

**OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS**

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Memo No: 991/ZP/EOI/Stationary/2022

Dated: 09-06-2022

OFFLINE NOTICE INVITING TENDER**NIT No. 03**

Name of the Scheme: Supply of different types of Stationary Items at South 24 Parganas Zilla Parishad, 2nd & 3rd Floor, New Administrative Building, Alipore, Kolkata - 700027

PARTICULAR	DATE & TIME
Date of Publication of NIT	10-06-2022
Bid submission start date & time	10-06-2022 at 10.00 a.m.
Last date & time of online submission of Technical Bid and Financial Bid.	24-06-2022 at 02.00 p.m.
Date & Time of opening of Technical Bid & Financial Bid in the Office of the Additional Executive Officer, South 24 Pargana Zilla Parishad	24-06-2022 at 03.00 p.m.
Date & Time of display of Accepted Tenders	24-06-2021 at 04.00 p.m.
Validity of bid	60 days
Completion Period of the work	31-03-2023

On behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (ZP), South 24 Parganas invites offline Notice Inviting Tender in **TWO BID SYSTEM** for the supply from reliable, resourceful, bona-fide and experienced firms / companies / contractors having requisite financial capability and sufficient relevant work experience. The details are given below:

Name of work	Location of Work	Scope of Work
Supply of different types of Stationary Items	South 24 Parganas Zilla Parishad, 2nd & 3rd Floor, New Administrative Building, Alipore, Kolkata - 700027	Item-Wise Rate of all The Items is to be Quoted in including all Taxes / GST.

Details of Items: (Quantity of the above-mentioned items are as per requirement)

Sl. No	Name of Materials	% of GST	Price per unit	
			Without GST	With GST
1	GELL PEN (GOOD QUALITY)			
2	GELL PEN (ORDINARY)			
3	ORDINARY PEN (BLACK/BLUE/RED)			
4	MARKER PEN			
5	PENCIL			
6	PENCIL CUTTER			
7	PLASTIC FOLDER A4 GOOD QUALITY			
8	CHANNEL FILE PLASTIC GOOD QUALITY			
9	REFILL GELL PEN (GOOD QUALITY)			
10	REFILL GELL PEN (ORDINARY)			

Sl. No	Name of Materials	% of GST	Price per unit	
			Without GST	With GST
14	ENVELOP (15 X 10) WHITE			
15	ENVELOP (15 X 10) CLOTH (COLOUR)			
16	ENVELOP (CLOTH) SMALL			
17	REGISTER NO-6			
18	REGISTER NO-8			
19	REGISTER NO-10			
20	REGISTER NO-12			
21	REGISTER NO-14			
22	REGISTER NO-4			
23	STAMP REGISTER (ZP FORM NO-30)			
24	STATINARY STOCK REGISTER			
25	OFFICE ATTANDENCE REGISTER			
26	RECEIPT REGISTER FORM NO-135			
27	DEMAND AND COLLECTION REGISTER FORM NO-5 (RULE 29 (1))			
28	FEES FORM (COLLECTION) DISC.			
29	CONTIGENT BILL FORM DISC.			
30	FORM OF LICENCE FOR HOLDING FAIR OR MELA (STARTED FORM SL.NO-0351)			
31	FORM NO-28 (RULE 136(2) OF WEST BENGAL ZILLA PARISHAD (ELECTION, CONSTITUTION AND ADMINISTRATION) RULES 1964			
32	FILE COVER			
33	FILE TAG			
34	FILE FLAP (BELT)			
35	FOUR FOLDER FILES			
36	TOWEL COLOUR (BIG)			
37	TOWEL WHITE (BIG)			
38	TOWEL COLOUR (SMALL)			
39	TOWEL WHITE (SMALL)			
40	TOWEL FOR CAR (BLUE)			
41	XEROX PAPER(A-4)			
42	XEROX PAPER(LEGAL)			
43	GREEN XEROX PAPER(A4)			
44	YELLOW XEROX PAPER(A4)			
45	CARBON PAPER			
46	PAPER WEIGHT			
47	WHITE PAPER PLAIN DISTA			
48	RULLED PAPER DISTA			
49	LEGAL PAPER			
50	STAPLER (BIG)			
51	STAPLER (SMALL)			
52	STAPPER (JUMBO)			
53	STAPLER PIN (BIG)			
54	STAPLER PIN (SMALL)			
55	STAPLER PIN (JUMBO)			
56	STICTING PAD (COLOUR)			
57	STAMP PAD			
58	STAMP PAD(INK)			
59	WRITING PAD 1/8 DEMY			
60	STAMP INK PAD WITH INK BOTTLE			
61	NOTE SHEET PRINTED (LEGAL ON DUMMY)			

Sl. No	Name of Materials	% of GST	Price per unit	
			Without GST	With GST
62	DUSTER			
63	HIGH LIGHTER			
64	CALCULATOR (12 DIGIT)			
65	ROOM FRESHNER			
66	CAR FRESHNER (RUB & SNIFF)			
67	BUCKET			
68	BALTI			
69	DUSBIN (WITH COVER)			
70	BATTERY (SMALL) (AA)			
71	BATTERY (AAA)			
72	COLIN			
73	BLACK HIT			
74	HAND WASH			
75	PHENYLE			
76	KNIFE			
77	SEISSOR			
78	LOG BOOK			
79	SERVICE BOOK			
80	GLASS & LID			
81	BID SHEET			
82	CELLO TAPE			
83	GUARDAR			
84	WHITENER			
85	ERASER (RUBBER)			
86	FEVISTICK			
87	FEVIGUM (TUBE)			
88	GUM BOTTLE (700ML)			
89	MUG (PALSTIC)			
90	JUG (PLASTIC)			
91	SCALE			
92	PUNCHING MACHINE			
93	SAVLON SURFACE DISINFECTANT SPRAY			
94	SAVLON HAND SANITIZER LIQUID (10ML)			
95	HARPIC			
96	NAPTHILINE			
97	PIN POT			
98	SPONGE			
99	GOOD NIGHT OIL WITH MACHINE			
100	WATER BOTTLE			
101	PHORE			
102	TONER NPG 28			
103	TONER NPG 51			
104	CD MARKAR			
105	SURGICAL MASK			
106	SAVLON MASK			
107	DUST BIN (PLASTIC) ORDINARY & BIN PACKET			
108	WALL CLOCK AJANTA			
109	SANITIZER 5 LTR JAR			
110	ALPIN			
111	INDENTITY CARD			
112	SHORT HAND NOTE BOOK			
113	JEMS CLIP			

