

# NADIA ZILLA PARISHAD

Press

Krishnagar, Nadia.

## NOTICE INVITING E-TENDER (Two Cover System)

Tender Notice No.: 01 / N.Z.P. (Press) of 2017-2018

Memo. No: 3583/NZP

Date: 21/06/17

E-tenders by two cover system are invited by the Additional Executive Officer, Nadia Zilla Parishad for purchasing of D.F.C. Paper from eligible bonafide Manufacturers. Tenders will be received through E-tender of P. & R. D., Govt. of West Bengal Web Site.

1. A. Name of the Item : Supply of double full scape (D.F.C) Paper including transport loading & unloading, at Nadia Zilla Parishad (Press) Godown, Krishnagar, Nadia.  
B. Quantity of the item : 1200 ream.  
C. Specification : (i) Thicknes – 66 gsm.  
(ii) Weight – 9.8 kg.  
(iii) Size – 17" x 27" (43cm x 69cm)
2. Estimated Value of Paper put to Tender : Rs. 6,48,000/-
3. Time of Completion of Supply : 15 days from the date of issue of supply order.
4. Manufacturers eligible to Submit tender : Bonafie manufacturer having credential in such type of supply @ 40% of work value in a single work awarded not earlier than 2014-15
5. Price per copy of set of tender documents : Rs. 1,000/-
6. Date and time for downloading of tender documents : 23/06/2017 to 13/07/2017 upto 3:00 P.M (as per Server Clock)
7. Cost of tender documents : Bank Draft should be drawn in favour of F.C & C.A.O., Nadia Zilla Parishad (Press) and the scanned copy of the draft must be uploaded at the time of online bidding as well as original draft to be deposited at Nadia Zilla Parishad (Press) at the time of Opening of Technical Bid.
8. Last date and time for submission of E-tender : 17/07/2017 upto 3:00 P.M (as per Server Clock)
9. Time & Date of Opening  
A. : Technical Bids :-  
On 19/07/2017 after 3:05 P.M (as per Server clock)  
B. : Financial Bids :-  
On 21/07/2017 after 11 A.M (as per Server clock)
10. Earnest Money : 2% of Estimated Amount (i.e. Rs. 12,960/-) by Bank Draft of any Nationalized Bank with branch at Krishnagar should be drawn in favour of F.C. & C.A.O., Nadia Zilla Parishad and scanned copy of the draft must be uploaded at the time of online bidding as well as original draft to be deposited to the Tender Inviting Authority at the time of Opening of Technical Bid.
11. Validity of the tender : The offer will remain valid for 1 year from the date of receipt tender.

12. The Tender document and other relevant particulars (if any) may be seen by the intending tenderers during office hours in the office of the Nadia Zilla Parishad as well as from the web site of [www.wbprd.gov.in](http://www.wbprd.gov.in).
13. Properly indexed & self-attested documents & duly digitally signed of both the Technical Bid and Financial Bid should be concurrently submitted in the website mentioned above as per time schedule given below.
- a) Technical Bid** – It should contain the copies of the following documents and the same are to be uploaded:
- Income Tax Reference, if any/ PAN No
  - Sales Tax/VAT Registration No
  - Professional Tax Registration No
  - Trade License No
  - Co-operative Registration No (for Co-operative Societies)
  - C & SSI Registration No (for C & SSI units)
  - Articale of Association and Memorandum (for a Company)
  - Registered Partnership Deed (for a Firm)
  - DD/ Bankers Cheque for Earnest Money and cost of Tender documents be drawn from any Nationalized Bank with branch at Krishnagar in favour of F.C & C.A.O., Nadia Zilla Parishad (Press) payable at Krishnagar, Nadia .
- b) Financial Bid** – Financial Bid of the tenderer will be opened if he is found qualified in technical bid.
14. The rate should be quoted including all taxes, Govt. duties as applicable and all other incidental charges for supply the same at Nadia Zilla Parishad (Press), Godown Nadia in this connection. Payment of bill on its supply will be made after successful execution.
15. Neither any Mobilization Advance nor any Secured Advance will be allowed.
16. The lowest tenderer/ tenderers have to produce sample of item before the undersigned for checking and approval after satisfaction before issuing of supply order.
17. Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might have incurred by a Bidder.
18. An amount equal to 8% of the bill value alongwith 2% earnest money will be retained to constitute 10% security deposit upto one year of completion of work. The same will be refunded after one year/completion of work.
19. Refund of EMD : The Earnest Money of all the unsuccessful Tenderers will be refunded on receipt of application from the Tenderer to the Tender Inviting Authority within 1(One) month after issuance of Work Order.
20. In the event of breach/ violation or contravention of any terms and conditions contained herein by the selected vendor, the security deposit shall be forfeited and the firm/company shall be blacklisted in addition to termination of contract.
21. The willing tenderers may remain present at the time of Opening of Tender.
22. Conditional tender will be liable for rejection.
23. The intending tenderer is required to quote the rate by online bidding in e-tendering procurement mentioning percentage above/ below or AT PAR on the basis of the relevant price schedule of probable items with approximate quantities.
24. Suppliers shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act, 1970 (b) Apprentice Act 1961 and (c) Minimum Wages Act, 1948 or the modification thereof or any other laws relating thereto and the rules and order issued there under from time to time.

