



सत्यमेव जयते

Government of West Bengal

OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR

জেলাশাসকের করণ, কোচবিহার, পশ্চিমবঙ্গ

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NIT No.: 03/MM Cell/COB/WBLA/2016

Dated : 04/03/2016

West Bengal Legislative Assembly Election, 2016

Material Management Cell

NOTICE INVITING TENDER

Name of the Work: SUPPLY OF MISCELLANEOUS ARTICLES IN CONNECTION WITH WBLA ELECTION, 2016

SCHEDULE OF IMPORTANT DATES

<u>PARTICULAR</u>	<u>DATE & TIME</u>
1. Date of Publication of NIT	<u>04/03/2016</u>
2. Date & time of submission of Technical Bid and Financial Bid.	<u>14/03/2016 up-to12 noon</u>
3. Date & Time of opening of Technical Bid at the Office chamber of the Addl District Magistrate, (Dev) CoochBehar	<u>14/03/2016 at 3 pm</u>
4. Date & Time of opening of Financial Bid at the office chamber of the District Magistrate, (Dev) CoochBehar	<u>15/03/2016 at 01.00 PM</u>
5. Validity of bid	<u>120 days</u>

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For and on behalf of the District Magistrate & District Election Officer, Cooch Behar item rate tenders in **TWO BID SYSTEM** is invited from reliable, resourceful, bonafide and experienced firms / companies / suppliers/authorized dealers/Labour Contract Cooperatives having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1. Name of work	:	SUPPLY OF MISCELLANEOUS ARTICLES IN CONNECTION WITH WBLA ELECTION, 2016
2. Location of Work	:	COOCHBEHAR DISTRICT
3. Scope of Work	:	Supply of miscellaneous articles for use in the West Bengal Legislative Election, 2016
4. Estimated Cost of work	:	Approx Rs. 4.70 Lacs only.
5. Security Deposit against work	:	<u>10% of Contract Value</u>
6. Bid Inviting Authority	:	District Magistrate & District Election Officer, Cooch Behar
7. Eligibility Criteria for "Pre Qualification"	:	<p><u>*CREDENTIAL-</u></p> <p>1. i) Intending tenderers 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 ;or</p> <p>ii)Intending tenderers should produce credentials of 2(two) similar nature of completed works, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p align="center">or,</p> <p>iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above;</p> <p>In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency , i.e, the tenderer.</p>

	<p><u>*TURNOVER</u></p> <p>2. Average Annual Turn Over for the past 3 (Three) Financial Years should be minimum of Rs. 5.00 lacs (Rupees five lacs) only from Contracting/supply Business. Balance Sheet/CA certificate shall have to be produced in support of the claim.</p> <p>3. Statutory Documents:</p> <ol style="list-style-type: none"> Work Completion Certificate /Payment certificate Filled up Form-I Filled up Form-II Latest Income Tax return Latest VAT Return Latest Professional Tax Return Balance Sheets of last 3 Financial years/CA certificate Pan Card
8. Earnest Money Deposit :	<p>2% of work value i.e. Rs. 9,400.00 (Rupees nine thousand four hundred) only.</p> <p>EMD will be received in the form of Bank Draft only, in favour of District Magistrate Cooch Behar, Payable at Cooch Behar.</p>
9. Bid Document	<p>Bid Document is available at the materials management cell, District Magistrate office, Coochbehar. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
10. Technical Bid Evaluation :	<p>The technical bid will be evaluated by the tender committee. Bidders shall produce original hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.</p>
11. Date and time of opening of Financial Bid of only the technically qualified bidders :	<p><u>15/03/2016 at 1 PM</u></p>
12. Financial Bid :	<p>Rate shall be quoted item wise against each item of the BOQ in Column-6 of the BOQ.</p>
13. Validity of Bid :	<p>120 days</p>
14. 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 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 next day after opening. The authority reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.

