

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: 306/NZ/G.S Mela-2023

Dated: 12./10./2022

NOTICE INVITING ON LINE TENDER (E-TENDER) NO :- QSF/NZ-02/..12....

Name of Scheme: 'COVID-19 RELATED INTEGRATED SANITIZATION WITH CLEANLINESS MANAGEMENT & RELATED FACILITY SERVICES' (sanitization with housekeeping (including sanitation management) / Hospitality Management / Cleanliness Management / Security Management / Others Facility) at Sagar Mela Point in connection with Ganga Sagar Mela-2023 & Pre-Visit of Ganga Sagar Mela-2023.

**SCOPE OF WORK**  
**SAGAR MELA POINT**

Sl. No.	Description	Quantity to be required	UoM	Estimated Rate (Rs.) (Including GST)	Rate per Person (Rs.) (Including GST)	Remarks
1	No. of House Keeper Personnel (Manpower Within 2 Shift)	55	Persons	Rs.600.00 x 55 x 20 days = Rs.660000.00		
2	No. of Security Personnel (Manpower Within 2 Shift)	13	Persons	Rs.700.00 x 13 x 20 days = Rs.182000.00		
3	No. of Bouncer Personnel (Manpower Within 2 Shift)	6	Persons	Rs.1633.33 x 6 x 20 days = Rs.196000.00		
4	No. of House Keeping Supervisor (Manpower Within 2 Shift)	7	Persons	Rs.750.00 x 7 x 20 days = Rs.105000.00		
Total No. of Washrooms-129 Nos.						
Deployment During PRE-VISIT OF GANGA SAGAR MELA-2023 (may be for approximate 7 days)						
Deployment During SAGAR MELA-2023 will be From 06 Jan, 2023 To 18 Jan, 2023.						
05 Officers From concerned agency will Be available On Round The Clock Basis During Entire Operations.						

29.9.2022  
Additional District Magistrate (General)  
Alipore, South 24 Parganas

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**MATERIAL REQUISITION FOR GANGA SAGAR MELA'2023 & PRE-VISIT OF GANGA SAGAR MELA-2023**

SL.NO.	DESCRIPTION OF GOODS	QUANTITY	UOM	Estimated Rate for Entire Quantity as mentioned in Column-(C) (Rs.) (Including GST)	RATE (RS.)(FOR ENTIRE QUANTITY) (INCLUDING GST)	Remarks
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	CHECK DUSTER	54	PCS	Rs.601.00		
2	TABLE DUSTER	54	PCS	Rs.601.00		
3	CARPET BRUSH NYLON	10	PCS	Rs.725.00		
4	COLIN 500 ML.	28	BOT	Rs.1786.00		
5	COMMODE BRUSH HOCKEY	30	PCS	Rs.1320.00		
6	DETTOL LIQUID 900ML	15	BOT	Rs.2472.00		
7	DETTOL LIQUID TRIGGER 200 ML	330	BOT	Rs.27231.00		
8	EZEE MOP SET 75CM	1	SET	Rs.914.00		
9	GARBAGE BAG BIG	2150	PCS	Rs.14392.00		
10	GARBAGE BAG SMALL	100	PKT	Rs.4210.00		
11	GODREJ AER POCKET	210	PCS	Rs.9350.00		
12	HAND GLOVES RUBBER-GOOD QUALITY	55	PAIR	Rs.3015.00		
13	KATI JHARU WITH STICK	15	PCS	Rs.1479.00		
14	LUX SOAP 100G	550	PCS	Rs.12875.00		
15	NAPHTHALENE BALL 500 GRM	20	PKT	Rs.1715.00		
16	NOSE MASK	60	PCS	Rs.1175.00		
17	PHOOL JHARU SPECIAL	20	PCS	Rs.1110.00		
18	PLASTIC BELCHA	20	PCS	Rs.485.00		
19	PLASTIC BUCKET 15 LTR.	15	PCS	Rs.1550.00		
20	PLASTIC MUG	15	PCS	Rs.268.00		
21	JOBİ SET	5	SET	Rs.4500.00		
22	ROOM FRESHENER GODREJ-AIR	150	BOT	Rs.19020.00		
23	S2 (FLOOR CLEANER MANUAL)	30	LTR	Rs.3912.00		
24	S6 (TOILET W C BOWL CLEANER)	35	LTR	Rs.3515.00		
25	TISSU ROLL ORIGAMI	3600	PCS	Rs.52011.00		
26	WET MOP REFFILE TAJ	90	PCS	Rs.8100.00		
27	WET MOP SET TAJ	40	SET	Rs.8825.00		
28	WIPER 18" UNIQUE	18	SET	Rs.2525.00		
29	KITCHEN WIPER	8	PCS	Rs.325.00		
30	SMALL TOWEL	430	PCS	Rs.25239.00		
31	FACE MASK - 3 LAYER	400	PCS	Rs.2500.00		
32	SANITIZER-100 ML	100	BOT	Rs.3912.00		
33	SANITIZER -5 LTR	10	BOT	Rs.3800.00		
34	HEAD CAP	575	BOT	Rs.1000.00		

