Section


Additional District Magistrate (Gen)
South 24 Parganas

Dated 03/08/2022


Additional District Magistrate (Gen)
South 24 Parganas