

**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:** 05.../IT/GS Mela -2023

**Date :** 27...-09-2022

**NOTICE INVITING E-TENDER**

**Name of Work:** Setting Up of Control Room and CCTV Surveillance System covering the entire area from Outram Ghat to Sagar Island through DH Road and NH via all intermediate buffer zones/Pilgrim sheds, Sagar Mela Ground point, Kachuberia point , LOT-8 point , Namkhana point , Benuban , Chemaguri, Outram Ghat during GangaSagar Mela 2023

**SCHEDULE OF IMPORTANT DATES OF BIDS**

| <b>PARTICULAR</b>   | <b>DATE &amp; TIME</b>          |
|---|---------------------------------|
| Date of Publication of e-NIT  | 28-09-2022                      |
| Document download start date  | 28-09-2022 from 9:00 AM         |
| Document download end date & time   | 19-10-2022 up to 9:00 AM        |
| Bid submission start date   | 28-09-2022 from 9:00 AM         |
| Last date & time of online submission of Technical Bid and Financial Bid.   | 19-10-2022 up to 9:00 AM        |
| Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (IT), South 24 Parganas | 21-10-2022 at 11:00 AM          |
| Presentation on proposed work<br>( NIC, 3 <sup>rd</sup> Floor, New Administrative Building, Alipore)                | 21-10-2022 at 1:00 PM           |
| Date & Time of opening of Financial Bid in the office of the Additional District Magistrate (IT), South 24 Parganas | 21-10-2022 at 4:00 PM           |
| Validity of bid   | 180 days                        |
| Completion Period of the entire setup   | 20 <sup>th</sup> December, 2022 |
| Utilization Period  | 07-01-2023 to 17-01-2023        |

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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  | Setting up of CCTV Surveillance System at Sagar Mela Ground during Ganga Sagar Mela 2023 from 07-01-2023 to 17-01-2023  |
| Scope of Work | <p>Setting up of Surveillance System at SagarMela Ground and important locations from Babughat to Sagar Island and Namkhana through 860 nos. of CCTV Camera (IP based) and 10 nos. of Drone driven camera with 24 hours uninterrupted power supply. Setting up of one Mega Control Room of 7000 sq.ft. at SagarMela Office and of 5000 sq.ft. control room at Kachuberia and LOT-8 Mela office and control room with 2 nos. of Pagoda type tent at Namkhana &amp; Benuban locations with all electrical and infrastructural equipments including LED monitor, Server DVR, Media Converter, NAS, 3CAM Studio setup with Studio lights, CG layout, Laptop with operator.</p> <p>Following are the mandatory coverage area for CCTV installation:</p> <ul style="list-style-type: none"><li>➤ Sagar Beach area</li><li>➤ Sagar Mela ground</li><li>➤ Sagar Mandir area</li><li>➤ Sagar Bus Stand area</li><li>➤ Sagar SBI more</li><li>➤ Sagar Helipad ground</li><li>➤ Sagar Rural Hospital complex</li><li>➤ Sagar BDO Office</li><li>➤ Sagar DM Control Room</li><li>➤ Bamankhali Camp Office</li><li>➤ Chemaguri Camp Office</li><li>➤ Benuban Camp Office</li><li>➤ Chemaguri, Benuban Jetties</li><li>➤ Kachuberia Camp Office</li><li>➤ Kachuberia Jetty no. 1 to 5 and LCT</li><li>➤ Kachuberia bus stand junction , Ashram More , Maity more</li><li>➤ Lot-8 Jetty no. 1 to 5 and LCT</li><li>➤ Lot-8 Camp Office</li><li>➤ Lot-8 Bus Stand</li><li>➤ Lot-8 Parking zone</li><li>➤ Kashinagar Camp Office</li></ul> |