Sl. No	Name of Materials	% of GST	Price per unit	
			Without GST	With GST
107	DUST BIN (PLASTIC) ORDINARY & BIN PACKET			
108	WALL CLOCK AJANTA			
109	SANITIZER 5 LTR JAR			
110	ALPIN			
111	IDENTITY CARD			
112	SHORT HAND NOTE BOOK			
113	JEMS CLIP			
114	VISITOR SLIP			


Contract Period	01-07-2022 to 31-03-2023
Security Deposit against work	Rs. 10,000.00 (Rupees Ten thousand only)
Bid Inviting Authority	Additional District Magistrate, South 24 Parganas Zilla Parishad on behalf of the District Magistrate, South 24 Parganas

<p>TECHNICAL BID</p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p>*SIMILAR NATURE OF WORK:</p> <p>CREDENTIAL CERTIFICATE in the form of Work Order issued by the competent authority of a state / central government, State/ Central Government undertaking, Statutory / autonomous bodies constituted under the Central / State Statute, on the executed value of completed / running work will be taken as credential. Credential should be in the name & style of the intending bidder only. Credentials documents of Gram Municipality / Panchayat will be acceptable, if such certificates authenticated by the Executive Officer/Joint Executive Officer of the Panchayat Samity.</p>	<p>CREDENTIAL:</p> <ol style="list-style-type: none"> CREDENTIAL/EXPERIENCE: Intending bidders should produce credentials of completion of a 'similar nature of work'* having minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; NON STATUTORY DOCUMENTS: <ol style="list-style-type: none"> Valid Trade License/Registration Income Tax return for the latest financial year GST Registration certificate (if applicable) Professional Tax Return for the latest financial year (if applicable) Audited Balance Sheets of last Financial year Pan Card photo copy. OTHER DOCUMENTS: <ol style="list-style-type: none"> Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed Power of Attorney if any Labour Cooperative Societies & Unemployed Engineers' Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.
Earnest Money Deposit	Bank Draft / Bankers Cheque of Rs. <u>10,000.00 (Rupees Ten Thousand)</u> only shall be submitted in favour of the "Additional Executive Officer, South 24 Parganas Zilla Parishad" payable at Kolkata
Bid Document	Bid Document is available in the notice board of South 24 Parganas Zilla Parishad, 2 nd Floor, New Administrative Building, Alipore, Kolkata - 700027.

	<p><u>TECHNICAL BID SUBMISSION:</u> All the mandatory documents namely</p> <ol style="list-style-type: none"> 1. Work order document from competent authority 2. Valid Trade License (self-attested) 3. GST Registration (If applicable) 4. Photo copy of valid PAN (self-attested) 5. Latest IT Document (self-attested) 6. Latest PT tax return (If applicable) 7. Audit Report & Balance Sheet <p>Shall be placed in a sealed cover having written on top "Technical Bid for Supply of different types of Stationary Items at South 24 Parganas Zilla Parishad, 2nd & 3rd Floor, New Administrative Building, Alipore, Kolkata – 700027"</p> <p><u>FINANCIAL BID SUBMISSION:</u> The financial offer of the bidder shall be submitted in a sealed cover having written on top "Financial Bid for Supply of different types of Stationary Items at South 24 Parganas Zilla Parishad, 2nd & 3rd Floor, New Administrative Building, Alipore, Kolkata – 700027"</p> <p>Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as "BID for Supply of different types of Stationary Items at South 24 Parganas Zilla Parishad, 2nd & 3rd Floor, New Administrative Building, Alipore, Kolkata – 700027". The bid shall be submitted in the drop box kept at South 24 Parganas Zilla Parishad, 2nd floor, New Administrative Building, Alipore, Kolkata - 700027 within the date and time referred in this NIT</p>
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 Notice Board of this office notice board. • 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 same 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. • 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. • The intending bidders are requested to inspect the work site before quoting their rates.
Other Terms & Conditions	<ol style="list-style-type: none"> 1. Income tax and other mandatory tax deduction shall be done as per government norms before payment 2. This office shall have the right and discretion to terminate the contract and forfeit EMD in the event of any sort of breach of contract. 3. Any black listed bidder shall not be allowed to participate in this NIT

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: 991 /1(7)/ZP/EOI/Stationary/2022

Dated: 09-06-2022

Copy forwarded for necessary action to:

1. The Secretary, South 24 Parganas Zilla Parishad.
2. The Deputy Secretary, South 24 Parganas Zilla Parishad.
3. The FC & CAO, South 24 Parganas Zilla Parishad.
4. DIA, South 24 Parganas Zilla Parishad with a request to upload & publish the NIT in the Zilla Parishad Website.
5. CA to the Sabhadhipati, South 24 Parganas Zilla Parishad for placing the notice before Sabhadhipati.
6. CA to the District Magistrate, South 24 Parganas for placing the notice before the District Magistrate.



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