

**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-all@nic.in



**NIT NO: 001/GS-22/BRANDING**

**DATE OF ISSUE: 08-11-2021**

**SET OF TENDER DOCUMENTS**

Execution of branding, decorations, installation, signages and collaterals works for GANGASAGAR MELA 2022 at LOT8 (from Kashinagar, Natun Rasta), Namkhana, Sagar Island (from Kachuberia to Island, Benuban, Chemaguri) with all installations and fitting fixing with 10 days Maintenance.

Each set contains:-

1. Application Form.
2. Detailed Tender Notification.
3. Terms & Conditions for Submission of Tender.
4. Check List.

**DATE OF PUBLICATION OF e-TENDER (ONLINE) : 08/10/2021 FROM 6:00 P.M.**

**STARTING OF BID SUBMISSION (ONLINE) : 08/10/2021 FROM 6:00 P.M.**

**LAST DATE FOR ON LINE SUBMISSION OF TENDER : 28/10/2021 UP TO 6:00 P.M.**

**PRE BID MEETING OF TENDER : 09/10/2021 15:00 HRS.**

**OPENING OF TECHNICAL BID : 29/10/2021 FROM 11:00 A.M. onwards.**

**PPT FOR THE ENTIRE PROJECT DESIGN OF EACH ITEMS : 01/11/2021 FROM 11:00 A.M. onwards.**

**OPENING OF FINANCIAL BID: TO BE NOTIFIED LATER ON.**

**TENDER FEES: NIL**

**TENDER VALUE (ESTIMATED): - Rs. 2.35 CRORE (RUPEES TWO CRORE THIRTY FIVE LAKHS)**

**EARNEST MONEY DEPOSIT: Rs. 4,00,000 (Rupees Four Lakhs Only)**

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**NOTICE INVITING e-TENDER**

**NIT NO: 001/GS-22/BRANDING**

**DATE OF ISSUE: 08-11-2021**

The Additional District magistrate (Dev.), Office of the Additional District Magistrate (Dev.), South 24 Parganas invites online bids (in two bid system) for preparing the rate schedule for 'GANGASAGAR MELA 2022' from the Bona-fide Contractor/Agency/Firm/Company for "Execution of branding, decorations, installation, signages and collaterals works for GANGASAGAR MELA 2022, at LOT8 (from Kashinagar, Natun Rasta), Namkhana, Sagar Island (from Kachuberia to Island) (FOR 10 DAYS)" detail schedules of work are available under BOQ (BID-B).

- 1) Earnest Money **Rs. 4,00,000 (Rupees Four Lakhs Only)** only is to be remitted online through Govt. of West Bengal e-Tender portal (<https://wbtenders.gov.in>). The payment transaction slip / receipt in pdf format is to be uploaded along with the statutory documents for tender submission.
- 2) After publication of e-tender Notice in the Medias, detailed terms & conditions, BOQ (Bill of Quantities) may be obtained from the website <https://wbtenders.gov.in> at free of cost. Submission of tender by the bidder can be made with the help of Class- 2 DSC (Digital Signature Certificate) in this website <https://wbtenders.gov.in>. Notice inviting e-tender will **only be viewed** in the <http://s24pgs.gov.in> simultaneously.
- 3) Tenders should normally be floated in two parts one Technical Bid (BID-A) and other Financial Bid (BID-B).
- 4) Tender must be supported by:

**A. TECHNICAL BID : 'BID-A'**

(a) **STATUTORY COVER** containing the following documents:

**PART 1 (SINGLE FILE MULTIPLE PAGES SCANNED):**

1	Transaction Slip / Receipt challan for EMD amount of <b>Rs. 4,00,000 (Rupees Four Lakhs Only)</b>
2	Scanned Check List in the prescribed format (Form-I)
3	Scanned Application in the prescribed format (Form - II)
4	Declaration by the Tenderer (Form - III)
5	NIT containing General & Special Terms, condition & specification of works. (Properly downloaded, Digitally signed and uploaded)
6	DRAWING & DESIGN (IN 3D VIEW) OF THE PROPOSED WORK (also to be submitted in hard copy to the office of the undersigned on or before the last date of bid submission)

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**(b) NON-STATUTORY COVER/MY SPACE containing the following documents:**

