



Government of West Bengal
Office of the District Magistrate & Collector
North 24-Parganas, Barasat
(District Kanyashree Cell)

NOTICE INVITING TENDER

Memo No. : 220 /Kanya/N24P

Dated- 07.06.2016

Sealed Tenders are invited by the District Magistrate, North 24-parganas for supply of items as mentioned in Annexure II for Kanyashree Prkalpa for the period of one year from reputed agencies whose annual turnover in the last three years is not less than 50 lakhs in the field of supply of various IEC printed materials like Festoon, Banner, Flex, hoarding etc. The agency should not have been black listed by any Central Government/State Govt./PSU. The methods of submission of tender amounts Bid Security/Security Deposit and General Terms and Conditions applicable to contract have been mentioned in Annexure I. The work is to be performed strictly as per Parameters/technical specifications given in part- I of Annexure II. The terms and conditions specific to the contract have been mentioned in Part-II of Annexure II. The proforma for submission of tender has been given in Annexure III (for Technical Bid) and Annexure IV (for Commercial Bid) to this Notice Inviting Tender. The schedule of tender is given as under:

2. Schedule of Tender

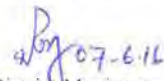
Tender No. : 220 /Kanya/N24P, Dated- 07.06.2016

Contractors eligible to submit Tender:

- Bonafide Contractors having upto date clearance certificate of Professional Tax and latest VAT Clearance Certificate, PAN Card and Income Tax Return / Clearance (For Assessment Year 2016-17)
 - Intending Co-Operative Societies should submit N.O.C. and other documents from the appropriate authority.
 - They will have to submit current credential certificate for One year during last three consecutive years that will be valued at not less than Rs.50,00,000 (Fifty lakhs only). The credential must be of similar nature in the field of supply of various IEC printed materials like Festoon, Banner, Flex, hoarding etc.
1. Last date and time of application for Tender Documents : 15.06.2016 upto 2 pm
 2. Date and time for issue of Tender paper : 13.06.2016 to 16.06.2016 from 12 am to 3.30 pm daily.
 3. Last Date and time for Receipt of Tender : 22.06.2016 upto 1.30 pm
 4. Date and time for opening of Tender : 22.06.2016 at 3.00 pm

3. The Tender Form along with terms and conditions can be seen in this office Notice Board on any working day (Monday to Friday) from 10.00 am to 5.00 pm. Tender notice can also be seen and downloaded from the website of the District i.e. north24parganas.gov.in

4. The tenders completed in all respect must in all cases be received in this office before date and time indicated in the Schedule of Tender in para 2 above. The tenders received after the scheduled date and time will be rejected outright. The tenders can be put in box kept for this purpose in the chamber of the Additional District Magistrate (Try), North 24 Parganas from 13.06.2016 till the last date of submission. Tenders may be sent by registered post within schedule time & date. (Only one tender shall be kept in one cover.)

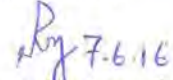

Additional District Magistrate (T)
North 24-Parganas

Memo No-220 (33)/Kanya/N24P

Dated-07.06.2016

Copy forwarded for wide publicity to :

1. The Additional Executive Officer, Zilla Parishad, North 24-Pgs.
2. The Chief Medical Officer Health, North 24-Pgs.
3. The Project Director, District Rural Development Cell, North 24-Pgs.
- (4- 8) The Sub-divisional Officer, Bongaon/ Basirhat/ Barrackpore/Barasat(Sadar)/Bidhanagar, North 24-Pgs.
9. The District Infomatics Officer, NIC, with request to upload this notice with all Annexures & tender form in District website for wide publicity.
- (10-31) The Block Development Officer,.....(A.II)....., North 24-Pgs.
32. The District Information & Cultural Officer, North 24-Pgs with request to display this notice in his notice board.
33. This office Notice Board.


Additional District Magistrate (T)
North 24-Parganas

ANNEXURE - I
GENERAL TERMS AND CONDITIONS

Sub: Supply of flex, hording, festoon, banner, bangle and other IEC materials to Block, Municipality, Sub-Division & District level for observance of Kanyashree Divas.

1. Parties:

The parties to the Contract are the contractor (the tenderer to whom the work have been awarded) and The District Magistrate, North 24 –Parganas.

2. Addresses:

For all purposes of the contractor, the address of the contractor mentioned in the tender shall be the final unless the contractor notifies a change of address by separate letter sent by registered post with Acknowledgement to the District Magistrate, North 24-pgs. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Bid Security:

- 3.1** Earnest Money Deposit of Rs. 100000/- (Rupees One lakh) only must be deposited by bidders for whole work in the form of Demand draft in favor of the District Magistrate, North 24 pgs and should be submitted along with their tenders.
- 3.2** No request for transfer of any previous deposit of Bid Security or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.
- 3.3** Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of Bid Security will be forfeited to the Government.
- 3.4** The Tenders without Earnest Money Deposit will be summarily rejected.
- 3.5** No claim shall be lie against Government / Department in respect of erosion in the value or interest on the amount of Earnest Money Deposit.

