

**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: 46 /INF/KMC ELEC-2021

Dated: 22 / 11 /2021

EXPRESSION ON INTEREST (EOI NO: QSF/NZ-02/272.)

NAME OF THE WORK: SUPPLYING OF XEROX MACHINE (PHOTO COPIER MACHINE) ON DAILY HIRE BASIS IN CONNECTION WITH ENSUING KOLKATA MUNICIPAL CORPORATION ELECTION-2021.

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (Infra) & Additional District Magistrate (ZP), South 24 Parganas invites offline rate from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in supplying of '**OF XEROX MACHINE (PHOTO COPIER MACHINE) ON DAILY HIRE BASIS**' in connection with ensuing **Kolkata Municipal Corporation Election-2021** and technical credential on execution of similar nature of work.

SCOPE OF WORK:

ITEM NAME	DESCRIPTION	RATE QUOTE (Rs.) (Including GST)
Xerox Machine (Photo Copier Machine) On Daily Hire Basis	For one (01) day (DC-RC Venue/Counting Venue/EVM Commissioning Venue/Training Venue/Nomination Venue/Different Election Cell etc.)	Rs..... Per Unit per Day (Including GST)

TIME LINE FOR EOI:

PARTICULAR	DATE & TIME
Date of Publication of EOI	<u>22/11/2021</u>
EOI start date & time	<u>22/11/2021 at 2 pm</u>
EOI end date & time	<u>29/11/2021 from 2 pm</u>
Pre-bid meeting in the chamber of the Officer-in-charge, Infrastructure Cell, KMC Election, South 24 Parganas under office of the District Magistrate, South 24 Parganas	<u>26/11/2021 at 3 pm</u>
Last date & time of submission of EOI in the drop box	<u>29/11/2021 up to 1 pm</u>
Date & Time of opening of EOI in the chamber of the Officer-in-charge, Infrastructure Cell, KMC Election-2021, South 24 Parganas under office of the District Magistrate, South 24 Parganas	<u>29/11/2021 at 4 pm</u>

FINANCIAL BID SUBMISSION FORMAT:

ITEM NAME	DESCRIPTION	RATE QUOTE (Rs.) (Including GST)
Xerox Machine (Photo Copier Machine) On Daily Hire Basis	For one (01) day (DC-RC Venue/Counting Venue/EVM Commissioning Venue/Training Venue/Nomination Venue/Different Election Cell etc.)	Rs..... Per Unit per Day (Including GST)

Additional District Magistrate (General)

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ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

EXPERIENCE: The intending bidders should produce credentials of completion of 2 (two) similar nature of work having minimum value of 10 (ten) lakhs 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.

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.

TECHNICAL BID SUBMISSION:

All mandatory documents namely

1. Work completion certificate from competent authority/Work Order of similar nature of work
2. Valid Trade License
3. GST Registration
4. Photo copy of valid PAN
5. Latest IT Document
6. Latest PT tax return

The bid shall be submitted in the drop box kept in the Chamber of the O/C Infrastructure Cell, South 24 Parganas within the date and time referred in this EOI.

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.


Additional District Magistrate (General)
Alipore, South 24 Parganas

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SECURITY DEPOSIT: 03% 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 180 days.

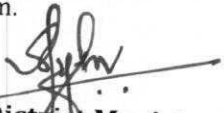
WORK COMPLETION PERIOD: During the period of KMC Election-2021.

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.
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/Technical Documents/Credential [Work completion certificate of any election under CEO/SEC])

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 (Gen.)
Alipore, South 24 Parganas**

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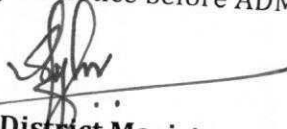


46/1(5)
Memo No:...../INF/KMC ELEC-2021

Dated: 22/11/2021

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

1. Officer-in-charge, Infrastructure Cell 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 District Magistrate & DEO, South 24 Parganas for placing the notice before District Magistrate
5. PA to ADM (Election) South 24 Parganas for placing the notice before ADM.


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