

Government of West Bengal
Office of the District Election Officer & District Magistrate
Murshidabad, Berhampore
IT & Communication Cell, PGE-2019

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

NOTICE INVITINGE-TENDER NO. 04 of 2019

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Name of the work: "Concept, Design, Artworking and Printing of Communication Plan Book for Murshidabad Election Department"

PART 1 - STATEMENT OF PURPOSE AND BID OUTLINE

For and on behalf of the District Magistrate, Murshidabad, the Officer-in-Charge, IT & e-Governance Cell invites offline rate tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms/ companies/ individual contractors having requisite financial capability and sufficient experience in "**Concept, Design, Artworking and Printing of Communication Plan Book**" and technical credential on execution of similar nature of work.

SCOPE OF WORK

a)	Description of work :	Concept, Design, Artworking and Printing of Communication Plan Book for Murshidabad District (matter to be given by the administration)
b)	Specifications	Size - 8.25" x 10.50" (close) Pages – 200 pages (including cover) Printing – 4 + 4 col offset printing with online coating Paper Inside – 130 GSM Art paper Cover – 250 GSM Art paper Matt Lamination Fabrication – Section Sewing Perfect Binding
c)	Quantity	200 pcs

TIME LINE FOR TENDER:

PARTICULAR	DATE & TIME
Date of Publication of NIT	05-03-2019
Tender start date & time	05-03-2019
Tender end date & time	12-03-2019
Pre-bid meeting in the conference room of the office of the District Magistrate, Murshidabad	07-03-2019
Last date & time of submission of Technical Bid and Financial Bid	12-03-2019 up to 2.00 p.m
Date & Time of opening of Technical Bid in the Office of the DM, Murshidabad	12-03-2019 at 3.00 p.m
Date & Time of opening of Financial Bid in the office of the DM, Murshidabad	13-03-2019

Estimate of the Work: NIL. The rate shall be quoted by the bidder depending upon the prevailing market rate.

Eligibility Criteria & Mandatory Documents:

Experience: Bidder should have at least 3(three) years of experience in **Concept, Design, Artworking and Printing of Model Booklet/Photo Album**. Work Completion certificate of Rs. 1,00,000/- (Rupees one Lakh) in a single work within the last three years from a competent authority should be submitted in support of the claim.

Financial Capacity: Bidder should have annual turnover of at least Rs. 2 (two) lakh in the last three consecutive financial years. Attested balance sheets shall be submitted in support of the claim.

Earnest Money Deposit: Bank Draft/ Bankers Cheque of Rs. 5000/- (Rupees Five Thousand) only shall be submitted in favour of the "District Magistrate, Murshidabad" payable at Berhampore. **Offers not accompanied by the EMD will summarily be rejected.**

Statutory documents: Bidder shall submit latest GST Registration, copy of valid PAN, latest IT return and PT tax return, Trade Licence.

All the above-mentioned criteria and documents are mandatory and if the bidder fails to submit any of them, their bid will summarily be rejected.

Submission of bids: The bids will be submitted in offline mode.

Technical bid submission:

All the mandatory documents namely

1. Work completion certificate from competent authority
2. Attested balance sheet for Annual turnover of last three consecutive financial years

3. EMD
4. GST Registration
5. Copy of valid PAN
6. Latest IT Document
7. Latest PT tax return
8. Trade Licence

Shall be placed in a sealed cover having written on top "Technical Bid for Publicity Agency"

Financial Bid Submission:

The financial offer of the bidder shall be submitted in a sealed cover having written on top Financial Bid for Publicity Agency". The financial offer of the bidder shall be in the following format:

To
The
District Election Officer & District Magistrate
Murshidabad

Sub: Financial Offer

Sir,

I beg to submit that I agree with all the terms and conditions mentioned in the NIT No: 04 of 2019 **communicated under memo no.** ,dated:...../03/2019 and submitting my Financial Offer of Rs..... **Concept, Design, Artworking and Printing of Communication Plan Book for Murshidabad District** for ensuing Lok Sabha Election, 2019. My financial offer includes all the taxes and incidental charges.

You are requested to kindly accept my financial offer

Dated:

20/03/2019
Yours faithfully

[Name of the Bidder]

Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as "BID for Selection of Publicity Agency".

The bid shall be submitted in the drop box kept in the Chamber of the Officer-in-Charge, IT & e-Governance Section within the date and time referred in this NIT.

Security deposit: 10% of the total value of payment shall be deducted as security deposit to be released within one month after the completion of work.

Validity of the bid: The bid once submitted will be valid for 90 days.


Work Completion period: The selected bidder shall complete his work within 10 days from the date of issuing work order.

Other Terms & Conditions:

The earnest Money deposited:

- a. Can be converted into a security deposit against selected bidder. The EMD will be returned to the non-selected bidders within 15 days after opening of financial bid.
 - b. Forfeiture of EMD will be done
 - i. If the bidder withdraw tender after opening or acceptance
 - ii. If the selected bidder fails to accept work order, refuse wither wholly or partly the offer that would be made by the undersigned
 - iii. If the selected bidder fails to do the work or supply materials as per specifications
2. Income tax and other mandatory tax deduction shall be done as per government norms before payment
 3. This office shall have the right and discretion to terminate the contract and forfeit EMD in the event of any sort of breach of contract.
 4. Any black listed bidder shall not be allowed to participate in this NIT
 5. No cost escalation will be entertained
 6. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
 7. Subletting of work is not allowed
 8. Penalty shall be imposed @1 % of the total pending works if the works are not completed within the stipulated time mentioned in the bid.

The bid inviting authority reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever.



Addl. District Magistrate (ZP)
Murshidabad.

Memo No: 13/1(13)/DECS

Dated: 04/03/2019

Copy forwarded for information with a request to display the tender notice in his office board to

- The Executive Officer, Murshidabad Zilla Parishad.
- The District Land & Land Reforms Officer, Murshidabad.
- The Sub-divisional Officer, Sadar / Lalbagh / Domkal / Kandi / Jangipur.
- The Nezarat Dy. Collector, Murshidabad Collectorate.
- The District Information & Cultural Officer, Murshidabad.
- DIO/DIA, NIC, Murshidabad with a request to upload the tender notice on district website.
- C.A. to D.M.
- P.A. to ADM(G) / ADM(D).


Addl. District Magistrate (ZP)
Murshidabad.