4. Preparation and Submission of Tender:

The tender should be submitted in two parts namely Technical bid along with the proof of Earnest Money Deposit (in form given in Annexure III) and Commercial bid (in form given in Annexure IV) and each should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to the District Magistrate, North 24 Pgs.

The outer envelope containing sealed covers should bear the address, Tender number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super scribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "Commercial Bid" and date of opening of tender.

5. Signing of Tender:

The individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board or Directors of the company, if it is a company.

N.B.

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In case of Co-operative Societies, Certificate of exemption regarding Earnest Money/Security Money must be duly recommended by the A.R.C.S in the name of the said Co-operative to be obtained regarding participation of the said Co-operative in this particular tender. The exemption certificate should be issued after floating date of this tender notice.

- (3) An undertaking in non-judicial stamp worth Rs. 10/- only duly signed by the Executive Officer of the Co-operative to be submitted regarding participation of the said Co-operative in the tender.
- (4) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- (5) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (6) The tenderer **should sign and affix his/his firm's stamp at each page of the tender and all its Annexure** as the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING TENDER.**

6. **Duration of Tender/Contract Period:**

Duration of the contract shall be one year which may further be extended by the Department for another three months on the same terms and conditions of the contract.

4. **Technical Bid:**

The Technical bid should be submitted in the form given in Annexure- III along with the Demand Draft as Bid Security for the amount indicated above along with full details of technical facilities for executing the work i.e., financial capacity, infrastructure etc and other associated features, and any other information sought for in Annexure II.

8. **Commercial Bid:**

The Commercial Bid should be submitted in form given in Annexure- IV in a separate sealed cover kept inside the main cover. The Commercial Bids of the tenders short-listed after evaluation of technical bids only will be opened on a specified date and time to be intimated to the respective tenderer. A duly constituted District Level Tender Committee (DLTC) will evaluate the Commercial bids.

Terms of payment as stated in the Tender Document shall be final.

At the time of payment of bills, the income tax, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

9. **Opening of Tender:**

The tenderer is at liberty either himself or authorized not more than one representative to be present at the opening. The representative attending at the opening of the tender on behalf of the tenderer should bring with him a letter of authority as proof of identification. On the date and time indicated in the "Schedule of Tender", both Technical and Commercial bids will be opened and read out in the presence of tenderers' Technical and Commercial bids will be opened and read out in the presence of tenderers'/ representatives.

10. **Criterion for Evaluation of Tenders:**

- a) The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and then on basis of commercial information furnished in form given in Annexure-IV. The Commercial bid (Annexure IV) of such firms found valid based on technical parameters (as per Annexure III) will be opened on the same date. It must be kept in view that the decision will be given by the Tender Committee or any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will further subject to any specific terms and conditions of the contract given in part-II of Annexure II in (A&B) of this NIT.

11. **Right of Acceptance:**

The District Magistrate, North 24 Parganas reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind him to accept the lowest or any specific tender. The decision of District Magistrate in this regard is final and binding.

Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

12. **Communication of Acceptance:**

Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit will be communicated.

13. **Time Schedule for completion of Work:**

The work must be completed within the period specified in the schedule mentioned in part-II of Annexure II.

14. **Security Deposit:**

The successful tenderers will have to deposit a sum of Rs. 2,50,000/- (Rupees two lakh fifty thousand) only in the form of NSC duly pledged in favour of the District magistrate, North 24 Parganas towards security deposit within 7 days from the date of acceptance of the tender. The Security Deposit will not be adjusted against any payment due to or from the Department.

The Security Deposit can be forfeited by order of District Magistrate in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as maybe considered by the District Magistrate sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained.

15. **Penalty:**

(1) In the event of the contractor failing to:

- (i) Observe or perform any of the conditions of the work as set out herein; or
- (ii) Execute the work in good and workman like manner and to the satisfaction of and by the time fixed by the District Magistrate, North 24 Parganas;

(a) It shall be lawful for the Department in its discretion in the former event to remove or withhold any part of the work until such times as he may be satisfied that contractor is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require any work executed otherwise than in a good and workman-like manner to the satisfaction of and by the time fixed by the Department and in both or either of the events aforesaid to make such arrangements as he may think fit for the reproduction of the work so removed or work in lieu of that so removed as aforesaid an account and at the risk of the contractor.

(b) 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 paid and the accepted rates, the Department may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor 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 of the Department.

(c) The powers of the Department under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided non forfeiture of deposit mentioned under clause 15 above.

(d) In case of failure of performance by any of the tenders, the work may be assigned by the Department to any of the other firms empanelled or any other firm.

