

**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:** 12/IT/GS Mela -2024

**Date :** 07/12/2023

**NOTICE INVITING e-TENDER**

**Name of Work:** UPDATION OF THE GANGASAGAR MELA EXISTING OFFICIAL WEBSITE ICW. GANGASAGAR MELA 2024

**SCHEDULE OF IMPORTANT DATES OF BIDS**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Publication of e-NIT	12-12-2023
Document download start date and time	12-12-2023 from 10:30 AM
Document download end date & time	20-12-2023 up to 10:50 AM
Bid submission start date and time	12-12-2023 from 10:30 AM
Last date & time of online submission of Technical Bid and Financial Bid.	20-12-2023 up to 10:50 AM
Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (Infrastructure), South 24 Parganas	22-12-2023 at 10:50 AM
Presentation on proposed work (NIC, 3 <sup>rd</sup> Floor, New Administrative Building, Alipore)	22-12-2023 at 3:00 PM
Date & Time of opening of Financial Bid in the office of the Additional District Magistrate (Infrastructure), South 24 Parganas	26-12-2023 at 10:30 AM
Validity of bid	180 days
Completion Period of the entire setup	Within 3 <sup>rd</sup> January, 2024
Utilization Period	From 03-01-2024 to 31-01-2024

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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	Updation of The Gangasagar Mela Existing Official Website icw. Gangasagar Mela 2024
Scope of Work	<p><b>Updation of The Gangasagar Mela Existing Official Website icw. Gangasagar Mela 2024 :</b></p> <ul style="list-style-type: none"> <li>➤ Redesign of the Front End and some Elements for Back End.</li> <li>➤ Purchase of Domain &amp; Server and hosting of website</li> <li>➤ Search Engine Optimization</li> <li>➤ Maintenance - Regular Updates, monitoring till the completion of Mela period (to be extended as per requirement afterward) during pre Mela, Mela period &amp; Post Mela event.</li> </ul> <p><b>GANGASAGAR official website will have the following modules :</b></p> <ul style="list-style-type: none"> <li>• Home page design</li> <li>• Home page should have the following modules <ul style="list-style-type: none"> <li>✓ Booking of e-Snan</li> <li>✓ Live streaming of Gangasagar Mela</li> <li>✓ Link for Gangasagar Social media pages</li> </ul> </li> <li>• <b>About Gangasagar</b></li> <li>• <b>Gallery : Image and video</b></li> <li>• <b>Services for Pilgrims</b></li> <li>• <b>New initiatives' publicity</b></li> <li>• <b>Contact us</b></li> </ul>
Contract Period	<b>Three months from the date of issuing work order.</b>
Bid Inviting Authority	Additional District Magistrate (Infrastructure), South 24 Parganas on behalf of the District Magistrate, South 24 Parganas
<p><b>TECHNICAL BID</b> <i>Eligibility Criteria for Technical Bid evaluation</i></p> <p><i>NOTE: Original documents</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 one similar nature of work executed during earlier Ganga Sagar Mela having minimum value of 40% of the estimated</p>

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*will be verified only in case of  
doubt and complaint*

**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 may be black listed or prevented from participation.*

amount put to tender during last 4 (four) years prior to the date of issue of the tender notice

**OR**

Intending bidders shall submit valid credentials of 2 (two) similar nature of completed work executed during earlier Ganga Sagar Mela, each of the minimum value of 30% of the estimated amount each put to tender during last 4 (four) years prior to the date of issue of the tender notice.

**OR**

Intending bidders shall submit valid credentials of similar nature of completed work executed during last 4 (four) 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 4 years during technical evaluation.

**2. FINANCIAL CREDENTIALS:**

Average Audited Annual Turn Over for the last 4 (four) 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 4 financial years.
- Pan Card.

**4. OTHER DOCUMENTS:**

- Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed.
- Declaration on manpower support and Technology to be used

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Earnest Money Deposit	<p><b>Earnest Money of Rs. 4,000/- (Rupees four thousand) 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><b>1. The bidder withdraws from tender after opening of tender / after acceptance.</b></li><li><b>2. 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><b>3. The selected bidder fails to do the work or supply materials as per specification.</b></li></ol>
Bid Document	<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>
Bid Evaluation	<p><b><u>PROCESS OF EVALUATION AND SELECTION OF BIDDER</u></b></p> <p>Bids will be evaluated by the District Tender Committee, 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> <ul style="list-style-type: none"><li>• Experience in handling similar nature of work in GS Mela in last 4 years</li><li>• Previous Experience in similar nature of work (web application development) in last 4 years</li><li>• Presentation on entire project</li><li>• Manpower support and Technology to be used</li></ul> <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> <p style="text-align: center;"><b>Technical Bid Evaluation</b></p>

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Sl. No	Parameters	Supportive documents to be produced	Weightage Point
1	Experience in handling similar nature of work in GS Mela in last 4 years	Completion certificate to be produced working in previous GS Mela as mentioned in eligibility criteria in the tender document	20
2	Previous Experience in similar nature of work in last 4 years	Supporting documents to be produced in favour of previous Experience in web application development	15
3	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	20
4	Manpower support and Technology to be used	Declaration on manpower support and Technology to be submitted in Technical bid paper	15
Total marks			70

In technical bid evaluation, marks will be given to the bidders on the given four parameters out of 70.

Cut-off marks in technical bid evaluation is 35

**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 35 out of 70, 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.

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	<b>26-12-2023 at 10:30 AM</b>
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the technically qualified bidders	
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-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. 4,000/- (Rupees Four thousand) 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's name and account no, amount, beneficiary's bank name & IFSC code.

**Technical Proposal :**

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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 4 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:

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No.	Name of the Organization to whom supplied	Name of the Work	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 4 financial years as mentioned in NleT

**III) Declaration :**

- ✓ Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed
- ✓ Declaration on manpower support and Technology to be used during GS Mela 2024.

**Financial Bid / Proposal :**

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



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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.
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.

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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.

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

**Memo No:** ...12...1(4)/IT/GS Mela -2024

**Date:** 7/12/2023

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

**Additional District Magistrate (Infrastructure), South 24 Parganas  
&  
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**Form-I**

**PRE-QUALIFICATION APPLICATION**

To  
The Additional District Magistrate (Infrastructure),  
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.

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

**Signature of Applicant**

**(Including title and capacity in which application is made)**