

# COOCH BEHAR ZILLA PARISHAD

## COOCH BEHAR-736101

### NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER (TWO COVER SYSTEM) [(E-Procurement) (Two Cover System)]

Memo No.: 1174 /CZP-Press/XIII-73/17-18 [NIT No. WBZP/196/DE-ET/COB/2017-18(2<sup>nd</sup> Call)] Date: 21/03/2018

For and on behalf of the Executive Officer, Cooch Behar Zilla Parishad, the Additional Executive Officer, Cooch Behar Zilla Parishad invites item-rate tender from Manufacturers/Distributors/Dealers for supply and installation of 1 (One) 20x30 size Sheet fed Offset printing machine as per technical specification given below on buy back system of our 20x30 size OPTIMA Printing Machine to Cooch Behar Zilla Parishad Press, through Two Cover System (e-procurement). The pre-qualification documents are to be uploaded in two separates folders. One of the folders shall contain Technical documents – Statutory technical documents such as the NIT etc. and Non-Statutory technical documents (other important documents of bidder) such as PAN, ITCC, GSTIN, Trade License, Credential, Service Center, User List etc. and the other folder shall contain the Financial Bid (BOQ), in which bidders are required to quote their rates.

Name of the Printing Machine	Technical Specification
20 x 30 size Sheet Fed Offset Printing Machine	<ul style="list-style-type: none"><li>• 20/230/430..... 20" x 30"</li><li>• Dampening water circulation system</li><li>• Anti set-off powder spray system</li><li>• Centralized greasing system for all gripper shafts on both ends</li><li>• Automatic centralized oil lubrication system</li><li>• Mechanical no-sheet and double sheet detector fitted for smooth feeding and safe feeding of paper</li><li>• Compact main control panel, DC variable speed drive mechanism with digital sheet counter, speedometer</li><li>• All Gears are of EN-9 hardened and well ground</li><li>• Max size of printing 500 x 760mm</li><li>• Pendent are to facilitate emergency impression trip off, inching forward and reverse, at every station both side for safety and convenience</li><li>• All cast iron cylinder are properly seasoned and hard chrome plated fitted with EN-353 hardened bearer rings</li></ul>

- Intending bidders may download tender documents from the e-procurement portal of Govt. of West Bengal : <https://wbtenders.gov.in> or <https://etender.wb.nic.in>
- Earnest money Rs. 50,000/- (Fifty thousand) should be deposited.

Soft copy of the EMD submitted (Scanned PDF File) through ICICI Bank or ICICI NEFT / RTGS have to be submitted. It is compulsory on the part of the Bidders to pay EMD through online mode of the payment only. The L 1 Bidder shall submit the hard copy of the documents to the Tender Inviting Authority with the acceptance letter of the LOI (Letter of Intend). Failure to submit the hard copy with acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklist of the bidder. EMD should be deposited only at any ICICI Bank vide order no.3975-F (Y) dt. 28.07.2016 of Finance Deptt. Govt.of W.B. The EMD of the successful bidder will be adjusted with the Security Money.

**Failure to submit RTGS / NEFT / CBS system only with LOI acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to vitiate the tendering process and will be dealt with accordingly including blacklisting of the bidder.**

The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 30 days from the bid validity period without interest.

- Cooch Behar Zilla Parishad does not take any responsibility for the delay caused due to non-availability of Internet connection, Internet traffic jam etc. for the online bid.
- There will be 2–stage opening of bids First, Technical opening and thereafter, Financial opening.
- The Technical Bid documents alone will be opened by the Additional Executive Officer, Cooch Behar Zilla Parishad & the Secretary, Cooch Behar Zilla Parishad in presence of participating bidders who shall manage to come. No objections in this regard will be entertained raised by any participant who will present during opening of tenders.
- Names of Technically qualified bidders will be informed through the e-procurement portal and will be displayed on the office Notice Board subject to completion of verification and evaluation of Technical documents.

- The financial Bid documents of the technically qualified bidders will be opened for evaluation and selection of qualified bidders (and the bid documents of technically non-qualified bidders will remain unopened). No separate intimation will be given for this financial opening, unless the scheduled date is changed.
- In case of any change of date or other issue, corrigendum will be floated through the same e-procurement portal. No individual intimation will be given.
- The Tender inviting authority reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason what so over.
- All the related documents are to be produced IN ORIGINAL to this office as and when asked for.
- Any concealment of fact will be seriously viewed and all tender papers submitted by the agency will be treated as informal.
- **All the important date & time of bid are given in the following table and will be as per the server clock.**

**Documents to be enclosed along with the Tender :**

1. Scanned Copy of EMD challan
2. PAN Card
3. Latest Income Tax return
4. GSTIN
5. Trade License (Up to Date)
6. Manufacturer/Distributor/Dealership Certificate
7. Credential of 40% of quoted rate preceding 3 (Three) years in Govt. supply of same type of work.
8. List of users along with their name, address and contact number should also be furnished with the tender.
9. Service Center should be existed up to Kolkata in West Bengal and up to Guwahati in Assam and the name, address and contact number of the service centers should be furnished with the tender.