17. **Insolvency etc.**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under 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 falling to comply with any of the conditions herein specified the Department shall have the power to terminate the contract without previous notice.

18. **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the competent Authority will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by this Department in that event and security deposit shall also stand forfeited.

19. **Subletting of Work:**

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the District Magistrate, North 24 Parganas which he will be at liberty to refuse if he thinks fit.

20. **Right to Call upon Information Regarding Status of Work:**

The Department will have the right to call upon information regarding status of work at any point of time.

21. **Precautionary Measures:**

21.1.1 While observing the economy in costs in his own interest the contractor must be careful that quality and cleanliness of the work is maintained as well as time schedule prescribed etc, should not be disturbed.

21.1.2 The contractor must take every care to see that the work or any portion of thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions and no spare item of work / copies should be retained/sold or otherwise made over by the contractor or any of his staff member to any person other than the person(s) authorized by the Department.

22. The tender is not transferable. Only one tender shall be submitted by one tenderer.

23. **Terms of payment:**

23.1.1 No payment shall be made on advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.

23.2 All payments shall be made by cheque only.

23.3. The Department shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

23.4. The term "Payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Bid Security and Security Deposit governed by the separate clauses of the contract.

24. **Arbitration:**

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiation or as per West Bengal Government norms.

25. **Eligibility Criteria:**

Only reputed Individuals/firms/Co-operative Societies etc. whose annual turnover in each of the last three years is not less than 50 (fifty) lakhs per year for similar work. The firm should not have been black listed by any Central Government / State Govt. /PSU are eligible for award of contract.

26. **Summary Rejection Clause:**

A tender shall be summarily rejected on the following grounds:

- i) If the tender is received after the date and time prescribed for their receipt irrespective of the fact whether tender has been opened or not;
- ii) If the tender has been signed by an unauthorized person (signatory) even if the tender is ready to take the responsibility.
- iii) If the tender has been signed by an authorized person (signatory) but fails to enclose the authority letter with the tender.
- iv) If every page of tender has not been signed and stamp affixed by the duly authorized person;
- v) If the tender is not received with Bid Security Deposit prescribed in the tender and in a prescribed manner e.g. the proof of EMD not kept with the Technical Bid;
- vi) If the "Technical Bid" and "Commercial Bid" are kept in the same envelop or wrong envelopes or not marked to indicate whether it contains "Technical Bid".
- vii) If the tender is incomplete in any respect;
- viii) If the tenderer is submitted without following the prescribed procedure etc.
- ix) If the tenderer refuses to accept any of the terms and conditions;
- x) If the conditions of the tender are altered or the alternate conditions proposed, which are not acceptable to the Department;
- xi) If it is found that the tenderer is not complying with any of the laws directly associated with the proposed tender;
- xii) If he does not satisfy any of the mandatory eligibility criterion.

ANNEXURE – II**Sub.: Notice Inviting Tender for Supply of Items as mentioned in ANNEXURE – IV****A. SPECIFICATIONS.****PART – 1**

- | | | |
|----|---------------------|--|
| 1. | Description of work | Supply of Items as mentioned in ANNEXURE – IV to Blocks, Municipalities , Sub-Divisions and District level of this District. |
| 2. | Period of Contract | One Year. Extendable for three months on the same terms and conditions of the contract. |
| 3. | Volume of work | Approximate Annual requirements- Depends upon necessity of different programmes related with Kanyashree Prakalpa. |
| 4. | Method of supply | Supply to be made at Blocks, Municipalities, Sub-Divisions and District level of this District. |

PART – II**TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT**

1. The rates quoted by the tenderer should be including of all charges like loading & unloading, transportation upto delivery point..
2. Supply Order to all levels is to be completed by the stipulated time as will be specified time to time by the authority concerned.
3. The work should be done by the Agency with utmost sincerity and honesty.
 - i) Tenderers should quote only one rate. No conditional rate will be considered and accepted.
 - ii) The rates should be quoted strictly in the prescribed form of quotation and should be inclusive of all kind of charges.
 - iv) No extra payment will be admissible due to price hike of any materials during contract period.
1. Time schedule for supply of articles are to be strictly adhered to by the tenderer, in the event of failure to do so, supply work will be carried out by any other Agency, the extra cost to be borne for, this will be realized from the transport Agency from his security deposit / balance of payments due to the Government.
2. One authorized representative of the Agency will pay visit to district Kanyashree Cell at least once in a week for receiving work order and to keep district authority informed on progress of work; at the end of the work a report of work done to be submitted to the Additional District Magistrate (T), North 24 Parganas.
3. Designs are to be provided to the district level both in the form of soft copy & hard copy. Modification in any item may be made at any stage during the tender period.

