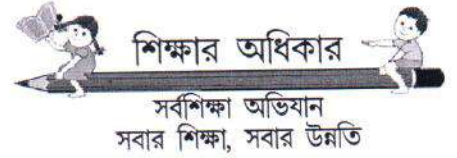




Government of West Bengal
Paschim Banga Sarva Siksha Mission
District Project Office
North 24 Parganas



No. S-11034(13)/1/2011-SSM/143596

Date: 07/08/2017

Sub: E-Tender for Register

E-Tender are invited from bonafide and eligible agencies having adequate experience in supply of Register as specified in Schedule-C (Enclosed).

The accepting authority does not bind him-self to accept the lowest tenderer and reserves the right to reject any or all of tenders received, without assigning any reasons. He further reserves the right of splitting up any contract and distributing the same to more than one tenderer. The number shown in the Annexure-I is for indicative purpose. Accepting authority reserves right to increase or decrease the number of Register at the time of issuing work order.

This is an e-procurement tender containing two bids, First bid should contain document of earnest money & cost of tender paper deposit, technical documents (i.e. credential etc.) and second bid should contain the financial offer to be submitted online.

Contractors/agencies are requested to observe the required credential at the time of submitting the bid. If any agency is found to be submitting inadequate or false credential the earnest money will be forfeited.

The authenticated Tender Paper (comprising the technical bid form along with financial bid form) is to be obtained from, against an application with the price of tender form of **Rs. 2000/- (Rupees two thousand)** only is to be paid in favour of "SARVA SIKSHA MISSION, NORTH 24 PARGANAS" by Demand Draft only of any Nationalized Bank / Scheduled Bank or may be directly electronically transferred / remitted to the Account maintained with Bank of Baroda, Barasat Branch bearing Account number 27400100007968; the IFSC code being BARBOBARASA & MICR Code is 700012054.

Rates of item are invited only from competent, reputed & eligible willing Manufacturers Authorised Dealers / Reputed Firms / Agencies, adequate experience of supply of Register to Government Offices, for the items denoted in the enclosed Schedule – C. The Firm should not have been Black Listed by any Central Government / State Government / during last (5) five years with compliance certificate/photo copy of cheque receipts.

Contents:

- A) Technical Bidding Format
- B) Financial Bidding Format



TECHNICAL BID

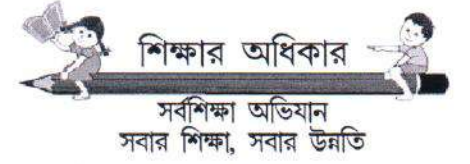
Technical Bid comprises Schedule – A & Schedule – B

SCHEDULE - A

1. The Printed rate should be mentioned in both figure and word in Financial Bid form. No erasing / overwriting will be entertained.
2. Tender received after the stipulated time and date due to any reason whatsoever shall not be considered and the same are liable to be rejected.
3. Authority of SSM/ Purchasing Committee reserves the right to accept or reject any/all tender/s without assigning any reason whatsoever. The decision of the Authority in this regard is final and binding.
4. The bid should be signed by the bidder(s) in all pages with seal.
5. Incomplete and unsigned tender/s is/are liable to be rejected.
6. The intending Bidder shall have to deposit **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)** as EMD. This shall be in the form of account payee Demand Draft on any Nationalized Bank / Scheduled Bank drawn in the favour of without which the tender shall be summarily rejected. No Cheque/ Money Order / Cash shall be accepted as EMD. SSI or NSIC registered company can get the preference in EMD as per MSMED Act 2006.
7. Only the wholesale Consumers' Co-op. Society entertained for submitting the Bid Document and no exemption for payment of EMD. No exemption will be allowed for SSI Unit.
8. The EMD shall not attract any interest. The EMD of the unsuccessful Bidder shall not be returned within one month from the date of finalization of the tender.
9. The EMD of successful agency will not be released until completion of the work 8% of the bill /RA bill amount will be deducted as security deposit and will be retained upto 6 months if no complain is reported.
10. Any of the Bider, who may desire, may remain present at the time of opening of the technical bid.
12. Register will be procured as per allotment of the fund.
13. Supply of Register should be delivered in conformity with the specification & in due time as mentioned in the work order. No deviation will be accepted. After supplying the materials to the respective points, authority reserved the right to collect the samples of supplied materials in random basis and send those materials to the authentic sample testing house to ensure the quality etc. If it is found not according to the specification, than authority has every right to cancel the total lot or otherwise. Forfeit the security money, blacklist the respective supplier and terminate the annual contract.
14. Since the work being awarded to the selected Agency is of important nature, the time schedule for all Orders must be adhered to, failing which a penalty at the rate as 0.5% per week of contract value or 10% of contract value for delay will be imposed which will be recovered from the agency. Time limit and name of schools will be provided at the time of issuance of work order.
15. In case of failure of performance by any of the selected Agency, the work may be assigned by the Department to any of the other Agencies empanelled or any other firm.
16. Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, the Department may charge the amount of such excess cost to the Enlisted Agency and the same may at any time thereafter be deducted from any amount that may become due to the Enlisted Agency under this or any other contract or



