



Memo. No. 157 / NT / Material Cell / 2019

Date :- 22 / 01 / 2019

NOTICE INVITING ELECTRONIC TENDER NO. 02 (Serial No. 1) of 2018 - 2019 of DISTRICT MAGISTRATE, MURSHIDABAD.

The District Magistrate, Murshidabad invites e-Tender for the work detailed in the table below. (Submission of Tender through **online**).

Tender Reference No. :- DM/MSD/LSELECTION-2019/eNIT-2

| Sl. No. | Name of work | Tender Amount (In Rs.) | Earnest Money (Rs.) | Time of Supply | Remarks |
|---------|---|------------------------|---------------------|----------------|---------|
| 1. | Supply of stationary and miscellaneous articles (as per specification) i.c.w. Lok Sabha General Election, 2019. (Detailed specification is in the BOQ Template) | Nil | 50,000.00 | 7 (Seven) Days | |

SCHEDULE OF IMPORTANT DATES

| PARTICULAR | DATE & TIME |
|--|--|
| Date of Publication of E-NIT | 24.01.2019 at 6:55 PM |
| Document download start date & time | 25.01.2019 at 11:00 AM |
| Bid submission start date & time | 25.01.2019 at 11:00 AM |
| Document download end date & time | 07.02.2019 at 5:00 PM |
| Bid submission End date & time | 07.02.2019 at 5:00 PM |
| Date & Time of opening of Technical Bid in the Office of the DM, Murshidabad | 09.02.2019 at 6:00 PM |
| Date of uploading list of Technically Qualified bidder | Will be declared after evaluation of Technical Bid |
| Date for opening of Financial Proposal | Will be declared after evaluation of Technical Bid |
| Location of Bid Opening | Office of the District Magistrate, Murshidabad |

The separate tenders are invited by the undersigned for the Supply of stationary and miscellaneous articles, related to Lok Sabha Election, 2019 from **reliable, resourceful, bona-fide and experienced firms/ companies/ Agencies having requisite financial capability** and sufficient relevant experience. The details are given below :

| | | |
|--|--|--|
| 1. Scope of Work | 1) Supply of stationary and miscellaneous articles, related to Lok Sabha Election 2019 | |
| 2. Estimated cost of work | Rate to be offered by the bidder | |
| 3. Contract Period | Till completion of Lok Sabha General Election process - 2019 | |
| 4. Bid Inviting Authority | District Magistrate, Murshidabad | |
| 5. Eligibility criteria of the bidders | CREDENTIAL | |
| | 1. Experience: | Supply of stationary and miscellaneous articles, etc in Government offices. |
| | 2. Turnover: | Average Annual Turn Over of the firm, company / agency for the last 03 (Three) Financial Years should be equal to or more than Rs.20 lakhs, Audited Balance Sheet shall have to be produced in support of the claim. |
| | 3. Statutory Documents: | a. Certificate of experience / credential only payment certificate (Election related supply works) |

| | | |
|---------------------------------------|--|---|
| | | <ul style="list-style-type: none"> b. Latest Income Tax return & Pan Card copy c. GST Registration certificate d. Latest Professional Tax Return e. Audited Balance Sheets of last three financial years f. Valid Trade License g. Attach self declaration on Rs. 10/- (Ten) Non- Judicial stamp paper by the bidder that he or his firm has not been black listed by any Central / State Government. |
| 6. Earnest Money Deposit | Earnest Money should be submitted through Net Banking, NFFT > RTGS. Scanned copy of the said document should also be uploaded. | |
| 7. Bid Document | Bid Document is available in the e-Tendering portal of Govt. of West Bengal , i.e. https://wbtenders.gov.in . Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance Document requisition shall be done as per instruction given in the Information to Bidders (ITB) | |
| 8. Technical Bid Evaluation | The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite document* during evaluation towards for the technical bid. Originals shall be shown for verification | |
| 9. Financial Bid | Rate shall be quoted in the Financial Bid | |
| 10. Validity of Bid | 120 days | |
| 11. E-Tender registration and bidding | <p>ONLINE BIDS :</p> <p>The bidders interested to submit the bid Online shall get registered and digital signature as per the procedure described below :</p> <ul style="list-style-type: none"> • Agencies/ Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Online Tenders can be submitted by logging in the e-Tendering portal of Government of West Bengal i.e. https://wbtenders.gov.in • ONLINE BID SUBMISSION: The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure | |
| 12. Important Instruction | <ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. District Magistrate, Murshidabad reserves the right to reject or cancel any or all pre-qualification documents and bid documents without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers [(Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central/ Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. • Authority will instruct if printing required in the flex etc. (Printing items) will be digital or offset, if necessary. • The intending bidders are requested to inspect the supply site | |

before quoting their rates

INFORMATION TO THE BIDDERS (ITB)

