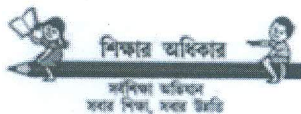


I/24426/2020



**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR  
SAMAGRA SHIKSHA ABHIYAN, SOUTH 24 PARGANAS**

Memo No: SSM/S24Pgs/AC/577

Dt : 04/02/2020

**NOTICE INVITING OFF LINE TENDER NO: SSM/13/2019-20**

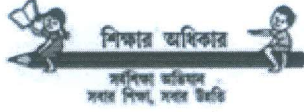
For and on behalf of the District Magistrate, South 24 Parganas, the DEO, SSM, South 24 Parganas invites offline tenders in Single Bid System from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having sufficient experience in execution of similar nature of work.

**NAME OF THE WORK:** Printing of different Registers & Vouchers for 51 CLRC Office of SSM, South 24 Parganas and delivery of above printed Register and voucher to 51 CLRC office.

**SCOPE OF WORK:** Specifications of the printed Register:

Inner page 90 GSM Ledger paper with  
Cloth Binding with 28 OZ Mill Board

| Item No. | Description of the Register       | Specification  | Quantity   |
|----------|-----------------------------------|--|--|
| 1        | Debit Voucher for CLRC            | Size 20cm x 18cm, 80 GSM Maplitho Paper with Pad Book Binding.                         | 205 pad of 100 leaf (including 1 Pad for DPO Office) |
| 2        | Credit Voucher for CLRC           | Size 20cm x 16cm, 80 GSM Maplitho Paper with Pad Book Binding.                         | 154 pad of 100 leaf (including 1 Pad for DPO Office) |
| 3        | Cash Book for CLRC                | 192 Page (96 Folio) Serial no. in each folio, each folio open size 42cm x 33cm,        | 154 (including 1 for DPO Office)                     |
| 4        | Ledger for CLRC                   | 192 Page (96 Folio) Serial no. in each folio, each folio open size 42cm x 33cm,        | 154 (including 1 for DPO Office)                     |
| 5        | UC Receipt Register CLRC          | Off Long Register, 192 Page, serial no in each page, each page open size 33 cm x 33 cm | 173 (including 20 for DPO Office)                    |
| 6        | Allotment / Fund Receipt Register | Off Long Register, 76 Page, serial no in each page, each page open size 33 cm x 33 cm  | 154 (including 1 for DPO Office)                     |
| 7        | Note Sheet Register CLRC          | 192 Page, Serial no. in each page, each page open size 21cm x 33cm                     | 154 (including 1 for DPO Office)                     |



**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR  
SAMAGRA SHIKSHA ABHIYAN, SOUTH 24 PARGANAS**

**TIME LINE FOR TENDER:**

| PARTICULAR   | DATE & TIME             |
|--|-------------------------|
| Date of Publication of NIT   | 04./02./2020            |
| Tender start date & time   | 04./02./2020 from 11 am |
| Last date & time of submission of Bid in the drop box                                  | 10./02./2020 up to 5 pm |
| Date & Time of opening of Bid in the office of the ADM(G), Alipore, South 24 Parganas. | 11./02./2020 at 3 pm    |

**ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:**

**EXPERIENCE:** The intending bidders should produce credentials of completion of similar nature of work during last 5 (five) years prior to the date of issue of this tender notice.

**EARNEST MONEY DEPOSIT:** Bank Draft / Demand Draft/ Bankers Cheque of Rs. 4000/- (Rupees four thousand only ) shall be submitted in favour of the "SSA, South 24 Parganas".

**OTHER DOCUMENTS REQUIRED:** Bidder shall submit

1. Valid Trade License
2. Photo copy of PAN
3. Income Tax return for the AY 2019-20
4. Professional Tax Challan for the latest Financial Year
5. GST Monthly or Quarterly Return for December, 2019.
6. Audited Balance Sheets of 2018-19

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.