Sl. No.	Category	Sub Category Description
1	CERTIFICATES – ✓ All valid up to date. ✓ All certificates are to be furnished in English Vernacular ✓ Affidavit are not valid ✓ Scanned original copy	i) PAN Card of the authorized signatory ii) Prof. Tax clearance certificate with challan valid up to date. iii) GST Registration certificate. iv) IT returns for the Assessment year 2020-2021,2021-22 v) PF & ESI certificate.
2	COMPANY DETAILS (valid up to Date), scanned original copy	i) Registration Certificate under Company Act. (if any). ii) Registered Deed of partnership Firm, Trade License / Article of Association & Memorandum. iii) In Case Proprietorship & Partnership Firms, the Tax Audited Report in 3CD Form along with Balance Sheet & Profit and Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year Will be considered as year-1). The balance sheet, Profit & Loss account should be in favor of applicant's name only. iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any). v) List of Technical staffs along with structure & organization.
3	Credential	<b>Credential for satisfactorily completion as a prime agency during last 3 (Three) years prior to the date of issue of this tender notice, at least single work of similar nature having a magnitude not below 40% of the Estimated amount put to the tender. Completion certificate indicating estimated amount, value of work done, date of completion of the work and detailed communicational address along with contact number of the client should be submitted by the tenderer. Completion certificate at the concerned Engineer / authorized person from the organization will be treated as valid credential only.</b>

**B. FINANCIAL BID : 'BID-B' ( BOQ )**

- i) The rate will be quoted in the BOQ in one cover (folder) encrypted in the B.O.Q. under Financial Bid.
  - ii) Item-rate will be quoted by the bidder and the rate must be quoted **inclusive of applicable GST and other tax / charges / cess (if any).**
  - iii) Only downloaded copy of the B.O.Q. is / are to be uploaded quoting the rate, virus scanned and digitally signed by the contractor.
  - iv) **N.B.: ALL STATUTORY & NON STATUTORY DOCUMENTS(S) ARE REQUIRED TO BE UPLOADED IN ORIGINAL. Neither Photocopy nor cyclostyled literature/Brochure will be accepted.**
- **No Hard copy of bid documents will be entertained for consideration for selection of this tender. Bidders must have to participate the tender through online only at [www.wbtenders.gov.in](http://www.wbtenders.gov.in).**

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**IMPORTANT DATES & INFORMATION**

Sl. No.	Particulars	Date, time & Venue
1	DATE OF PUBLICATION OF e-TENDER (ONLINE)	08/10/2021 FROM 6:00 P.M.
2	STARTING OF BID SUBMISSION (ONLINE)	08/10/2021 FROM 6:00 P.M.
3	LAST DATE FOR ON LINE SUBMISSION OF TENDER	28/10/2021 UP TO 6:00 P.M.
4	PRE-BID MEETING OF TENDER	09/10/2021 from 03:00 P.M. onwards
5	OPENING OF TECHNICAL BID	29/10/2021 FROM 11:00 A.M. onwards.
6	PPT FOR THE ENTIRE PROJECT DESIGN OF EACH ITEMS	01/11/2021 FROM 11:00 A.M. onwards.
7	Date for opening of Financial Proposal (online)	To be notified later on

Additional District Magistrate (Dev.), South 24 Parganas, & BID INVITING AUTHORITY, RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES. No objection in this respect will be entertained raised by any Bidder. Bidders or their authorized representatives need not to be present in the office of the undersigned at the time of opening of the Technical / Financial Bid (BID-B). No informal bidder will be entertained in the bid further.

The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**GENERAL INSTRUCTIONS TO BIDDER**

- 1 The intending bidders are requested to submit their tender along with prescribed application form in e-tender portal <https://wbtenders.gov.in>. The software shall make automatic encryption of the Technical as well as Financial Bid and no one shall be allowed to open two Bids prior to the date and time earmarked for opening by the Tendering Authority.
- ❖ The EMD will be remitted through online gateway only. After successful transaction of EMD amount, a transaction slip / receipt will be generated. Bidder will have to save the screenshot / receipt as PDF format and upload along with Statutory documents under BID-A.
- ❖ After evaluation of Technical Bid, those who will qualify, their Financial Bid shall only be opened. The technical proposal (BID-A) will be opened on line. There is no need to be present of Bidders or authorized representatives in the office of the undersigned at the time of opening of the Technical Proposal (BID-A).
- ❖ Total work is to be completed positively **within stipulated time** specified in the work order from the date of issue of order.

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- ❖ For further information, the bidders are requested to please contact the undersigned.
- ❖ No Tender will be accepted across the table and no such receipt will be issued thereon.
- ❖ In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.
- ❖ N.I.T. to be downloaded properly and to be uploaded duly digitally signed by a **Class-2 Digital Signature Certificate**.
- ❖ **In case quoting the rate anywhere other than BOQ, the tender is liable to be summarily rejected.**
- ❖ All the tender documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.
- ❖ The undersigned reserves the right to reject any tender/all tenders at any stage without assigning any reason thereof.

**ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER**

- 1) The contractors who have been delisted or debarred by any government department shall not be eligible in any way.
- 2) Bidder must submit all the statutory documents in the prescribed format (Form-I, Form-II) under the letterhead of the company / firm duly sealed & signed by the authorized signatory and EMD transaction slip as desired under Statutory Cover.
- 3) Valid up to date clearance of Income Tax return / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / PAN Card / GST Registration Certificate with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents]
- 4) Bidder must have enrollment for their employees under existing PF & ESI rules. The registration certificate in this regard must be uploaded along with the bid documents in BID-A.
- 5) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application (Non-Statutory documents).
- 6) Registered Unemployed Engineers' Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Current N.O.C. from A.R.C.S., Minutes of last A.G.M. and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering.
- 7) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

**EVALUATION OF TENDERS**

**EVALUATION METHODOLOGY OF PROPOSALS**

Bids will be evaluated on Quality-cum-Cost Basis (QCBS) to ensure a fair and transparent method of selection.

**Evaluation of Technical Proposal**

Pursuant to the qualification of Bidders as per the Minimum Eligibility Criteria, and Responsiveness of the bids, the Evaluation Committee intends to evaluate the Technical Proposals, by applying the evaluation criteria as detailed below. Each responsive Proposal shall be given a technical score.

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**Evaluation Criteria**

• The bidders, prima facie meeting the stipulated pre-qualification criteria shall present their Concepts on the Assignment to the Evaluation Committee in a Power Point Format

(PPT) (Duration of presentation is maximum 15 minutes) for evaluation purposes. Such

Bidders shall be required to make a **detailed presentation after the opening of the Technical Bids as per the component indicated below**, in the Office of the Additional District Magistrate (Dev.), South 24 Parganas on / /2021.

• The Technical Proposals of such Bidders shall be analyzed and evaluated and the Technical Proposal Marks (TPM) shall be assigned to the proposal of each shortlisted Bidder.

Details of evaluation parameters are as shown below, against a total maximum mark of 40:

Sl. No.	Bid Component through PPT	Total Marks	Marks Scored
<b>A</b>	<b>Technical Offer Evaluation</b>		
1	Creative – Design for Venue Decoration	10	
2	Theme ideas & projection	10	
3	Innovative Ideas & Technical Solutions to be used/employed during the Gangasagar Mela 2022	5	
4	Financial turnover during the last 3 financial year (audited balance sheet)	5	
5	Number of employees in the organization for the project who have been sufficiently experienced in the similar types of work	5	
6	Whether the Agency has an experience of work at Gangasagar (Island)	5	
Total: Marks for Technical Evaluation		40	

The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical Proposal shall receive a technical score. The Proposal shall be rejected if it does not achieve the **minimum technical mark of 20 (Twenty) out of maximum of 40 (Forty) marks.**

**Evaluation of Financial Proposals**

Financial Proposals of the technically qualified Bidders as evaluated according to the above-mentioned evaluation matrix (i.e. the Bidders scoring minimum 20 marks) shall be opened. The lowest Financial Proposal will receive a maximum of 60 marks.

Financial Proposal Marks (FPM) = 60 x Lowest Financial Proposal in Rs. /

Financial Proposal under consideration in Rs.

**Final Evaluation**

The final evaluation will be made simply adding technical marks and financial marks

The Bidder with the highest Combined Technical and Financial score shall be declared the successful bidder.

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**THE DECISION OF UNDERSIGNED/TENDER COMMITTEE WILL BE FINAL BINDING & ABSOLUTE IN THIS RESPECT.**

**PENALTY FOR SUPPRESSION / DISTORTION OF FACTS:-**

If any bidder fails to produce the original hard copies of the documents (specially Completion Certificates) or any other documents on demand of the Tender Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the tenders on e-Tender platform for 3 (three) years. In addition, his Earnest Money Deposit may stand forfeited.

**AWARD OF CONTRACT:-**

The Tender Inviting Authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time and prior to the Award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action. The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract or the agreement between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Documents.

**PENAL MEASURE**

The earnest money deposit furnished by a firm will be liable to be forfeited in full (Including excess amount of earnest money, if deposited), if the firm withdraws tender as a whole or for any particular item at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all items(s) is/are accepted within the time specified when requested to do so by this Corporation. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.

1. The security money deposit furnished by a bidder is liable to be forfeited in full along with cancellation of order without prejudice in the event of failure/refusal to maintain the terms & conditions of tender and/or contracted specification and/or quality/quantity and the authority will be at liberty to terminate the contract as a whole or part.
2. In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on shall liable to be Black Listed for 3 (three) years.
3. Quoting absurdly high or low rate in opinion of tender selection committee, with the intention to vitiate the tender process will be dealt with in the context of existing tender rules/ norms under Govt. of W.B.

**PAYMENT**

Any request for Advance Payment will not be entertained.

1. Bills to be produced in DUPLICATE.
2. Payment shall be made after executing the order satisfactorily in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. The payment of bills shall be withheld in case of violation of any tender terms & conditions.
3. No arbitration for the work will admissible and any mobilization/secured advance will not be allowed.
4. Applicability of Administrative cut will be there in case of any shortcoming during execution without any explanation.