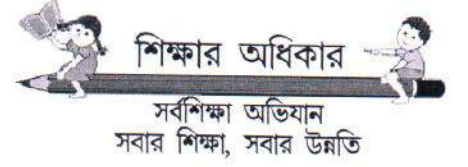
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North 24 Parganas



- from the security Deposit or may be demanded of him to be paid within seven days to the credit to the department.
17. The Technical and the Financial Bid are to be prepared separately by using two separate envelopes and the same should be submitted in a single sealed envelope super scribed "Submission of Tender for Register". With a forwarding letter addressed DPO.
 18. Technical Bid must contain the necessary documents (stated the schedule – B) and schedule –C along with Earnest Money Deposit and other related tender papers except Financial Bid.
 19. Financial Bid should contain only single rate with specification in the given format (Refer Schedule – C).
 20. The accepted rate will remain valid for one year from the date of acceptance of the rate. The validity may be extended for a further period of another Six Months.
 21. Bills in duplicate along with signed challans must be submitted to the DPO after making successful delivery of the ordered printed article for necessary payment in due course.
 22. No payment shall be made in advance nor shall any loan from any bank or financial institution will be recommended on the basis of the order of award of work. All payments shall be made by cheque only. The department shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
 23. The agency shall install Register to all CLRC's and must submit completion report to the SSM Section of this office through concerned SDO/BDO/CLRC Office. Based on this completion certificate payment will be made to the supplying agency. Part payment can be made on completion of supply of Registers in CLRC's.
 24. I.T. will be deducted at source as per Government Rule. Part payment can be considered for SSI Units Only.
 25. The department will have the right to call upon information regarding status of work at any point of time.
 26. If any difference arises concerning the mentioned Agreement of Enlistment, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations or as per West Bengal Government norms.
 27. Earnest Money / Security Money deposit will be forfeited in the following cases :-
 - a) The Bidder withdraws tender after opening the acceptance.
 - b) The selected bidder fails to accept order, refuses either wholly or partly the offer that would be made by.
 - c) The selected Bidder fails to deliver the ordered article within stipulated time as mentioned in the work/supply order.
 28. Financial Bids are opened only for those bidders who are successfully qualified in the Technical Bid.
 29. The bidders are to be submitted in the ORIGINAL TENDER FORMAT issued from this office. No other formats will be considered.
 30. Tender with overwriting condition will be summarily rejected.
 31. The rate(s) to be quoted must be inclusive of all taxes & all charges i.e. cost of paper, tracing, cover paper, cover printing, body printing, composing, other computer works, binding & other incidental charges, if any and delivery charges, loading and unloading charges upto the point of delivery in the all Circle Project Office, Sarva Siksha Mission, North 24 Parganas as per instruction in the work/supply order. No extra charges will be entertained.
 32. The applying firm must be registered with the GST, Income Tax & Professional Tax.



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33. The firm shall not assign or subject the work or any part of it to any other person or party without having first obtained permission in writing of the authority.
34. In the event of the Enlisted Agency being adjudged insolvent or having a receiver appointed for it by a court or any other order under the insolvency Act made against them or in the case of a company, the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified; the Department shall have the power to terminate the contract without previous notice.
35. Tender Form will be issued from 07/08/2017 11.00 a.m to 06/09/2017 up to 1.00 p.m.
36. The last date of Physically submission of Sealed Documents containing the Technical & Financial Bid with Cost of Tender form and Earnest Money respectively on 06/09/2017 upto 01.00 P.M. The filling & Signed Tender Form Must be uploaded in Technical Bid of E-tender otherwise Participant will be rejected.
37. Details of the Tender will be also available on www.north24parganas.gov.in
38. Technical Bids will be evaluated first. Financial bids will be evaluated only for those agencies which will be found eligible in Technical Bids.
39. Sample of the papers as mentioned in the financial Bid must be submitted with the Technical Bid without which the Bid will summarily be rejected.

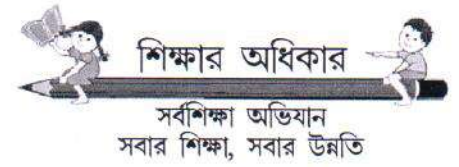
Declaration

We/I agree all the terms and conditions mentioned above and all the information supplied by us/me are true to the best of our/my knowledge.

