



**GOVERNMENT OF WEST BENGAL**  
**Office of the District Magistrate, South 24 Parganas**  
**District Planning & Statistics Department**  
**New Administrative Building, 4<sup>th</sup> floor Alipore,**  
**Kolkata-27.**

**Memo No. 425 /DPLO/Doc/DS-21**

**Date. 06 .08.2021**

Sealed tenders are hereby invited by the District Magistrate, South 24 Parganas, (District Planning & Statistics Section) , 4<sup>th</sup> floor, New Administrative Building, Alipore, Kolkata – 700027 for Documentation of events/activities in connection with Duare Sarkar & Paray Samadhan campaign for the District of South 24 Parganas in respect of the following items as per description and specifications laid down in ANNEXURE-A, from the bonafied, resourceful and financially sound & experienced Agencies. who must produce documentary evidence to prove their competence for such type of work by submitting credential of similar type of work and also have to abide by the following terms & conditions.

1. (a) Application with tender rate should be submitted in the **Letter Head of the Tenderer** mentioning clearly the price of each item including VAT/GST **attached with the Tender** to the Planning Section of Collectorate located at New Administrative Building , 4<sup>th</sup> floor, Alipore during office hour up to 3.00 P.M. from **06.08.2021 to 13.08.2021** along with self –attested copy of valid Trade License, Professional Tax Challan, PAN Card, GST registration certificate and Credential Certificate, I.T. Return, etc.
2. In case of running work, work order and up to date payment certificate of the The District Magistrate or any competent authority of the Government must be produced. Credential Certificate must be of a period within last five years of similar type of work done by the agency.
3. Application with tender rate will have to be sent by the Registered post or by Courier Service or by hand to the Tender Box and it should reach the Planning Section of Collectorate located at New Administrative Building , 4<sup>th</sup> floor, Alipore within **3.00 P.M. on 13.08.2021**. Tender submitted after the scheduled time and date will not be entertained. It will be opened on **13.08.2021** at the Office of the District Planning Officer at **4.00 P.M.** The intending Tenderer may remain present at the time of opening of the tender.
4. Time is the essence of Contract. The successful agency must complete the work within the time specified for completion .No extension of time will be allowed except in special case on approval of the competent Authority. If any agency fails to complete the work within the stipulated time the work order issued in his favour will be cancelled without assigning any reason thereof. The undersigned may also proceed to get the balance work completed by any other means including through other agencies, the excess expenditure if any, due to such step would be recoverable from the unpaid bill/ security deposit of the tenderer. This is apart from any other measure the undersigned may take, including blacklisting of the contractor and forfeiture of the earnest money.
5. Earnest money: **Rs. 10,000.00/- (Rupees Ten Thousand) only** will have to be deposited in the form of Bank draft/Treasury Challan from any Nationalized Bank in favour of the District Magistrate, South 24 Parganas. The earnest money will be converted to security deposit after acceptance of the tender. The security money will be released on completion of the work.

6. Incomplete tender will be rejected summarily.

9. All work have to be done as per Specification and instruction approved by the authority and as per direction of The District Magistrate/ The Additional District Magistrate/The District Planning Officer, South 24 Parganas, District Planning Department, 4<sup>th</sup> floor, New Administrative Building, South 24 Parganas, Alipore, Kolkata – 700027.

10. No consumable material will be supplied to the agency for any work from the office of the District Magistrate, District Planning Department, 4<sup>th</sup> floor, New Administrative Building, South 24 Parganas, Alipore, Kolkata – 700027. Agency will be responsible for procuring all materials & for making necessary arrangements of logistics, transportation, accommodation required for the proper execution of work at his own cost.

11. All rates shall be inclusive of all charges, royalty, toll charge, carriage etc. No TA/DA would be admissible.

13. Only one tender will be accepted from each agency for a particular NIT.

14. Any rate above of the scheduled rate of work will not be ordinarily entertained.

15. The successful Tender will have to start the work immediately after issue of work order and will have to complete the work within time allowed for completion.

17. Intending Tenderer should submit the documents of Trade License, Professional Tax Challan, PAN Card, GST registration certificate, Credential, I.T. Return alongwith the tender.

18. All tenderers should be bound by the Terms & Conditions laid down in the W.B. Financial Rules with all Additional Conditions, corrigendum etc. issued by the govt. from time to time.

