



Government of West Bengal
Office of the District Magistrate & DEO, Alipurduar
(Material Management Cell)

Memo No. 10/Mat/NIT/WBLA2021

Dated 05.02.2021

Sealed Quotations are hereby invited by the undersigned on behalf of the District Magistrate & District Election Officer, Alipurduar from the *bonafide* Dealer/Distributor/Agency/Company for Supplying of various items related to the **West Bengal Legislative Assembly Election 2021** at the date & time specified below. The list of Articles is enclosed in **Annexure -I**. Please follow the given format in **Annexure-I** for Quoting Item. Quotation is to be submitted to the **Additional District Magistrate (LR & ZP) & ADM in Charge, Material Management Cell, Alipurduar**, within **12.02.2021 up to 03:00 pm** to the receiving counter of the office of the undersigned (Dooarskanya- 4th Floor Room no. 413. The sealed Quotation sent through post also should reach in the office of the undersigned up to same date & time. Sealed Quotation will be opened on or after **4:00 PM on 12.02.2021**. The undersigned may cancel all or any Quotation without showing any cause thereof he may issue supply order to any appropriate supplier subject to the information furnished in **Annexure -I**, who may not be the lowest rate Quotationer for all items or any one item.

Name of work	SUPPLY OF ELECTION RELATED STATIONARY i.e.w. WEST BENGAL LEGISLATIVE ASSEMBLY ELECTION 2021
Location of Work	ALIPURDUAR DISTRICT
Scope of Work	SUPPLY OF ELECTION RELATED STATIONARY i.e.w. WEST BENGAL LEGISLATIVE ASSEMBLY ELECTION 2021 (As per Annexure-I)
Estimated Cost of work	Approx Rs. 40.00 lakhs.
Completion Period	15 Days
Security Deposit against work	10% of Contract Value
Bid Inviting Authority	District Magistrate & District Election Officer, ALIPURDUAR
Eligibility Criteria	<p>*CREDENTIAL</p> <p>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;</p> <p style="text-align: center;">or</p> <p>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 style="text-align: center;">or</p> <p>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 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>*TURNOVER</p> <p>1. Average Annual Turn Over for the past 3 (Three) Financial Years should be minimum of Rs. 40.00 lacs (Rupees forty lakhs) only from Contracting/supply Business. Balance Sheet/CA certificate shall have to be produced in support of the claim.</p> <p>2. Statutory Documents to be attached with Annexure I:</p> <ol style="list-style-type: none">Work Completion Certificate /Payment certificateFilled up Form-IFilled up Form-IILatest Income Tax returnLatest GST Reg. CertificateLatest Professional Tax ReturnBalance Sheets of last 3 financial years.Pan CardAnnual Audit report of the Firm/Suppliers for the last financial yearCredential certificate of the tenderer including work certificate in Govt. sector
Earnest Money Deposit	2% of work value i.e. Rs. 80,000.00 (Rupees eighty thousand) only. EMD to be paid through demand draft in favour the Additional District Magistrate (LR & ZP) & ADM in Charge, Material Management Cell, Alipurduar . The EMD of the successful bidder will be adjusted with the Security Money.

Terms & Conditions :

1. The Tenderer should be in a position to complete the supply of items of work ordinarily within fifteen (15) days from the date of issue of work order and supply shall have to be made at the Material Management Cell, Alipurduar Collectorate.
2. Intending tenderers should produce credentials of completion of a 'similar nature of work'* during 5(five) years prior to the date of issue of the tender notice.
3. The Tenderer should be registered under Government as required under the law for carrying out business and should have the experience of supply of such types of works in Government organization with annual turnover not less than **Rupees 40.00 lakh** at least for last three consecutive years.
4. In the event of the tender being submitted by a firm, it must be signed separately by each members thereof, or, in the event of absence of any of the partners, it must be signed on his/her behalf by a person holding a power-of-attorney authorizing him/her to do so. Such power-of-attorney is to be produced with the tender, and in the case of a firm carried on by one member of a joint family; it must disclose that the firm is duly registered under the Indian Partnership Act.
5. The accepting authority reserves the right to reject any or all the tenders without assigning any reasons to the participating bidders and he/she will not be bound to accept either the lowest tender or any of the other tenders.
6. Valid I.T/S.T/P.T clearance certificate, PAN/GST registration certificate also have to submit. Earnest money shall have to be deposited through Bank Draft in favour of the "**Additional District Magistrate (LR & ZP) & ADM in Charge, Material Management Cell, Alipurduar**" in person to the Land & Land Reforms Section (Room no 413), Alipurduar Collectorate, Doorskanya **within 12/02/2021 at 3.00 p.m.**
7. Only one representative of each tenderer shall be allowed to attend at the time of tender opening subject to presentation of authorization letter from the tenderer.
8. The District Magistrate & District Election Officer, Alipurduar reserves the right to engage more than one supplier to supply the materials at the accepted rate, if it seems that lowest tenderer is not in a position to carry out full task within the stipulated time.
9. The agency shall be responsible to supply the materials at the Material Management Cell, Alipurduar Collectorate as per orders. In case of any discrepancy/negligence, legal action shall be taken against the agency.
10. The District Magistrate & District Election Officer, Alipurduar reserves the right to accept or reject any tender or reject all the tenders without assigning any reason thereof.
11. The tenderer will submit the sample duly sealed and signed on the item of the above noted items on or before the date of opening of bid and the authority will issue supply order on satisfaction of the quality of the sample supplied.
12. The following documents shall have to be enclosed with the Tender duly signed by the tenderer with the seal of the Firm/Suppliers on all the pages and it should be serially numbered.



**Additional District Magistrate (LR & ZP)
&
ADM in Charge, Material Management Cell
Alipurduar**

Memo No. 10/1(8)/Mat/NIT/WBLA2021

Dated 05.02.2019

Copy forwarded for information to the:

1. The Addl. District Magistrate(Election), ALIPURDUAR.
2. The A.D.M & A.E.O, Alipurduar Zilla Parishad with a request to upload the notice in the website.
3. The O/C Election, ALIPURDUAR.
4. The DICO, ALIPURDUAR with request to display in his office notice board and also brief referral advertisement in the two daily news papers, one each in Bengali and in English.
5. The D.I.O., NIC, ALIPURDUAR with request to upload the Notice in the website of the district.
6. CA to the District Magistrate, ALIPURDUAR for kind appraisal of the District Magistrate, ALIPURDUAR.
7. Office Copy.
8. Office Notice Board.



**Additional District Magistrate (LR & ZP)
&
ADM in Charge, Material Management Cell
Alipurduar**