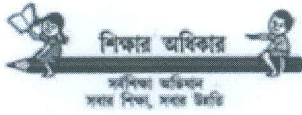
**NOTE:**

*\*Similar nature of work means the nature of work & components of work mentioned in the Scope of work*

*\*The credential certificate should have been issued by a competent authority & no credential certificate from private agencies will be allowed.*

*\* Original documents should be produced for verification*

426/2020



**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR  
SAMAGRA SHIKSHA ABHIYAN, SOUTH 24 PARGANAS**

**SUBMISSION OF BIDS:** The bids will be submitted in offline mode.

**TECHNICAL BID and FINANCIAL BID SUBMISSION:**

All the following mandatory documents Shall be placed in a sealed cover having written on top “ **Bid for Printing and delivery of CLRC Register and Voucher**”

1. Work completion certificate from competent authority
2. Audited Balance Sheets of 2018-19
3. Earnest Money Deposit
4. Valid Trade License
5. GST Monthly or Quarterly Return for December, 2019
6. Photo copy of valid PAN
7. Income Tax return for the AY 2019-20
8. Professional Tax Challan for the latest Financial Year
9. The financial offer of the bidder shall be submitted in the following *\*format:*

The bid shall be submitted in the drop box kept in the Chamber of The District Education Officer,

To  
The District Education Officer  
SSM, South 24 Parganas

**Sub: Financial Offer**

Sir/Madam,

I am to submit that I agree with all the terms and conditions mentioned in the NIT No..... dated ..... and submitting my Financial Offer of Rs. .... for the work of printing and delivery of Register and voucher for CLRC office . My financial offer includes all the taxes and incidental charges.

You are requested to kindly accept my financial offer

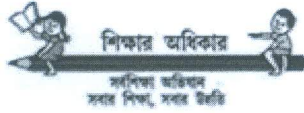
Yours faithfully  
[Name of the Bidder}

Dated:

SSM, South 24 Parganas, Alipore within the date and time referred in this NIT.

**EVALUATION OF BID:** Bids will be opened in front of bidders volunteering to be present. The Technical and Financial evaluation of the bids will be done by the bid-evaluation committee constituted for the tenders. The names of the qualified bidders as per bid criteria after verification with originals & evaluation will be displayed in office notice board.

**VALIDITY OF THE BID:** The bid once submitted will be valid for 90 days.



**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR  
SAMAGRA SHIKSHA ABHIYAN, SOUTH 24 PARGANAS**

**WORK COMPLETION PERIOD:** The selected bidder shall complete his work within 30 days from the date of issuing work order.

**OTHER TERMS & CONDITIONS:**

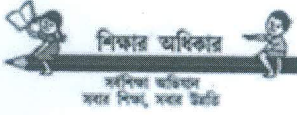
1. The earnest Money deposited:
  - a. The EMD will be returned to the non-selected bidders within 15 days after submitting a demand letter to the office of the undersigned.
  - b. Forfeiture of EMD will be done
    - i. If the bidder withdraws tender after opening or acceptance.
    - ii. If the selected bidder fails to accept work order, refuses whether 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. Intending bidders are requested to inspect the work site before quoting their rates.
8. Subletting of work is not allowed.
9. Penalty shall be imposed @10% 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 bid without assigning any reason whatsoever.

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the tender process will be viewed seriously and the tender committee will take necessary action to initiate process for black listing them.

District Education Officer,  
SSM, South 24 Parganas.

4426/2020



**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR  
SAMAGRA SHIKSHA ABHIYAN, SOUTH 24 PARGANAS**

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

1. DIO NIC, South 24 Parganas for displaying the NIT in official website of the district
2. CA to DM, South 24 Parganas for placing the notice before District Magistrate
3. PA to ADM(SSM), South 24 Parganas for placing the notice before ADM.
4. PMIS Coordinator for displaying the NIT in official website of the SSM, South 24 Parganas

District Education Officer,  
SSM, South 24 Parganas.