



Docket No.....

Date.....

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE JALPAIGURI  
NEZARATH SECTION  
JALPAIGURI COLLECTOTARE

**NOTICE INVITING PRE-QUALIFICATION - CUM - TENDER  
(E-Procurement) E-Tender (TWO COVER SYSTEM)**

**eNIT NO: 01/NZI/2018-19**

Additional District Magistrate (General), Jalpaiguri invites Tender in quote their Rates for the following works by Two Cover System (E-Procurement) from Resourceful and Bonafide Contractors as mentioned in Annexure. The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical & another Financial Bids. Technical Bid documents are to be uploaded as follows.

**THE FOLLOWING DOCUMENTS SHALL HAVE TO BE UPLOADED:**

**A) For Technical Bid**

Folder 1	Notice Inviting Tender (NIT)			
Folder 2	Valid 15-Digit Goods and Services Taxpayer Identification Number (GSTN)	PAN Card	Upto date Professional Tax Clearance Certificate	Up to date Trade License
Folder 3	Credential	Earnest Money Deposit through the RTGS/NEFT Portal in ICICI Bank	In case of Partnership Firm/ Registered Company, the intending Tenderers are requested to submit the copy of the DEED of Partnership/ relevant document in support of proof of so.	

**B) For Financial Bid : FINANCIAL BID DOCUMENT : BOQ**

> Intending bidders may download tender documents from e-procurement portal of our website: [www.jalpaiguri.gov.in/www.wbtender.gov.in](http://www.jalpaiguri.gov.in/www.wbtender.gov.in) from 31/05/2018, 10:00 Hours to 22/06/2018 up to 17:00 Hours. The prequalification bid documents duly filled in all respect may be submitted online before 17.00 hrs (as per server clock) on 22/06/2018.

Both Technical Bid & Financial Bid are to be submitted concurrently duly signed digitally in the above mentioned portal. The financial offer of the prospective tenderer will be considered only if the tender qualifies in the technical bid.

> The pre-qualification (Technical Bids) documents alone will be opened on 25/06/2018 at 10.00 Hrs by the undersigned in presence of intending bidders.

> Joint venture firms are not eligible to participate.

> Technical Bid Summary of qualified bidders will be displayed in the portal and this office notice board. In case if there be any objection regarding prequalification / list of "Technically Qualified Bidders", that objection should be lodged to the undersigned within 2 (two) days from the date of initial publication of list of Technically Qualified Bidders and beyond that scheduled time any objection will not be entertained by the Authority.

> The Financial bid document of the technically qualified bidders will be opened for evaluation and selection and the bid documents of non-qualified bidders will remain unopened.



Sl. No	LOCATION	Name of Scheme	Amount put to tender (In Rs.)	Earnest money (In Rs)	Time allotted for Completion from the date issue of W.O.	Eligibility of Participants
1.	DM OFFICE JAL	STATIONERY ARTICLES REQUIRED FOR THE OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, JALPAIGURI FOR YR 2018-19 (ANNEX-1)	0.00	Rs.30000.00	30 days	Supply of related materials/for supply of any Govt Stationery Materials Supply within last 5 years have to be attached with credential folder. Rs.50,000.00 (Rupees fifty Thousand) credential for Supply work

> The Tender Document (Mentioned in ANNEXURE to N.I.T.-No. eNIT NO: 01/NZI/2018-19 should be deposited by the successful (Lowest bidders of each SL No.) in favour of " The District Magistrate, Jalpaiguri". The amount may be deposited through RTGS/NEFT Portal in ICICI Bank .

> Proper Credential Certificate from any Govt. or Quasi Govt. Department Signed by the competent authority (Technical Person/ Administrative authority only). Payment certificate in lieu of credentials will not be accepted.

**Agreement:** The Successful Tenderer, herein after called the Contractor, will have to execute agreement within 3 (Three) days on a Non-Judicial Stamp as per rules, and shall have to be purchased two set of Tender Document from this office. Price per set of tender document is as mentioned in Annexure. The same documents are to be submitted to this office duly signed by the tenderer. This will be treated as part of the Agreement.

**Punishment :**

a) Submission of false document by bidder is strictly prohibited & if found bid will be considered as nonresponsive and out rightly rejected with forfeiture of Earnest Money and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**Acceptance :** This undersigned on behalf of the District Magistrate Office does not bind himself to accept the lowest offer and reserves the right to accept any offer and to reject any/all the offers without assigning any reason..