Download of Tender :

Tender to be downloaded only from the e-Tenderring portal of Government of West Bengal i.e. <https://wbtenders.gov.in>

The tender will be submitted in two bid system. i.e. Technical bid & Financial bid only through online mode.

Online Bid submission procedure:

Registration of contractor: Agencies / Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to : <https://etender.wb.nic.in>

Digital signature certificate (DSC) :

Each contractor is required to obtain a class-II or Class-III Digital Signature certificate (DSC) **having Signing and Encryption certificate** for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Government of West Bengal.

Tender Download :

The contractor can search & download NIT & Tender Documents electronically from computer once he log in to the e-tendering portal i.e. <https://wbtenders.gov.in> in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Submission of Tenders :

Tenders are to submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the **Digital Signature Certificate (DSC)**. The documents are to be uploaded duly **digital signed**. The documents will get encrypted (transformed into non readable formats).

Submission of Earnest Money Deposit :

The earnest money deposit has to be made and submitted following the clause as mentioned in Sl No.06 of the Tender Notice.

A. Technical Bid : The Technical proposal should contain copies of the following (**all in PDF file**) in **02 (two) covers** (folders).

Cover A-1 : **Statutory Cover file** Containing -NIT (Properly upload the same Digitally Signed).

Cover A-2: **Non Statutory Cover (Mandatory Documents)-** All the documents as given under **TECHNICAL BID**

Note :- Failure of submission of any of the above mentioned documents (as applicable) i.e. **statutory and non Statuary documents** will render the tender liable to be rejected.

B. Financial Bid: The financial proposal should contain the following documentation one cover (folder): The contractor / bidder shall quote the rate through online mode only in the space marked for quoting rate in the Bill of Quantities (BOQ). Only downloaded copies of the above documents, **digitally Signed** by the contractor are to be uploaded (Excel File).

Payment:

Payment against the bill claim subjected to verification by the competent authority will be made on availability of fund.

The payment will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. No bidder can hamper the supply work by stating nonpayment of bill or non receipts of payment. The financial capability of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed supply. Authority may impose penalty for delay in supply in election articles.

Terms and conditions: -

1. The District Magistrate, Murshidabad reserves the right to terminate the contract by giving 03 (three) days notice to the agency in case if any deviation from the norms or any non-compliance.
2. Supply order will be issued to the L1 bidder according to the compilation sheet of BOQ.
3. Quantity of articles may vary and materials should be supplied / hired as per supply order issued from this end time to time.
4. Election articles should be supplied in any offices like SDO Office within this district and office of the District Magistrate, Murshidabad time to time as per work order issued from this office.
5. Rate should be quoted inclusive of all taxes and transportation cost in word & figure.
6. **Agreement :-** An agreement shall be executed by the selected Agency in the non-judicial stamp paper of Rs. 50/- (Rupees fifty) with the authority before issuance of supply order. The LOI and Bid document shall become part of the agreements.
7. The District Magistrate, Murshidabad reserves the rights to cancel the eNIT due to unavoidable circumstances and no claim in this respect will be entertained.

@ 22/01/19
Additional District Magistrate (LR)

&
Additional District Magistrate-in-Charge
Material Management Cell
Murshidabad

Copy forwarded for information to :-

- 1-4) The Additional District Magistrate, Murshidabad (All)
 - 5-9) The Sub-Divisional Officer (All)
 - 10) The Officer-in-Charge, District Election Section, Murshidabad.
 - 11) The DIO, NIC, Murshidabad with a request to upload the E-Tender notice to the official web-site of Murshidabad District.
 - 12) The District Information & Cultural Officer, Murshidabad with the requested to publish the e-tender notice in 03 (three) daily published news papers (Bengali, English & Hindi).
 - 13) The C.A. to the District Magistrate, Murshidabad.
- Office Notice Board / Keep a copy in the concern file.

 22/01/19
Additional District Magistrate (LR)

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Additional District Magistrate-in-Charge
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