

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: 1781...../NZ

Date: 04.../03.../2024

**EXPRESSION ON INTEREST (EOI) NO: QSF/NZ-02/..12r..**

**NAME OF THE WORK: PURCHASING OF DIFFERENT STATIONERY ITEMS AS SCHEDULED- A & C FROM DIFFERENT OFFICE OF THE COLLECTORATE, SOUTH 24-PARGANAS.**

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (General), South 24 Parganas invites offline **quoted rate** (EOI) from reliable, resourceful, bonafide and experienced suppliers/ registered Co-operatives in their own pad having experience in similar nature of job of Govt./semi Govt. Office/Local bodies, for supplying **different stationery items (Schedule-A & C)**, are attached with this NIT from the different office of the Collectorate, South 24-Parganas for the period of 02(two) years [Including Ganga Sagar Mela/Elections/Any Event/Any special programme] and technical credential on execution of similar nature of work.

**SCOPE OF WORK:**

Location	Work Name	Work Details	Working Period
Different Office/Section under Officer of the District Magistrate, South 24-Parganas	<b>Supplying of different Stationery Items</b>	As per attached Annexure Format – A & C A- Stationery Items C- Other Items	02 (Two) years 1 <sup>st</sup> March 2024 to 28 <sup>th</sup> February 2026

**TIMELINE OF TENDER:**

PARTICULAR	DATE & TIME
Date of Publication of EOI	<u>04</u> .../ <u>03</u> .../2024
EOI start date & time	<u>04</u> .../ <u>03</u> .../2024 at 2 PM
EOI end date & time	<u>12</u> .../ <u>03</u> .../2024 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	<u>07</u> .../ <u>03</u> .../2024 at 3:30 PM
Last date & time of submission of EOI in the drop box	<u>12</u> .../ <u>03</u> .../2024 upto 1 PM
Date & Time of opening of EOI in the chamber of the Nezarath Deputy Collector, Alipore, South 24 Parganas under office of the District Magistrate, South 24 Parganas	<u>12</u> .../ <u>03</u> .../2024 upto 3 PM

*ANASGPTA*  
Additional District Magistrate (General)  
Alipore, South 24 Parganas

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**FINANCIAL BID SUBMISSION FORMAT:**

Location	Work Name	Work Details	QUOTED RATE
Different Office/Section under Officer of the District Magistrate, South 24-Parganas	Supplying of different Stationery Items	As per attached Annexure Format – A A- Stationery Items C- Other Items	Rate to be quoted in attached Annexure format

**ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:**

**EXPERIENCE:** The intending bidders should produce credentials of completion of similar nature of work during last 5 (five) years prior to the date of issue of this EOI notice.

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

**EOI COST DEPOSIT (Non-Refundable):** Bank Draft / Bank Cheque of **Rs. 1250.00 (Rupees Twelve hundred fifty only)** shall be submitted in favour of the “**District Magistrate, South 24 Parganas**”.

**EARNEST MONEY DEPOSIT (Refundable):** Bank Draft / Bank Cheque of **Rs. 12500.00 (Rupees Twelve thousand 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:**

**(A) For Bonafide Suppliers:**

1. Upto date Income Tax return
2. GST registration
3. Professional Tax clearance certificate
4. Copy of Trade License
5. Bank solvency certificate worth Rs. 50,000/- from any Nationalized Bank
6. Credential of similar nature of supply work performed with any Central Govt. office/any state Govt. office/any PSU within last three financial years.

**(B) For Registered Co-operative:**

1. Registration certificate
2. Audited Balance sheet of last two financial years
3. Copy of resolution taken in the last AGM.
4. Proper name and address of all of the executive committee members
5. Bank solvency certificate worth Rs. 50,000/- from any Nationalized Bank
6. Credential of similar nature of Job of Govt./semi Govt. Office/Local bodies, for supplying different stationery, sanitary, Computer accessories, electrical and other items.

Shall be placed in a sealed cover having written on top "EOI for Supplying Stationery Items as Scheduled-A" at different office of the Collectorate, South 24-Parganas vide NIT No as mentioned above.