**Necessary Deduction :** GST Income Tax etc. will be made as per Govt. norms, and Security Deposit @10% of the value of work will be deducted from each progressive Bill. The Earnest Money will form part of the Security Deposit.

**Terms and Conditions :-**

- > Rate (Including GST) should be quoted basis Rate & the name of the bidder should be clearly written in the BOQ.
- > The Security Deposit money of successful bidders will be released after one year of completion of works for Stationery Materials Supply of the work.
- > All the related documents are to be produced IN ORIGINAL to this office as and when will be asked.
- > All hard copies of the uploaded documents should have to be submitted by the successful bidder before issuing of Acceptance Letter, if required.
- > Payment will depend on availability of fund and no claim whatsoever will be entitled for delay of payment, if any. Intending tenderers may consider these criteria while applying for permission and while quoting their rates.
- > In case of any day, meant for this tender (Only Bid Opening), appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.
- > **Bid Validity :** The Bid will be valid for 120 days from the date of opening of the financial bid. However, extension of bid validity may be considered if required, subject to written confirmation of the bidder(s) to that effect.
- > **Conditional and incomplete tender:** Conditional and incomplete tenders are liable to summarily rejection.
- > All the rates of works are inclusive of all taxes, cess, levy, transportation, loading, unloading, stacking, etc including all other incidental charges therein.
- > Escalation claimed by the Agency will not be entertained by Authority.
- > The authority reserves the right to accept or reject any or all the tenders without assigning any reason. And the right to add alters or deletes any of the conditions & terms, laid above, is also reserved.
- > District Magistrate Office does not take any responsibility for the delay caused due to non- availability of internet connection traffic jam etc. for the online bids.
- > If any tenderer sought to withdraws his offer before acceptance or refuse without a reasonable time without giving any satisfactory explanation for such withdrawals, his earnest money shall liable for failure and shall be disqualified from submission of tender in this office for a minimum period of 1 (one) year.

The Hard copies of all uploaded documents of all the bidders should have to be produced to the under signed as and when will be required.



Additional Terms & Conditions

1. Rates quoted for brands other than in the scheduled will not be accepted. The rate should be inclusive of all taxes.
2. The earnest money deposited will be forfeited to the Government in case:-
  - i) The tenderers withdraw tender after opening or acceptance.
  - ii) The selected tenderers fail to accept order, refuses either wholly or partly the offer that would be made by the undersigned.
  - iii) The selected tenderers fail to supply materials as per specification and within specified period.
3. The earnest money deposited by the successful tenderers will be refunded only after completion of the fulfilment of said terms and conditions.
4. Any other information will be available from the Nezarath section, D.M. office, Jalpaiguri.
5. Agency must have the capacity to supply all the articles within 3 (three) days from the issue of supply order and in special cases within a day.
6. Any material which is not in conformity with the specification mentioned shall be summarily rejected and no payment will be made for such supply.
7. If required, IT/GST will be deducted at source.
8. The successful tenderers will have to make a contract agreement in the form prescribed by the authority.
9. The successful tenderers will have to supply the materials ordered at their own cost to different section of the D.M., Jalpaiguri.
10. The Authority shall have the right and discretion to terminate the contract and forfeit the earnest money deposited in the event of any sort of breach of contract.
11. Details of the Tender may be collected from Nezarath Section, Jalpaiguri Collectorate.  
The undersigned reserves the right to accept any quotation or all quotations without assigning any reason whatsoever.  
The undersigned does not bind him to accept the lowest rate quoted and may be use discretions in accepting higher than the lowest rate with a view to ensuing standard quality of articles.  
It shall be open to the District Authority to impose penalty & take other punitive steps, as deemed fit, for violation of above terms & conditions.
12. **Without GST, No Bidder to be allowed.**
13. Tender Paper Cost to be Pay by For all bidders required to submit the requisite EMD using the online payment mode . Accordingly , the net banking option shall have to be availed with any of the Banks listed in the ICICI Bank payment gateway & the option of RTGS / NEFT through Bank A/C in any Bank have to procure with the payment gateway of ICICI Bank by the e-procurement portal through web services . As a prequalification documents , the EMD amount paid by the bidder will get credited to the respective pooling A/C.  
Maintained by the Focal point Branch of ICICI Bank Refund / settlement process of EMD [ as per order no- 3975-F(Y) Dated- 28/07/2016 of Finance Dept , Govt of W.B.].
14. The quantities of different items of work mentioned in the tender schedule or in Work Order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items.



