



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

NOTICE INVITING TENDER.

Memo No. : 48 /Kanya/N24P

Dated- 22/06/2020

Sealed Tenders are invited by the District Magistrate, North 24-parganas for supply of items as mentioned in Schedule-C named Financial Bid for Kanyashree Prakalpa for the period of one year from reputed agencies whose annual turnover in the last three years is not less than **Rs.5,00,000/- (Rupees Five Lakhs) only** in the field of supply of IEC Materials. The agency should not have been black listed by any Central Government/State Govt./PSU. The methods of submission of tender along with Bid Security/Security Deposit and General Terms and Conditions applicable to contract have been mentioned in Schedule A & Schedule B named Technical Bid. The work is to be performed strictly as per Parameters/Technical specifications given in Schedule A & Schedule B named Technical Bid. The terms and conditions specific to the contract have been mentioned in Schedule A & Schedule B named Technical Bid. The details of tender are given as under:

Important Issues-

Date of publishing	23/06/2020
Closing date of Tender Participation	06/07/2020 up-to 2PM
Date of Technical bid Opening at the Chamber of ADM(T), North 24 Pgs.	06/07/2020 at 2.10PM
Date of Financial bid Opening at the Chamber of ADM(T), North 24 Pgs.	06/07/2020 at 4.00 p.m.
Date of Dropping Tender Paper at the Chamber of ADM(T), North 24 Pgs.	24/06/2020 to 06/07/2020 upto 2 PM

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 stipulated time and date due to any reason whatsoever shall not be considered and the same are liable to be rejected.
3. The District Magistrate , North 24 Parganas, reserves the right to accept or reject any/all tender/s without assigning any reason whatsoever. The decision of the District Magistrate & Collector in this regard is final and binding.
4. The Bid should be signed by the bidder(s)/tenderer(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.20,000/- (Rupees twenty thousand) only as EMD. This shall be in the form of account payee Demand Draft on any Nationalized Bank/Scheduled Bank drawn in favour of the District Magistrate, North 24 Parganas payable at Kolkata without which the tender shall be summarily rejected/No Cheque/Money Order/Cash shall be accepted as EMD.
7. The EMD shall not attract any interest. The EMD of the unsuccessful Bidder shall be returned within three month from the date of finalization of the tender.


8. The successful Bidder will be required to deposit a stipulated rate of the work value as Security Deposit of Rs.25,000/- (Rupees twenty five thousand) only in the form of Demand Draft drawn in favour of the District Magistrate, North 24 Parganas, which will be released only after successful completion of the work or will be forfeited otherwise.
9. All necessary documents should be attested.
10. Any of the Bidders, who may desire, may remain present at the time of opening of the technical bid.
11. The printed Kanyashree Identity card & Kanyashree K-2 Certificate will be delivered throughout the district at 5 Sub-Divisions & 22 Blocks Kanyashree Cell as per instruction which will be intimated in the work/ supply order.
12. Printed Kanyashree Identity card & Kanyashree K-2 Certificate 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 reserves 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/ GSM etc. If it is found not according to the specification, then authority has every right to cancel the total lot or otherwise. Forfeit the security money, blacklist the respective supplier and terminate the annual contract.
13. After completion of delivery at the respective Sub-Divisions and Blocks, the approved agency has to submit delivery challan(s) signed/receiving stamp with signature from the competent authority along with invoice(s)/bill(s).
14. Since the work being awarded to the Enlisted Agency it is of important nature & the time schedule for all orders must be adhered to failing which a penalty at the rate of 1% or 1,00,000 (Rupees One Thousand) only for every day's delay will be imposed which will be recovered from authorized agencies/ deducting the amount from the payable amount to the approved agency.
15. In case of failure of performance by any of the Enlisted Agency. The work may be assigned by the Department to any of the other Enlisted Agencies empanelled or any other firm.
16. Provided further that if in either event any excess costs be incurred by reason of the difference between the 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 to the agency 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 envelope and the same should be submitted in a single sealed envelope super scribed "Submission of Tender for Kanyashree Identity card & Kanyashree K-2 Certificate for Kanyashree Girls". With a forwarding letter addressed to the District Magistrate , North 24 Parganas.
18. The Technical Bid must contain the necessary documents (stated in Schedule- B) along with Earnest Money Deposit and other related tender papers except Financial Bid.
19. The 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 District Magistrate, North 24 Parganas after making successful delivery of the ordered printed materials 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/electronically(ECS) through treasury 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. and GST will be deducted at source as per Government Rule.
24. The Department will have the right to call upon information regarding status of work at any point of time.