19. Sale Tax / VAT/ IT/ Royalty etc. whichever applicable at the prescribed rate will be deducted at source.

20. This notice shall form part of terms and conditions of tender and Tenderer shall be bound to abide by them.

21. Before submission of the tender the Agency must visit the work site to judge the local condition from all corner and no complain about the site will be entertained afterwards. It will be presumed that the rate offered in the tender has been quoted after reviewing entire position of the worksite and nature of work to be done.

22. Separate tenders should be submitted in similar way for each work or group of works.

23. All working tools and plants and implementations required for work are to be arranged and supplied by the successful Tenderer, at his own cost.

24. If last date of submission of tender is declared as Holiday, the tender will be received up to 13.00 hrs. of next working day and will be opened immediately afterwards as usual.

25. The claim of idle labour from agency will not be entertained under any circumstances. No claim will be entertained for any increase in Railway freight and market price.

26. The tender received after the due date & time and any change in quotation after opening of the tender will be summarily rejected. The department will not be responsible for the loss of tender or delay in the postal transit.

27. **Tender rate (including all taxes, conveyance charges & other expenditure) should be Quoted in figure and words and submitted alongwith self –attested copy of the following documents.**

- a) **Credential of similar type of work.**
- b) **Trade License.**
- c) **Latest Professional Tax Challan.**
- d) **PAN Card.**
- e) **GST Registration Certificate.**
- f) **VAT Registration Certificate.**
- g) **I.T. Return of F.Y.2020-21.**
- h) **Earnest Money amounting to Rs.10,000/- in D.D. in favour of "The District Magistrate, South 24 Parganas.**

No arbitration will be allowed for the works as per provisions for making arbitration, vide clause. 25/17/W.B.F. No. 2911(ii).

Acceptance of lowest Tenderer is not obligatory and the undersigned reserves the right to accept or reject any or all the tender without assigning any reason whatsoever and also to split up the Tendered work to more than one contractor in the interest of scheme execution.


  
Additional District Magistrate (Dev)  
South 24 Parganas

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Copy forwarded for information and necessary circulation:-

- 1) The Sub-Divisional Officer, Kakdwip.
- 2) The District Engineer, South 24 Parganas Zilla Parishad.
- 3) The DICO, South 24 Parganas.
- 4) The DIO, NIC for uploading in the website.
- 5) The NDC, South 24 Parganas.
- 6) CA to ADM(ZP)/ CA to ADM(G)/CA to ADM(Dev)/CA to ADM(LR)/CA to ADM(LA)
- 7) Notice board of Planning Section.

  
District Planning Officer  
South 24 Parganas

**ANNEXURE-A**

**Details Particulars of Notice Inviting Tender**

Sl. No.	Name of the articles	Location	Unit (per day)	Rate as per specification including all taxes, conveyance charges & other expenditure  (Consolidated Rate should be Quoted)
1	<p>Photography, Videography with drone. Deliverable: at least 20(twenty) good quality photographs of each Duare Sarkar &amp; Paray Samadhan camp and short edited video of 2 minute duration in connection with Duare Sarkar &amp; Paray Samadhan,2021 for the District of South 24 Parganas to be delivered at District Planning &amp; Statistics Section &amp; District Documentation Cell ,New Administrative Building, 4th Floor, Alipore, Kolkata-27.</p> <p>Time of Delivery :</p> <p>I. For Photos: By 5 PM on the Event Day. II. For Edited video: Within 24 hours of completion of event/activities.</p>	Different Blocks under Kakdwip Sub-Division.		
2	<p>Photography, Videography without drone. Deliverable: at least 20(twenty) good quality photographs of each Duare Sarkar &amp; Paray Samadhan camp and short edited video of 2 minute duration in connection with Duare Sarkar &amp; Paray Samadhan,2021 for the District of South 24 Parganas to be delivered at District Planning &amp; Statistics Section &amp; District Documentation Cell ,New Administrative Building, 4th Floor, Alipore, Kolkata-27.</p> <p>Time of Delivery :</p> <p>I. For Photos: By 5 PM on the Event Day. II. For Edited video: Within 24 hours of completion of event/activities.</p>	Different Blocks under Kakdwip Sub-Division.		

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