25. No credential will be considered unless it is supported by payment certificate, work order and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Officer.
26. During the process on subsequently if it is found that the documents submitted by the tenderes are false, fictitious etc. then the person/ agency will be liable to criminal offence and action will be taken accordingly.
27. The Tender Inviting Authority may verify the original credential & other original documents of the tenderers, as and when necessary and the work order will not be issued in favour of the tenderer if it found on verification that such documents submitted by him is either manufactured or fabricated, etc.
28. Any dispute arising out this contract will be settled amicably. All disputes are subject to jurisdiction in the courts of Krishnagar, Nadia, West Bengal.
29. Evaluation of Technical & Financial Bid will be held at the Office of the Tender Inviting Authority.
30. Preparation of Bids.

- i) Documents comprising the Bid.

The Bid submitted by the bidder shall be in two separate parts.

**Part-I:** This shall be named 'Technical Bid' and shall comprise of.

- i) 'Earnest Money' in a separate cover marked 'Earnest Money'.
- ii) 'Cost of Tender Documents' in a separate cover marked 'Cost of Tender Documents'
- Authorized address and contact details of the bidder having the following information:-

Address of Communication :-

Telephone No. (land) 03472-253077

E-Mail ID : nzppress123@gmail.com

- iii) Qualification information, supporting documents as specified .
- iv) Undertaking that the Bid shall remain valid for the period specified in clause 11.
- v) Any other information/documents required to be completed and submitted by Bidders.
- vi) An affidavit affirming that information he has furnished in the bidding documents is correct to the best of his knowledge and belief.
- vii) An index stating the page Nos. of all documents submitted.

**Part-II:** It shall be named 'Financial Bid' and shall comprise of

- 1) Form of Bid
- 2) Priced bill of quantities for specified items of works.

Each part shall be separately sealed and marked in accordance with the instructions.

31. Audit Report of preceding 3 years

32. The Supplier is liable to his own arrangement of required labours for supply work.

33. **Cost of Tenderer Documents :** Cost of Tender paper to be deposited as per Annexure by Bank Draft/ Banker's Cheque etc. on any Nationalized Bank with branch at Krishnagar. In favour of Nadia Zilla Parishad (Press). Cost of Tender documents to be submitted during opening of Technical Bid with full name of Firm and address of the bidder in details in their letter head and also mentioning the of work, NIT No. .... Sl. No. .... etc.

34. **Earnest Money**:- As per annexure to be deposited by Bank Draft/ Banker cheque etc. on any Nationalized Bank with branch at Krishnagar in favour of Nadia Zilla Parishad (Press). Cost of Earnest money to be submitted during opening of technical bid with full name of Firm & address of the bidder in details in their letter head and also mentioning the name of work NIT No....., Sl. No. etc. In no case deposit slip of Bank will considered

35. Earnest Money for each and every category to be deposited compulsorily by all intending tenders having credential for such type of work except those who are exempted from Earnest Money against all tender. These societies, if selected through tender, will have to furnish requisite Security Deposit for performance of work.

#### **Submission of Bids:**

The bidder shall place the two separate envelopes (Called inner envelopes) marked as "Technical Bid" and "Financial Bid". In one outer envelope, mentioning the name of work N.I.T. No. and Sl. No. The inner envelopes will have marking as follows.

