

**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-all@nic.in



Memo No: 2871/NZ

Dated: 30/07/2021

NOTICE INVITING OFF LINE TENDER NO: QSF/NZ-02/221

**NAME OF THE WORK: A PERSON WITH GOOD KNOWLEDGE OF PHOTOGRAPHY &
VIDEOGRAPHY WITH GOOD QUALITY CAMERA**

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (General), South 24 Parganas invites **QUOTED RATE** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in providing **A Person with good knowledge of Photography & Videography with Good quality Camera** on monthly hire basis for the **period of twelve (12) months i.e. August,2021 to July,2022** at office of the District Magistrate, South 24 Parganas as mentioned below and technical credential on execution of similar nature of work

**SCOPE OF WORK: A PERSON WITH GOOD KNOWLEDGE OF PHOTOGRAPHY & VIDEOGRAPHY
WITH GOOD QUALITY CAMERA**

[A person with a good knowledge of photography & videography for the purpose of documentation & archival record keeping of the various events at the office of the District Magistrate, South 24 Parganas on the basis of monthly remuneration for the period of 12 months (August,2021 to July,2022) from the issuance of work order and subject to further renewal on the basis of satisfactory work]

TIME LINE FOR TENDER:

PARTICULAR	DATE & TIME
Date of Publication of NIT	30/07/2021
Tender start date & time	30/07/2021 at 2 pm
Tender end date & time	09/08/2021 from 2 pm
Pre-bid meeting in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	05/08/2021 at 3pm
Last date & time of submission of Technical Bid and Financial Bid in the drop box	09/08/2021 up to 1 pm
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	09/08/2021 up to 3 pm
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	09/08/2021 at 4 pm


**Additional District Magistrate (General)
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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.

FINANCIAL CAPACITY: The average audited Annual Turn Over from the business having similar style of work for the last 3 (three) consecutive Financial Years should be equal to or more than 60% of the total estimated amount put to tender.

TENDER COST DEPOSIT (Non-Refundable): Bank Draft / Bankers Cheque of Rs.1250.00 (Rupees One Thousand Two Hundred and Fifty) only shall be submitted in favour of the "District Magistrate, South 24 Parganas".

EARNEST MONEY DEPOSIT (Refundable): Bank Draft / Bankers Cheque of Rs.12500.00 (Rupees Twelve Thousand and Five Hundred) only shall be submitted in favour of the "District Magistrate, South 24 Parganas".

OTHER DOCUMENTS REQUIRED: Bidder shall submit

1. Valid Trade License
2. Photo copy of valid PAN
3. Income Tax return for the latest Financial Year
4. Professional Tax Return for the latest Financial Year
5. GST Registration

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.

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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TECHNICAL BID SUBMISSION:

All the mandatory documents namely

1. Work completion certificate/Work Order from competent authority
2. Earnest Money DD/Cheque
3. Tender Cost DD/Cheque
4. Valid Trade License
5. GST Registration
6. Photo copy of valid PAN
7. Latest IT Document
8. Latest PT tax return

Shall be placed in a sealed cover having written on top "Technical Bid for A Person with good knowledge of Photography & Videography with Good Quality Camera" vide NIT No as mentioned above"

FINANCIAL BID SUBMISSION:

The financial offer of the bidder shall be submitted in a sealed cover having written on top "Financial Bid for A Person with good knowledge of Photography & Videography with Good quality Cameravide NIT No as mentioned above". The financial offer of the bidder shall be in the following *format:

To
The Additional District Magistrate (General)
Office of the District Magistrate
Alipore, South 24 Parganas

Sub: Financial Offer

Sir,

I am to submit that I agree with all the terms and conditions mentioned in the NIT NO- QSF/NZ-02/221 vide memo no..... dated and submitting my Financial Offer of Rs. (Rupees.....) for the work-
'A Person with good knowledge of Photography & Videography with Good quality Camera'.
My financial offer includes all the taxes and incidental charges.

You are requested to kindly accept my financial offer.

Yours faithfully

[Name of the Bidder]

With Official Seal

Additional District Magistrate (General)

Dated:

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Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as "A Person with good knowledge of Photography & Videography with Good Quality Camera" 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: 3% of the total value of payment shall be deducted as security deposit to be released within one month after the completion of work.

VALIDITY OF THE BID: The bid once submitted will be valid for 365 days.

WORK COMPLETION PERIOD: The selected bidder shall complete his work within 3 (three) days 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
 - 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 NIT
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.


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7. Intending bidders are requested to inspect the work site before quoting their rates.
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 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.



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Alipore, South 24 Parganas

Memo No: 2871/1(9)/NZ

Dated: 30/07/2021

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.


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