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**Other Terms and conditions: -**

1. The credentials submitted by the bidders shall invariably be verified from competent authority through formal/informal ways. If the bidders are found producing manufactured credentials, then appropriate action for black listing/prohibition of participation / criminal proceeding shall be initiated by the bid inviting authority.
2. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take appropriate action against the willful defaulter.
3. The Bid inviting authority reserves the right to terminate the contract by giving one-month notice to the agency in case if any deviation from the norms or any non-compliance.
4. The entire work shall be completed within the time frame given in the work order. Any deviation in work completion period will invite penalty of 1-5% on the value of pending work. The Bid Inviting Authority is empowered to impose such penalty by obtaining a report from engineers.
5. There is no guarantee of getting full work order or any part of it considering the future situation and cancellation of event or part of it.
6. Bid Inviting Authority shall moot a proposal for Black listing or prohibition of any contractors' participation for a period of one year for blatant violation of tender norms or for vitiating tender process.
7. **Withdrawal of bid:** None of the bidder shall be allowed to withdraw the bid once submitted. If any bidder attempts to withdraw bid at any stage of the bidding process or decides to withdraw after issuance of work order, then the EMD shall be forfeited and process shall be initiated for either black listing the bidder or prohibiting participation in any tenders for a period of one year.
8. Negotiation with L2 bidder is prohibited.

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 (Dev.), South 24 Parganas**

**&**

**BID INVITING AUTHORITY**

**Date: 08-11-2021**

**Memo No: 001/1(3)/GS-22/BRANDING**

Copy forwarded for necessary action to:

1. DIO (NIC), with a requested to public in district website. <http://s24pgs.gov.in>
2. DICO, with a requested to wide publicity in local newspapers.
3. Notice Board

**Additional District Magistrate (Dev.), South 24 Parganas**

**&**

**BID INVITING AUTHORITY**



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**CHECK LIST (FORM - I)**

Information about Bidders under Company Letter-Head  
(To be uploaded with the Technical Bid)

Sl.	Description	Particulars
1	Name of the Firm	
2	a)Registered Address with PIN, Phone No, Fax No. E-mail address etc. b)Sole owner or Partnership Firm/Company	
3	Name of the Person authorized to enter into & execute contractual agreement	
4	Earnest Money Transaction slip, whether uploaded, if not, Exemption Certificate to be uploaded	
5	Original PAN Card whether uploaded	
6	Original Prof. Tax Clearance Cert./Paid Challan (valid up to date) whether uploaded	
7	Original GST registration Certificate (valid up to date) whether uploaded	
8	Original IT return, Saral for the current Assessment year whether uploaded	
9	Original Trade License (valid up to date) whether uploaded	
10	Original Structure and Organization whether uploaded	
11	Credential of similar nature of work whether uploaded	
12	Copy of NIT digitally signed whether uploaded.	

**Signature & Seal of the Bidder with Date**

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**APPLICATION FORMAT (FORM - II)**

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

To  
The Additional District Magistrate (Dev.),  
South 24 Parganas

Sub: "Execution of branding, decorations, installation, signages and collaterals works for GANGASAGAR MELA 2022 at LOT8 (from Kashinagar, Natun Rasta), Namkhana, Sagar Island (from Kachuberia to Island, Benuban, Chemaguri)"

Ref: \_\_\_\_\_ NIT \_\_\_\_\_, DATED: \_\_\_\_\_

Dear Sir,

With reference to your NIT under reference, I am/we are furnishing my/our rates tendered for as per your specification, terms & conditions.

Should this tender be accepted, the work shall be completed within stipulated period from the date of work order.

I/We further declare that I/we have inspected the site and are fully conversant with all aspects of the site and appraised the condition of the site in regards to the execution of this contract.

I / We understand that: -

- Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this NIT.
- Tender Inviting and Accepting Authority reserve the right to reject any tender without assigning any reason.

I/We also agree that the decision of the Additional District Magistrate (Dev.), South 24 Parganas in all matters in respect of this tender will be final & binding on me.

Yours faithfully,

Date:

Signature & office seal:

Name of the Firm:

Address with PIN:

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**DECLARATION BY THE TENDERER**

**(FORM-III)**

**(To be uploaded under Company letterhead with full address, phone no., mail id etc., duly signed & sealed)**

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I/We have carefully gone through the Notice Inviting e-Tender and other tender documents mentioned therein along with the drawing attached if any. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e-Tender to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and to carry out and complete the work to the full satisfaction of the Engineer-In-Charge.

I/We also agree to procure tools and plants, at my/our own cost required for the work.

***Signature & Seal of the Bidder with Date***