

দক্ষিণ ২৪ পরগনা জেলা পরিষদ  
South 24 Parganas Zilla Parishad  
www.zps24pgs.gov.in

New Administrative Building, 2nd & 3rd Floor, Alipore, Kolkata - 700 027  
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Memo No: ৩৭১/২৪/Store/E-tender/২৫

Dated: 10/02/25

**NOTICE INVITING EXPRESSION OF INTEREST NO: SPG/ZP-71/2025**

Name of the Scheme: Supply of different types of Stationary Items for store,  
Printing of Forms, Register and Forms of South 24 Parganas Zilla Parishad

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	12-02-2025 at 05.00 p.m.
Document download start date & time	13-02-2025 at 11.00 a.m.
Document download end date & time	28-02-2025 up to 04.00 p.m.
Pre-bid meeting in the room of the office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	19-02-2025 at 03.00 p.m.
Bid submission start date & time	13-02-2025 at 11.00 a.m.
Last date & time of online submission of Technical Bid and Financial Bid.	28-02-2025 up to 04.00 p.m.
Date & Time of opening of Technical Bid in the Office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	05-03-2025 up to 03.00 p.m.
Last date for submission of Samples	06-03-2025 up to 02.00 p.m.
Date & Time of opening of Financial Bid in the office of the South 24 Parganas Zilla Parishad	06-03-2025 up to 04.00 p.m.
Date & Time for verification of the samples in the Office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	06-03-2025 up to 02.00 p.m.
Validity of bid	Up to 31-03-2025
Period of execution	60 days

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, Printing of Forms, Register and Forms	South 24 Parganas Zilla Parishad, 2nd & 3rd Floor, New Administrative Building, Alipore, Kolkata - 700027	ITEM-WISE RATE OF THE ITEMS ARE TO BE QUOTED IN BOQ INCLUDING ALL TAXES / GST.

Contract Period	Twelve months (365 days)
EM Deposit against work	Rs. 20,000.00 (Rupees twenty thousand only)
Bid Inviting Authority	Additional District Magistrate (Zilla Parishad), South 24 Parganas AND Additional District Magistrate & Additional Executive Officer, South 24 Parganas Zilla Parishad,

<p><b>TECHNICAL BID</b></p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p><b>*SIMILAR NATURE OF WORK:</b> SUPPLY OF DIFFERENT TYPES OF POLL RELATED STATIONARIES FOR ELECTION OR OTHER PURPOSES</p> <p><b>CREDENTIAL CERTIFICATE</b> in the form of completion certificate issued by appropriate authority from any Government Office</p> <p>OR</p> <p>In the form of supply order for different types of poll related stationaries used in elections, etc.</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 completed 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. 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;</p> <p><b>OR</b></p> <p>Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount each put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p>b. After opening of the Financial Bid, the L-1 bidder have to show the samples of all the items he/she has bid for on <b>06-03-2025</b> for quality checking by the Tender Committee.</p> <p><b>2.TURNOVER:</b> <u>Average Audited Annual Turn Over</u> for the last 3 (Three) consecutive Financial Years should be equal to or more than 60% 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>3.NON-STATUTORY DOCUMENTS:</b></p> <p>a. Valid Trade License</p> <p>b. Income Tax return for the latest completed financial year</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>4. OTHER DOCUMENTS:</b></p> <p>a. Declaration in an affidavit that no litigation is pending against the Firm/company/contractor</p>
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	<p>or not black listed</p> <p>b. Document to prove ownership / lease hold of plant &amp; machinery as prescribed by the authority in the tender</p> <p>c. Power of Attorney if any Labour Cooperative Societies &amp; Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.</p>
Earnest Money Deposit:	<p>Necessary Earnest Money 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 Committee chaired by Addl. District Magistrate (Zilla Parishad). Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority.</p> <p>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>06-03-2025 at 04.00 p.m.</p>
Financial Bid	<p>Item-wise rate including all Taxes/GST shall be</p>



	quoted in the Financial Bid.
Validity of Bid	Up to 31-03-2025
E-Tender registration and bidding	<p><b>ONLINE BIDS:</b> 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>• 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.</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>ONLINE BID SUBMISSION:</b> The Bidders are required to submit the Technical and Financial Bid documents <b>ONLINE</b> i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</li> </ul>
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>• Bidders, who qualify the Technical Evaluation will have to submit sealed and stamped samples with their names clearly marked within 06-03-2025 upto 02.00 p.m. at the chamber of the Secretary, South 24 Parganas Zilla Parishad, which will be taken under consideration during verification of samples after opening the financial bid.</li> <li>• Successful bidders will be selected on lowest rate basis and acceptance of the sample. If the sample of lowest bidder is not satisfactory, the Tender Committee may select the next lowest bidder if his sample is found acceptable. The decision of the Tender Committee on acceptance of sample will be full and final.</li> <li>• Financial comparison chart of bidders &amp; selected 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>• Tenderer may quote for one / all the items in appropriate BOQ(s).</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 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, 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 <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 INCLUDING ALL TAXES/GST** 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.

