



Memo No: 1899/ZP./E-Tender/DPHC/74/VBDCP (H)

Dated:21/11/2022

**NOTICE INVITING TENDER NO: 28 of 2022-2023**

**Name of Scheme:**

**SUPPLY OF PROTECTIVE KIT FOR VCT AND UNIFORM FOR VST, SUPERVISOR**

**SCHEDULE OF IMPORTANT DATES OF BIDS**

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	22.11.2022 from 17:30 pm
Document download start date & time	23.11.2022 from 10.00 am
Document download end date & time	01.12.2022 up to 4.00 pm
Pre-bid meeting in the room of the office District Public Health Cell, South 24 Parganas Zilla Parishad	30.11.2022 at 4.00pm
Bid submission start date & time	23.11.2022 from 10.00 am
Last date & time of online submission of Technical Bid and Financial Bid.	01.12.2022 up to 4.00 pm
Date & Time of opening of Technical Bid in the Office of the Additional Executive Officer, South 24 Parganas Zilla Parishad	02.12.2022 at 4.00 pm
Physical sample verification and submission in the Office Chamber of Additional Executive Officer, South 24 Parganas Zilla Parishad	06.12.2022 at 12 noon
Date & Time of opening of Financial Bid in the office of the South 24 Parganas Zilla Parishad	08.12.2022 at 4.00 pm
Validity of bid	180 days
Period of execution	7 days after receipt of work Order at the Block Offices

On behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (ZP), South 24 Parganas invites online e-expression of interest in **TWO BID SYSTEM** for the works from reliable, resourceful, bona-fide and experienced SHGs/SHGs Cluster/SHG Federation duly formed under (Anandadhara Project) P&RD Dept.WB having requisite financial capability and sufficient relevant work experience. The details are given below:

### Item Rate BoQ

Tender Inviting Authority: Additional District Magistrate ( ZP), South 24 Parganas Zilla Parishad  
Name of Work: Supply of Protective Kit for VCT and Uniform for VST, Supervisors under Vector Borne Diseases Control Programme at different Blocks.

Contract No:

Name of the Bidder / Bidding Firm / Company:					
PRICE SCHEDULE (This BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevent colummns, e tender. Bidders are allowed to enter the Bidder Name and Value only)					
NUMBER#	TEXT	NUMBE R	TEXT	NUMBER	NUMBER
Sl . No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUN T Without Taxes in Rs. P
1	Apron / uniform: 220-230 GSM 70% cotton fabric (half sleeve/full sleeve, sizes as per work order)	6003	Nos		
2	Cap: Cotton fabric 100-120 GSM. 24'' round, 5.5'' height, light sky blue color	6003	Nos		
3	Face Mask: 3 layer , particle filtration, washable and reusable, anti dust, anti bacterial, universal fit, with ear loop, nose clip. With proper certification	6003	Nos		
4	Waterproof Rain Coat, light sky blue colour( sizes as per work order)	2282	Nos		
5	Gloves: Natural rubber made, 12'', light weight, Industrial quality, nonslip grip, flock lined - one pair	2282	Pair		
6	Gumboot: minimum 11'' height, soft & flexible upper section , hard sole, PVC/rubber made ( sizes as per work order)	2282	Pair		
7	Bag: Non woven material, Velcro strip lock, with handle 24" X 16" X 5" , Coloured	2282	Nos		
8	Umbrella : Blue and White colour	3721	Nos		

<b>Contract Period</b>	<b>60 Days</b>
<b>Approx Estimated Cost</b>	<b>Rs.82,85,000 (Eighty two lakh eighty five thousand Rupees only)</b>
<b>Security Deposit against work</b>	<b>Rs.82,850 (Eighty two thousand eight hundred fifty only)</b>
<b>Bid Inviting Authority</b>	Additional District Magistrate (Zilla Parishad), South 24 Parganas by virtue of the order of the District Magistrate

<p><b>TECHNICAL BID</b></p> <p><i>Eligibility Criteria for Qualification of the bidders in the <b>Technical Bid</b></i></p> <p><b>*SIMILAR NATURE OF WORK: SUPPLY OF DIFFERENT TYPES OF SIMILAR MATERIALS FOR OTHER PURPOSES</b></p> <p><b>CREDENTIAL CERTIFICATE in the form of completion certificate</b> issued by appropriate authority from any Government Office</p> <p><b>TURN OVER:</b> Audited Balance Sheet shall have to be produced in support of the turn over claim for the last 3 consecutive Financial years.</p> <p><b>NOTE:</b> Original documents will be verified only in case of doubt and complaint</p> <p><b>IMPORTANT:</b> If the bidders do not upload these requisite documents in the e-tender portal, they will summarily be rejected during evaluation. If anyone found to be submitting false or manufactured credential, then the bidder may be black listed or prevented from participation.</p>	<p><b>CREDENTIAL:</b></p> <p><b>1. CREDENTIAL/EXPERIENCE:</b></p> <p>a) Registration of SHGs/SHGs Cluster or Federation from (Anandadhara Project) P&amp;RD Dept. WB.</p> <p>b) Intending bidders should submit credential for supply of the tender items in the form of either of the following :</p> <p>i) Completion certificate for executing an order for supply of similar items (uniform/protective kits) of at least <b>40%</b> of the value of the present bid in the period 2017-18 to 2022-23.</p> <p>ii) Proof of valid reseller /dealership of similar items from reputed OEMs in favour of the bidder along with authorization of the OEM to bid for the project.</p> <p>c) After opening of technical Bid eligible bidder will have to submit sample of the item proposed to be supplied on 06/12/2022 at 12 noon for quality checking and evaluation by Tender Selection Committee. Selected samples, whose quality is found satisfactory as per the specification and evaluation, will only be allowed for financial bid.</p> <p><b>TURNOVER:</b> <i>Average Audited Annual Turn Over</i> for the last 3 (Three) consecutive Financial Years should be equal to or more than <b>60%</b> of the total estimated amount put to tender. The turnover will be indexed at the rate of 8% for a completed year.</p> <p><b>2. NON STATUTORY DOCUMENTS:</b></p> <p>a. Valid Trade License (if applicable)</p> <p>b. Income Tax return for the latest financial year (if applicable)</p> <p>c. GST Registration certificate</p> <p>d. Professional Tax Return for the latest financial year (if applicable)</p> <p>e. Pan Card photo copy.</p> <p><b>3. OTHER DOCUMENTS:</b></p> <p>a. Declaration in an affidavit that no litigation is pending against the SHGs/SHGs Cluster/SHG Federation or that it has not been black listed by any Govt./Govt. undertaking.</p>
<p>Earnest Money Deposit :</p>	<p><b>Necessary Earnest Money [Rs. 1,65,700 One lakh sixty five thousand seven hundred only ] and Cost of Tender</b></p>

