

**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: 202/NZ/G.S.Mela-2023

Dated: 19/9/2022

NOTICE INVITING OFFLINE QUOTATION NO: QSF/NZ-02/06

NAME OF THE WORK: SUPPLYING OF VARIOUS RECEIPT BOOKS & STICKERS

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (General), South 24 Parganas & Mela Officer, Ganga Sagar Mela - 2023, invites offline **rate** quotation from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in printing & supplying of 'VARIOUS RECEIPT BOOKS & STICKERS' in connection with Ganga Sagar Mela-2023 & Pre-visit of Ganga Sagar Mela-2023 and technical credential on execution of similar nature of work.

SCOPE OF WORK:

Sl. No.	Specification of Various Printing Items	Quantity to be required
1	Receipt book for temporary settlement of Mela space for shops/hotel/business etc. each of 25 pages in duplicate with original foil on pink colour paper & duplicate foil on white colour paper. (As sample given by the authority)	120 books (One hundred twenty)
2	Receipt book for temporary settlement of Mela space for tour operators/NGOs each of 25 pages in duplicate with original foil on pink colour paper & duplicate foil on white colour paper. (As sample given by the authority)	10 books (Ten)
3	Receipt books for temporary settlement of Mela space to advertising agencies each of 25 pages in duplicate with original foil on pink colour paper & duplicate foil on white colour paper. (As sample given by the authority)	12 books (Twelve)
4	Sticker book for NGO vehicle on duty each of 25 pages with counter foil printed on white colour paper with green colour printing on it. (each sticker size excluding counter foil 10"x6"). (As sample given by the authority)	25 books (Twenty five)
5	Book for issuing route permit for vehicle each of 25 pages with counter foil printed on orange, light blue & pink colour paper with dark black colour printing on it (each sticker size excluding counter foil 10"x6") (As sample given by the authority)	15 books (Fifteen)
6	Book for free launch/vessel pass for NGOs for onward & return journey of 50 pages each having two foils and one counter foil printed on blue colour paper with black ink. (size as per specimen). (As sample given by the authority)	10 books (Ten)
7	Book for free LCT pass for transshipment of vehicles of 50 pages each having two foils and one counter foil printed on orange colour paper with black ink. (size as per specimen), (As sample given by the authority)	15 books (Fifteen)
8	Book for free Railway pass for lost persons of 50 pages each having one foil & one counter foil printed on yellow colour paper with black ink. (size as per specimen), (Demii 16 size) (As sample given by the authority)	5 books (Five)
9	Book for free bus pass for lost persons of 50 pages each having one foil & one counter foil printed on yellow colour paper with blue ink. (As sample given by the authority)	5 books (Five)
10	Book for free vessel pass for lost persons of 50 pages each having one foil & one counter foil printed on pink colour paper with black ink. (As sample given by the authority)	5 books (Five)
11	Receipt book for transshipment of vehicle each of 25 pages in duplicate with original foil on green colour paper & duplicate foil on white colour paper, (As sample given by the authority)	100 books (One hundred)
12	Receipt book for collection of special permit fees of vehicles each of 25 pages in duplicate with both original & duplicate foil on white colour paper	12 books (Twelve)

[Signature]
16.9.2022
Additional District Magistrate (General)
Alipore, South 24 Parganas

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13	Application form for settlement of Mela space (4 pages) (As sample given by the authority)	5000 pcs (Five thousand)
14	Gumming sticker for local Sagar Vehicle	500 pcs (Five hundred)
15	Special Permit Gumming Sticker for private bus for Kachuberia-Sagar-Kachuberia- K1 (100 pages) (As sample given by the authority)	02 books (Two)
16	Special Permit Gumming Sticker for K2 Bus Stand Chemaguri-Sagar-Chemaguri (50 pages) (As sample given by the authority)	02 books (Two)
17	Special Permit Gumming Sticker for private bus for Kachuberia-Sagar-Kachuberia- K2 (100 pages) (As sample given by the authority)	01 book (One)
18	Special Permit Gumming Sticker for private bus for Kachuberia-Sagar-Kachuberia- K3 (100 pages) (As sample given by the authority)	01 book (One)
19	Front gumming sticker of Gangasagar Mela 2021 for vehicle to be colour printed in 130 gsm. (As sample given by the authority)	1000 (One Thousand)
20	Sticker book for Govt. requisitioned vehicle on duty each of 50 pages with counter foil printed on white colour paper with black colour printing on it. (each sticker size excluding counter foil 10"x6"). (As sample given by the authority)	20 (Twenty)
21	SAVE DRIVE SAVE LIFE front gumming sticker in 130 gsm. (As sample given by the authority)	1000 (One thousand)