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|                     | <ul style="list-style-type: none"><li>➤ Namkhana BDO Office</li><li>➤ Namkhana Camp Office</li><li>➤ Namkhana Jetty Ghat</li></ul> <p><b>Next Unit Computing</b> will be implemented in the 3 Control Rooms. An Integrated System should be deployed to view the desired CCTV feeds from CCTV cameras installed at various location. A switching mechanism should be applied to obtain the desired feeds from the various CCTV cameras and be displayed on the large LED Screen.</p> <p><b>Sanitization Tunnels and Gate</b> with Hydrogen Peroxide as main ingredient should be installed at every Control Room (approx 12000 sq.ft. area in 5 locations). Sanitization Spray and fumigation through approved chemicals and disinfectants should be done at every Control Room twice a day. Individual sanitization for each of the control room officials by supplying bottled sanitizers (branded) and supplying of mask (normal &amp; N95), surgical cap, thermal gun for each of the control room officials (approx 500 heads) should be arranged on daily basis for 15 days.</p> <p><b>55" LED screen , 8ft x 12ft. outdoor LED wall, 16ft. x 32 ft. outdoor LED wall display will be installed in Sagar Mela ground, Kachuberia point, Lot-8 point, Namkhana, Benuban, Chemaguri, Outram Ghat, 10 buffer zones, 10 important mainland locations (exact location to be specified later).</b></p> <p>Branding with Iron Structure, Flex and other decorated materials, card board, model, ply or wooden structure at Control Room.</p> <p>Laser lights are to be installed over Mega Control Room.</p> <p><b>Item wise rate should be given inclusive of all the charges (installation, commissioning and maintenance charge with GST).</b></p> |
| Description of Work | <p>1. Installation, commissioning, supervision and operations of CCTV Camera (IP) at SagarMela Ground Point , Kachuberia , LOT-8 , Namkhana , Benuban , Chemaguri &amp; Babughat in Ganga SagarMela 2023 :</p> <ul style="list-style-type: none"><li>• Quantity :<ul style="list-style-type: none"><li>I. 2 MP (IP / Analog) CCTV Camera --- 800 Nos</li><li>II. 4 MP IP CCTV Camera --- 60 Nos.</li></ul></li><li>• Make : Hikvision (preferable) /Honeywell /Panasonic</li></ul>   |