Sealed covers of EOI shall be placed in another bigger sealed cover having written on its top as Supplying of **Stationery items as scheduled – A & C** at different office of the Collectorate, South 24-Parganas vide NIT No as mentioned above.

**EVALUATION OF BID:** Bids will be opened in front of bidders volunteering to be present. The evaluation of the bid will be done by the bid-evaluation committee constituted for the EOIs. 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 02 (two) years [Including Ganga Sagar Mela/Elections/Any Event/Any Special programme].

**WORK COMPLETION PERIOD:** As per requirement of Authority.

**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.

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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 EOI.
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.
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 on Evaluation Mark Sheet (Quoted Rate/Credential or Work experience in the district of South 24 Parganas or any other district/Financial Capacity/Technical Documents)**

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the EOI process will be viewed seriously and the EOI committee will take necessary action to initiate process for black listing them.

**Additional District Magistrate (General)  
South 24 Parganas, Alipore**

Memo No: 1781/1(5)/NZ

Date: ...../...../2024

Copy forwarded for information with a request to display the EOI notice on his office display board to:

1. Nezarath Deputy Collector, Alipore, 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 displaying the NIT in official website of the district.
4. PA to DM, South 24 Parganas for placing the notice before the District Magistrate.
5. PA to Additional District Magistrate General/LA/ZP/Dev./LR, South 24 Parganas.

**Additional District Magistrate (General)  
South 24 Parganas, Alipore**

**Schedule-A (stationery items)**

Sl. No.	Items	Rate (Rs.) (Identified as quantity wise)	Remarks (If any)
5	Bed Sheet (Bombay Dyeing) Single		
6	Bed Sheet(Bombay Dyeing)-double		
7	Bed Sheet ordinary (Single bed)		
8	Bed Sheet ordinary (Double bed)		
21	Cash Book (200 pages) WB No. 225		
27	Coffee (Nescafe)		
40	Dinner Set (Lao-pala)		
42	Doormat Coconut Rope (size 4'x2.5')		
59	Fibre Jharu Stick (bed washing)		
60	Fibre Table & Chair (Neelkamal)		
82	Light Green Note Sheet (100 pages) (Hi thiknes)		
84	Lock and Key (Godrej) 5 Levers		
85	Lock and Key (Godrej) 6 Levers		
86	Lock and Key (Godrej) 7 Levers		
87	Lock and Key (godrej) No. 21, 6 lever, padlock		
88	Lock and Key (ordinary) 7 lever, Link		
90	Lock with fitting (Steel Almirah)		
93	Matress (Dunlop) single		
96	Napthaline (Cloth)		
107	Paper Weight (Glass fine quality)		
131	Service Book (Board Binding)		
139	Stapler (Kangaro) Jambo		
157	Telephone Set (officer and secretary)		
163	Towel (good quality) white/colour (Medium)		

  
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### Schedule-C (Other Items)

Sl. No.	Items	Rate (Rs.) (Identified as quantity wise)	Remarks (If any)
1	Board (6x4) (4/4)		
2	Camp Cot (Wooden)		
3	Car freshner		
4	Dinning Table (Wooden)		
5	Mask		
6	Non Stick Korai (02 ltr.)		
7	Ordinary Blanket single bed		
8	Water Purifier (Electrical) Aquaguard		
9	Water Purifier (Electrical) Kent		
10	White Marking Board with Duster		
11	Wooden Khat (Big size)		
12	Wrought Iron Bed (5' x 7')		
13	Wrought Iron Bed (6' x 7')		
14	Xerox Tonner (Cannon)		
15	Xerox Tonner (Modi)		
16	Xerox Tonner (RICOH) MP 2001L		
17	Xerox Toner [Konica Minolta] Bizhub 205		
18	Xerox Toner [Konica Minolta] Bizhub 206		
19	Xerox Toner [Konica Minolta] Bizhub 207		
20	Xerox Toner (HP)		

  
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