

OFFICE OF THE  
DISTRICT MAGISTRATE & COLLECTOR  
SOUTH 24 PARGANAS

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata – 700027  
Phone: 033-2449 9944 / 2479 1694, Fax: 033-2448 7871  
Email: dm.s24pgs@gmail.com, dm-ali@nic.in



Memo No: 560/NZ/G.S.MELA-2024

Dated: 01/12/2023

RE-NOTICE INVITING ON LINE TENDER 1<sup>st</sup> CALL: QSF/NZ-02/60

REF: E-NIT (QSF/NZ-02/43) VIDE MEMO NO.380/NZ/GS.MELA-2024 DT.07/11/2023

TENDER ID: 2023\_DMSF\_601313\_1

**Name of Scheme:** Interested Insurance Companies for Unnamed Group PA Insurance Coverage of Pilgrims, NGOs, Transport Operator (Private & Govt. undertaking) and Government Officials including Police Personnel for ensuing Ganga Sagar Mela-2024.

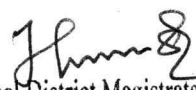
SCHEDULE OF IMPORTANT DATES OF BIDS

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	01/12/2023 at 4.00 P.M
Document download start date & time	01/12/2023 at 04.00 P.M
Document download end date & time	07/12/2023 up-to 10.00 A.M
Pre-bid meeting in the Addl. District Magistrate (LA) room of the office of the District Magistrate, South 24 Parganas	05/12/2023 at 01.00 P.M
Bid submission start date & time	01/12/2023 from 04.00 P.M
Last date & time of online submission of Technical Bid and Financial Bid.	07/12/2023 up-to 10.00 A.M
Date & Time of opening of Technical Bid in the Office of the Nezarath Deputy Collector, Alipore	09/12/2023 at 10.00 A.M
Date & Time of opening of Financial Bid in the office of the Nezarath Deputy Collector, Alipore	09/12/2023 at 11.00 A.M
Validity of bid	120 days

**Cost of Tender Documents:** - Rs 12,000/- (Rupees Twelve Thousand Only) inclusive of GST as applicable.

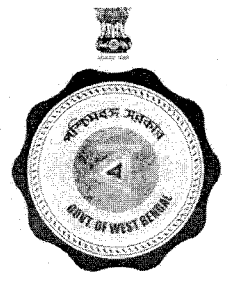
Tender committee reserves the right to reject any or all bids or cancel/withdraw the Invitation for bids without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.

The Tender shall be processed through e-tendering portal of District Magistrate, South 24 Parganas ("URL: <http://wbtenders.gov.in>).

  
Additional District Magistrate (L.A.)  
South 24 Parganas

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Address for communication:

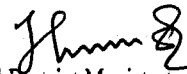
Addl. District Magistrate (LA)  
Alipore, South 24 Parganas  
New Treasury Building, 2<sup>nd</sup> Floor, Alipore, Kolkata-700027  
E-mail: [admla.s24p@nic.in](mailto:admla.s24p@nic.in)

PERIOD OF VALIDITY OF BID & LANGUAGE OF BID

- Bids shall remain valid for a period of 180 days from the closing date prescribed by the employer for the receipt of Bids. A Bid valid for a shorter period shall be rejected by the Employer as being nonresponsive.
- In exceptional circumstances, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses thereto shall be made by e-mail. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its Bid.
- The Bid prepared by the Bidder and all correspondence and documents related to the Bid exchanged between the Bidder and the Employer shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language, as long as such literature is accompanied by a translation of its pertinent passages in English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

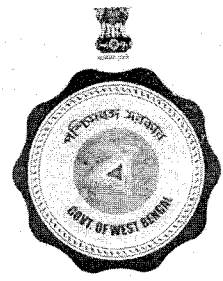
In reference to above, on behalf of the District Magistrate, South 24 Parganas, the Addl. District Magistrate (LA), South 24 Parganas further invites online **percentage rate** re-tender online 1<sup>st</sup> call (e-Tender) in **TWO BID SYSTEM** for the works from reliable, resourceful, bona-fide and experienced firms / companies / contractors having requisite financial capability and sufficient relevant work experience. The details are given below:

Name of work	Interested Insurance Companies for Unnamed Group PA Insurance Coverage of Pilgrims, NGOs, Transport Operator (Private & Govt. undertaking) and Government Officials including Police Personnel for ensuing Ganga Sagar Mela-2024
Total minimum number of people to be covered	5 lakh*
Sum assured for each individual	Rs.5 lakh
Location of Work	1. From Kolkata to Lot 8 & Namkhana. 2. From Lot 8 & Namkhana to Sagar Mela Ground 3. Entire Mela Ground 4. From Sagar to Lot 8 & Namkhana 5. From Lot 8 & Namkhana to Kolkata. Covering entire river, train, air & road journey etc. enroute and in also the entire Sagar Island
Period of Coverage	From 9 <sup>th</sup> January, 2024 to 17 <sup>th</sup> January, 2024
Required coverage	Accidental death

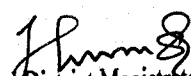
  
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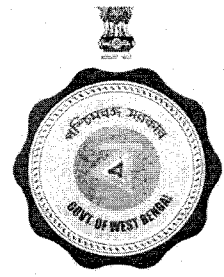


Rate to be Quoted	(a) Minimum premium amount (b) Minimum rate for each additional pilgrim insured
Scope of Work	Unnamed Group PA Insurance Coverage of Pilgrims
Maximum Estimated Cost	<b>Rs.25,00,000/- (Rupees Twenty-five lakhs) only.</b>
Contract Period	<b>06(six) months</b>
Bid Inviting Authority	Addl. District Magistrate (LA), Alipore, South 24 Parganas
Qualifying Requirement (Technical):	<p><b><u>The credential as regards to underwriting experience:</u></b></p> <ol style="list-style-type: none"> <li>1. The Insurance Company should have underwritten the similar nature of risk of different PSUs/Govt./MNC/Corporate etc. during the period of last five years ending last day of the month previous to the one in which offers are invited in the following manner and should satisfy at least one of the three conditions as appended below: -</li> <li>2. Should have underwritten similar nature of completed works.</li> <li>3. Similar nature of work means all the property related policies such as IAR/ Mega/ Engg./ Construction/ Project/ Fire/ Terrorism/ Transit etc. excluding Mediclaim/Motor/ Crop policies.</li> <li>4. For satisfying the above laid down condition, the bidder must have to submit requisite paper &amp; documents such as Policy Copies issued by them duly reflecting the corresponding amount of the premium received by them in overall share of the business.</li> <li>5. <b><u>Minimum years of operation:</u></b> As per their registration with the IRDA the minimum Period of operation should not be less than 5 years (which is to be counted from 2018-19 to 2022-23) for which the bidder is required to submit copy of certificate of renewal of registration by IRDAI / Return submitted to IRDA in R5 format (Documents needs to submitted for all the 1<sup>st</sup> Year to 5<sup>th</sup> Year).</li> <li>6. <b><u>Claim settlement Record:</u></b> Each of the bidders should have at least a record of a single payment of Rs. 1 Cr. towards settlement of any high value claim in the last financial year (2022-23) for which the bidder is required to submit copy of Settlement Voucher and/or Bank Statement/ on line payment documents substantiating the payment effected by them.</li> <li>7. <b><u>TURNOVER: Average Audited Annual Turn Over</u></b> for the last 3 (Three) consecutive Financial Years should be equal to or more than <b>60%</b> of the total estimated amount put to tender. The turnover will be indexed at the rate of 8% for a completed year.</li> <li>8. <b><u>NON-STATUTORY DOCUMENTS:</u></b> <ol style="list-style-type: none"> <li>a. Valid Trade License</li> <li>b. Income Tax return for the latest financial year</li> <li>c. GST Registration certificate</li> <li>d. Professional Tax Return for the latest financial year</li> <li>e. Audited Balance Sheets of last 3 Financial years</li> <li>f. Pan Card photo copy.</li> </ol> </li> <li>7. <b><u>OTHER DOCUMENTS:</u></b> <ol style="list-style-type: none"> <li>a. Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed</li> </ol> </li> </ol>

