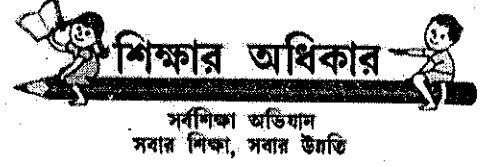




Government of West Bengal
Paschim Banga Sarva Siksha Mission
District Project Office
North 24 Parganas



Notification No. S-17011/1/2011-SSM/111109

Date: 07/01/2015

Sub : Supply of Stationery Articles

Content of Bid Document:


- I) Schedule A: Profile of the intending bidder
- II) Schedule B: Financial Aspect of the Bid

Address for Submission of Tender :

Postal Address: Sarva Siksha Mission, North 24 Parganas, Barasat,
Office of District Magistrate ,Barasat

E-mail:ssan24@gmail.com

Ph No.033-2584-6260


Additional District Magistrate (G)
North 24 Parganas

No. S-17011/1/2011-SSM/111109

Date: 07/01/2015

Sub: E-Tender for Supply of Stationery Materials (1st call in E-Tender)

The Additional District Magistrate (G), North 24 Parganas invites e-item-rate tenders from the intending experienced bonafide eligible resourceful Agencies/Contractors/Cooperative Society having experience in relevant nature and magnitude of supply of Stationery Materials as noted 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 Stationery Materials at the time of issuing work order.

This is an e-procurement tender and also a two bid tender, 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. If any agency found submitted bid for the specific serial with below credential 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 Sealed offers are invited only from competent, reputed & eligible willing Registered Authorized Dealers / Registered Reputed Firms / Agencies, having adequate experience of Supply of this materials 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 / Public Sector Undertaking Organization during last (5) five years.

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. 34,000/- (Rupees Thity Four 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.
7. There will be no relaxation for Earnest Money Deposit i.e. every participant must deposit EMD.
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.
11. The materials will be delivered throughout CLRC's level under SSM, North 24 Parganas as per instruction stipulated in the work / supply order.
12. Supply of Stationery Materials 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 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 Stationery Materials". 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.
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. I.T. will be deducted at source as per Government Rule.
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. charges i.e. cost of paper, tracing, cover paper, cover printing, body printing, composing, other computer works, binding & other incidental charges, if any

and cost of transport charges /delivery charges upto the point of delivery and CLRC's offices in the district of 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 Sales Tax / Value Added Tax, Income Tax & Professional Tax.

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 07/01/2015 11.00 a.m to 06/02/2015 up to 1.00 p.m.

36. The last date of Physically submission of Sealed Documents containing the Technical & Financial Bid on 06/02/2015 upto 01.00 P.M. The filling & Signed Tender Form Must be uploaded in Technical Bid of E-tender otherwise Participant will be rejected.

38. Details of the Tender will be also available on www.north24parganas.gov.in

39. Technical Bids will be evaluated first. Financial bids will be evaluated only for those agencies which will be found eligible in Technical Bids.

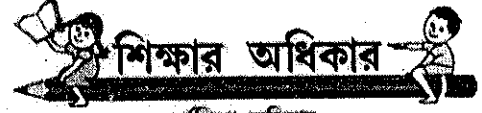
Declaration

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
Paschim Banga Sarva Siksha Mission
District Project Office
North 24 Parganas



সর্বশিক্ষা অভিযান
সবার শিক্ষা, সবার উন্নতি

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:

- Current Trade License for 2013-14.
- Last VAT Audit Report.
- Value added Tax (VAT) Registration Certificate.
- Last VAT Return Copy.
- Income Tax Return for the assessment Year 2014-2015.
- Permanent Account Number (PAN) Card.
- Professional Tax Challan with current validity.
- Sale Tax Registration/Central Sales Tax Registration.
- Last 3 Years (Year 2011-12, 2013-13 and 2013-14) Audited Balance Sheet.
- Credential (Successful Completion) Certificate of supply materials, wherein order values exceed Rs. 8,50,000.00 (Rupees Eight Lakhs Fifty Thousand Only), in a Single Order during any of the last two Financial Years i.e, 2012 - 13 and 2013-14 from any Government Department only.
- Annual Turnover of Rs.17,50,000/- exceeds in last Financial Year 2013-14.
- Any other Information.

