

**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.FR422

Date: 19-09-2022

Notice Inviting e-Tender

Name of work: SUPPLY OF PRINTED CLOTHS CAPS, FIRST AID BOX, PRINTED METAL BADGE IN C/W GANGASAGAR MELA -2023.

SCHEDULE OF IMPORTANT DATES OF BIDS :

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	19-09-2022
Document download start date	19-09-2022 from 05.00 p.m.
Document download end date & time	27-09-2022 up to 04.00 p.m.
Bid submission start date	19-09-2022 from 05.00 p.m.
Last date & time of online submission of Technical Bid and Financial Bid.	27-09-2022 up to 04.00 p.m.
Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (Gen),South 24 Parganas	29-09-2022 at 01.00 p.m.
Date & Time of opening of Financial Bid in the office of the Additional District Magistrate (Gen),South 24 Parganas	04-10-2022 at 01.00 p.m.
Validity of bid	180 days
Completion Period of the entire setup	Within December, 2022

On behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate, South 24 Parganas invites e-Tender in **TWO BID SYSTEM** for the aforesaid 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:

Name of work	Supply of Printed Cloths Caps, First Aid Box, Printed Metal Badge in c/w Ganga Sagar Mela -2023
Scope of Work	Different points of Sagar Mela
Quantity to be procured	Printed Cloths Caps: 2,800 pieces First Aid Box: 100 pieces Printed Metal Badge: 10,000 pieces

Estimated Cost of per Piece	Printed Cloths Caps: Rs. 50.00 (Rupees fifty) only First Aid Box: Rs. 1,500.00 (Rupees one thousand five hundred) only Printed Metal Badge: Rs. 50.00 (Rupees fifty) only
Specification of items	Printed Cloths Caps: Materials-cloths with front heavy cup board, colour -white. Front side to be printed and data will be supplied in due course. First Aid Box: Metal box with necessary good quality medicine items Printed Metal Badge: Round shape metal badge with backside clip for fixing. Printing data will be supplied in due course. N.B: Bidder can visit this office for sample products.
Contract Period	Three months from the date of issuing work order.
Bid Inviting Authority	Additional District Magistrate (Gen), South 24 Parganas on behalf of the District Magistrate, South 24 Parganas
TECHNICAL BID <i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i> NOTE: Original documents will be verified only in case of doubt and complaint IMPORTANT: 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.	CREDENTIAL: 1. TECHNICAL CREDENTIAL / EXPERIENCE: Intending bidders shall submit valid credentials certificate of completion of similar nature of work executed during earlier Ganga Sagar Mela having minimum value of 40% of the estimated amount put to tender during last 3 (three) years prior to the date of issue of the tender notice OR Intending bidders should produce valid credentials of 2 (two) similar nature of completed work executed during earlier Ganga Sagar Mela, each of the minimum value of 30% of the estimated amount each put to tender during last 3 (three) years prior to the date of issue of the tender notice. OR Intending bidders should produce valid credentials of similar nature of completed work executed during last 3 (three) years having minimum value of 40% of the estimated amount put to tender prior to the date of issue of the tender notice. However, additional weightage will be given to the bidders having previous experience of similar nature of work in Gangasagar Mela in last 3 years during technical evaluation. 2. FINANCIAL CREDENTIALS: Average Audited Annual Turn Over for the last 3 (three) consecutive financial should be equal to or more than 60% of the total estimated amount put to tender. 3. MANDATORY DOCUMENTS: <ul style="list-style-type: none"> Valid Trade License/ Registration Income Tax return for the last financial year GST Registration certificate with up-to-date GST clearance Professional Tax Clearance certificate for the last financial year Audited Balance Sheets of last 3 financial years. Pan Card. 4. OTHER DOCUMENTS: Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed.

Earnest Money Deposit :Rs. 20,000/-

Earnest Money of Rs. 20,000/- (Rupees twenty thousand) only will be deposited electronically during filling up the e-Tender document. Offers not accompanied by the EMD will summarily be rejected.

The earnest money deposited will be forfeited by the undersigned in case -

1. The bidder withdraws from tender after opening of tender / after acceptance.
2. The selected bidder fails to accept work order, refuses either wholly or partly the offer that would be made by the undersigned.

The selected bidder fails to do the work or supply materials as per specification.

Bid Document

Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <http://wbtenders.gov.in> 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.

Bid Evaluation

**PROCESS OF EVALUATION AND SELECTION AND
FORMAT FOR SUBMISSION OF BID DOCUMENT**

Bids will be evaluated on Quality cum Cost basis to ensure a fair and transparent method of selection. 40% weightage are for technical bid and 60% weightage for financial bid. The criteria for evaluation and allotment of marks is described in "Evaluation of Bid".