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| | <ul style="list-style-type: none">• All duties, taxes, royalties, cess, toll, taxes and other levies payable by the Contractor/supplier 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 obtain detail specification of the products before quoting their rates. |
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Addl. District Magistrate
Cooch Behar

Memo No. _ 23 /MM Cell/COB/Elec/2016

Date : 04 / 03 /2016

Copy forwarded for information to:

1. District Magistrate, Cooch Behar
2. AEO, Cooch Behar Zilla Parishad
3. Executive officer, Cooch Behar Municipality.
4. NDC, Cooch Behar.
5. DICO, Cooch Behar with request to display in his office notice board and also brief referral advertisement in the two daily news papers, one each in Bengali, in English.
7. D.I.O., NIC, Cooch Behar with request to upload the Notice in the website of the district.
8. Office Copy.
9. Office Notice Board.

Sd/-
Officer in Charge,
Material Management Cell
Coochbehar

INFORMATION TO THE BIDDERS (ITB)

- i. Tender Document:* The intending tenderer can obtain the details of the document from the material management cell . DM office Coochbehar
- ii. Submission of Tenders:* General process of submission, Tenders are to be dropped in the tender box kept for this purpose at the chamber of the Addl District Magistrate, (Dev) Coochbehar, two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time.
- iii. Submission of Earnest Money Deposit:* The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 8 of the tender notice

A. Technical Bid:

The Technical proposal should contain copies of the following ,

1. NIT document.
2. Condition of Contract
3. Original copy of Bank Draft for Earnest Money Deposit (EMD) as prescribed in the NIT
4. Duly filled in **FORM-I** (Declaration for Credential)
5. Duly Filled in **FORM-II** (Declaration for Turn-Over)
6. All other documents as stipulated in point 1.1below

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the rate (**Item rate against each item**) only in the space marked for quoting rate in the Bill of Quantities (**BOQ**).

1.1 TECHNICAL BID

1.1.1 Mandatory Documents

Relevant documents must be submitted for participating in this tender. If the relevant documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii) Copy of Completion certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, with requisite single tender value.
- iii) Copies of balance Sheet of last three Financial Years for establishing average Annual Turnover in contractual business.
- iv) PAN Card (Xerox Copy)
- v) Income Tax return of last financial year.
- vi) Latest Professional Tax return.
- vii) Latest VAT return.
- viii) Duly filled in **FORM-I** (Declaration for Credential)
- ix) Duly Filled in **FORM-II** (Declaration for Turn-Over).

1.1.2 Receiving of Earnest Money Deposit (EMD)

EMD will be received in the form of Bank Draft only, in favour of District Magistrate, Cooch Behar payable at Cooch Behar only.

1.1.3 Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be minimum of **Rs. 5.00 lacs (Rupees five lacs) only** in supply business. This shall be ascertained from the balance sheets of the last three years.

1.1.4 CREDENTIAL

1.1.4.1 Technical:

- i) Intending tenderers 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;
or
- ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;
or
- iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

1.1.4.2 The completion certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

1.1.4.3 Financial:

Annual Turnover statement shall be submitted in the Form-II in addition to the Balance Sheet of the last three financial years.

1.1.5 If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

1.1.6 Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders for a minimum period of 2 (two) years.

1.2 FINANCIAL BID:

1. Single rate (**item rate against each item**) shall be quoted in the specified space of the BOQ given under financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

1.3 Taxes & duties to be borne by the Contractor:

It may again be reiterated that Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor/supplier while executing the work.

1.4 Bid Evaluation:

At first, the technical bid will be evaluated by the tender committee constituted for this purpose. The financial bid of only those tenderers will be opened who would be found eligible in the technical bid evaluation. The financial bid will be evaluated on the basis of item wise rate offered in the BOQ. The lowest rate received in each item will be considered as L-I and orders will be placed accordingly to a particular agency for such items in which that agency found to be lowest.

1.4.1 Conditional and incomplete tender :

Conditional and incomplete tenders shall be summarily rejected.

2. Acceptance of Tender:

Lowest valid rate may be accepted, however, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one Tenderer if required.

3. Return of Earnest Money of the unsuccessful tenderer(s):

The earnest money of unsuccessful Bidder if submitted shall be returned within 30 days from the bid validity period without interest.

4. Payment:

The payment 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.

