

**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: 384/NZ/G.S Mela-2024


Dated: 7/11/2023

**NOTICE INVITING ON LINE TENDER (E-TENDER) NO :- QSF/NZ-02/46**

**Name of Scheme:** Printing & Supplying of On Duty Identity Cards for Higher Officers/Officers/NGOs/Staffs/Support Staffs/Press/CD Volunteers/Agency Personnel during the period of Ganga Sagar Mela-2024.

**Scope of Work: -**

ID CARD DETAILS	QUANTITY TO BE REQUIRED	QUOTED RATE (Rs.) (Including GST/Tax)
<p><b>HIGHER OFFICER IDENTITY CARDS</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	500 (Five hundred) ID Cards	Rs..... per ID card (In word .....
<p><b>OFFICER IDENTITY CARDS</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	1000 (One thousand) ID Cards	Rs..... per ID card (In word .....
<p><b>NGO IDENTITY CARDS FOR VOLUNTEERS</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	10000 (Ten thousand) ID Cards	Rs..... per ID card (In word .....
<p><b>NGO IDENTITY CARDS FOR OFFICIAL</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	2000 (Two thousand) ID Cards	Rs..... per ID card (In word .....
<p><b>ON DUTY STAFFS IDENTITY CARDS</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	5500 (Five thousand five hundred) ID Cards	Rs..... per ID card (In word .....
<p><b>ON DUTY SUPPORT STAFFS IDENTITY CARDS</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	4000 (Four thousand) ID Cards	Rs..... per ID card (In word .....
<p><b>ON DUTY PRESS IDENTITY CARDS</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	500 (Five hundred) ID Cards	Rs..... per ID card (In word .....
<p><b>ON DUTY CD VOLUNTEERS IDENTITY CARDS</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	2000 (Two thousand) ID Cards	Rs..... per ID card (In word .....
<p><b>ON DUTY AGENCY PERSONNEL IDENTITY CARDS</b></p> <ul style="list-style-type: none"> <li>❖ Size - 3" x 4"</li> <li>❖ Quality - Digitally printed in 400 gsm,</li> <li>❖ Cover Quality - High gloss lamination jacket</li> <li>❖ Imported quality printed tussle</li> </ul>	500 (Five hundred) ID Cards	Rs..... per ID card (In word .....

  
 Additional District Magistrate (L.A.)  
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**SCHEDULE OF IMPORTANT DATES OF BIDS**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Publication of e-NIT	<u>08/11/2023</u> at <u>04.00 P.M</u> .....
Document download start date & time	<u>08/11/2023</u> at <u>04.00 P.M</u> .....
Document download end date & time	<u>22/11/2023</u> up-to <u>04.00 P.M</u> .....
Pre-bid meeting in the Addl. District Magistrate (LA) room of the office of the District Magistrate, South 24 Parganas	<u>17/11/2023</u> at <u>01.00 P.M</u> .....
Bid submission start date & time	<u>08/11/2023</u> from <u>04.00 P.M</u> .....
Last date & time of online submission of Technical Bid and Financial Bid.	<u>22/11/2023</u> up-to <u>04.00 P.M</u> .....
Date & Time of opening of Technical Bid in the Office of the Nezarath Deputy Collector, Alipore	<u>24/11/2023</u> at <u>05.00 P.M</u> .....
Date & Time of opening of Financial Bid in the office of the Nezarath Deputy Collector, Alipore	<u>24/11/2023</u> at <u>06.00 P.M</u> .....
Validity of bid	<u>120 days</u>
Completion Period of the work	<u>06(six) months</u>
Maintenance Period	<u>06(Six) Months</u> after the date of completion of works.

  
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On behalf of the District Magistrate, South 24 Parganas, the Addl. District Magistrate(LA), South 24 Parganas invites online ~~Open~~ ~~Wide~~ 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	To be handed over before 10 <sup>th</sup> December, 2023
Estimated Cost of work	NA
Contract Period	<u>06(six) months</u>
Security Deposit against work	<u>03% of Contract Value</u>
Bid Inviting Authority	Addl. District Magistrate(LA), South 24 Parganas
<p><b>TECHNICAL BID</b></p> <p><i>Eligibility Criteria for Qualification of the bidders in the <b>Technical Bid</b></i></p> <p><b>*SIMILAR NATURE OF WORK:</b> Group Insurance for Pilgrims.</p> <p><b>CREDENTIAL CERTIFICATE in the form of completion certificate 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.</b></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>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 40% of the bid 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 bid 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>TURN OVER:</b> <i>Average Audited Annual Turn Over</i> for the last 3 (Three) consecutive Financial Years should be equal to or more than 60% of the total bid 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>


  
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<p><i>NOTE: Original documents will be verified only in case of doubt and complaint</i></p> <p><b>IMPORTANT:</b> <i>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.</i></p>	<ul style="list-style-type: none"> <li>a. Valid Trade License</li> <li>b. Income Tax return for the latest financial year</li> <li>c. GST Registration certificate</li> <li>d. Professional Tax Return for the latest financial year</li> <li>e. Audited Balance Sheets of last 3 Financial years</li> <li>f. Pan Card photo copy.</li> </ul> <p><b>4. OTHER DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>a. Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed</li> <li>b. Document to prove ownership / lease hold of plant &amp; machinery as prescribed by the authority in the tender</li> <li>c. Power of Attorney if any</li> <li>d. 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> </ul>
<p>Earnest Money Deposit :</p>	<p>Necessary Earnest Money [Rs. 40,000.00 (Rupees forty thousand only)] and Cost of Tender Paper 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 (LA). 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>


  
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Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	___/___/2023 at 12.30 PM
Financial Bid	Rate shall be quoted in the Financial Bid.
Validity of Bid	120 days
E-Tender registration and bidding	<p><b>ONLINE BIDS:</b></p> <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>

  
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**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 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 **percentage rate** (Offering percentage **Above/Below/At par**) 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.

  
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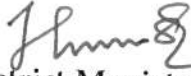


**Other Terms and conditions: -**

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. 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. 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 -30 marks (ii) Financial Bid - 30 marks (iii) Credential/Previous Ganga Sagar Mela/Any other Govt. event experience - 40 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.

  
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Memo No: 384/1(5)/NZ/G.S Mela-2024

Dated: 7/11/2023

Copy forwarded for necessary action to:

1. Addl. District Magistrate (LA), 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://wbtenders.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 newspaper(s).
5. CA to DM, South 24 Parganas for placing the notice before District Magistrate

  
Addl. District Magistrate (LA)  
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**E-VALUATION MARKING SYSTEM**

**A) TECHNICAL BID SUBMISSION - 30 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.
- Work Completion Certificate & Work Order

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 - 30 Marks**

**C) CREDENTIAL/PREVIOUS GANGA SAGAR MELA/ANY OTHER GOVT. EVENT  
EXPERIENCE - 40 Marks**

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

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