*(Signature)*  
Additional District Magistrate (General)  
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<b>Machinery Requirements For HK. Operation &amp; Pest Control</b>						
Sl.No.	DESCRIPTION OF GOODS	QUANTITY	UOM	Estimated Rate for Entire Quantity as mentioned in Column-(C) for 20 days (Rs.) (Including GST)	RATE (RS.) (FOR ENTIRE QUANTITY) (INCLUDING GST)	Remarks
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	Single Disc Scrubbing Machine	2 PCS	SET	<b>Rs.16500.00 (ON HIRE BASIS)</b>		
2	Wet & Dry Vacuum Machine	2 PCS	SET			
3	Electronic Extension Board	3 PCS	SET			
4	Liquid Sanitized Spray Machine With Formula	4 PCS	SET			
5	Fogging Spray Machine For Sanitization With Formula	4 PCS	SET			

**SCHEDULE OF IMPORTANT DATES OF BIDS**

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	<u>12/10</u> /2022 at <u>06.00 P.M</u>
Document download start date & time	<u>12/10</u> /2022 at <u>06.30 P.M</u>
Document download end date & time	<u>26/10</u> /2022 up-to <u>06.30 P.M</u>
Pre-bid meeting in the Addl. District Magistrate(General) room of the office of the District Magistrate, South 24 Parganas	<u>18/10</u> /2022 at <u>01.00 P.M</u>
Bid submission start date & time	<u>12/10</u> /2022 from <u>06.30 P.M</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>26/10</u> /2022 up-to <u>06.30 P.M</u>
Date & Time of opening of Technical Bid in the Office of the Nezarath Deputy Collector, Alipore	<u>29/10</u> /2022 at <u>12.00 Noon</u>
Date & Time of opening of Financial Bid in the office of the Nezarath Deputy Collector, Alipore	<u>29/10</u> /2022 at <u>02.00 P.M</u>
Validity of bid	<u>180 days</u>
Completion Period of the work	<u>06(six) months</u>
Maintenance Period	Ganga Sagar Mela-2023 & Pre-Visit of Ganga Sagar Mela-2023

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On behalf of the District Magistrate, South 24 Parganas, the Addl. District Magistrate(General), South 24 Parganas invites online **item wise rate** tender (e-Tender) in **TWO BID SYSTEM** for the works from reliable, resourceful, bona-fide and experienced firms / companies / contractors having requisite financial capability and sufficient relevant work experience. The details are given below:

Job Duration Period	Ganga Sagar Mela-2023 & Pre-Visit of Ganga Sagar Mela-2023
Estimated Cost of work	<b>Rs.13,85,958.00</b> <b>(Rupees thirteen lakh eighty-five thousand nine hundred and fifty-eight only)</b> <b>(Including all Taxes &amp; GST)</b>
Contract Period	<b>06(six) months</b>
Security Deposit against work	<b>03% of Contract Value</b>
Bid Inviting Authority	Addl. District Magistrate(General), South 24 Parganas
<p><b>TECHNICAL BID</b></p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p><b>*SIMILAR NATURE OF WORK:</b> Group Insurance for Pilgrims.</p> <p><b>CREDENTIAL CERTIFICATE in the form of completion certificate</b> issued by competent authority of a state / central government, State/ Central Government undertaking, Statutory / autonomous bodies constituted under the Central / State Statute, on the executed value of completed / running work will be taken as credential. Credential should be in the name &amp; style of the intending bidder only. Completion certificate should mention the work order no. &amp; date, Name of the work, work order amount, payment made, completion period &amp; completed satisfactorily or not etc. Credentials documents of Gram Municipality / Panchayat will be acceptable, if such certificates authenticated by the Executive Officer/Joint Executive Officer of the Panchayat Samity. Work order may be annexed with the credential certificate.</p> <p><b>TURN OVER:</b> Audited Balance Sheet shall have to be produced in support of the turn over claim for the last 3 consecutive Financial years.</p> <p><b>NOTE:</b> Original documents will be verified only in case of doubt and complaint</p> <p><b>IMPORTANT:</b> If the bidders do not upload these requisite documents in the e-tender portal, they will summarily be rejected during evaluation. If anyone found to be submitting false or manufactured credential, then the bidder may be black listed or prevented from participation.</p>	<p><b>CREDENTIAL:</b></p> <p>1. <b>CREDENTIAL/EXPERIENCE:</b> Intending bidders should produce credentials of completion of a 'similar nature of work*' having minimum value of <b>40%</b> of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p><b>OR</b></p> <p>Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount each put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p><b>OR</b></p> <p>Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value of 40% as mentioned above; In case of running works, only those bidders who will submit the certificate of satisfactory running work from the concerned authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e, the tenderer.</p> <p>2. <b>TURNOVER:</b> <u>Average Audited Annual Turn Over</u> for the last 3 (Three) consecutive Financial Years should be equal to or more than <b>60%</b> of the total estimated amount put to tender. The turnover will be indexed at the rate of 8% for a completed year.</p> <p>3. <b>NON STATUTORY DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>Valid Trade License</li> <li>Income Tax return for the latest financial year</li> <li>GST Registration certificate</li> <li>Professional Tax Return for the latest financial year</li> <li>Audited Balance Sheets of last 3 Financial years</li> <li>Pan Card photo copy.</li> </ol> <p>4. <b>OTHER DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed</li> <li>Document to prove ownership / lease hold of plant &amp; machinery as prescribed by the authority in the tender</li> <li>Power of Attorney if any</li> <li>Labour Cooperative Societies &amp; Unemployed Engineers' Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.</li> </ol>


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<p>Tender Cost Deposit: (Non-Refundable)</p>	<p>Necessary Tender Cost Deposit [<b>Rs. 3,500 (Rupees three thousand and five hundred only)</b>] will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or: offline - through any bank by generating NEFT/ RTGS challan from the e-tendering portal [<a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the Tender Cost Deposit from their respective Bank as per the Beneficiary Name &amp; Account No., Amount, Beneficiary Bank name IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer Tender Cost Deposit through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit Tender Cost Deposit of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of Tender Cost Deposit. Bidders eligible for exemption of Tender Cost Deposit as per Govt. rule may avail the same and necessary documents regarding the exemption of Tender Cost Deposit must be uploaded in the Tender Cost Deposit folder.</p>
<p>Earnest Money Deposit: (Refundable)</p>	<p>Necessary Earnest Money [<b>Rs. 35,000.00 (Rupees thirty-five thousand only)</b>] will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or: offline - through any bank by generating NEFT/ RTGS challan from the e-tendering portal [<a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name &amp; Account No., Amount, Beneficiary Bank name IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.</p>
<p>Bid Document</p>	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
<p>Technical Bid Evaluation</p>	<p>The Technical Bid will be evaluated by the tender evaluation committee chaired by Addl. District Magistrate (G). Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority.</p> <p>Only the technically qualified bidders can advance for Financial bid.</p>
<p>Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders</p>	<p>___/___/2022 at ..... PM</p>
<p>Financial Bid</p>	<p>Percentage Rate shall be quoted in the Financial Bid.</p>
<p>Validity of Bid</p>	<p>180 days</p>
<p>E-Tender registration and bidding</p>	<p><b><u>ONLINE BIDS:</u></b></p>

  
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	<p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"><li>• Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering.</li><li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a></li><li>• <b>ONLINE BID SUBMISSION:</b> The Bidders are required to submit the Technical and Financial Bid documents <b>ONLINE</b> i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</li></ul>
Important Instructions	<ul style="list-style-type: none"><li>• Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] &amp; evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee.</li><li>• The financial bid documents of the technically qualified bidders will only be opened.</li><li>• List of Financial comparison chart of bidders will be published on the next day after opening. Bid inviting authority of South 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li><li>• The intending bidders are requested to inspect the work site before quoting their rates.</li><li>• Each Bidder shall submit maximum two Bids in each e-NIT. A Bidder who submits more than two Bids as individual or Partner for one e-NIT will cause the proposals with the Bidder's participation to be disqualified.</li></ul>

**INFORMATION TO THE BIDDERS (ITB)**

**Download of Tender**

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <http://wbtenders.gov.in>  
The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online mode.

