


**GOVERNMENT OF WEST BENGAL**

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
 NORTH 24-PARGANAS, MATERIALS MANAGEMENT CELL  
 Administrative Building, 3<sup>rd</sup> Floor, Barasat, Kolkata-700124  
 ☎ +91 (33) 2584 6325 ✉ materialcell.n24pgs@gmail.com

**ELECTION URGENT**

 Memo. No. 001 / M.Cell / N-24Pgs / WBLA-2021

 Dated : 21.01.2021
**NOTICE INVITING e-TENDER NO. 01 dt. 21.01.2021**

**Name of Scheme :** Supply & Printing of Voting Compartments, Polling Materials, Forms & Envelopes and Identity Cards in connection with Assembly General Election-2021.

Sl. No.	Name of Work	Tender Amount (Rs.)	Earnest Money (Rs.)	Time of Supply	Remarks
1.	Supply & Printing of Voting Compartments (as per specification) i.c.w. General Election to the WBLA-2021. (Detailed specification is in the SoQ Template)	21,60,400.00	43,208.00	10 (Ten) Days	
2.	Supply of Polling Materials (as per specification) i.c.w. General Election to the WBLA-2021. (Detailed specification is in the SoQ Template)	80,44,936.00	1,60,899.00	7 (Seven) Days	
3.	Supply & Printing of Forms & Envelopes (as per specification) i.c.w. General Election to the WBLA-2021. (Detailed specification is in the SoQ Template)	47,52,632.00	95,053.00	10 (Ten) Days	
4.	Supply & Printing of Identity Cards (as per specification) i.c.w. General Election to the WBLA-2021. (Detailed specification is in the SoQ Template)	2,36,756.00	4,732.00	7 (Seven) Days	

**Schedule of Important Dates**

Date of Publication of e-NIT	21.01.2021 at 5:30 P.M.
Document download start date & time	21.01.2021 at 6:00 P.M.
Document download end date & time	05.02.2021 at 2:00 P.M.
Pre-bid meeting in the room of the office of the Additional District Magistrate(L&LR), North 24 Parganas	27.01.2021 at 12:30 P.M.
Bid submission start date & time	21.01.2021 at 6:00 P.M.
Last date & time of online submission of Technical Bid and Financial Bid.	05.02.2021 at 2:00 P.M.
Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (L&LR), North 24 Parganas	08.02.2021 at 2:30 P.M.
Date & Time of opening of Financial Bid in the office of the Additional District Magistrate (L&LR), North 24-Parganas	12.02.2021 at 12:30 P.M.

The separate tenders are invited by the undersigned for the supply of (1) **Voting Compartments**, (2) **Polling Materials**, (3) **Forms, Envelopes &** (4) **Identity Cards** from reliable, resourceful, bona-fide and experienced Firms/Companies/Agency having requisite financial capability and sufficient relevant experience. The details are given below :

Contd. ...

1. Scope of Work	(1) Supply & Printing of Voting Compartments, (2) Supply of Polling Materials, (3) Supply & Printing of Forms, Envelopes & (4) Identity Cards and delivered to the different SDO Office (Barasat, Barrackpore, Bidhannagar, Bongaon & Basirhat) & District Magistrate Office, North 24-Parganas, Barasat for use in the General Election to the WBLA-2021.
2. Estimated cost of work	As per total amount shown separately against each BoQ. Rate to be offered by the bidder in each item shown in the separate BoQ.
3. Contract Period	Till completion of General Election to the WBLA-2021.
4. Bid Inviting Authority	Additional District Magistrate (L&LR), North 24 Parganas AND ADM-in-Charge, North 24 Parganas, by virtue of the order of the District Magistrate & District Election Officer, North 24 Parganas.

On behalf of the District Magistrate, North 24 Parganas, the Additional District Magistrate(L&LR), North 24-Parganas invites online 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 :

