

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: 348/NZ/G.S.Mela-2022

Dated: 21/09/2021

**NOTICE INVITING OFF LINE TENDER NO: QSF/NZ-02/243**

**NAME OF THE WORK: SUPPLYING OF IDENTITY CARDS FOR HIGHER OFFICERS & OFFICERS - 1500 PCS**

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (General), South 24 Parganas & Mela Officer, Ganga Sagar Mela - 2022, invites offline **rate** tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies' / individual contractors having requisite financial capability and sufficient experience in printing & supplying of '1500 pcs IDENTITY CARDS FOR HIGHER OFFICERS & OFFICERS' in connection with Ganga Sagar Mela-2022 & Pre-visit of Ganga Sagar Mela-2022 and technical credential on execution of similar nature of work.

**SCOPE OF WORK:**

ITEM NAME	JOB DESCRIPTION	QUANTITY
IDENTITY CARDS FOR HIGHER OFFICERS	Digitally printed in 300 gsm, glossy lamination, acrylic jacket, rubber band boundary with a printed tussle. Size-3.5' x 2.5'	500 (Five hundred)
IDENTITY CARDS FOR OFFICERS		1000 (One thousand)

**TIME LINE FOR TENDER:**

PARTICULAR	DATE & TIME
Date of Publication of NIT	<u>22/09/2021</u>
Tender start date & time	<u>22/09/2021 at 2 pm</u>
Tender end date & time	<u>01/10/2021 from 2 pm</u>
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>27/09/2021 at 4.30 pm</u>
Last date & time of submission of Technical Bid and Financial Bid in the drop box	<u>01/10/2021 up to 1 pm</u>
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>01/10/2021 up to 4.30 pm</u>
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>01/10/2021 at 5.30 pm</u>

21.9.2021  
Additional District Magistrate (General)  
Alipore, South 24 Parganas

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**FINANCIAL BID SUBMISSION FORMAT:**

ITEM NAME WITH QUANTUTY	ESTIMATED RATE OF ITEM (RS.)	ESTIMATED TOTAL AMOUNT (RS.) (INCLUDING ALL TAXES/GST)	QUOTED RATE (INCLUDING GST)
IDENTITY CARDS FOR HIGHER OFFICERS - 500 PCS	Rs.92.00 PER PC	Rs.46000.00	
IDENTITY CARDS FOR OFFICERS - 1000 PCS	Rs.86.00 PER PC	Rs.86000.00	

**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.400.00 (Rupees Four Hundred) only shall be submitted in favour of the "District Magistrate, South 24 Parganas" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027.

**EARNEST MONEY DEPOSIT (Refundable):** Bank Draft / Bankers Cheque of Rs.4000.00 (Rupees Four Thousand) only shall be submitted in favour of the "District Magistrate, South 24 Parganas" 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.

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**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

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 IDENTITY CARDS (This is importance of 30 points) :** Designing, Material Quality, Printing & Lamination Quality, previous similar nature of work of Identity Cards will be judged.

**IMPORTANT POINTS:**

- Technical Bid Shall be placed in a sealed cover having written on top "**Technical Bid for IDENTITY CARDS FOR HIGHER OFFICERS & OFFICERS-1500 PCS**" 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 IDENTITY CARDS FOR HIGHER OFFICERS & OFFICERS -1500 PCS**' 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:** 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.

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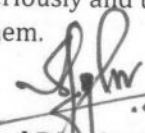


- **WORK COMPLETION PERIOD:** Work to be completed at least 20 days before from the beginning of Pre-visit of GS Mela-2022/ Ganga Sagar Mela-2022 (which one is earlier).

**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 favour of this NIT, it implies that he/she is in compliance of this clause.
3. 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
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 NIT
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.

  
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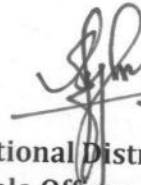


**Memo No:** 348/15/NZ/G.S.Mela-2022

**Dated:** 21/09/2021

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.

  
21.9.2021

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Alipore, South 24 Parganas**