LIST OF IMPORTANT DATES OF BIDS eNIT NO: 01/NZT/2018-19		
1.	Period and time for download of Bidding Documents:	From 31/05/2018 Time 10.00 Hours To 22/06/2018 Time 17.00 Hours
2.	Date & Time of submission Bids :	From 31/05/2018 Time 10.00 Hours To 22/06/2018 Time 17.00 Hours
3.	Date & Time for opening :	As follows;
a)	Date & Time for opening of Technical Bids:	25/06/2018 Time 17.00 Hours
b)	Date of Publication of Technically Qualified bidders	<i>After completion of technical bid evaluation</i>
c)	Date & Time for opening of Financial Bids:	
4.	Place of opening bids :	Office of the undersigned
5.	Last Date of Bid Validity :	120 days
6.	Officer inviting Bids	Additional District Magistrate (Gen).

  
ADDITIONAL DISTRICT MAGISTRATE (GEN)  
JALPAIGURI



Copy forwarded for kind information, necessary action and with the request of wide circulation to the:

- 1-3. The Additional District Magistrate & DLLRO / The Additional District Magistrate (Dev.), Jalpaiguri / The Additional District Magistrate & A.E.O., Jalpaiguri Zilla Parishad
- 4-5. The SDO Sadar / Malbazar and DPR & DO, Jalpaiguri request to publish the tender of the office Notice Board.
- 6. DIO, NIC Jalpaiguri , with a request for uploading in the District Website and [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in)
- 7-13. The B.D.O \_\_\_\_\_ (All)
- 14-15. The Treasury Officer, Jalpaiguri Treasury-I / Treasury-II
- 16. District Information & Cultural Officer with a request for wide publicity in daily Bengali, English and Hindi daily News Paper.
- 17. Office Notice Board.
- 18. C.A to the District Magistrate, Jalpaiguri.

  
**ADDITIONAL DISTRICT MAGISTRATE (GEN)**  
**JALPAIGURI**  


THE FOLLOWING DOCUMENTS SHALL HAVE TO BE SUBMITTED

A) For Technical Bid

Sl. No.	Name of Documents (M/T)			
Sl. No. 1	Valid ID-Proof, Bank and Service, Telephone Identification Number (ISDN)	7% Cash	Up-to-date professional Tax Clearance Certificate	Deed of Partnership / Share
Sl. No. 2	Circular	General Ledger Document through the BDT/MS/MSMT Portal to JICA/MSMT	In case of Partnership Firm / Hyderabad Company, the intending Tenderer are required to submit the copy of the DED of Partnership/ relevant document in support of joint of etc.	

B) For Financial Bid: FINANCIAL BID DOCUMENT - 2018

- 1. Intending bidder may download tender documents from e-procurement portal of our website [www.jalpaiguri.gov.in](http://www.jalpaiguri.gov.in) from 11:00 AM to 22:00 PM on 22/05/2018 up to 27:00 Hours. The pre-qualification documents date filled in all respect may be submitted on line before 27:00 hrs (at per server clock) on 22/05/2018.
- 2. The technical bid & Financial Bid are to be submitted separately duly signed and digitally in the above mentioned portal. The financial bids of the prospective bidders will be considered only if the bidder qualifies at the technical bid.
- 3. The pre-qualification (Technical Bid) documents of our will be opened on 22/05/2018 at 10:00 hrs by the user defined in presence of intending bidders.
- 4. From various bidders are not eligible to participate.
- 5. Technical Bid Summary of qualified bidders will be displayed at the portal and the office notice board. In case a there is any objection regarding pre-qualification / list of Technically Qualified Bidders, that objection should be lodged in the undeciphered manner 2 (two) days from the date of initial publication of list of Technically Qualified Bidders and beyond that rejected. Any objection will not be considered by the authority.
- 6. The financial bid documents of the technically qualified bidders will be opened for evaluation and selection and the bid documents of non-qualified bidders will remain unopened.