



Memo. No. 92 / NT/Materials Cell/2021

Date :-12-03-2021

NOTICE INVITING ELECTRONIC TENDER NO- 05 of 2020 - 2021 of DISTRICT MAGISTRATE, MURSHIDABAD.

The District Magistrate, Murshidabad invites e-Tender for the work detailed in the table below.(Submission of Tender through **online**).

Tender Reference No. :- DM/MSD/WBLA ELECTION-2021/e NIT-05/2020-2021(2nd Call)

Sl. No.	Name of work	Tender Amount (In Rs.)	Earnest Money (Rs.)	Time of Supply	Remarks
1.	Supply of Misc. articles (Election related Covid items) (as per specification) i.c.w. General Election to the WBLA-2021.(Detailed specification is in the BOQ Template)	Rs.9,72,514.00	Rs.20,000.00	7(Seven) Days	

SCHEDULE OF IMPORTANT DATES

PARTICULAR	DATE & TIME
Date of Publication of E-NIT	12/03/2021 at 18.00 hrs.
Bid submission start date & time	12/03/2021 at 18.00 hrs
Pre-bid meeting in the Office chamber of the NDC, Berhampore , Murshidabad at the New Administrative Buildings, Murshidabad (Room No. - 108)	15/03/2021 at 14.00 hrs.
Document download end date & time	19/03/2021 at 13.00 hrs.
Bid submission End date & time	19/03/2021 at 16.00 hrs.
Date & Time of opening of Technical Bid in the Office of the DM, Murshidabad	23/03/2021 at 13.00 hrs.
Location of Bid Opening	Office of the District Magistrate, Murshidabad

The separate tenders are invited by the undersigned for the **supply of Misc. articles(Election related Covid items) from reliable, resourceful, bona-fide and experienced firms/ companies/ Agency/ Co-operative having requisite financial capability** and sufficient relevant experience. The details are given below :

1. Scope of Work	1. Supply of Misc. articles (Election related Covid items) and delivered to the DM Office, Murshidabad & SDO Offices for use in the General Election to the WBLA-2021.	
2. Estimated cost of work	As per total amount shown in BOQ. Rate to be offered by the bidder in each items shown in the BOQ .	
3. Contract Period	Till completion of General Election to the WBLA-2021	
4. Bid Inviting Authority	District Magistrate. Murshidabad.	
5. Eligibility criteria of the bidders	CREDENTIAL	
	1. Experience:	Supply of different election related Materials/Stationery & Misc. articles in Government/PSU/Semi Govt. Offices.
	2. Turnover:	Average Annual Turn Over of the firm, company / agency for the last 03 (Three) Financial Years should be equal to or more than Rs.20 Lakhs, Audited Balance Sheet shall have to be produced in support of the claim.
	3. Statutory Documents:	a. Certificate of experience if any and credential only payment certificate (Same nature of work as like as supply of Stationery & Misc. articles/Election Materials). b. Income Tax return of last three years & Pan Card copy c. GST Registration certificate & latest GST return.

	<p>c. GST Registration certificate & latest GST return.</p> <p>d. Latest Professional Tax Return</p> <p>e. Audited Balance Sheets of last three financial years.</p> <p>f. Valid Trade License.</p> <p>g. pre-qualifying application duly filled and signed by the bidder.</p> <p>g. Attach self declaration on Rs. 50/- (fifty) Non- Judicial stamp paper by the bidder that he or his firm has not been black listed by any Central / State Government.</p>
6. Earnest Money Deposit	Earnest Money should be submitted through Net Banking, NFFT > RTGS. Scanned copy of the said document should also be uploaded.
7. Bid Document	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, i.e. https://wbtenders.gov.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)
8. Technical Bid Evaluation	The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite document* during evaluation towards for the technical bid. Originals shall be shown for verification at the time of evaluation by the tender committee. Sample of items should be produced before the tender committee at the time of evaluation.
9. Financial Bid	Rate shall be quoted in the Financial Bid
10. Validity of Bid	120 days
11. E-Tender registration and bidding	<p><u>ONLINE BIDS :</u></p> <p>The bidders interested to submit the bid Online shall get registered and 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 Government of West Bengal <i>i.e.</i> https://wbtenders.gov.in <u>ONLINE BID SUBMISSION:</u> The Bidders are required to submit the Technical and Financial Bid documents ONLINE <i>i.e.</i> uploading of the documents complete in all respect by following the Online Bid submission procedure
12. Important Instruction	<ul style="list-style-type: none"> Names of the technically qualified bidders as per the bid criteria verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. Sample should be produced at the time of verification. 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 documents 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 supply site before quoting their rates.

INFORMATION TO THE BIDDERS (ITB)

Download of Tender :

Tender to be downloaded only from the e- Tendering portal of Government of West Bengal *i.e.* <https://wbtenders.gov.in>

The tender will be submitted in two bid system. *i.e.* technical bid & Financial bid only through online mode.