	<p>Paper will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name &amp; Account No., Amount, Beneficiary Bank name &amp; IFSC Code and e-Proc Ref No Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.</p>
Bid Document	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> 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).</p>
Technical Bid Evaluation	<p>The Technical Bid will be evaluated by the tender evaluation committee chaired by Addl. District Magistrate (Zilla Parishad). Original documents and actual samples will have to be produced by the bidders as and when asked by the bid evaluation authority. Only the technically qualified bidders can advance for Financial bid.</p>
Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	<p><b>08.12.2022 at 4.00 pm</b></p>
Financial Bid	<p><b>Item-wise rate is to be quoted in the Financial Bid including all taxes and GST.</b></p>
Validity of Bid	<p><b>180 days</b></p>
E-Tender registration and bidding	<p><b><u>ONLINE BIDS:</u></b></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"> <li>• SHGs/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.</li> <li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a></li> <li>• <b><u>ONLINE BID SUBMISSION:</u></b> The Bidders are required to submit the Technical and Financial Bid documents</li> </ul>

	<p><b>ONLINE</b> i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
Important Instructions	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] &amp; evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published on the next day after opening. Bid inviting authority of South 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> <li>• The intending bidders are requested to visit the delivery site before quoting their rates.</li> <li>• Each Bidder shall submit maximum two Bids in each NIT. A Bidder who submits more than two Bids as individual or Partner for one NIT will cause the proposals with the Bidder's participation to be disqualified.</li> <li>• <b>Tenderer may quote for part / all the items in appropriate BOQ(s).</b></li> </ul>

## **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. <http://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 SHGs:** SHGs 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 SHG 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, Govt. of West Bengal.

**Tender Download:** The SHGs can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <http://wbtenders.gov.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 following the clauses as mentioned in the bid document.

### **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 **item wise 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.

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

The Payment of RA as well as final bill for any work 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 progress 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 completion or slow progress of work. Authority may impose penalty for delay in completion of work.

**Other Terms and conditions: -**

1. The credentials submitted by the bidders shall invariably be verified from competent authority through formal/informal ways. If the bidders are found producing manufactured credentials, then appropriate action for black listing/prohibition of participation / criminal proceeding shall be initiated by the bid inviting authority.
2. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take appropriate action against the willful defaulter.
3. Materials are to be supplied at Blocks as per work order. Rates must include all sorts of carrying costs and other charges. All rates are to be submitted item-wise as per the format given above.
4. The Executive Officer reserves the right to terminate the contract by giving 15 day notice to the agency in case if any deviation from the norms or any non-compliance.
5. The entire work shall be completed within the time frame given in the work order.
6. Time extension on completion of work shall not be given in any circumstances.
7. Bid Inviting Authority shall moot a proposal for Black listing or prohibition of any agencies' participation for a period of one year for blatant violation of tender norms or for vitiating tender process.
8. **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.
9. **Withdrawal of bid:** None of the bidder shall be allowed to withdraw the bid once submitted. If any bidder attempts to withdraw bid at any stage of the bidding process or decides to withdraw after issuance of work order, then the EMD shall be forfeited and process shall be initiated for either black listing the bidder or prohibiting participation in any tenders for a period of one year.
10. Negotiation with L2 bidder is prohibited.
11. Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1<sup>st</sup> call only.
12. Decision of the Tender Evaluation Committee, South 24 Parganas will be final.

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the tender process will be viewed seriously and the tender committee will take necessary action to initiate process for black listing them.

**Additional District Magistrate (ZP)  
South 24 Parganas  
&  
BID INVITING AUTHORITY**

**Memo No: 1899/ZP/E-Tender/DPHC/74/VBDCP (H)**

**Dated: 21.11.2022**

Copy forwarded for necessary action to:

1. PA to the ADM(G)/ ADM(LA)/ ADM(LR)/ ADM(D) for placing the notice before ADM
2. Nazareth Deputy Collector, South 24 Parganas for displaying the e-NIT in office notice board
3. DIO/DIA, NIC South 24 Parganas with a request to upload the notice in the District Website.
4. DICO, South 24 Parganas with a request to publish the brief advertisement about the e-NIT in one Bengali and one English daily local newspaper(s), abridged version will be sent soon.
5. DIA, South 24 Parganas Zilla Parishad with a request to upload the notice in [www.wbtenders.gov.in](http://www.wbtenders.gov.in).
6. CA to District Magistrate, South 24 Parganas for placing the notice before District Magistrate
7. Notice Board.

**Additional District Magistrate (ZP)  
South 24 Parganas  
&  
BID INVITING AUTHORITY**