Additional District Magistrate (G)
North 24 Parganas



SCHEDULE - C FINANCIAL BID

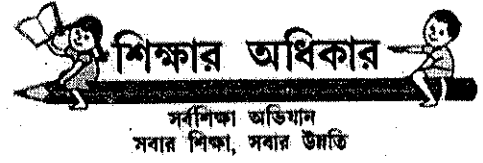
Sl. No.	Item	Specification	Brand	Rate (Rs.)
1.	School Bag	a) Size: 14" X 12" b) Material: Water proof cloth with zipped single pocket c) Attachments: Side Handle with Belt for shoulder hanging and separate pocket for Tiffin Box	Any	
2.	Drawing Copy	6 No non binding copy	Any	
3.	Colour Pencil/Crayons	Set of 12 wooden pencils or crayons.	Faber Castle or equivalent	
4.	Square Box Maths Copy	4 No paper binding copy	Classmate/ Oxford/ equivalent	
5.	Four line English Copy	4 No paper binding copy	Any Classmate/ Oxford/ equivalent	
6.	Bengali Copy	4 No. paper binding	Classmate/ Oxford/ equivalent	
7.	Pencil	Bonded Lead HB	Faber Castle Dark Pencil/ equivalent	
8.	Non dust Eraser	Non Toxic Plasto Erasers	Apsara/ equivalent	
9.	Scale	30 cm / 12" ruler	Wooden Dayal Co./ equivalent	
10.	Pencil Box	Made of Plastic Dimension: 8" X 2 1/2" X 1"	Any	
11.	Slate	Size: 9.5" X 8" Black colour, Plastic Slate	Dayal/ equivalent	
12.	Sharpner	Press fit cutter	Nataraj/ equivalent	
13.	Slate Pencil	White Colour, 50 pieces in a box	Any	

7/1/15
ADDITIONAL DISTRICT MAGISTRATE(G)

NORTH 24 PARGANAS




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



(TENDERING SCHEDULE.)

01.	Date of Uploading of NIT and other documents(s).	07/01/2015, 03.00P.M.
02.	Date of starting of download the documents.	08/01/2015, 11.00 A.M.
03.	Date of starting of Submission of Technical Bid & Financial Bid.	08/01/2015, 11.00 A.M.
04.	Date of closing of download the documents.	06/02/2015, 01.00P.M.
05.	Date of Closing of Submission of Technical Bid & Financial Bid.	06/02/2015, 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.	06/02/2015, 01.00P.M.
07.	Date of Opening of Technical Bid at office chamber of the District Project Officer, North 24 Parganas.	10/02/2015, 11.00A.M.
08.	Date of uploading the list of technically qualified bidder.	10/02/2015, 03.00P.M.


Additional District Magistrate (G)
North 24 Parganas



No. S-17011/1/2011-SSM/ 111109 /1(68)

Date: 07/01/2015

Copy forwarded for information to the:

- 1) Director General, West Bengal Fire & Emergency -13D, Mirza Galib Street Kolkata-700016 with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 2) Superintendent of Police, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 3) Chairman, District Primary School Council with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 4) Karmadhyaksha, Siksha Sthayee Samity, Zilla Parishad, North 24 Parganas.
- 5) 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.
- 6-10) Sub-Divisional Officer ALL, with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) District Information & Cultural Officer, North 24 Parganas with a request to circulate copy of Tender Notice to all concerned.
- 15) 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.
- 16-42) Chairman ALL Municipalities, with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 43) Chief Executive Officer, Barrackpore Cantonment Board; with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 44- 65) The Block Development Officer ALL, with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 66) CA to Sabhadhipati, Zilla Parishad, North 24 Parganas for information of the Sabhadhipati, Zilla Parishad, North 24 Parganas.
- 67) CA to District Magistrate, North 24 Parganas for information of the District Magistrate, North 24 Parganas.
- 68) 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