



NOTICE INVITING e-TENDER

e-Tender Notice NO. 33 / NT / 18-19

Name of Scheme: Supply of office stationery and other office articles.

SCHEDULE OF IMPORTANT DATES

PARTICULAR	DATE & TIME
Date of Publication of E-NIT	<u>24/12/18 at 6:00 PM</u>
Document download start date & time	<u>24/12/18 at 6:00 PM</u>
Document download end date & time	<u>14/01/19 at 11:00 AM</u>
Bid submission start date & time	<u>24/12/18 at 6:00 PM</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>14/01/19 at 2:00 PM</u>
Date & Time of opening of Technical Bid in the Office of the DM, Murshidabad	<u>17/01/19 at 11:00 AM</u>

The District Magistrate, Murshidabad invites online tender (e-Tender) in **TWO BID SYSTEM** for supply of different office stationery and other articles from reliable, resourceful, bona-fide and experienced firms / companies having requisite financial capability and sufficient relevant experience. The details are given below:

Name of work	Supply of office stationery and other office articles.
Scope of Work	Supply of different office stationery and other articles used in different Section/Cell of Office of the District Magistrate, Murshidabad.
Estimated Cost of work	Rate to be offered by the bidder
Contract Period	1 (One) year.
Bid Inviting Authority	District Magistrate, Murshidabad
Eligibility Criteria for Qualification of the bidders	<p>CREDENTIAL:</p> <ol style="list-style-type: none"> 1. Experience: Supply of stationery articles in Government offices. 2. Turnover: Average Annual Turn Over of the Firm/Company/Agency for the last 3 (Three) Financial Years should be equal to or more than Rs. 25 lakh. Audited Balance Sheet shall have to be produced in support of the claim. 3. Statutory Documents: <ol style="list-style-type: none"> a. Certificate of Experience / credential (only Payment Certificate) b. Latest Income Tax return c. GST Registration certificate d. Latest Professional Tax Return e. Audited Balance Sheets of last 3 Financial years f. Pan Card copy.
Earnest Money Deposit :	Earnest Money amounting to Rs. 2,00,000/- (Rupees Two Lakh) only should be submitted through Net Banking, NEFT / RTGS. Scanned copy of the said document should also be uploaded.
Bid Document	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, https://etender.wb.nic.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).
Technical Bid Evaluation	The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.

Financial Bid	Rate shall be quoted in the Financial Bid.
Validity of Bid	120 days
E-Tender registration and bidding	<p>ONLINE BIDS:</p> <p>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"> 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 Govt. of West Bengal i.e. http://etender.wb.nic.in. ONLINE BID SUBMISSION: The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
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 e-portal, this office notice board and official website. 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 document 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 work site before quoting their rates.

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. <https://etender.wb.nic.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 <https://etender.wb.nic.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 Sl. No. 10 of the tender notice.

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 rate (Offering percentage Above/Below/At par) 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 shall be adjusted against the bill claim while making payments.

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 supply 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 supply of stationery articles and other office articles. Authority may impose penalty for delay in supply of stationery articles and other office articles.

Other Terms and conditions: -

1. The District Magistrate reserves the right to terminate the contract by giving one month notice to the agency in case if any deviation from the norms or any non-compliance.
2. All stationery items or other articles should be supplied in time and at per quality/specifications as mentioned in the Tender.
3. 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.
4. Total purchase value must not exceed Rs.1.00 Crore within one year from the date of issue of the work/supply order.


Additional District Magistrate (L.R.)
Murshidabad

Memo No. 1393/NT

Date: 14/12/2018

Copy forwarded to:-

- 1) Additional District Magistrate (All)
- 2) Sub Divisional Officer (All)
- 3) The DIO, NIC, Murshidabad with a request to upload the E-tender notice to the official web-site of Murshidabad District.
- 4) District Information & Cultural Officer for wide publicity
- 5) C.A. to the District Magistrate, Murshidabad
- 6) Office Notice Board


Additional District Magistrate (L.R.)
Murshidabad