



NOTICE INVITING e-TENDER

e-Tender Notice No. 01 / NT / 2020-21

Name of Scheme: Supply of office stationery and other office articles.

SCHEDULE OF IMPORTANT DATES

PARTICULAR	DATE & TIME
Date of Publication of E-NIT	<u>25/06/2020 at 17:00 hrs.</u>
Document download end date & time	<u>09/07/2020 at 17:00 hrs.</u>
Pre-bid meeting in the conference room of the office of the District Magistrate, Murshidabad.	<u>30/06/2020 at 13:00 hrs.</u>
Bid submission start date & time	<u>25/06/2020 at 17:00 hrs.</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>09/07/2020 up-to 17:00 hrs</u>
Date & Time of opening of Technical Bid in the Office of the DM, Murshidabad	<u>13/07/2020 at 12:00 hrs</u>

The District Magistrate, Murshidabad invites online tender (e-Tender) in **TWO BID SYSTEM** for supply of different office stationery and other articles from reliable, resourceful, bona-fide and experienced firms / companies having requisite financial capability and sufficient relevant experience. The details are given below:

1	Name of work	Supply of stationery and other office articles.
2	Scope of Work	Supply of different office stationery and other articles used in different Section / Cell of Office of the District Magistrate, Murshidabad (Annexure-A).
3	Estimated Cost of work	Rate to be offered by the bidder as per Annexure-A.
4	Contract Period	~09 (Nine) month upto 31.03.2021
5	Bid Inviting Authority	District Magistrate, Murshidabad
6	Eligibility Criteria for Qualification of the bidders	<p>CREDENTIAL:</p> <ol style="list-style-type: none"> 1. Experience: Intending bidder must have experience if same nature of work of supply of stationery articles in Government / PSU / Semi Govt. Offices. 2. Turnover: Average Annual Turn Over of the Firm / Company / Agency for the last 3 (Three) Financial Years should be equal to Rs.12,00,000/- (Rupees Twelve Lakh) only. Audited Balance Sheet shall have to be produced in support of the claim. 3. Statutory Documents: <ol style="list-style-type: none"> a. Certificate of Experience / credential only payment certificate (Office stationery & related supply works) b. Latest Income Tax return & pan card copy c. GST Registration certificate & latest GST return copy. d. Latest Professional Tax Return e. Audited Balance Sheets of last 3 Financial years f. Valid trade license. g. Attach self declaration on Rs. 50 (fifty) non-judicial stamp paper by the bidder that he or his firm has not black listed by any Central / State govt.
7	Earnest Money Deposit	Earnest Money Rs.1,00,000.00 (One Lakh) should be submitted through Net Banking, NEFT / RTGS. Scanned copy of the said document should also be uploaded.
8	Bid Document	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, https://etender.wb.nic.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).
9	Technical Bid Evaluation	The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite documents (on 10.07.2020 at 03:00 PM) in the Nezarat Section. During evaluation for the technical bid, originals shall be shown for verification.

10	Financial Bid	Rate shall be quoted in the Financial Bid.
11	Validity of Bid	120 days
12	E-Tender registration and bidding	<p><u>ONLINE BIDS:</u></p> <p>The bidders interested to submit the bid Online shall get registered and get a 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 Govt. of West Bengal i.e. http://etender.wb.nic.in. • <u>ONLINE BID SUBMISSION:</u> 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.
13	Important Instructions	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after 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 document without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, including 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.

INFORMATION TO THE BIDDERS (ITB)

Download of Tender

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.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 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 provider as may be allowed by the Finance Department, Govt. of West Bengal.

Tender Download: The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Submission of Tenders: Tenders are to be 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 digitally 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 electronically following the clauses as mentioned in Sl. No. 07 of the tender notice.

A. Technical Bid:

The Technical proposal should contain scanned copies of the following (all in PDF file) in 2 (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-statutory documents will render the tender liable to be rejected.

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the rate against each item as mentioned in Annexure-'A' 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). L1 bidder will be selected on the total amount offered against BOQ.

Payment:


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

EMD shall be adjusted against the bill claim while making payments.

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 of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed supply of stationery articles and other office articles. Authority may impose penalty for delay in supply of stationery articles and other office articles.

Other Terms and conditions: -

1. The District Magistrate reserves the right to terminate the contract at any point of time in case of any deviation from the norms or any non-compliance.
2. Supply order will be issued to the L1 bidder according to compilation sheet of BOQ.
3. All stationery items or other articles should be supplied in time and at per quality / specifications as mentioned in the Tender.
4. Agreement: Model agreement document shall be prepared by the bidder in consultation with the competent authority. The agreement will be signed only if the competent Authority has given the consent. The LOI and bid document shall become part of the agreement.
5. This office will issue supply Order as per requirement placed by various sections under this office.
6. Total purchase value must not exceed Rs. 1.00 Crore within one year from the date of issue of the work / supply order.
7. The District Magistrate, Murshidabad reserves the rights to cancel e-NIT due to unavoidable circumstances and no claim in this respect will be entertained.


Additional District Magistrate (L.R.)
Murshidabad

Date : 24/06/2020.

Memo No. 770 (14) / NT

Copy forwarded to :-

- 1) Additional District Magistrate (All)
- 2) Sub Divisional Officer (All)
- 3) The DIO, NIC, Murshidabad with a request to upload the E-tender notice to the official web-site of Murshidabad District.
- 4) District Information & Cultural Officer for wide publicity in 3 (three) nos. papers (Bengali / English / Hindi)
- 5) C.A. to the District Magistrate, Murshidabad
- 6) Office Notice Board


Additional District Magistrate (L.R.)
Murshidabad

Date : 22.06.2020.