The mode of Payment of the bills are given below:

- Upto 5 lakhs of Estimated amount: No RA bill will be entertained.
- Upto 10 lakhs but not less than 5 lakhs: Only one RA bill will be entertained.
- Upto 50 lakhs but not less than 10 lakhs of estimated amount: Maximum three bills including final bill.

More than 50 lakhs of estimated amount: Maximum four bills including final bill.

### **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. Rates must include all sorts of carrying costs and other charges for delivery to the South 24 Parganas Zilla Parishad Office in Alipore. All rates are to be submitted item-wise as per the format given in the last page.
4. The Authority 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. 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.

11. Decision of the Tender Committee, constituted for this Zilla Parishad, will be final in all respect.

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


Sl. No	Name of Materials
1	ALPIN
2	BALTI
3	BATTERY (SMALL) (AA)
4	BATTERY (AAA)
5	BATTERY DURACELL (AA)
6	BATTERY DURACELL (AAA)
7	BELT FOR TOWEL
8	BLACK HIT
9	BUSKET
10	CALCULATOR (12 DIGIT)
11	CAR FRESHNER (RUB & SNIFF)
12	CARBON PAPER
13	CD MARKAR
14	CELLO TAPE
15	CHANNEL FILE PLASTIC GOOD QUALITY (A4 size)
16	CLEARED BAG (PLASTIC)
17	COLIN
18	DOUBLE PUNCHING MACHINE
19	DUSBIN (WITH COVER)
20	DUST BIN (PLASTIC) ORDINARY & BIN PACKET
21	DUSTER
22	ENGAGEMENT PAD
23	ENVELOP (15 X 10) CLOTH (COLOUR)
24	ENVELOP (15 X 10) WHITE
25	ENVELOP (CLOTH) SMALL
26	ERASER (RUBBER)
27	FEVIGUM (TUBE) 50 gm
28	FEVISTICK 15 gm
29	FILE FLAP (BELT) (Bundle of 25)
30	FILE TAG (Bundle of 50)
31	FOUR FOLDER FILES
32	GELL PEN (GOOD QUALITY)
33	GELL PEN (ORDINARY)
34	GLASS & LID
35	GOOD NIGHT OIL WITH MACHINE
36	GREEN XEROX PAPER (Engineering Section)
37	GUARDAR
38	GUM BOTTLE (500ML)
39	HAND WASH (Dettol)
40	HARPIC
41	HIGH LIGHTER
42	IDENTITY CARD
43	JEMS CLIP
44	JUG (PLASTIC)
45	KNIFE



46	LEGAL PAPER
47	MARKER PEN
48	MUG (PALSTIC)
49	NAPHTHILINE
50	ORDINADY PEN (BLACK/BLUE/RED)
51	PAPER WEIGHT
52	PENCIL
53	PENCIL CUTTER
54	PHENYLE
55	PHORE
56	PIN POT
57	PLASTIC FOLDER A4 GOOD QUALITY
58	PUNCHING MACHINE
59	REFILL GELL PEN (GOOD QUALITY)
60	REFILL GELL PEN (ORDINARY)
61	REGISTER NO-10
62	REGISTER NO-12
63	REGISTER NO-14
64	REGISTER NO-4
65	REGISTER NO-6
66	REGISTER NO-8
67	ROOM FRESHNER 220 ml
68	ROOM FRESHNER Spl (AMBIPUR / AIR)
69	RULLED PAPER DISTA
70	SANITIZER 5LTR JAR
71	SAVLON HAND SANITIZER LIQUID (100ML)
72	SAVLON MASK
73	SAVLON SURFACE DISINFECTANT SPRAY
74	SCALE
75	SEISSOR
76	SIGNATURE PAD
77	Spl. CARTIDGE
78	SPONGE
79	STAMP INK PAD WITH INK BOTTLE (Red & Blue)
80	STAMP PAD (Blue) (Faber Castell)
81	STAMP PAD (Red) (Faber Castell)
82	STAPLER (BIG)
83	STAPLER (SMALL)
84	STAPLER PIN (BIG)
85	STAPLER PIN (JUMBO)
86	STAPLER PIN (SMALL)
87	STAPPER (JUMBO)
88	STICTING PAD (COLOUR)
89	SURGICAL MASK
90	TISSUE PAPER
91	TOILET ODONIL
92	TONER NPG 28
93	TONER NPG 51
94	TOWEL COLOURED (BIG)
95	TOWEL COLOURED (SMALL)
96	TOWEL FOR CAR (BLUE)
97	TOWEL WHITE (BIG)
98	TOWEL WHITE (SMALL)
99	TRIMAX (Reynolds- Black, Blue & Red)
100	WALL CLOCK AJANTA
101	WATER BOTTLE
102	WHITE PAPER PLAIN DISTA
103	WHITENER
104	WRITING PAD 1/8 DEMY
105	XEROX PAPER(A-4)



