

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:FR 549

Dated: 16-09-2021

NOTICE INVITING OFF LINE QUOTATIONS

No. 03/GSM-2022

NAME OF THE WORK: Printing of Disaster Management Matrix Booklet

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (Gen) ., South 24 Parganas invites offline rate quotations from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in with technical credential on execution of similar nature of work.

Details of Work:

Sl. No.	Description of work	Qty. (Pcs)	Rate quoted in Rs.
01	Printing of Disaster Management Matrix Booklet Size-4.25' X 5.25' to be printed on 128 GMS art paper (colour) , centre stitch binding [Printing data will be supplied from this Section]	3000	

TIME LINE FOR NIQ:

PARTICULAR	DATE & TIME
Date of Publication of NIQ	16.09.2021
NIQ start date & time	16.09.2021 at 12.00 noon
NIQ end date & time	04.10.2021 at 11.30 a.m
Last date & time of submission of Quotation in the drop box	04.10.2021 at 11.30 a.m.
Date & Time of opening Quotation in the Office of the Officer-in-Charge, District Disaster Management Section, N.A.B, 1 st Floor, Alipore, South 24 Parganas	04.10.2021 at 3.00 p.m

**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: Bidder should have at least 01 (One) years of experience in above mentioned categorical work. Work Completion Certificate of Rs. 50,000/- in a single work within the last three years from a competent authority should be submitted in support of the claim.

FINANCIAL CAPACITY: Bidder should have annual turnover of at least Rs. 3.00 lakh in the last three consecutive financial years. Attested balance sheets shall be submitted in support of the claim.

EARNEST MONEY DEPOSIT: Bank Draft / Bankers Cheque of Rs. 1,000/- (Rupees One thousand) only shall be submitted in favour of the "District Magistrate, South 24 Parganas" payable at SBI, Alipore Court Treasury Branch. (Refundable)

Statutory Documents: Bidder shall submit latest GST Registration, Copy of Valid PAN, Latest IT Return.

All the above mentioned criteria and documents are mandatory and if the bidder fails to any of them, their bid will summarily be rejected.

The Quotation shall be submitted in the drop box kept in the Chamber of the Officer-in-Charge, District Disaster Management Section, N.T.B, 1st floor, Alipore , Kolkata-700027 within the date and time referred in this NIQ. **Please note that it is a two bid system. First bid/packet should contain document of earnest money, technical documents (i.e. credential, GST Registration, Copy of Valid PAN, Latest IT Return etc.) and second bid/ packet should contain the financial offer (rate quotated) . Both packets should be put in separate big packet and submitted as above.**

Validity of Bid: The Quotation once submitted will be valid for 90 days.

Work Completion period: The selected bidder shall complete his work within 1 week from the date of issuing work order.

OTHER TERMS & CONDITIONS:

1. 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


**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

- iii. If the selected bidder fails to do the work or supply materials as per specifications
2. Income tax and other mandatory tax deduction shall be done as per government norms before payment
3. 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.
4. Any black listed bidder shall not be allowed to participate in this NIQ
5. No cost escalation will be entertained
6. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
7. **The printing booklet to be delivered by 08th Day of January, 2022.**
8. Subletting of work is not allowed
9. Penalty shall be imposed @1% of the total pending works if the works are not completed within the stipulated time mentioned in the bid.

The NIQ inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.


- 16.9.2021
**Additional District Magistrate (Gen)
South 24 Parganas**

Memo No.FR 549/1(5)

Dated: 16-09-2021

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

1. Officer-in-Charge, IT Cell, South 24 Parganas.
2. DIO NIC, South 24 Parganas for displaying the NIQ in official website of the district
3. CA to DM, South 24 Parganas for placing the notice before District Magistrate
4. PA to Additional District Magistrate (Gen) , South 24 Parganas for placing the notice before ADM.
5. Notice Board of District Disaster Management Section


**Additional District Magistrate (Gen)
South 24 Parganas**