

**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: 465 /NZ/G.S.Mela-2022

Dated: 29/09/2021

**NOTICE INVITING OFF LINE TENDER NO: QSF/NZ-02/ 358**

**NAME OF THE WORK: SUPPLYING OF ALL-IN-DESKTOP, LASER MULTIFUNCTION PRINTER CUM SCANNER & COLOUR MULTIFUNCTION PRINTER CUM SCANNER ON HIRE BASIS**

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (General), South 24 Parganas invites offline **quoted rate** tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in supplying 'All-in-Desktop, Laser Multi-function Printer cum Scanner & Colour Multi-function Printer cum Scanner on hire basis' in connection with Ganga Sagar Mela-2022 & Pre-visit of Ganga Sagar Mela and technical credential on execution of similar nature of work.

**SCOPE OF WORK:**

ITEM NAME WITH QUANTITY	JOB DURATION	PARTICULARS
ALL-IN-DESKTOP – 2 PCS FOR 15 DAYS (ON HIRE BASIS)	<b>(GANGA SAGAR MELA-2022 &amp; PRE-VISIT OF GANGA SAGAR MELA)</b> Pre-Visit of G.S. Mela-2022 Total-5 Days Ganga Sagar Mela-2022 08/01/22-17/01/22 Total-10 Days Grand Total- 15 Days	Core-i5,8GB RAM,1TB HD,24' LED Monitor, Wireless Keyboard & Mouse with UPS
LASER MULTI-FUNCTION PRINTER CUM SCANNER – 06 PCS FOR 15 DAYS (ON HIRE BASIS)		Black & White - 10 to 15 ppm with cartridge
LASER COLOUR PRINTER CUM SCANNER – 02 PCS FOR 15 DAYS (ON HIRE BASIS)		Colour - 10 to 15 ppm with cartridge

**TIME LINE FOR TENDER:**

PARTICULAR	DATE & TIME
Date of Publication of NIT	<u>29/09/2021</u>
Tender start date & time	<u>29/09/2021</u> at 2 pm
Tender end date & time	<u>02/11/2021</u> from 2 pm
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>26/10/2021</u> at 3.30 pm
Last date & time of submission of Technical Bid and Financial Bid in the drop box	<u>02/11/2021</u> up to 1 pm
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>02/11/2021</u> up to 5.00 pm
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>02/11/2021</u> at 5.00 pm

26.9.2021  
 Additional District Magistrate (General)  
 Alipore, South 24 Parganas



**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



**FINANCIAL BID SUBMISSION FORMAT:**

ITEM NAME WITH QUANTUTY	PARTICULARS	QUOTED RATE (INCLUDING GST)
ALL-IN-DESKTOP - 2 PCS FOR 15 DAYS (ON HIRE BASIS)	Core-i5,8GB RAM,1TB HD,24' LED Monitor, Wireless Keyboard & Mouse with UPS	
LASER MULTI-FUNCTION PRINTER CUM SCANNER - 06 PCS FOR 15 DAYS (ON HIRE BASIS)	Black & White - 10 to 15 ppm with cartridge	
LASER COLOUR PRINTER CUM SCANNER - 02 PCS FOR 15 DAYS (ON HIRE BASIS)	Colour - 10 to 15 ppm with cartridge	

**ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:**

**EXPERIENCE:** The intending bidders should produce credentials of completion of similar nature of work having minimum value of Rs.3,00,000.00 (Rupees three lakh) 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 in the district of South 24 Parganas or Ganga Sagar Mela 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.

**TENDER COST DEPOSIT (Non-Refundable):** Bank Draft / Bankers Cheque of Rs.1250.00 (Rupees One Thousand two hundred & fifty only) only shall be submitted in favour of the "Ganga Sagar Mela Committee".

**EARNEST MONEY DEPOSIT (Refundable):** Bank Draft / Bankers Cheque of Rs.12500.00 (Rupees Twelve Thousand & five hundred only) only shall be submitted in favour of the Ganga Sagar Mela Committee".

**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.

  
2.9.2021  
Additional District Magistrate (General)  
Alipore, South 24 Parganas



**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



**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 **All-in-Desktop, Laser Multi-function Printer cum Scanner & Colour Multi-function Printer cum Scanner on hire basis**' 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 'BID for All-in-Desktop, Laser Multi-function Printer cum Scanner & Colour Multi-function Printer cum Scanner on hire basis' vide NIT No as mentioned above".

The bid shall be submitted in the drop box kept in the Chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas within the date and time referred in this NIT.

**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.

  
28.9.22  
**Additional District Magistrate (General)  
Alipore, South 24 Parganas**

**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



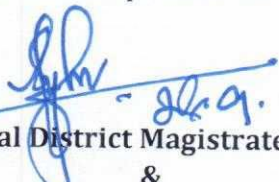
**WORK COMPLETION PERIOD:** During the period of Ganga Sagar Mela-2022 & Pre-Visit of Ganga Sagar Mela-2022.

**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 (General)  
&  
Mela Officer, Ganga Sagar Mela  
Alipore, South 24 Parganas



**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:** 465(5)/NZ/G.S.Mela-2022

**Dated:** 29/09/2021

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

1. Nezarath Dy. Collector, South 24 Parganas for displaying NIT in office notice board
2. DICO, South 24 Parganas for publishing brief advertisement of NIT in the news paper as prescribed
3. DIO NIC, South 24 Parganas for displaying the NIT in official website of the district
4. PA to DM, South 24 Parganas for placing the notice before District Magistrate
5. PA to ADM(G)/ADM(ZP)/ADM(LA)/ADM(DEV)/ADM(LR), South 24 Parganas for placing the notice before ADM.

  
29.9.2021  
**Additional District Magistrate (General)**  
&  
**Mela Officer, Ganga Sagar Mela**  
**Alipore, South 24 Parganas**