25. 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.
26. Earnest Money/ Security Money deposit will be forfeited in following cases:-
 - a. The Bidder withdraws tender after opening or acceptance.
 - b. The selected bidder falls to accept order, refuses either wholly or partly the offer that would be made by the District Magistrate, North 24 Parganas .
 - c. The selected Bidder fails to deliver the ordered printed materials within stipulated time as mentioned in the work/ supply order.
27. The Financial Bids are opened only for those bidders who are successfully qualified in the Technical Bid.
28. The bidders are to be submitted in the ORIGINAL TENDER FORMAT issued from this office. No other formats will be considered.
29. Tender with overwriting condition will be summarily rejected.
30. The rate(s) to be quoted must be inclusive of 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 Carrying cost, delivery charges, loading and unloading charges upto the point of delivery i.e. in the 5 Sub-Divisions & 22 Blocks Kanyashree Cell within as per instruction which will be intimated in the work/ supply order. No extra charges will be entertained.
31. The applying firm must be registered with the GST, Income Tax & Profession Tax.
32. 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 Authority.
33. 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.

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


Additional District Magistrate (T)
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. No	Name of the Organization	Year	Order No	Value of Job


All the following documents (photo copy) duly attested must be submitted.

- Instrument/ Document showing detail of the price of Tender Form duly paid in favour of “ District Magistrate, North 24 Parganas”
- Current Trade License for 2019-2020
- GST Registration Certificate
- Last GST Return copy
- Income Tax Return for the Assessment Year 2019-2020
- Permanent Account Number (PAN) Card.
- Professional Tax Challan with current validity.
- If any vendor exempt from earnest money , then necessary documents and relevant G.O must be submitted
- Audit Report inclusive of Trading Account, Profit & Loss Account and Balance Sheet for the last three Financial Years i.e. 2016-17 , 2017-18 and 2018-19 showing turnover not less than 5,00,000.00 (Rupees Five Lakhs Only)
- Credential (Successful Completion) Certificate of Printing, wherein order values exceed Rs 4,00,000.00 (Rupees One four lakhs) in a Single Order and multiple order during any of the last Four Financial Years
- Any other information.

Date:

Seal

(Name, Designation & Signature of authorized person)


Additional District Magistrate (T)
North 24-Parganas

SCHEDULE-C
FINANCIAL BID

1. Name of the Bidder	
2. Full Address of Office	
3. Phone No & Fax No	
4. E-mail ID	


Sub: Tender for Kanyashree Identity Card & Kanyashree K-2 Certificate .

Sl. No	Name of the article	Specification	Rate in Rs.	Per Unit/Piece
01	Certificate for K2 Kanyashree Girls	Multicolored digital single side printing on 250 GSM white glossy papers, size 6" X 12".		Piece
02	ID Card for Kanyashree Girls	Multicolored digital single side printing on 250 GSM white glossy paper, size 3" X 4".		Piece

Date:


Seal

(Name, Designation & Signature of authorized person)


Additional District Magistrate (T)
North 24-Parganas

Copy forwarded for information to the :

1. The Additional Executive Officer, Zilla Parishad, North 24-Pgs.
2. The Project Director, District Rural Development Cell, North 24-Pgs.
3. The 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. The NDC, North 24 Parganas, , with a request to arrange for putting up the Notice in the Office Notice Board of the Nazerath Section of District Collectorate, North 24 Parganas.
- (5- 9) The Sub-Divisional Officer, Bongaon/ Basirhat/ Barrackpore/Barasat(Sadar)/Bidhannagar, North 24-Pgs.
10. The District Informatics Officer, NIC, with request to upload this notice with all Annexures & tender form in District website for wide publicity in the Notice Inviting Tender in the official website (www.north24parganas.gov.in) of this district.
- (11-32) The Block Development Officer.....North 24-Pgs.
33. The District Information & Cultural Officer, North 24-Pgs, , with a request to arrange for putting up the Notice in the Office Notice Board of all concerned.
34. CA to the Sabhadhipati, Zilla Parishad, North 24 Parganas, for information of the Sabhadhipati, Zilla Parishad, North 24 Parganas.
35. CA to the District Magistrate, North 24 Parganas, for information of the District Magistrate, North 24 Parganas.
36. This office Notice Board.


Additional District Magistrate (T)
North 24-Parganas