TIME LINE FOR NIQ:

PARTICULAR	DATE & TIME
Date of Publication of NIT	<u>20/09/2022</u>
NIT start date & time	<u>20/09/2022 at 2 pm</u>
NIT end date & time	<u>18/10/2022 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>28/09/2022 at 4.30 pm</u>
Last date & time of submission of Bid in the drop box	<u>18/10/2022 up to 1 pm</u>
Date & Time of opening of Bid in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	<u>18/10/2022 up to 3.00 pm</u>

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BID SUBMISSION FORMAT:

Sl. No.	Specification of Various Printing Items	Estimated Rate [Including GST]	Quantity	Quoted rate (Rs.) [Including GST]
1	Receipt book for temporary settlement of Mela space for shops/hotel/business etc. each of 25 pages in duplicate with original foil on pink colour paper & duplicate foil on white colour paper. (As sample given by the authority)	Rs. 14.45 per book	120 books (One hundred twenty)	Rs...../ per book Rs..... For 120 books
2	Receipt book for temporary settlement of Mela space for tour operators/NGOs each of 25 pages in duplicate with original foil on pink colour paper & duplicate foil on white colour paper. (As sample given by the authority)	Rs. 14.45 per book	10 books (Ten)	Rs...../ per book Rs..... For 10 books
3	Receipt books for temporary settlement of Mela space to advertising agencies each of 25 pages in duplicate with original foil on pink colour paper & duplicate foil on white colour paper. (As sample given by the authority)	Rs. 14.45 per book	12 books (Twelve)	Rs...../ per book Rs..... For 12 books
4	Sticker book for NGO vehicle on duty each of 25 pages with counter foil printed on white colour paper with green colour printing on it. (each sticker size excluding counter foil 10"x6"). (As sample given by the authority)	Rs. 21.00 per book	25 books (Twenty five)	Rs...../ per book Rs..... For 25 books
5	Book for issuing route permit for vehicle each of 25 pages with counter foil printed on orange, light blue & pink colour paper with dark black colour printing on it (each sticker size excluding counter foil 10"x6") (As sample given by the authority)	Rs. 30.83 per book	15 books (Fifteen)	Rs...../ per book Rs..... For 15 books
6	Book for free launch/vessel pass for NGOs for onward & return journey of 50 pages each having two foils and one counter foil printed on blue colour paper with black ink. (size as per specimen). (As sample given by the authority)	Rs. 44.40 per book	10 books (Ten)	Rs...../ per book Rs..... For 10 books
7	Book for free LCT pass for transhipment of vehicles of 50 pages each having two foils and one counter foil printed on orange colour paper with black ink. (size as per specimen). (As sample given by the authority)	Rs. 44.45 per book	15 books (Fifteen)	Rs...../ per book Rs..... For 15 books
8	Book for free Railway pass for lost persons of 50 pages each having one foil & one counter foil printed on yellow colour paper with black ink. (size as per specimen). (Demii 16 size) (As sample given by the authority)	Rs. 44.45 per book	5 books (Five)	Rs...../ per book Rs..... For 5 books
9	Book for free bus pass for lost persons of 50 pages each having one foil & one counter foil printed on yellow colour paper with blue ink. (As sample given by the authority)	Rs. 44.45 per book	5 books (Five)	Rs...../ per book Rs..... For 5 books
10	Book for free vessel pass for lost persons of 50 pages each having one foil & one counter foil printed on pink colour paper with black ink. (As sample given by the authority)	Rs. 44.25 per book	5 books (Five)	Rs...../ per book Rs..... For 5 books
11	Receipt book for transhipment of vehicle each of 25 pages in duplicate with original foil on green colour paper & duplicate foil on white colour paper. (As sample given by the authority)	Rs. 14.45 per book	100 books (One hundred)	Rs...../ per book Rs..... For 100 books
12	Receipt book for collection of special permit fees of vehicles each of 25 pages in duplicate with both original & duplicate foil on white colour paper	Rs. 14.45 per book	12 books (Twelve)	Rs...../ per book Rs..... For 12 books
13	Application form for settlement of Mela space (4 pages) (As sample given by the authority)	Rs. 01.45 per pc	5000 pcs (Five thousand)	Rs...../ per piece Rs..... For 5000 pieces