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|  | <ul style="list-style-type: none"><li>• <b>Specifications :</b> a) 2 MP / 4 MP outdoor IP based CCTV camera weather and vandal proof, IPv6 coding, min 20 Mtr. Viewing, with satellite connectivity. Single Panel viewing of Feed at control room with 10 days recording capacity.<br/><br/>(b) 32 Port DVR with Digital Control with Power back up with Single Display and recording System (c) Metal Sheet mounting, Pole of required height for maximum coverage, Fibre Cable, CAT6 Cable, Coaxial Cable, Audio &amp; Video Cabling with required UPS power backup for uninterrupted coverage.</li></ul> <p>2. <b>Installation, commissioning, supervision and operations of 4 MP CCTV camera at Vessel during Ganga Sagar Mela 2023 :</b></p> <ul style="list-style-type: none"><li>➤ Quantity : 35</li><li>➤ Make : Hikvision (preferable) /Honeywell /Panasonic</li><li>➤ Specifications : a) 4 MP outdoor IP CCTV Camera weather and vandal proof, IPv6 coding, Server, KVM, dedicated cloud storage, NAS (Enterprise) , Internet with high bandwidth , AP including additional hardware if require</li></ul> <p>3. <b>Installation, commissioning, supervision and operations of 55" LED Display Screens :</b></p> <ul style="list-style-type: none"><li>• Quantity : 55 Nos.</li><li>• Specifications : video router, video recorder satellite recover mpeg 4 with antenna, DVR Rack &amp; 15 KVA UPS with one hour back up.</li></ul> <p>4. <b>Installation, commissioning, supervision and operations of 8 ft. x 12 ft. outdoor LED Wall Display :</b></p> <ul style="list-style-type: none"><li>• Quantity : 85 Nos.</li><li>• Specifications : Construction &amp; Installation of Scaffold Frame having specification: (a) P5/P8/P10 Pixel LED Wall of size 8ft. by 12 ft. with Super Bright RGB pixels. Outdoor LED Panels. (b) Scaffold Frame fabrication with 3 ft concrete foundation, GI pipe with full finish size of 12 ft by 18 ft.</li></ul> <p>5. <b>Setting up of Mega Control Room at SagarMela Office :</b></p> <ul style="list-style-type: none"><li>• Area : 7000 Sq.ft.</li><li>• Specifications : Control Room at SagarMela point &amp; PCR</li></ul> |
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|  | <p>(PCR within Operators / Control Room Circuit House , Conference Room , Press Pavilion (Panels/Cabling/UPS/ Switches) having specifying (a) 32 TB NAS, 16 input HDI Switch, 24 digital audio mixtures, Talk Back System, 2 NLE with Mac Pro with HDI quality CG with Hardware including connectivity. 62 KV power backup with DG, 3 phase in &amp; single phase out 15 KV 1 hr backup UPS. Satellite downlink &amp; uplink including essential cable connectivity (b) 8ft by 12 ft LED Display Wall.</p> <p><b>6. Setting up of Control Room at Kachuberia, LOT-8 ,Namkhana &amp; Benuban Mela Office :</b></p> <ul style="list-style-type: none"><li>• <b>Area : 5000 sq.ft.</b></li><li>• <b>Specifications :</b><ol style="list-style-type: none"><li>I) Setting up of Control Room at Kachuberia &amp; LOT-8 (2000 sq. ft. for each location) with German hanger, 10 no of 55" LED TV &amp; 10 nos. of Laptops (for each location) along with PCR operator, Whether station, respective CCTV feed &amp; RF equipment with tower.</li><li>II) Setting up of Control Room at Namkhana &amp; Benuban locations with 2 nos. of Pagoda type tent &amp; 04 nos. of 55" LED TV &amp; 10 nos. of Laptop. For CCTV feeding and monitoring (all inclusive).</li></ol></li></ul> <p><b>7. Installation, commissioning, supervision and operations of 16 ft. x 32 ft. outdoor LED Wall Display :</b></p> <ul style="list-style-type: none"><li>• <b>Quantity : 2 Nos.</b></li><li>• <b>Specifications :</b> Construction &amp; Installation of Iron pole/ unipolar frame having specifying (a) P5/P8/P10 LED Wall of size 16ft by 32ft with Super bright RGB pixels. Outdoor LED Panels. (b) 1.5 ft Dia 20 ft Height / Unipole, Iron Structure with Blue Painted Finish with Structure to hold 16 ft / 32 ft with 2"by2" angle.</li></ul> <p><b>8. Setting and installation of Octonorm Partition for Office Area , Studio, Food Court Administration Chamber, Pcr for Sagar Control Room :</b></p> <ul style="list-style-type: none"><li>• <b>Area : 3500 Sq.ft.</b></li></ul> <p><b>9. Installation of of Power Backup &amp; Connectivity (DG Sets 125 KVA/62KVA/25KVA/8KVA):</b></p> |
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| DG Set  | Quantity |
|---------|----------|
| 125 KVA | 5        |
| 62 KVA  | 15       |
| 25 KVA  | 5        |
| 8 KVA   | 95       |

- **Specifications :** Installing of Power Backup & Connectivity ( DG Sets 125 KVA/62KVA/25KVA/8KVA) Auto track Band DSNG/2 MHz KU Bandwidth ) having specifying (a) Sound proof DG set (kirloskar) with 3 phase out put with change over, necessary length of Copper Cable, Fuel & Operator. (b) Sound proof DG set (kirloskar) with 3 phase out put with change over, necessary length of Copper Cable, Fuel & Operator.

