

**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:** 34/IT/GSMela-2022

**Date :** 08-10-2021

**NOTICE INVITING ONLINE EOI**

**Name of work: HIRING OF OUTDOOR LED WALL DISPLAY (16 ft. x 32 ft.)  
DURING GANGASAGAR MELA 2022.**

**SCHEDULE OF IMPORTANT DATES OF BIDS :**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Publication of e-EOI	<b>08-10-2021</b>
Document download start date & time	<b>08-10-2021 from 6:30 PM</b>
Document download end date & time	<b>29-10-2021 upto 6:30 PM</b>
Bid submission start date & time	<b>08-10-2021 from 6:40 PM</b>
Last date & time of online submission of Technical Bid and Financial Bid.	<b>29-10-2021 up to 6:40 PM</b>
Date & Time of opening of Technical Bid in the Office of the District Magistrate, Alipore (IT Section)	<b>08-11-2021 at 1:30 PM</b>
Date & Time of opening of Financial Bid in the office of the District Magistrate, Alipore (IT Section)	<b>11-11-2021 at 2:00 PM</b>
Validity of bid	<b>120 days</b>
Completion Period of setting up infrastructural work	<b>Within December 2021</b>
Utilization period	<b>From 08-01-2022 to 17-01-2022</b>

**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



On behalf of the District Magistrate, South 24 Parganas, the ADM (IT), South 24 Parganas invites online **Tender in gross amount** in **TWO BID SYSTEM** for the project from reliable, resourceful, bona-fide and experienced firms / companies having requisite financial capability and sufficient relevant work experience.

**Scope of Work :**

**Hiring of 9 pcs. of Outdoor LED Wall Display (16 ft. x 32 ft.) during Gangasagar Mela 2022:**

- Quantity : 9 (Nine) pcs.
- **Features :**
  - ✓ 16 ft. x 32 ft. outdoor P3 LED Wall display
  - ✓ Multi-screen display
  - ✓ Multi-screen control server
- Scope of work includes supply, installation , commissioning and maintenance of LED wall display in various locations from Outram Ghat to Gangasagar Mela ground during GS Mela 2022

**Entire set up to be kept ready and usable within the 31<sup>st</sup>December, 2021**

**Utilization Period :** From 08-01-2022 to 17-01-2022

**EMD :Rs. 60,000/- (RupeesSixty Thousand)**only to be deposited through online method

**Technical Bid / Proposal :**

Technical bid should contain the following two covers (folders) :

- A) **Statutory Cover** :It contains the scanned copies (pdf format) of following documents
- I) NIT
- B) **Non-Statutory Cover** : It contains the scanned copies (pdf format) of following documents
- I) **Certificates and Balance sheet :**
- GST Registration
  - PAN
  - Latest IT Return
  - P. Tax
  - Audited Balance sheet of last 3 financial years
  - Company details : Trade License , Incorporation of Certificates

**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



**II) Credential :**

- **Technical Credential :** Documents for Similar nature of work done
- **Financial Credential :** The average annual turnover of the agency must be above Rs. 15 Lakh in last 3 years

**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

Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <http://wbtenders.gov.in> Bidders who have registered with National Informatics Centre (NIC) can participate in the NIT. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders(ITB).

The Technical Bid will be evaluated by the NIT evaluation committee chaired by Addl. District Magistrate (IT). 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: 11-11-2021 at 2:00 PM**
- Financial Bid : Gross amount inclusive of all taxes will be mentioned only.
- Validity of Bid : 120 days
- **NIT registration and bidding :**

**ONLINE BIDS:**

The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:

Online NIT can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. <http://wbtenders.gov.in>

**ONLINE BID SUBMISSION:**The Bidders are required to submit the Technical and Financial Bid documents **ONLINE** i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.

- **Important Instructions :**

Names of the technically qualified bidders as per the bid criteria after verification with

**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



original [in case of doubt and complaint] & evaluation will be displayed in the e-portal, this office notice board and official website by the NIT evaluation committee.

The financial bid documents of the technically qualified bidders will only be opened.

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.

The intending bidders are requested to inspect the work site before quoting their rates.

- **Information to the Bidders :**

**Download of NIT**

NIT to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. **http://wbtenders.gov.in**. The NIT 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 **http://wbtenders.gov.in**.

***Digital Signature certificate (DSC):*** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of NIT, 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.

***NIT Download:*** The contractor can search & download NIT 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 NIT Documents.

***Submission of NIT:*** NIT 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.

**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 EOI.**

**40% weightage of bid evaluation will be applied on technical credentials and 60% weightage on financial bid.**

**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



**40% weightage to be given for technical bid evaluation on following parameters:**

<b>Parameter</b>	<b>Weightage</b>
<b>Experience in handling similar nature of work</b>	<b>25</b>
<b>Presentation (PDF documents to be uploaded during bid submission)</b>	<b>25</b>

**CRITERIA FOR EVALUATION OF TECHNICAL AND FINANCIAL BID:**

As per the above eligibility criteria and according to point wise Total Score on all 2 (Two) parameters as delineated in the Technical bid parameters, a weightage will be calculated up to 40%. The Financial Proposal of the technically qualified bidders will be opened on the date and time as mentioned earlier. If a bidder does not qualify in technical Bid, then the corresponding Financial Bid will not be opened.

The Financial Bid should be expressed as a consolidated fee inclusive of all Taxes and duties and processing charges.

The Financial proposal will be evaluated and marks allotted on a pro-rata basis, i.e. the lowest bidder - L1 will be given the maximum marks out of 60 and other bids (L1, L2, ..., Ln) etc will be allotted marks according to the formula ' $L1/Ln * 60$ ' .

**: In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.**

The marks obtained by each bidder in Technical and financial evaluation shall be added and the bidder getting the highest marks shall be preferred bidder P1, P2 and so on.

**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 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 the non-payment as a reason for delayed completion or slow progress of work.



**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



Authority may impose penalty for delay in completion of work.

The mode of Payment of the bills are given below:

No RA bill will be entertained. Payment will be done after successful execution of the system.

**Other Terms and conditions: -**

1. The earnest Money Deposited:
  - Can be converted into a security deposit against selected bidder. The EMD will be automatically returned to the unsuccessful bidders after rejection of their bid.
  - Forfeiture of EMD will be done:
    - 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.
2. If the selected bidder fails to do the work or supply material as per specification. 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.
3. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take appropriate action against the willful defaulter.
4. The Executive Officer 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.
5. 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.
6. 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.
7. 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 EOI norms or for vitiating EOI process.
8. **Agreement:** Model agreement document shall be prepared by the bidder in consultation with the competent authority. The agreement will be signed only if the competent Authority has given the consent. The LOI and bid document shall become part of the agreement.


**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



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 NIT process will be viewed seriously and the NIT committee will take necessary action to initiate process for black listing them.

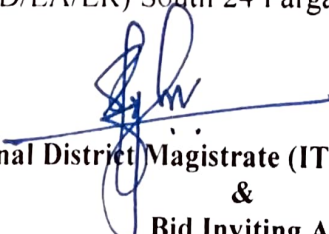
  
Additional District Magistrate (IT), South 24 Parganas  
&  
Bid Inviting Authority

**Memo No:** 34/1(8)/IT/GSMela-2022

**Date :** 08-10-2021

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 news paper 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
- 5-8. PA to ADM(ZP/D/LA/LR) South 24 Parganas for kind appraisal of the ADMs.

  
Additional District Magistrate (IT), South 24 Parganas  
&  
Bid Inviting Authority