**Online Bid submission procedure**

**Registration of Contractor:** Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

**Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

**Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <http://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:** Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital

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Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

**Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in the bid document.

**A. Technical Bid:**

The Technical proposal should contain scanned copies of the following (all in PDF file) in 2 (two) covers (folders),

**Cover A-1 >Statutory Cover file Containing**

NIT (Properly upload the same Digitally Signed).

**Cover A-2 >Non- Statutory Cover (Mandatory Documents)**

All the documents as given under **TECHNICAL BID**

**Note:** Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.

**B. Financial Bid:**

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the **item wise rate** ~~(item wise rate in the Bill of Materials)~~ through online mode only in the space marked for quoting rate in the **Bill of Quantities (BOQ)**. Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

**PAYMENT:**

Payment against the bill claim subjected to verification by the competent authority will be made on availability of fund.

The Payment of final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

**Security Deposit** money will be returned after six months after successful completion of works on the basis of proper certification by the competent authority.

**Earnest Money Deposit:** EMD will be returned for each bidder except approved bidder after giving work order to approved bidder. And EMD of approved bidder will be returned after successful completion of work as certified/satisfied by the authority.

**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. Time extension on completion of work shall not be given in ordinary circumstances. Bid inviting authority is empowered to decide on time extension only after making proper assessment through a team of officials in an extraordinary circumstance like land dispute, natural calamity or similar situation.
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.

  
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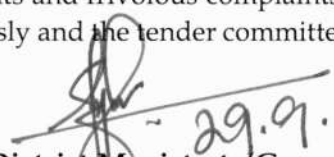
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7. The bid inviting authority shall accept/approve the contract as per e-evaluation sheet as per highest marks obtained in said sheet.
  - a) E-evaluation sheet depends on (i) Technical Bid -35 marks (ii) Financial Bid - 35 marks (iii) Credential/Previous Ganga Sagar Mela/Any other Govt. event experience - 30 marks
8. **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.
9. Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1<sup>st</sup> call only.

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.

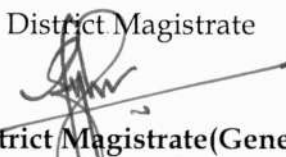
  
29.9.2022  
Addl. District Magistrate(General)  
South 24 Parganas, Alipore &  
Mela Officer, Ganga Sagar Mela-2023

Memo No: 306/1(5)/NZ/G.S Mela-2023

Dated: 12/10/2022

Copy forwarded for necessary action to:

1. Addl. District Magistrate (General), South 24 Parganas for displaying the e-NIT in his office
2. Nazareth Deputy Collector, South 24 Parganas for displaying the e-NIT in office notice board
3. DIO/DIA, NIC South 24 Parganas with a request to upload & publish the e-NIT in the Website (<http://wb-tenders.gov.in>) and publish the notice in the District Website
4. DICO, South 24 Parganas with a request to publish the brief advertisement about the e-NIT in the local news paper(s).
5. CA to DM, South 24 Parganas for placing the notice before District Magistrate

  
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Mela Officer, Ganga Sagar Mela-2023



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**E-VALUATION MARKING SYSTEM**

**A) TECHNICAL BID SUBMISSION - 35 Marks**

- Earnest Money Deposit & Tender Cost Deposit
- Photo copy Valid Trade License
- Photo copy GST Registration
- Photo copy of valid PAN
- Photo copy Latest IT Document & P-Tax Return.
- Declaration-1
- Declaration-2

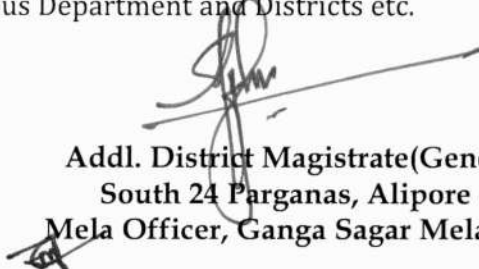
All the above-mentioned criteria and documents are mandatory and if the bidder fails to submit any of them, their bid will summarily be rejected.

**B) FINANCIAL BID SUBMISSION - 35 Marks**

Depend on Quoted Percentage rate on Estimated Amount as mentioned in e-NIT

**C) CREDENTIAL/PREVIOUS GANGA SAGAR MELA/ANY OTHER GOVT. EVENT EXPERIENCE - 30 Marks**

Depends on submitted Credential from competent authority of similar nature of work done for Government of West Bengal, various Department and Districts etc.

  
**Addl. District Magistrate(General)  
South 24 Parganas, Alipore &  
Mela Officer, Ganga Sagar Mela-2023**