10. **Next Unit Computing :**

- **Quantity : 3 Sets**
- **Specification :** It will be implemented in the Mega Control Room at SagarMela Ground. An Integrated System should be deployed to view the desired CCTV feeds from CCTV cameras installed at various location throughout Sagar Island, Lot-8, Kachuberia, Namkhana, Benuban, Buffer zones and the areas covered through Drone. A switching mechanism with controller should be applied to obtain the desired feeds from the various CCTV and Drone driven cameras and be displayed on the large LED Screen.

11. **Integrated Sanitization arrangement :**

Sanitization Tunnels / Gate with Hydrogen Peroxide as main ingredient should be installed at every Control Room (approx 10000 sq.ft. area in 5 locations). Hand Sanitizers (Small / medium /big), Sanitization machines( hand and electronics ) , Sanitization machines (paddle) and fumigation through approved chemicals and disinfectants should be done at every Control Room twice a day. Individual sanitization for each of the control room officials by supplying bottled sanitizers (branded) and supplying of mask (both normal and N 95) , surgical cap for each of the control room officials (approx. 500 heads) should be arranged on daily basis for 15 days. Thermal gun (both hand held and wall mounted).

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|  | <p><b>12. Branding at Control Room:</b><br/><b>Quantity :</b></p> <ul style="list-style-type: none"><li>• <b>Mega Control Room at Sagar : 5000 Sq.ft.</b></li><li>• <b>Control Room at Kachuberia, Lot-8. , Namkahana &amp; Benuban : 1000 Sq.ft.</b></li></ul> <p><b>Specification :</b> Branding with Iron Structure, Flex and other decorated materials, card board, model, ply or wooden structure at Control Room</p>  |
|  | <p><b>13. Helium Balloons with 4 MP CAM :</b><br/><b>Quantity :</b> 4 Nos.</p>  |
|  | <p><b>14. Aerial Surveillance and Public Announcement of pre-recorded messages through Drone with operator :</b></p> <ul style="list-style-type: none"><li>• <b>Quantity :</b> 10 Nos.</li><li>• <b>Specifications :</b> Drone should be equipped with a 1-inch sensor, the phantom 4 Pro camera shoots 4K 60fps video and 20MP stills with operator.</li><li>• Following are the mandatory coverage area for Drone Surveillance<ul style="list-style-type: none"><li>➤ Sagar Beach area</li><li>➤ SagarMela ground</li><li>➤ SagarMandir area</li><li>➤ Sagar Bus Stand area</li><li>➤ Sagar SBI more</li><li>➤ Sagar Helipad ground</li><li>➤ Sagar Rural Hospital complex</li><li>➤ Sagar BDO Office [5 Km radial coverage]</li><li>➤ Sagar DM Control Room [5 Km radial coverage]</li><li>➤ Bamankhali Camp Office [5 Km radial coverage]</li><li>➤ Chemaguri Camp Office [5 Km radial coverage]</li><li>➤ Benuban Camp Office [5 Km radial coverage]</li><li>➤ Chemaguri, Benuban Jetties [5 Km radial coverage]</li><li>➤ Kachuberia Camp Office [5 Km radial coverage]</li><li>➤ Kachuberia Jetty no. 1 to 5 and LCT</li><li>➤ Kachuberia bus stand junction , Ashram More , Maity more</li><li>➤ Lot-8 Jetty no. 1 to 5 and LCT</li><li>➤ Lot-8 Camp Office [15 Km radial coverage]</li><li>➤ Lot-8 Bus Stand</li><li>➤ Lot-8 Parking zone</li><li>➤ Kashinagar Camp Office</li></ul></li></ul> |