**Terms & Conditions :**

1. Intending tenderers should quote their rate, the price of the Machine inclusive of installation all taxes & Carriage, loading and un-loading charges upto workshop in Cooch Behar Zilla Parishad Press Complex etc. and should be quoted under Basic Price (in Rs.) column of the BOQ.
2. Rate of the Printing Machine should comply with the given Technical Specification under Item Description column of the BOQ and, rate of a standard Brand is to be quoted.
3. In case of any dispute regarding this tender that may be resolved in any Court in Cooch Behar having Jurisdiction on such issue.
4. The Printing Machine should be supplied as well as installed by the supplier **within 10-04-2018 positively due to ensuing Panchayat Election urgent, 2018** failure to which penalty would be imposed upon the supplier.
5. 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 day for the same purpose.
6. 50% payment will be made after installation as well as proper functioning of the machine and the rest 50% will be made after trial period.
7. 5% of the quoted rate will be deducted from the bill towards security money which will be refunded after 6 (Six) months from the date of installation if the machine is in order, otherwise the security money will be forfeited.
8. Free service guarantee should be provided for 24 months.
9. **Bid Validity – 60 days.**

**LIST OF IMPORTANT DATE, TIME & VENUE OF BIDS**

1.	Name of Work:	Supply and installation of 1 (One) 20x30 size Sheet fed Offset printing machine on buy back system of our 20x30 size OPTIMA Printing Machine to Cooch Behar Zilla Parishad Press.
2.	Date of Publication of Tender:	Date: 22/03/2018 Time: 06.00 pm
3.	Period and time for download of bidding Documents:	From:- Date: 22/03/2018 Time: 06.00 pm To:- Date: 29/03/2018 Time: 06.00 pm
4.	Date & time of Submission of Bids:	From:- Date: 22/03/2018 Time: 06.00 pm To:- Date: 29/03/2018 Time: 06.00 pm
5.	Date & time of Opening:	As follows:
	a) Technical Bids:	Date: 02/04/2018 Time: 11.00 am
	b) Date of Publication of Technically Qualified Bidders:	Date: After evaluation by the Tender Committee.
	c) Date & Time of Opening Financial Bids:	Date: After acceptance by the Tender Committee.
6.	Place of opening of Bids:	Cooch Behar Zilla Parishad Office
7.	Bid Validity:	60 days
8.	Officer inviting Bids:	Addl. Executive Officer, Cooch Behar Zilla Parishad, Kalika Das Road, P.O. & Dist. Cooch Behar-736101, West Bengal.

**Sd/-**  
**Addl. Executive Officer**  
**Cooch Behar Zilla Parishad**  
**Cooch Behar**

**Memo No.: 1174 /CZP-Press/XIII-73/17-18**

**Date : 21/03/2018**

**Copy forwarded for information and necessary action to :**

1. Sabhadhipati, Cooch Behar Zilla Parishad
2. Sahakari Sabhadhipati, Cooch Behar Zilla Parishad
3. District Magistrate, Cooch Behar & Executive Officer, Cooch Behar Zilla Parishad
4. Secretary, Cooch Behar Zilla Parishad
5. Chairperson, Tender Committee, Cooch Behar Zilla Parishad
6. Adhyakshya, District Council, Cooch Behar Zilla Parishad
7. Smt. Mamtaz Begum, Member, Tender Selection Committee, Cooch Behar Zilla Parishad
8. Joint Secretary to the Govt. of West Bengal, Deptt. of Self Help Group & Self Employment, Nabanna, Howrah.
9. F.C. & C.A.O., Cooch Behar Zilla Parishad
10. District Engineer, Cooch Behar Zilla Parishad, Cooch Behar.
11. Executive Engineer ( RD ), Cooch Behar Zilla Parishad
12. D.I.O, NIC, Cooch Behar with request to publish the Notice in www.coochbehar.nic.in.
13. Sri....., Asst. Engineer, Cooch Behar Zilla Parishad
14. Office Superintendent, Cooch Behar Zilla Parishad
15. Head Assistant, Cooch Behar Zilla Parishad
16. D.I.A., Cooch Behar Zilla Parishad to upload the Notice in the e-Tendering portal of Govt. of West Bengal.
17. Office Copy/ CZP.

**Sd/-**  
**Addl. Executive Officer**  
**Cooch Behar Zilla Parishad**  
**Cooch Behar**