

Government of West Bengal
Office of the District Magistrate, Nadia

NOTICE INVITING QUOTATION FOR IMPLEMENTATION OF e-TENDER

Sealed quotations are invited from the bonafide organizations / agencies regarding implementation of e-Tender system in Nadia district.

Working Terms & Conditions:-

1. Orientation of Sub-Division level, Block level & Municipal level officers
 - Location : District Head Quarter at Krishnagar
 - Time span : 2-3 hours (11am onwards Block level officers, 2:30 pm onwards sub division and Municipal level officers)
 - No. of participants: 50 plus in each session.
 - Logistic support
 - From DM office: Hall with projector, 1(one) computer having internet connectivity.
 - From Agency: Training material for presentation (soft & hard copy)/ DSC application form for all.
 - Training has to be provided in Demo quotation Website using Demo Digital Signature.
 - Proposed date of meeting : 30th / 31st January, 2014
2. DSC Procurement for all officers centrally
 - From NIC
 - Agency to provide
 - Collection and verification of duly filled in DSC application form at DM office during a pre-declared (to be announced during orientation by us) period of 3 days.
For this we shall provide sitting space of agency in our office.
 - Submission of DSC applications to NIC authority.
DSC procurement charges will be borne by this office.
 - Procurement of DSC from NIC and handing over to DIO, NIC, Nadia.
 - Preparation for organizational chart.
 - Initial registration of officers under the nodal officer.
3. Orientation of contractors at Sub-Division, Block & Municipal level.
 - Location: Respective SDO offices (4), Block offices (17), Municipality offices (10).
 - Respective office will provide Hall with projector.
 - Agency to impart training to contractors on E-tender and DSC procurement.
 - Calendar of Orientation programme will be chalked out by this office keeping 2 to 3 offices per day. However, the maximum period for this will be 2 weeks.
 - No accommodation, transport, food, etc. will be provided from this office.
4. DSC procurement for contractors
 - Contractors will have the freedom to procure DSC from anywhere of his/her own.
 - Assistance from District
 - Filled in applications will be collected centrally at district level.

- Agency to deliver:-
 - Sitting at DM office on a pre-declared period of one week time (period to be announced in orientation in consultation with us). Generally this will be within one week after orientation is complete.
 - During this one week the agency will scrutinize all applications, intimate the shortcomings to respective contractors over phone and meet the shortcomings.
 - Procure the DSC for contractors
 - ✓ Cost would be borne by contractors
 - ✓ **Agency to quote the rate per DSC for class II & III separately.**
 - ✓ **Agency to state the maximum time required in procuring DSC from the date of collection of applications.**
5. Customization of SOQ and BOQ in consultation with district authority.
 6. Upload of NIT/ SOQ in website for the first few offices (may be 5 offices) having multiple works at district headquarters.
 7. Opening of NIT after the NIT period is over, at district headquarter. Both the Technical & the Financial bid have to be opened.
 8. Generation of Comparative Statement & issuance of Work Order of the above NITs.

Last Date of submission of Quotation: 16th January, 2014 by 2.00 PM

Opening Of Quotation: 16th January, 2014 by 3.00 PM

Others Terms & conditions are as follows: -

1. Attested copies of Income Tax & Sales Tax Clearance Certificates including VAT are to be produced at the time of submission of quotation paper.
2. A sum of Rs.2,000/= (Rupees Two Thousand) only is to be deposited through Bank draft as Earnest Money in favour of the District Magistrate, Nadia at the time of submission of quotation.
3. The quotation in sealed cover should be submitted in the office chamber of C.A to ADM(Gen.), Nadia on any working day during the Office hours on or before 16th January, 2014 by 2-00 P.M. and after which no quotation will be entertained in any circumstances.
4. The quotation will be opened on the same date i.e. on 16th January, 2014 at 3-00 P.M. in the office chamber of the Additional District Magistrate (General), Nadia and at that time the agency may remain present.
5. The rates so offered by the organization may remain valid for one year ONLY and may be terminated if found anytime to be violative of original agreement.
6. The accepted rate will be applicable for the offices of the Nadia District only.
7. The undersigned reserves the right to accept or reject any quotation assigning any reasons whatsoever and is not bound to accept the lowest rates, stating the reasons thereof.
8. Sales Tax and I.T and VAT as per rule will be deducted from the bill at source at the time of payment.
9. Selected organization will have to execute an agreement in Non Judicial Stamp paper of Rs. 10/- as to smooth & timely completion of the assigned works.

10. Any dislocation, delay, willful negligence will make this office compelled to forfeit the earnest money and the entire claim whatsoever & initiate penal action against the defaulting suppliers/ agency.


District Magistrate,
Nadia.


Memo. No.

1721(39) h.k.

Dated 31/12/2013.

Copy forwarded for information and with a request to publish in his Notice Board for wide publicity to:

- 1) The District Judge, Nadia;
- 2) The Superintendent of Police, Nadia;
- 3) The Addl. Executive Officer, Nadia Zilla Parishad;
- 4-7) The Sub-divisional Officer, (Sadar) Krishnagar/ Ranaghat/ Kalyani/ Tehatta, Nadia;
- 8-24) The B. D. O., Block, Nadia;
- 25-34) The Chairman, Municipality/Notified Area Authority, Nadia;
- 35) The Employment Officer, District Employment Exchange, Krishnagar, Nadia;
- 36) The D. I. C. O., Nadia;
- 37) The Post Master, Krishnagar Head Post Office, Krishnagar, Nadia;
- 38) The D. I. O., NIC, Nadia, with a request to display the notice in the District Website.
- 39) Collectorate Notice Board.


District Magistrate,
Nadia.