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|   | <ul style="list-style-type: none"> <li>➤ Namkhana BDO Office</li> <li>➤ Namkhana Camp Office</li> <li>➤ Namkhana Jetty Ghat</li> </ul> <p><b>15. Laser Light over Mega Control Room :</b></p> <ul style="list-style-type: none"> <li>➤ Specifications : Laser lights are to be installed over Mega Control Room. It should be visible from long distance at night sky and should be customizable</li> </ul> <p><b>16. Catering at Mega Control Room :</b></p> <ul style="list-style-type: none"> <li>➤ Specifications : Catering arrangement is to be done at Mega Control Room for officers and VIP guests. It should be available round the clock. With uniformed butlers, proper cutlery etc.</li> </ul> <p><b>Note :</b></p> <ul style="list-style-type: none"> <li>• Quantity of all the above items may be increased/ decreased as per the requirement during Mela period. Rate will be fixed as per pro-rata basis.</li> <li>• <b>Item wise rate should be given inclusive of all the charges (installation, commissioning and maintenance charge with GST).</b></li> </ul> |
| Contract Period   | <b>Three months from the date of issuing work order.</b>   |
| Bid Inviting Authority  | Additional District Magistrate (IT), South 24 Parganas on behalf of the District Magistrate, South 24 Parganas   |
| <p><b>TECHNICAL BID</b></p> <p><i>Eligibility Criteria for Technical Bid evaluation</i></p> <p><i>NOTE: Original documents will be verified only in case of doubt and complaint</i></p> <p><i>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</i></p> | <p><b>CREDENTIAL:</b></p> <p><b>1. TECHNICAL CREDENTIAL / EXPERIENCE:</b></p> <p>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 in a single work during last 3 (three) years prior to the date of issue of the tender notice</p> <p><b>OR</b></p> <p>Intending bidders shall submit valid credentials of 2 (two) similar nature of completed work executed during earlier Ganga Sagar Mela, each of two having 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.</p>   |



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*may be black listed or  
prevented from participation.*

**OR**

Intending bidders shall submit 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 CREDENTIAL:**

Average Audited Annual Turn Over for the last 3 (three) consecutive financial years should be equal to or more than 60% of the total estimated amount put to tender.

**3. MANDATORY DOCUMENTS:**

- 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:**

- **The agency should possess the valid electrical license/workmen's permit or should submit a declaration in an agreement form that the supervising in-charge should possess the electrical supervisor license/ workmen's permit.**
- Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed.
- Declaration on manpower to be engaged during GS Mela 2023

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| <p>Earnest Money Deposit</p> | <p><b>Earnest Money of Rs. 7,00,000/- (Rupees Seven Lakh) only</b> will be deposited electronically during filling up the e-Tender document. Offers not accompanied by the EMD will summarily be rejected.</p> <p>The earnest money deposited will be forfeited by the undersigned in case -</p> <ol style="list-style-type: none"> <li>1. <b>The bidder withdraws from tender after opening of tender / after acceptance.</b></li> <li>2. <b>The selected bidder fails to accept work order, refuses either wholly or partly the offer that would be made by the undersigned.</b></li> <li>3. <b>The selected bidder fails to do the work or supply materials as per specification.</b></li> </ol>  |
| <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.</p>  |
| <p>Bid Evaluation</p>        | <p><b><u>PROCESS OF EVALUATION AND SELECTION OF BIDDER</u></b></p> <p>Bids will be evaluated by the tender evaluation committee chaired by ADM(IT) and comprises of OC(IT) and DIO, NIC, South 24 Parganas on Quality cum Cost basis to ensure a fair and transparent method of selection.</p> <p><b><u>Technical Bid Evaluation :</u></b></p> <p>The Technical Bid will be evaluated on necessary documents submitted as mentioned in the NIT and marks will be given to the eligible bidders on the following parameters:</p> <ol style="list-style-type: none"> <li>a) Manpower engagement</li> <li>b) Experience in CCTV installation in GS Mela in last 3 years</li> <li>c) Experience in similar nature of work in last 3 years</li> <li>d) Presentation of the entire project</li> </ol> <p>Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority. Presentation on proposed work have to be made by the participating bidders.</p> |