Signature of the Tenderer



Government of West Bengal
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District Project Office
North 24 Parganas



SCHEDULE – B

General Information:

1. Name of the Bidder	
2. Full Address of Office	
3. Phone No. & Fax No.	
4. e-mail ID	
5. Year of Starting of Business	

Similar nature of Job undertaken in the past, give details:

Sl.	Name of the Organization	Year	Order No.	Value of Job

At the following documents (photo copy) duly attested must be submitted:

1. Current Trade License for 2017-18.
2. GST Registration Certificate.
3. Income Tax Return for the assessment Year 2017-2018.
4. Permanent Account Number (PAN) Card.
5. Professional Tax Challan with current validity.
6. Credential (Successful Completion) Certificate of Printing, wherein supply value exceeds Rs. 12,00,000.00 (Rupees Twelve Lakhs), in a single Order or 2(Two) Separate Orders during any of the last Four Financial Years i.e. 2013-14 ,2014-15, 2015-16 and 2016-17 from any Government Department only.
7. Audit Report inclusive of Trading Account, Profit & Loss Account and Balance Sheet for last three Financial Years i.e. 2014-15 , 2015-16 and 2016-17 showing turnover not less than 35,00,000.00 (Rupees Thirty Five Lakhs Only) each year.
8. Cost of Tender Form.
9. Any other Information


Additional District Magistrate (G)
North 24 Parganas



Government of West Bengal
Paschim Banga Sarva Siksha Mission
District Project Office
North 24 Parganas



Schedule-C

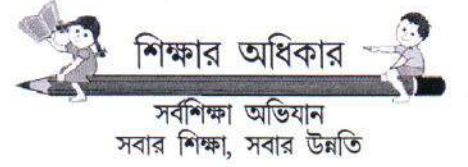
Sl.No.	Item	Size	Specification	Unit	Rs.
1.	CASH BOOK	17''x27''	150 folio printed on 75 gsm. Ledger paper with both side Printing ,black and white, Leather and Rexene binding with folio number and using 32 onz mill board and section sewing and 3'' X 2'' a digitally printed sticker pasted on the top cover.	Per Unit	
2.	REGISTER OF UTILISATION CERTIFICATE	17''x13.5''	150 folio printed on 75 gsm. Ledger paper with both side Printing ,black and white, Leather and Rexene binding with folio number and using 32 onz mill board and section sewing and 3'' X 2'' a digitally printed sticker pasted on the top cover.	Per Unit	
3.	VOUCHERS	A4 Size	Double Demy, Quality: 70gsm maplitho, colour,Matter: Text single colour Single side printing, Andhara or equivalent make	Per Unit	

SL. NO.	PARTICULARS	DATE & TIME
01.	Date of Uploading of NIT and other documents(s).	07/08/2017, 03.00P.M.
02.	Date of starting of download the documents.	08/08/2017 ,11.00 A.M.
03.	Date of starting of Submission of Technical Bid & Financial Bid.	08/08/2017 ,11.00 A.M.
04.	Date of closing of download the documents.	06/09/2017 , 01.00P.M.
05.	Date of Closing of Submission of Technical Bid & Financial Bid.	06/09/2017 , 01.00P.M.
06.	Last Date & time of submission of original copies of Demand Draft / Pay Order against Earnest money(Off line) in the tender box kept in the Sarva Siksha Mission, North 24 Parganas.	06/09/2017 , 01.00P.M.
07.	Date of Opening of Technical Bid at office chamber of the District Project Officer, North 24 Parganas.	07/09/2017 , 1.00 P.M.
08.	Date of uploading the list of technically qualified bidder.	08/09/2017 , 03.00P.M.

Additional District Magistrate (G)
North 24 Parganas



Government of West Bengal
Paschim Banga Sarva Siksha Mission
District Project Office
North 24 Parganas



No. S-11034(13)/1/2011-SSM/143596/1(67)

Date: 07/08/2017

Copy forwarded for information to the:

- 1) Chairman, District Primary School Council with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 2) Karmadhyaksha, Siksha Sthayee Samity, Zilla Parishad, North 24 Parganas.
- 3) Secretary, Zilla Parishad, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Zilla Parishad, North 24 Parganas
- 4-8) Sub-Divisional Officer ALL, with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 9) Nazareth Deputy Collector, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Nazareth Section of District Collectorate, North 24 Parganas.
- 10) Nazareth Deputy Collector, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Nazareth Section of District Collectorate, North 24 Parganas.
- 11) District Inspector of School (Secondary Education), Barrackpore with a request to arrange for putting up the Notice in the Office Notice Board of your office
- 12) District Inspector of School (Primary Education), North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 13) District Information & Cultural Officer, North 24 Parganas with a request to circulate copy of Tender Notice to all concerned.
- 14) District Informatics Officer, National Informatics Centre, North 24 Parganas with a request to host the Notice Inviting Tender in the Official Website (www.north24parganas.gov.in) of this district.
- 15-41) Chairman ALL Municipalities, with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 42) Chief Executive Officer, Barrackpore Cantonment Board; with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 43- 64) The Block Development Officer ALL, with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 65) CA to Sabhadhipati, Zilla Parishad, North 24 Parganas for information of the Sabhadhipati, Zilla Parishad, North 24 Parganas.
- 66) CA to District Magistrate, North 24 Parganas for information of the District Magistrate, North 24 Parganas.
- 67) CA to Additional District Magistrate (General), North 24 Parganas for information of the Additional District Magistrate (General), North 24 Parganas.

ADDITIONAL DISTRICT MAGISTRATE(G)
NORTH 24 PARGANAS