106	XEROX PAPER(LEGAL)
107	YELLOW XEROX PAPER (Engineering Section)
108	STAMP REGISTER (ZP FORM NO-30) (As per Specification)
109	STATINARY STOCK REGISTER (As per Specification)
110	OFFICE ATTENDENCE REGISTER (As per Specification)
111	RECEIPT REGISTER FORM NO-135 (As per Specification)
112	DEMAND AND COLLECTION REGISTER FORM NO-5 (RULE 29(1) (As per Specification)
113	FEES FORM (COLLECTION) DISC. (Dispensary) (As per Specification)
114	CONTIGENT BILL FORM DISC. (As per Specification)
115	FORM OF LICENCE FOR HOLDING FAIR OR MELA (STARTED FORM SL.NO-0351) (As per Specification)
116	FORM NO-28 (RULE 136(2) OF WEST BENGAL ZILLA PARISHAD (ELECTION, CONSTITUTION AND ADMINISTRATION) RULES 1964 (As per Specification)
117	FILE COVER (Z.P Printing) (As per Specification)
118	NOTE SHEET PRINTED (LEGAL ON DUMMY) (As per Specification)
119	LOG BOOK (As per Specification)
120	SERVICE BOOK (As per Specification)
121	SHORT HAND NOTE BOOK (As per Specification)
122	FEE COLLECTION FORM (As per Specification)
123	PRESCRIPTION (Dispensary) (As per Specification)
124	OPD REGISTER (Dispensary) (As per Specification)
125	DE's FORM NO.7 (Yellow) (As per Specification)
126	DE's FORM NO.7 (Green) (As per Specification)
127	DE's FORM NO.8 (White) (As per Specification)
128	BUNGLOW BOOKING CARD (As per Specification)
129	FORM NO. 5A (TANK & LAND) (As per Specification)
130	FORM NO. 15A (Demand Register) (As per Specification)
131	FORM NO. 14 (Stock Register) (As per Specification)
132	FORM NO. 16 (Inspection Register) (As per Specification)
133	FORM NO. 22 (Misc Register) (As per Specification)
134	FORM NO. 5 (Demand & Collection Register) (As per Specification)
135	BOAT LICENCE FORM (Book of 100 pages) (As per Specification)
136	RECEIVING SECTION DATE STAMP (As per Specification)
137	BID SHEET (Tank & Ferry) (100 pages) (As per Specification)
138	DEMAND FORM (Tank & Ferry) (100 pages) (As per Specification)
139	DEBIT VOUCHER (Yellow) (As per Specification)
140	CREDIT VOUCHER (Light Pink) (As per Specification)
141	BID SHEET (As per Specification)

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






Memo No: 371/1(2)/20/Store/E-tender/25

Dated: 10/02/25

Copy forwarded for necessary action to:

1. The Secretary, South 24 Parganas Zilla Parishad.
2. The Sub Divisional Officer, ..... Sub Division (All) - for wide publication
3. The Deputy Secretary, South 24 Parganas Zilla Parishad.
4. The Block Development Officer, ..... Block (All) - for wide publication
5. The FC & CAO, South 24 Parganas Zilla Parishad.
6. DIA, South 24 Parganas Zilla Parishad with a request to upload & publish the NIT in the Zilla Parishad Website.
7. CA to the Sabhadhipati, South 24 Parganas Zilla Parishad for placing the notice before Sabhadhipati.
8. 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

