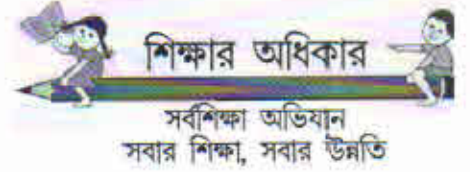




Government of West Bengal  
Paschim Banga Samagra Shiksha Mission  
District Project Office  
North 24 Parganas



No.GC/SSM/2019-20/ 6829

Dated: 19/12/2019

Form no. :

**Tender Submission Form**

**Sub : Tender for Greetings card for 2019-2020**

Contents :

- A. Technical Bidding Format
- B. Financial Bidding Format

Address for Submission of Tender :

District Education Officer  
Samagra Shiksha Mission, North 24-Parganas  
Office of the District Magistrate, North 24-Parganas  
4<sup>th</sup> Floor, Barasat, North 24-Parganas

The authenticated Tender Paper (comprising the technical bid form along with financial bid form) is to be obtained from "Samagra Shiksha Mission, District Project Office, North 24 Parganas, Barasat" against an application with the price of tender form of Rs. 1000/- (Rupees One thousand) only is to be paid in favour of "Samagra Shiksha Mission, North 24 Parganas." Payable at Kolkata by Demand Draft only on any Nationalized Bank /Scheduled Bank.

Scaled offers are invited only from competent, reputed & eligible willing Registered Authorized Dealers / Registered Reputed Firms / Agencies, having adequate experience of Supply of Printing items 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.

**TECHNICAL BID**

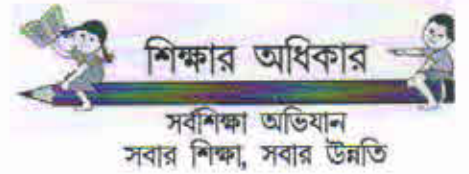
Technical Bid comprises Schedule – A & Schedule – B

**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 of Samagra Shiksha Mission, North 24-Parganas 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.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



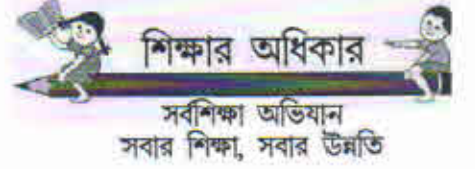
Government of West Bengal  
Paschim Banga Samagra Shiksha Mission  
District Project Office  
North 24 Parganas



- of "Samagra Shiksha Mission, 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. Samagra Shiksha Mission does not provide any exemption to SSI Units, Micro & Small Enterprises, Khadi, Handicrafts and other such units for free issue of tender documents, payment of earnest money and security deposit, price preference or any other issues etc.
  8. The EMD shall not attract any interest. The EMD of the unsuccessful Bidder shall be returned within one month from the date of finalization of the tender.
  9. The successful Bidder will be required to deposit at stipulated rate of the work value as Security Deposit in the form of Demand Draft drawn in favour of Samagra Shiksha Mission, North 24 Parganas which will be released only after successful completion of the work or will be forfeited otherwise.
  10. All necessary documents should be attested.
  11. Any of the Bidder, who may desire, may remain present at the time of opening of the technical bid.
  12. **The printed Greetings card will be delivered throughout the district at 57 no. of CLRC's level within 28/12/2019 as per instruction stipulated in the work / supply order.**
  13. Printed Greetings card 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 / GSM 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 Enlisted Agency is of important nature the time schedule for all Orders must be adhered to failing which a penalty at the rate of 1% or 1,000.00 (Rupees One Thousand) only for every day's delay will be imposed which will be recovered from authorized agencies.
  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 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 envelope and the same should be submitted in a single sealed envelope super scribed "Submission **Tender for Greetings card for 2019-2020**".with a forwarding letter addressed to DEO, Samagra Shiksha Mission, North 24-Parganas.
  18. 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. 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 DEO, SSM, North 24-Parganas 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. 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 fails to accept order, refuses either wholly or partly the offer that would be made by the DPO, SSM, North 24-Parganas.
    - c. The selected Bidder fails to deliver the ordered article within stipulated time as mentioned in the work/supply order.
  27. Financial Bids are opened only for those bidders who are successfully qualified in the Technical Bid.