- (i) 'Technical Bid'
- (ii) 'Financial Bid'

The contents of the 'Technical Bid' & 'Financial Bid' shall be as specified in clause 'Preparation of Bids'.

The inner and outer envelopes containing the Technical and Financial Bids shall.

- a) Be addressed to the Additional Executive Officer, Nadia Zilla Parishad.
- b) Bear the N.I.T No. , Sl. No. & Name of work.
- c) Be indicated the name & address of the Bidder in details i.e Vill/ Lane/ P.O/ District etc. to enable the Bid to be returned unopened in case it is declared unopened as non-responsive.

#### **Late Bids**

Any Bid received after the stipulated time, will not be accepted.

#### **Bid Opening**

- The received bids will be opened (Except those received late) in the presence of the bidders/ bidder's representatives who choose to attend at the specified time, date & place. In the event of the specified date for the submission of bids being declared a holiday the bid will be opened at the appointed & location on the next working day.
- The envelope containing the technical bid shall be opened first.
- In all other cases, the amount of Earnest Money, forms and validity shall be announced. Thereafter the bidders names and such other details as may be considered appropriate will be announced at the opening.
- Evaluation of technical bids with respect to qualification information and other information in part-I of the bid shall be taken up and completed preferably within the prescribed period and list will be drawn up of the responsive bids whose financial bids are eligible for consideration.
- A list of bidders, whose technical bids are found responsive, will be displayed in the office notice board prior to the schedule date of opening of financial bid. In case the specified date is deferred a corrigendum notice will be published and will be displayed in the office notice board.
- At the time of the opening of the 'Financial Bids' the names of the eligible bidder will be announced.
- The financial bids of only those bidders who qualified in Technical bid will be opened.

36. Condition of Penal Action and Additional Terms And Conditions as decided by the authority.

03. On the whole an Affidavit on Non-Judicial Stamp of Rs. 10/- (Rupees Ten) to be executed by the Agency in the following terms & conditions on the eve of Stamp Agreement:

- i) I have no past history default/ Blacklisting or casting aspersions on Govt. or any other site Officers and employers.
- ii) The work would be completed within the schedule time of tender and no extension at time will be considered except on special circumstances.
- iii) Cost of escalation of materials will not be considered.

**Additional Terms & Conditions :**

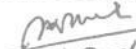
Tender received later than specified date and time will not be considered. Tenders thus received will be opened as per schedule in presence of tenderers who are intended to remain present. Such tenderers will please put their signature in the tender opening document as a token of witness during the opening process.

No application for the tender shall in any case be received after schedule date and time. Tenderers are requested to fill in the tender documents correctly and completely, falling which the same will be liable for rejection according to the discretion of the Authority.

Tender submitted without earnest money / Bank Draft etc. will be treated as informal No application for transfer of earnest money from one tender to another will be entertained.

Nadia Zilla Parishad reserves the right not to accept the lowest offer and reject any tender without assigning any reason thereof. All particulars of work may be had in the Office of the undersigned up to 04:00 P.M. on all working days.

  
**Additional Executive Officer,  
Nadia Zilla Parishad**

  
19-6-17

Memo. No

3583(14)/N-28

Dated :

21/06/17

Copy forwarded for favour of his kind information with a request to make a wide publicity to :

- 1) The District Engineer, Nadia Zilla Parishad
- 2) The Executive Engineer, WBSRDA. Nadia Zilla Parishad
- 3) The Sub-Divisional Officer, Sadar, Krishnagar/ Ranaghat /Tehatta and Kalyani Sub-Division.
- 4) The Superintendent of Police, Nadia.
- 5) The Post Master, Krishnagar Head Post Office, Nadia.
- 6) The DIO, NIC, Nadia for display in the district website.
- 7) The DICO, Nadia.
- 8) The Nezarath Dy. Collector, Nadia.
- 9) PA to Sabhadhipati, Nadia Zilla Parishad.
- 10) C.A to the District Magistrate, Nadia.
- 11) C.A to the Additional District Magistrate (Gen.), Nadia.
- 12) C.A to the Additional District Magistrate (Dev), Nadia.
- 13) Sri Binay Saha, Computer Assistant, NZP to circulate in website.
- 14) Notice Board of Nadia Zilla Parishad.



**Additional Executive Officer,  
Nadia Zilla Parishad**

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19-6-17