The Technical Bid will be evaluated by the tender evaluation committee chaired by ADM(Gen) and comprises of ADC (CD), OC (Disaster Management), South 24 Parganas. Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority. Presentation on following technical issues have to be made by the participating bidders on the day of the technical bid opening.

40% weightage to be given to the technically qualified bidders on the following parameters:

Technical Bid Evaluation

Sl. No	Parameters	Supportive documents to be produced	Weight age Point
1	Previous Experience in similar nature of work	Supporting documents to be produced in favour of previous Experience in conducting similar nature of mega event	20
2	Demonstration of sample products	Key resource person of the proposed support organization will produce sample items before the Tender evaluation committee on the proposed work	20

Only the technically qualified bidders can advance for Financial bid evaluation.

Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	
Financial Bid	Rate shall be quoted in the Financial Bid. Inclusive of all taxes.
Validity of Bid	180 days
e-Tender registration and bidding	ONLINE BID SUBMISSION: The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
Important Instructions	<ul style="list-style-type: none"> Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] & evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee. The financial bid documents of the technically qualified bidders will only be opened. <p>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.</p>

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.

Submission of Earnest Money Deposit: Earnest Money of Rs. 20,000 (Rupees twenty thousand) only will be deposited by the bidder electronically online – through his net banking enabled bank account maintained at any bank. 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 and account no, amount, beneficiary's bank name & IFSC code.

Technical Proposal :

Technical proposal should contain the following two covers :

- A) Statutory Cover :** It contains the scanned copies (pdf format) of following documents
- Prequalification Application (Form -I)
 - Earnest money (EMD) as prescribed in NIT
 - NIT (digitally signed)

- B) Non-Statutory Cover :** It contains the scanned copies (pdf format) of following documents

I) Certificates :

- Valid Trade License / Registration
- Income Tax Return for the last financial year
- GST Registration certificate with up-to-date GST clearance

- Professional Tax Clearance certificate for the last financial year
- Audited Balance Sheet of last 3 financial years
- PAN Card
- Company details : Trade License , Incorporation of Certificates

II) Credential :

- **Technical Credential :** Documents of work done along with completion certificate.

Technical credential should be declared in following format:

Sl. No.	Name of the Organization to whom supplied	Name of Items	Quantity	Amount put to Work Order	Gross value of work done	Supply Order No. & date	Date of Commencement of work	Date of Completion of work

- **Financial Credential :** The average annual turnover of the agency in last 3 years as mentioned in NIT

III) Declaration :

- ✓ Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed

Financial Bid / Proposal :

The financial bid should contain the Bill of Quantity (BOQ) (item rate excel format) in one cover. Bidders are to quote the item rate (including all charges and taxes) at the marked space in the BOQ.

EMD Exemption : EMD exemption is allowed in this tender. Bidders registered with MSME can avail EMD exemption with uploading valid MSME documents.

Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

CRITERIA FOR EVALUATION OF TECHNICAL AND FINANCIAL BID:

As per the above eligibility criteria and according to point wise Total Score on all 2 (two) parameters as delineated in the Technical bid parameters, an weightage will be calculated up to 40%. The Financial Proposal of the technically qualified bidders will be opened on the date and time as mentioned earlier. If a bidder does not qualify in technical Bid, then the corresponding Financial Bid will not be opened. The Financial Bid should be expressed as a consolidated fee inclusive of all Taxes and duties and processing charges.

The Financial proposal will be evaluated and marks allotted on a pro-rata basis, i.e. the lowest bidder - L1 will be given the maximum marks out of 60 and other bids (L2, L3,, Ln) will be allotted marks according to the formula " $L1/Ln \times 60$ ".

N.B: In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.

The marks obtained by each bidder in Technical and financial evaluation shall be added and the bidder getting the highest marks shall be preferred bidder P1, P2 and so on.

PAYMENT:

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

EMD of the successful bidder may be adjusted against the bill claim while making payments.

The Payment of RA as well as 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.

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.
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 (Gen), South 24 Parganas
&

Bid Inviting Authority

Date: 19.09.2022

Memo No: FR422/1(4)

Copy forwarded for information and taking necessary action to:

1. Nazareth 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 uploading the NIT in official website of the district
4. CA to DM, South 24 Parganas for kind appraisal of the District Magistrate

Additional District Magistrate (Gen), South 24 Parganas
&

Bid Inviting Authority