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14	Gumming sticker for local Sagar Vehicle	Rs. 09.50 per pc	500 pcs (Five hundred)	Rs...../ per piece Rs..... For 500 pieces
15	Special Permit Gumming Sticker for private bus for Kachuberia-Sagar-Kachuberia- K1 (100 pages) (As sample given by the authority)	Rs. 322.00 per book	02 books (Two)	Rs...../ per book Rs..... For 2 books
16	Special Permit Gumming Sticker for K2 Bus Stand Chemaguri-Sagar-Chemaguri (50 pages) (As sample given by the authority)	Rs. 322.00 per book	02 books (Two)	Rs...../ per book Rs..... For 2 books
17	Special Permit Gumming Sticker for private bus for Kachuberia-Sagar-Kachuberia- K2 (100 pages) (As sample given by the authority)	Rs. 163.00 per book	01 book (One)	Rs...../ per book
18	Special Permit Gumming Sticker for private bus for Kachuberia-Sagar-Kachuberia- K3 (100 pages) (As sample given by the authority)	Rs. 321.00 per book	01 book (One)	Rs...../ per book
19	Front gumming sticker of Gangasagar Mela 2021 for vehicle to be colour printed in 130 gsm. (As sample given by the authority)	Rs. 09.70 per pc	1000 (One Thousand)	Rs...../ per piece Rs..... For 1000 pieces.
20	Sticker book for Govt, requisitioned vehicle on duty each of 50 pages with counter foil printed on white colour paper with black colour printing on it. (each sticker size excluding counter foil 10"x6"). (As sample given by the authority)	Rs. 32.25 per book	20 (Twenty)	Rs...../ per book Rs..... For 20 books.
21	SAVE DRIVE SAVE LIFE front gumming sticker in 130 gsm. (As sample given by the authority)	Rs. 09.70 per pc	1000 (One thousand)	Rs...../ per piece Rs..... For 1000 pcs
TOTAL ESTIMATED AMOUNT AS PER REQUIREMENT :		Rs. 40,252.25		

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. 100.00 (Rupees One Hundred)** only shall be submitted in favour of the "GANGASAGAR MELA COMMITTEE" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027.

EARNEST MONEY DEPOSIT (Refundable): Bank Draft / Bankers Cheque of **Rs.1000.00 (Rupees One Thousand)** only shall be submitted in favour of the "GANGASAGAR MELA COMMITTEE" payable at SBI, Alipore Court Treasury Branch, Alipore, Kolkata-700027.

[Signature]
- 16.9.2022
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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.

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.

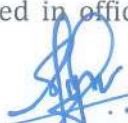
- 2. Credential (20 points) :** Credential from competent authority of similar nature of work done for Government of West Bengal, various Department and Districts etc.

B) FINANCIAL BID SUBMISSION (This is Importance of 20 points):

- C) SUBMISSION OF SAMPLE RECEIPT BOOKS (This is importance of 30 points) :** Designing, Material Quality, Printing Quality, previous similar nature of work of Receipt Books will be judged.

IMPORTANT POINTS:

- Bid Shall be placed in a sealed cover having written on top "**Bid for supplying of various receipt books & stickers**" vide NIQ 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 evaluation of the bids will be done by the bid-evaluation committee constituted for the tenders. The names of the qualified bidders as per bid criteria after verification with originals & evaluation will be displayed in office notice


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board. The list of financial comparison chart of bidders will also be displayed like 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.
- **WORK COMPLETION PERIOD:** Work to be completed at least 20 days before from the beginning of Pre-visit of GS Mela-2023/ Ganga Sagar Mela-2023 (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 favor of this NIQ, 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 NIQ
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.


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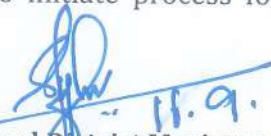
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10. Subletting of work is not allowed

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.



11.9.2022
Additional District Magistrate (General)
& Mela Officer, Ganga Sagar Mela-2023
Alipore South 24 Parganas

Memo No: 202/16/NZ/G.S.Mela-2023

Dated: 19/9/2022

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

1. Liaison Officer, Ganga Sagar Mela & Nezarath Dy. Collector, South 24 Parganas for displaying NIQ in office notice board.
2. DICO, South 24 Parganas for publishing brief advertisement of NIQ in the news paper as prescribed.
3. DIO NIC, South 24 Parganas for displaying the NIQ 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.


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