<p><b>TECHNICAL BID</b>  <i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i>  <b>*SIMILAR NATURE OF WORK :</b>  <b>SUPPLY OF STATIONARY MATERIALS AND PRINTING OF FORMS, ENVELOPS ETC. FOR ELECTION OR OTHER PURPOSES</b>  <b>CREDENTIAL CERTIFICATE in the form of completion certificate issued by appropriate authority from any Government Office</b>  <b>OR</b>  <i>In the form of supply order for stationary materials or printing of forms, envelops etc.</i>  <b>TURN OVER : Audited Balance Sheet shall have to be produced in support of the turn over claim for the last 3 consecutive Financial years.</b>  <b>NOTE: Original documents will be verified only in case of doubt and complaint</b>  <b>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.</b></p>	<p><b>CREDENTIAL :</b></p> <p><b>1. CREDENTIAL/EXPERIENCE :</b> Intending bidders should produce credentials of completion of a 'similar nature of work*' having minimum value of <b>40%</b> of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;  <b>OR</b>  Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount each put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p><b>2. TURNOVER :</b> <i>Average Audited Annual Turn Over</i> 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.</p> <p><b>3. NON-STATUTORY DOCUMENTS :</b></p> <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 (if applicable)</li> <li>e. Pan Card photo copy.</li> </ol> <p><b>4. OTHER DOCUMENTS :</b></p> <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> <li>b. Document to prove ownership / lease hold of plant &amp; machinery as prescribed by the authority in the tender</li> <li>c. Power of Attorney if any  Labour Cooperative Societies &amp; Unemployed Engineers' Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.</li> </ol>
--	---

Earnest Money Deposit :	Necessary Earnest Money [2% of Tender amount] 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 (ICICI Bank) & 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(L&LR), North 24-Parganas. 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	<b>12.02.2021 at 12:30 P.M.</b>
Financial Bid	Cumulative Rate shall be quoted in the Financial Bid.
Validity of Bid	90 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 ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</li> </ul>
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, this office notice board and official website 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 North 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> <li>• All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder.</li> <li>• The intending bidders are requested to inspect the work site before quoting their rates.</li> <li>• Each Bidder shall submit maximum two Bids in each NIT. A Bidder who submits more than two Bids as individual or Partner for one NIT will cause the proposals with the Bidder's participation to be disqualified.</li> <li>• <b>Tenderer should have to quote for all the items mandatorily.</b></li> </ul>

**Date 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 contractor 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 contractor 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 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. 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. Rates must include all sorts of carrying costs and other charges to the Sub- Divisional godowns and Materials Management Cell at Barasat. All rates are to be submitted separately as per the format given below.
4. 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.
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 tender norms or for vitiating tender 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.
9. **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.
10. Negotiation with L2 bidder is prohibited.
11. 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.



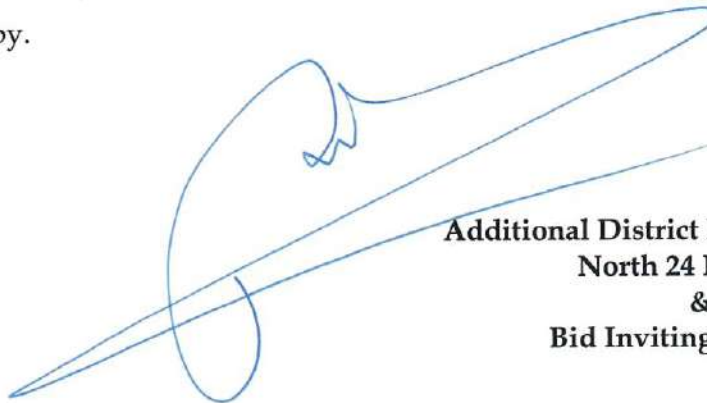
**Additional District Magistrate (L&LR)  
North 24 Parganas  
&  
Bid Inviting Authority**

Memo. No. 001/1(8) / M.Cell / N-24Pgs / WBLA-2021

Dated : 21-01-2021

Copy forwarded for necessary action to:

1. The Officer-in-Charge, Election, North 24-Parganas.
2. The Nazareth Deputy Collector, North 24 Parganas for displaying the e-NIT in office notice board.
3. The DIO, NIC, North 24 Parganas with a request to upload the notice in the District Website.
4. The DICO, North 24 Parganas with a request to publish the brief advertisement about the e-NIT in one Bengali and one English daily local newspaper(s), abridged version will be sent soon.
5. The DIA, North 24 Parganas, Zilla Parishad with a request to upload the notice in [www.wbtenders.gov.in](http://www.wbtenders.gov.in)
6. CA to the District Magistrate, North 24 Parganas for placing the notice before District Magistrate.
7. CA to the ADM(G)/ADM(T)/ADM(D) for placing the notice before him.
8. Office Copy.



**Additional District Magistrate (L&LR)  
North 24 Parganas  
&  
Bid Inviting Authority**