

GOVERNMENT OF WEST BENGAL

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

ELECTION URGENT

Memo. No. 06/ Mat.Cell / N24Pgs / PGE-2024

Dated : 24/01/2024

NOTICE INVITING e-TENDER NO. 01 dt. 24.01.2024

Name of Scheme : Supply of Voting Compartments, Stationary Materials, Forms, Booklets, Envelopes, Labels, Posters, Identity Cards, etc. in connection with General Election to House of the People, 2024.

Schedule of Important Dates

Date of Publication of e-NIT	25.01.2024
Document download start date	25.01.2024
Document download end date	09.02.2024 at 2:30 P.M.
Technical Bid and Financial Bid submission start date	25.01.2024
Last date & time of online submission of Technical Bid and Financial Bid.	09.02.2024 at 2:30 P.M.
Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (Dev.), North 24 Parganas	12.02.2024 at 2:30 P.M.
Date & Time of opening of Financial Bid in the office of the Additional District Magistrate (Dev.), North 24-Parganas	12.02.2024 at 3:00 P.M.

The separate tenders are invited by the undersigned for the Supply of Voting Compartments, Stationary Materials, Forms, Booklets, Envelopes, Labels, Posters, Identity Cards, etc. from reliable, resourceful, bona-fide and experienced Firms/Companies/Agency having requisite financial capability and sufficient relevant experience. The details are given below :

1. Scope of Work	Supply of Voting Compartments, Stationary Materials, Forms, Booklets, Envelopes, Labels, Posters, Identity Cards, etc. 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 House of the People, 2024.
2. Estimated cost of work	Rate to be offered by the bidder in each item shown in the separate BoQ.
3. Contract Period	Till completion of General Election to House of the People, 2024.
4. Bid Inviting Authority	Additional District Magistrate (Dev.), North 24 Parganas AND ADM-in-Charge (Material Cell), 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(Dev.), 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>TECHNICAL BID</p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p>*SIMILAR NATURE OF WORK : SUPPLY OF STATIONARY MATERIALS AND PRINTING OF FORMS, ENVELOPS ETC. FOR ELECTION OR OTHER PURPOSES</p> <p>CREDENTIAL CERTIFICATE in the form of completion certificate issued by appropriate authority from any Government Office</p> <p>OR</p> <p><i>In the form of supply order for stationary materials or printing of forms, envelops etc.</i></p> <p>NOTE: Original documents will be verified only in case of doubt and complaint</p> <p>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.</p>	<p>CREDENTIAL :</p> <p>1. CREDENTIAL/EXPERIENCE : Intending bidders should produce credentials of completion of a 'similar nature of work'* having minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p>OR</p> <p>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>2. NON-STATUTORY DOCUMENTS :</p> <ol style="list-style-type: none"> a. Valid Trade License b. Income Tax return for the latest financial year c. GST Registration certificate d. Professional Tax Return for the latest financial year (if applicable) e. Pan Card photo copy. <p>3. OTHER DOCUMENTS :</p> <ol style="list-style-type: none"> a. Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed b. Document to prove ownership / lease hold of plant & machinery as prescribed by the authority in the tender c. Power of Attorney if any <p>Labour Cooperative Societies & 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.</p>
---	---

Earnest Money Deposit :	<p>Necessary Earnest Money Deposit in form of DD in favour of District Magistrate, North 24-Parganas payable at SBI, Barasat Branch, should be deposited by the bidder in person or authorized person in the office of the Special Land Acquisition Officer Section in Original before the last date & time of online submission of Technical Bid & Financial Bid. The EMD in respect of different BoQs mentioned as below :-</p> <ol style="list-style-type: none"> 1. BoQ1 [Supply of Voting Compartments] : Rs. 50,000/- 2. BoQ2 [Supply of Cotton Bag] : Rs. 30,000/- 3. BoQ3 [Supply of Polling Materials (Part-I)] : Rs. 1,00,000/- 4. BoQ4 [Supply of Polling Materials (Part-II)] : Rs. 1,00,000/- 5. BoQ5 [Supply & Printing of Forms, Booklets, etc.] : Rs. 50,000/- 6. BoQ6 [Supply & Printing of Envelopes, Covers, etc.] : Rs. 40,000/- 7. BoQ7 [Supply & Printing of Identity Cards, Stickers, Label, etc.] : Rs. 30,000/-
Bid Document	<p>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 tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
Technical Bid Evaluation	<p>The Technical Bid will be evaluated by the tender evaluation committee chaired by Additional District Magistrate(Dev.), North 24-Parganas. Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority.</p> <p>Only the technically qualified bidders can advance for Financial bid.</p>



Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	12.02.2024 at 3:00 P.M.
Financial Bid	Item Rate shall be quoted in the BoQs.
Validity of Bid	90 days
E-Tender registration and bidding	<p><u>ONLINE BIDS :</u></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">• 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.• Online Tenders 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	<ul style="list-style-type: none">• 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 North 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.• All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments & 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.• The intending bidders are requested to inspect the work site before quoting their rates.• 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.• Tenderer should have to quote for all the items mandatorily.
------------------------	---



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 documents (all in PDF file) for Technical Bids in folders.

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 bidders shall quote the **Item rate (Including all types of Taxes & carrying cost)** 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. 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 blacklisting/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 Blacklisting 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 blacklisting 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 1st 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 blacklisting them.



24/01/24.
Additional District Magistrate (Dev.)
North 24 Parganas
&
Bid Inviting Authority

Memo. No. 06/1(9) / Mat.Cell / N24Pgs / PGE-2024

Dated : 24.01.2024

Copy forwarded for necessary action to:

1. The Sub-Divisional Officer (All), North 24-Parganas for displaying the e-NIT in office notice board.
2. The Officer-in-Charge, Election, North 24-Parganas.
3. The Nazareth Deputy Collector, North 24 Parganas for displaying the e-NIT in office notice board.
4. The DIO, NIC, North 24 Parganas with a request to upload the notice in the District Website.
5. 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.
6. The DIA, North 24 Parganas, Zilla Parishad with a request to upload the notice in www.wbtenders.gov.in
7. CA to the District Magistrate, North 24 Parganas for placing the notice before District Magistrate.
8. CA to the ADM(G)/ADM(T)/ADM(L&LR) for placing the notice before him.
9. Office Copy.


24/01/24.
Additional District Magistrate (Dev.)
North 24 Parganas
&
Bid Inviting Authority