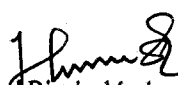
  
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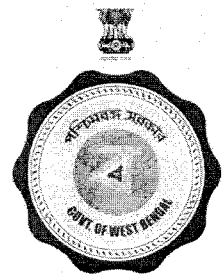


Earnest Money Deposit:	Necessary Earnest Money [ <b>2.5% of Tender amount</b> ] and Cost of Tender Paper will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal [ <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> ]. 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 Name & Account No., Amount, Beneficiary Bank name & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.
Bid Document	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 (ITB).
Technical Bid Evaluation	The Technical Bid will be evaluated by the tender evaluation committee chaired by Addl. District Magistrate (LA). Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority.  Only the technically qualified bidders can advance for Financial bid.
Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	___/___/2023 at 02.00 PM
Financial Bid	Percentage Rate shall be quoted in the Financial Bid.
Validity of Bid	180 days
E-Tender registration and bidding	<p><b>ONLINE BIDS:</b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering.</li> <li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a></li> <li>• <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.</li> </ul>

  
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Important Instructions

- Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] & evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee.
- The financial bid documents of the technically qualified bidders will only be opened.
- 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.
- Each Bidder shall submit maximum two Bids in each e-NIT. A Bidder who submits more than two Bids as individual or Partner for one e-NIT will cause the proposals with the Bidder's participation to be disqualified.

**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.

**Online Bid submission procedure**

**Registration of Contractor:** Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

**Digital Signature certificate (DSC):** Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

**Tender Download:** The bidder can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <http://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:** Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

**Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in the bid document.

**A. Technical Bid:**

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in **2 (two)** covers (folders),

**Cover A-1 >Statutory Cover file Containing**

NIT (Properly upload the same Digitally Signed).

**Cover A-2 >Non- Statutory Cover (Mandatory Documents)**

All the documents as given under **TECHNICAL BID**

**Note: Failure of submission of any of the above-mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.**

**B. Financial Bid:**

The financial proposal should contain the following documents in **one cover** (folder):

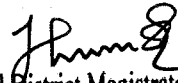
The contractor shall quote the **percentage rate** (Offering percentage **Above/Below/At par**) through online mode only in the space marked for quoting rate in the **Bill of Quantities (BOQ)**. Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel 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 shall be adjusted against the bill claim while making payments.

The Payment of 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 the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

  
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**Security Deposit** money will be returned after six months after successful completion of works on the basis of proper certification by the competent authority.

**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. Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1<sup>st</sup> call only.

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.

Addl. District Magistrate (LA)  
Alipore, South 24 Parganas

Memo No: 560/1(5)/NZ/G. S MELA-2024

Dated: 01/12/2023

Copy forwarded for necessary action to:

1. Addl. District Magistrate (General), South 24 Parganas for displaying the e-NIT in his office
2. Nezarath Deputy Collector, South 24 Parganas for displaying the e-NIT in office notice board
3. DIO/DIA, NIC South 24 Parganas with a request to upload & publish the e-NIT in the Website (<http://wbtenders.gov.in>) and publish the notice in the District Website
4. DICO, South 24 Parganas with a request to publish the brief advertisement about the e-NIT in the local newspaper(s).
5. CA to DM, South 24 Parganas for placing the notice before District Magistrate

Addl. District Magistrate (LA)  
Alipore, South 24 Parganas