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| <b>Technical Bid Evaluation</b> |   |   |                  |
|---------------------------------|---|---|------------------|
| Sl. No                          | Parameters  | Supportive documents to be produced   | Weight age Point |
| 1                               | No of skilled, unskilled and supervisory Manpower to be engaged during the period of operations | Declaration on number of manpower to be deployed to be given with technical bid papers in the letter head of the agency with the signature of the bidder  | 15               |
| 2                               | Experience in CCTV installation in Gangasagar Mela in last 3 years                              | Completion certificate to be produced working in previous GS Mela as mentioned in eligibility criteria in the tender document                             | 35               |
| 3                               | Previous Experience in similar nature of work in last 3 years                                   | Supporting documents to be produced in favour of previous Experience in conducting similar nature of work   | 15               |
| 4                               | Presentation on entire project  | Key resource person of the proposed support organization will make a Power Point presentation before the Tender evaluation committee on the proposed work | 35               |
| Total score                     |   |   | 100              |

In technical bid evaluation, marks will be given to the bidders on the given four parameters out of 100.

Cut-off marks in technical bid evaluation is 50.

**Eligibility Criteria for qualification in technical bid evaluation:**

Bidders who submit statutory and non-statutory documents and have requisite credentials (both technical & financial) as mentioned in the NIT and score greater than or equal to 50 out of 100, will qualify in the technical bid evaluation.

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

The Financial Bid should be expressed as a consolidated fee inclusive of all Taxes and duties and processing charges.

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|   | Financial Bid of the technically qualified bidders will be evaluated and the bidder with the lowest financial proposal i.e. L1 bidder will be selected for the work.   |
| Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders | 21-10-2022 at 4:00 PM  |
| Financial Bid   | Rate shall be quoted in the given BOQ for each item (item rate) inclusive of all taxes and charges.  |
| Validity of Bid   | 180 days   |
| e-Tender registration and bidding   | <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.   |
| 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-Tender portal 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></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.

**Submission of Earnest Money Deposit:** Earnest Money of Rs. 7,00,000/- (Rupees Seven Lakh) 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.

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



**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 financial years as mentioned in NIT

III) **Declaration :**

- ✓ The agency should possess the valid electrical license/workmen's permit or should submit a declaration in an agreement form that the supervising in-charge should possess the electrical supervisor license/ workmen's permit.
- ✓ Declaration in an affidavit that no litigation is pending against the

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- Firm/company/contractor or not black listed  
✓ Declaration on manpower to be engaged during GS Mela 2023

**Financial Bid / Proposal :**

The financial bid should contain the Bill of Quantity (BOQ) (item rate 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).

**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.

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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.

  
27.9.2022  
Additional District Magistrate (IT), South 24 Parganas  
&  
BID INVITING AUTHORITY

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Memo No: 05/1(8)/IT/GS Mela -2023

Date : 27-09-2022

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 newspaper 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
- 5-8. PA to ADM(ZP/D/LA/LR) South 24 Parganas for kind appraisal of the ADMs.

  
Additional District Magistrate (IT), South 24 Parganas  
&  
BID INVITING AUTHORITY



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**Form-I**

**PRE-QUALIFICATION APPLICATION**

To  
The Additional District Magistrate (IT),  
South 24 Parganas

Ref : Tender for ..... (Name of Work)  
Tender Id :

Dear Sir,

Having examined the NIT documents, Statutory and Non-statutory documents, I/we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me /us on behalf of ..... (Organization name).

The necessary evidential documents admissible by law on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the works given in enclosure to this letter.

We understand that :

- Tender Inviting & Accepting Authority can amend the scope and value of the contract bid under this project.
- Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

Enclo : e-Filling of Statutory and Non-statutory documents

Signature of Applicant

(including title and capacity in which application is made)