

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: 201...../NZ/G.S.Mela-2023

Dated: 19.../9./2022

NOTICE INVITING OFFLINE QUOTATION NO: QSF/NZ-02/...05.

NAME OF THE WORK: SUPPLYING OF LUNCH COUPON BOOK/DINNER COUPON BOOK/TIFFIN COUPON BOOK/TEA COUPON BOOK/PARKING FEES FOR SMALL & BIG VEHICLE/MEDAL FOR KHIDDERPORE SEVA SAMITY/PORTER CLOTH BADGE/COW MEDALS/VEHICLE REQUISITION BOOK

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (General), South 24 Parganas & Mela Officer, Ganga Sagar Mela - 2023, invites offline **rate** quotation from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in printing & supplying of 'Lunch Coupon Book/Dinner Coupon Book/ Tiffin Coupon Book/Tea Coupon Book/ Parking Fees for Small & Big Vehicle/ Medal for Khidderpore Seva Samity/Porter Cloth Badge/Cow Medals/Vehicle Requisition Book' in connection with Ganga Sagar Mela-2023 & Pre-visit of Ganga Sagar Mela-2023 and technical credential on execution of similar nature of work.

SCOPE OF WORK:

Sl. No.	Specification of Various Printing Items	Quantity to be required
1	LUNCH COUPON BOOK EACH OF 25 PAGES & EACH PAGE OF 25 COUPONS (IN 5X5 ARRAY)	100 books (One hundred)
2	DINNER COUPON BOOK EACH OF 25 PAGES & EACH PAGE OF 25 COUPONS (IN 5X5 ARRAY)	100 books (One hundred)
3	TIFFIN COUPON BOOK EACH OF 25 PAGES & EACH PAGE OF 25 COUPONS (IN 5X5 ARRAY)	100 books (One hundred)
4	TEA COUPON BOOK EACH OF 25 PAGES & EACH PAGE OF 25 COUPONS (IN 5X5 ARRAY)	50 books (Fifty)
5	MEDALS FOR KHIDDERPORE SEVA SAMITY (WITH HOLE) (2 mm THICK WITH WHITE PRINT WRITING QUALITY)	500 + 500 = 1000
6	PORTER CLOTH BADGE (AS SAMPLE GIVEN BY THE AUTHORITY)	500 (Five Hundred)
7	COW MEDALS WITH SL. NO. (AS SAMPLE GIVEN BY THE AUTHORITY)	500 (Five Hundred)
8	STICKER BOOK FOR COLLECTION OF PARKING FEES FOR SMALL VEHICLES EACH OF 25 PAGES WITH COUNTER FOIL PRINTED ON YELLOW, GREEN & WHITE COLOUR PAPER & BLACK COLOUR PRINTING WITH GUMMING (SIZE OF EACH STICKER 10" X 6") (AS SAMPLE GIVEN BY THE AUTHORITY)	400 (Four Hundred)
9	STICKER BOOK FOR COLLECTION OF PARKING FEES FOR BIG VEHICLES EACH OF 25 PAGES WITH COUNTER FOIL PRINTED ON YELLOW, GREEN & WHITE COLOUR PAPER & BLACK COLOUR PRINTING WITH GUMMING (SIZE OF EACH STICKER 10" X 6") (AS SAMPLE GIVEN BY THE AUTHORITY)	350 (Three Hundred & Fifty)
10	VEHICLE REQUISITION BOOK WITH SET OF 50 PAGES EACH WITH ORIGINAL, DUPLICATE TRIPLICATE IN WHITE, GREEN & LIGHT BLUE COLOURED PAPER AND SERIALLY NUMBERED FROM 001 TO 1000 (AS SAMPLE GIVEN BY THE AUTHORITY)	20 (Twenty)


16.9.2022
Additional District Magistrate (General)
Alipora, 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



TIME LINE FOR NIQ:

PARTICULAR	DATE & TIME
Date of Publication of NIT	20/09/2022
NIT start date & time	20/09/2022 at 2 pm
NIT end date & time	18/10/2022 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	28/09/2022 at 4.30 pm
Last date & time of submission of Bid in the drop box	18/10/2022 up to 1 pm
Date & Time of opening of Bid in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	18/10/2022 up to 3.00 pm

BID SUBMISSION FORMAT:

Sl. No.	Specification of Various Printing Items	Estimated Rate (Including GST)	Quantity to be required	Quoted Rate (Including GST)
1	LUNCH COUPON BOOK EACH OF 25 PAGES & EACH PAGE OF 25 COUPONS (IN 5X5 ARRAY)	53.55/- per book	100 books (One hundred)	
2	DINNER COUPON BOOK EACH OF 25 PAGES & EACH PAGE OF 25 COUPONS (IN 5X5 ARRAY)	53.55/- per book	100 books (One hundred)	
3	TIFFIN COUPON BOOK EACH OF 25 PAGES & EACH PAGE OF 25 COUPONS (IN 5X5 ARRAY)	53.55/- per book	100 books (One hundred)	
4	TEA COUPON BOOK EACH OF 25 PAGES & EACH PAGE OF 25 COUPONS (IN 5X5 ARRAY)	53.55/- per book	50 books (Fifty)	
5	MEDALS FOR KHIDDERPORE SEVA SAMITY (WITH HOLE) (2 mm THICK WITH WHITE PRINT WRITING QUALITY)	9.10/- per pc	500 + 500 = 1000	
6	PORTER CLOTH BADGE (AS SAMPLE GIVEN BY THE AUTHORITY)	9.10/- per pc	500 (Five Hundred)	
7	COW MEDALS WITH SL. NO. (AS SAMPLE GIVEN BY THE AUTHORITY)	9.10/- per pc	500 (Five Hundred)	
8	STICKER BOOK FOR COLLECTION OF PARKING FEES FOR SMALL VEHICLES EACH OF 25 PAGES WITH COUNTER FOIL PRINTED ON YELLOW, GREEN & WHITE COLOUR PAPER & BLACK COLOUR PRINTING WITH GUMMING (SIZE OF EACH STICKER 10" X 6") (AS SAMPLE GIVEN BY THE AUTHORITY)	30.00/- per book	400 (Four Hundred)	
9	STICKER BOOK FOR COLLECTION OF PARKING FEES FOR BIG VEHICLES EACH OF 25 PAGES WITH COUNTER FOIL PRINTED ON YELLOW, GREEN & WHITE COLOUR PAPER & BLACK COLOUR PRINTING WITH GUMMING (SIZE OF EACH STICKER 10" X 6") (AS SAMPLE GIVEN BY THE AUTHORITY)	30.00/- per book	350 (Three Hundred & Fifty)	
10	VEHICLE REQUISITION BOOK WITH SET OF 50 PAGES EACH WITH ORIGINAL, DUPLICATE TRIPPLICATE IN WHITE, GREEN & LIGHT BLUE COLOURED PAPER AND SERIALLY NUMBERED FROM 001 TO 1000 (AS SAMPLE GIVEN BY THE AUTHORITY)	97.20/- per book	20 (Twenty)	
TOTAL ESTIMATED RATE AS PER REQUIRED QUANTITY :		61386.50/-		

[Signature]
16.9.2022
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



ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

EXPERIENCE: The intending bidders should produce credentials of completion of similar nature of work having minimum value of 40% of the estimated amount put to tender 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 having minimum value of 30% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

TENDER COST DEPOSIT (Non-Refundable): Bank Draft / Bankers Cheque of **Rs. 160.00 (Rupees One Hundred & Sixty)** only shall be submitted in favour of the "GANGASAGAR MELA COMMITTEE" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027.

EARNEST MONEY DEPOSIT (Refundable): Bank Draft / Bankers Cheque of **Rs. 1600.00 (Rupees One Thousand & Six Hundred)** only shall be submitted in favour of the "GANGASAGAR MELA COMMITTEE" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027.

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.

MARKING SYSTEM :-

A) TECHNICAL BID SUBMISSION (This is Importance of 50 points):

1. Essential Documents (30 points)

- 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.
- Work Completion Certificate & Work Order


- 15.9.2022
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



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. Credential (20 points) : Credential from competent authority of similar nature of work done for Government of West Bengal, various Department and Districts etc.

B) FINANCIAL BID SUBMISSION (This is Importance of 20 points):

C) SUBMISSION OF SAMPLE COUPON BOOKS, BADGE, MEDAL & OTHERS (This is importance of 30 points) : Designing, Material Quality, Printing Quality, previous similar nature of work of Coupon Books, Badge, Medal & others will be judged.

IMPORTANT POINTS:

- Bid Shall be placed in a sealed cover having written on top "**Bid for supplying of Lunch, Dinner, Tea & Tiffin Coupon Book, Parking Fees small & big vehicle, Medal for Khiderpore Seva samity, Porter Cloth Badge, Cow Medals & Vehicle Requisition Book**" vide NIQ 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 evaluation of the bids will be done by the bid-evaluation committee constituted for the tenders. The names of the qualified bidders as per bid criteria after verification with originals & evaluation will be displayed in office notice board. The list of financial comparison chart of bidders will also be displayed like bid.
- **SECURITY DEPOSIT:** 03% of the total value of payment shall be deducted as security deposit to be released within one month after the completion of work. (If applicable)
- **VALIDITY OF THE BID:** The bid once submitted will be valid for 180 days.
- **WORK COMPLETION PERIOD:** Work to be completed at least 20 days before from the beginning of Pre-visit of GS Mela-2023/ Ganga Sagar Mela-2023 (which one is earlier).

OTHER TERMS & CONDITIONS:

1. On the basis of the marks obtained (as per the points mentioned above in marking system), the concerned authority shall take the decision regarding selection of the bidder to execute the work.
2. The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever & the bidder shall not be in a position to question the authoritative decision. Whenever a bidder submits his/her bid in favor of this NIQ, it implies that he/she is in compliance of this clause.
3. The earnest Money deposited:


18.9.2022
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



- 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
4. Income tax and other mandatory tax deduction shall be done as per government norms before payment
5. 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.
6. Any black listed bidder shall not be allowed to participate in this NIQ
7. No cost escalation will be entertained
8. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
9. Intending bidders are requested to inspect the work site before quoting their rates.
10. Subletting of work is not allowed
11. Penalty shall be imposed @1% of the total pending works if the works are not completed within the stipulated time mentioned in the bid.

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.


- 16.9.2022
Additional District Magistrate (General)
& Mela Officer, Ganga Sagar Mela-2023
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: 2011(5)/NZ/G.S.Mela-2023

Dated: 19/09/2022

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

1. Liaison Officer, Ganga Sagar Mela & Nezarath Dy. Collector, South 24 Parganas for displaying NIQ in office notice board.
2. DICO, South 24 Parganas for publishing brief advertisement of NIQ in the news paper as prescribed.
3. DIO NIC, South 24 Parganas for displaying the NIQ 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.


16.9.2022
**Additional District Magistrate (General)
& Mela Officer, Ganga Sagar Mela-2023
Alipore, South 24 Parganas**