5. Security Deposit:

5.1 In total 10% of the contract amount will be deducted progressively from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily. Failure to execute the supply properly will **lead to forfeiture of the security deposit. The entire security deposit will be released after defect liability period.**

5.2 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority with an undertaking that the supply is maintained properly as per the terms of contract.

6. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

7. Other Terms & Conditions:

7.1 Labour Welfare:

- The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, tender inviting authority shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Cooch Behar under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
- Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.

7.2 Bidders are requested to be present in person during the opening of technical and financial bids.

7.3 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

7.4 Original copy of all certificates shall be produced before the Officer in Charge, Material Management Cell for checking and verification of all supporting documents after opening of bids.

7.5 Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.

7.6 The decision of authority with respect to this tender is final and binding.

7.7 The Officer in Charge, Material Management Cell takes no responsibility for any delay/or late submission of tender by the bidder. The bidders are advised to submit bids in time. Any problem with server or internet problem or digital signature related issues Officer in Charge, Material Management Cell will not held responsible for non-submission or incomplete submission of bids.

7.8 Tenderer can approach the Officer in Charge, Material Management Cell for any clarification with respect to this tender.

7.9 Work Execution:

- **Penalty:** Time is the essence of any contract and any deviations from completion time will attract penalty @ 1% per week delay and maximum of 10% for the non-executed portion of the work.
- The successful Tenderer shall have to start the supply at the directed place of delivery within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with Officer in Charge, Material Management Cell without assigning any reason.
- **Sub-letting** of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know

that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.

- All materials & workmanship shall be as per the approved quality and methodology.

7.10 Cost Escalation: No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.

7.11 The Officer in Charge, Material Management Cell reserves the right not to allow the agency to participate in future tenders under the following circumstances.

- i) Delay in completion of job.
- ii) Poor performance in terms of quality of materials and workmanship.

7.12 Termination of Contract/ Work Order:

The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

7.13 Discretion of the authority inviting tender: The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of materials indicated in BOQ is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the District Magistrate, Cooch Behar. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

Sd/-

Officer in Charge,
Material Management Cell
CoochBehar

FORM - I

CREDENTIAL CERTIFICATE

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill or RA bills	:	

Note: *In case of completion of multiple natures of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.*

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the Bidder)

FORM - II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of _____ for the last three consecutive years.

Sl. No.	Financial Year	Turnover (rounded of)	Remarks
1	2012-2013		
2	2013-2014		
3	2014-2015		
	Total:		
	Average Turnover:		

Note:

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

(Signature of the Bidder)

BOQ to NIT no 03/MMCell/COB/WBLA/2016 dated 04/03/2016

Name of the work: Supply of Miscellaneous Articles in connection with WBLA Election,2016

SI No	Name of the Article	Unit	Quantity approx	Rate per unit Rs.	Total Amount
1	Voting compartment for VVPAT size 24"x 44"x 24"	Each	300		
2	Channel File	Each	100		
3	Eraser & Sharpener	Each	300		
4	Colour Flags	Each	100		
5	Note Book (Good quality)	Each	200		
6	CD Marker Pen (Black & Red)	Each	200		
7	Correction Pen	Each	200		
8	Double Punching Machine	Each	10		
9	Highlighter Pen (Multi colour)	Each	50		
10	Parker Pen (Black & Blue)	Each	30		
11	Pilot Pen (Green & Red)	Each	50		
12	Clip Board (Plastic)	Each	20		
13	Umbrella (Gents Long Black)	Each	30		
14	Tissue Box	Each	60		
15	Torch Light (3 cell)	Each	20		
16	Leather Bag (Good Quality)	Each	20		
17	Blank Note Sheets	per 100	50		
18	Paper cutter	Each	10		
19	Cash Box	Each	8		
20	Guard File	Each	100		
21	Car Freshner	Each	30		
22	Phenyl	per ltr	100		
23	Naphthaline	per kg	25		
24	Water Jug	Each	500		
25	Plastic Bucket	Each	500		
26	Acid	per bottle	100		
27	Harpic	per bottle	100		
28	Thinner Bottle	per ltr	40		
29	White Towel	Each	100		
				Total	