Government of West Bengal  
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District Project Office  
North 24 Parganas



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 rates(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 in the 57 nos. CLRC's level under district of North 24-Parganas as per instruction in the work/supply order. No extra charges will be entertained.
31. The applying firm must be registered with the GST, Income Tax & Professional 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.
34. Tender Papers will be issued till 26.12.2019 (Thursday) upto 1.00 p.m.
35. The last date of submission of Sealed Bid Documents containing the Technical & Financial Bid is 26.12.2019(Thursday) upto 01.30 P.M. The Technical Bid and Financial Bid will be opened on 26.12.2019(Thursday) at 2.30 P.M in the chamber of The District Education Officer in presence of the participants & the members of District SSM purchase committee.

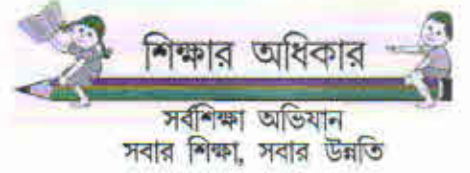
Declaration

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 Samarga Shiksha Mission  
District Project Office  
North 24 Parganas



No.GC/SSM/2019-20/ 6829 /1(14)

Dated: 19/12/2019

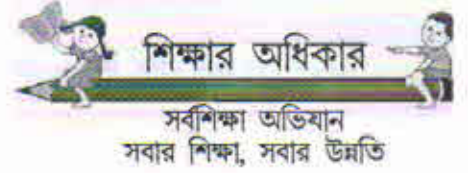
Copy forwarded for information to the:

- 1) State Project Director, PBSSM with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 2) The Project Director, District Rural Development Cell, North 24-Parganas.
- 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) 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.
- 7) District Inspector of School (Secondary Education), North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 8) 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.
- 9) 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.
- 10) District Information & Cultural Officer, North 24 Parganas with a request to circulate copy of Tender Notice to all concerned.
- 11) 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](http://www.north24parganas.gov.in)) of this district.
- 12) CA to Sabhadhipati, Zilla Parishad, North 24 Parganas for information of the Sabhadhipati, Zilla Parishad, North 24 Parganas.
- 13) CA to District Magistrate, North 24 Parganas for information of the District Magistrate, North 24 Parganas.
- 14) CA to Additional District Magistrate (PBSSM), North 24 Parganas for information of the Additional District Magistrate (PBSSM), North 24 Parganas.

  
District Project Officer  
Samarga Shiksha Mission  
North 24 Parganas



Government of West Bengal  
Paschim Banga Samagra Shiksha Mission  
District Project Office  
North 24 Parganas



SCHEDULE – B  
General Information:

1. Name of the Bidder	
2. Full Address of office	
3. Phone N & 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

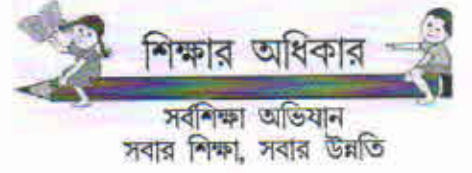
All the following documents (photo copy) duly attested must be submitted :

- Instrument / Document showing detail of the price of Tender Form duly paid in favour of "Samagra Shiksha Mission, 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.
- Audit Report inclusive of Trading Account, Profit & Loss Account and Balance Sheet for 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 Lakhs), in a Single Order and multiple order during any of the last Four Financial Years i.e. 2015-16, 2016-17, 2017-18 and 2018-19 from any Government Department only.
- Any other information.

District Project Officer  
Samagra Shiksha Mission  
North 24 Parganas



Government of West Bengal  
Paschim Banga Samarga Shiksha Mission  
District Project Office  
North 24 Parganas




SCHEDULE – C

FINANCIAL BID

Sub : Tender for Greetings card of SSM for 2019-2020

Sl. No.	Item	Specification	Unit	Rs.
1.	Greetings card	Size : 8" X 10.25" Matter: Text and graphics multi (4) colour Single side printing (1 Pages), Quality : 80gsm Art Paper, white colour.	Per Pcs	

  
District Project Officer  
Samarga Shiksha Mission  
North 24Parganas