ANNEXURE – III

TENDER FROM – 1 – TECHNICAL INFORMATIONS AND UNDERTAKING
(See Clause 7 of Annexure – I of this Tender Document)

Sub.- Notice Inviting Tender for Supply of flex, hording, festoon, banner, bangle and other IEC materials to Block, Municipality, Sub-Division & District level for observance of Kanyashree Divas.

1. Name of the Tenderer / Concern _____.
2. Nature of the Concern: _____ (i.e., sole proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization).
3. Demand Draft No. _____ Dated _____ name of Bank with Branch _____ (to be enclosed) and amount of Bid Security Deposit Rs. _____ (Rupees _____ only).
4. Whether each page of NIT and its Annexures have been signed and stamped.
5. Details of PAN with photocopy of PAN Card.
6. Attested copy of the Certificate of Registration of firm.
7. Attested copy of VAT No. allotted.
9. Attested copy of up to date VAT return.
8. Annual balance sheets for the last 3 years along with the proof of job entrusted by Govt. Organizations during the last three years.
9. Attested copies of receipt copies of I.T. returns of the Individual/Firm/Co-operative Societies for the last 3 (three) years to be submitted.
9. Period of validity of offer _____ (Clause 6 of Annexure – 1 refers)
10. Details such as equipment, machinery, infrastructure etc.
11. Any other information.

Dated _____ at _____

**(Dated Signature of Tenderer with
Stamp of the firm)**

UNDERTAKING

1. I / We undertake that I / we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Department and shall abide by them.
2. I / we also undertake that I / we have understood "Parameters and Technical specifications for conducting the work" mentioned in Annexure II of the Tender No. _____ dated _____ and shall conduct the work strictly as per these "Parameters and Technical Specifications for conducting the work"
3. I / we further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

**(Dated signature of Tenderer
With stamp of the firm)**

ANNEXURE – IV
(TENDER FORM – 2 – COMMERCIAL INFORMATION)
(See Clause 8 of Annexure I of this Tender Document)

Sub.: Notice Inviting Tender for Supply of Items as mentioned below

1. Total price for the work inclusive of all kinds of incidental charges.

List of items: for Pre Kanyashree Day and Kanyashree Day & Mass Campaigning / wide Publicity

SI No	Name of the article	Specification	Size/Details	Rate in Rs.	Per / Unit
1.	Tableau	Tata ACE 107, Iron Framed flex Matter, Night Glow light, Public address system, Driver Fuel etc. Included.	Vertical Box Type		Day
2.	Tablau	Tata ACE 107, Iron Framed flex Matter, Night Glow light, Public address system, Driver Fuel etc. Included.	Stage Type		Day
3.	Chart	Print on PVC sheet (350 GSM) both side pipe mounting (1" dia) With hanging system & Multicolor	(20"X 30")		Piece
4.	Poster	130Gsm Maplitho both side laminated with Rollup Hanging Facility	22"x18"		Piece
5.	Banner	Eco solvent Vinyl printed and pasted on 1" diameter GI sheet & fixed on Route Bus	4'x3'		Piece
6.	Flex Banner	Eco solvent Multicolor, 280 GSM, 4 l-let fixed on 4 corner	6'x3'		Piece
7.	Vinyl Sticker	Eco solvent Vinyl printed and pasted on Back side of Auto Rickshaw	2'x2'		Piece
8.	Flex Hording	Eco solvent Multicolor, 280 GSM, 2" diameter GI frame and fixed at different G.P.	6'x4'		Piece
9.	Flex hoarding	Eco solvent Multicolor, 280 GSM, 2" diameter GI frame and fixed at places	(12' X 10')		Piece
10.	Star Flex	Multicolor, 280 GSM, with eye lid for hanging	(8' X 5')		Piece
11.	Cap	Synthetic Cloth Cap, White Colour with Printing matter (in blue)	Standard Size		Piece
12.	Placard	Printed Sun pack Base with wooden handle,	18"x12"		Piece
13.	Satchel	Printed Satin with side Zari border	4"x 60"		Piece
14.	T Shirt	Thick cotton material with multicolor printing on both side.	standard size		Piece
15.	ID Card for Kanyashree Girls	Multicolored digital printing with lamination (300 microne) with printed ribbon and hanging system	(10 X 7) cm		Piece
16.	Certificate for K2 Kanyashree Girls	Multicolored digital printing	A-4 Size		Piece
17.	GI (Karate Dress)	White colour with printing of Kanyashree Logo and name of the district etc.	Standard Size		Piece

(N.B. Specimen sample must be submitted at the time of opening of tender. Tenders without valid sample will not be entertained) For item no, 14 & 15 (ID card & Certificate for Kanyashree girls) Please contact District Kanyashree Cell for specimen Sample and Knowhow regarding Procedure of making.)

**(Dated signature of Tenderer
With stamp of the firm)**