

Govt. Of West Bengal
Office of the District Project Officer
SARVA SHIKSHA MISSION, DAKSHIN DINAJPUR

Memo no 939 /CM&AS/SSM

Date 20/03/2017

TENDER NOTICE

Tender is hereby invited from bona fide and resourceful reputed organization/ authorized distributor/agencies/supplier having sufficient experience and credentials for successful supply of following articles. The details specifications and locations where to be supplied are stated below:

Sl	Item	Minimum required specifications	Qty.	Rate Per square fit (including all taxes etc)	Total Cost
1	Banner	Good quality Flex printing with 4 corner eyelet (size-5'x 7')	485 nos		

Full name and address of the bidder (with phone No.) –

Signature of the bidder/authorized person

General terms & Conditions of Tender / Bidders:

- Each Bidder must submit only one set of tender papers
- 2% of total quoted amount as Earnest Money would be required to be deposited in the form of DD in favour of District Project Officer, Sarva Shiksha Mission, Dakshin Dinajpur. The Earnest Money of unsuccessful Bidder will be refunded within a period of 15 days from the date of finalization of tender process. No Interest will be paid for such Earnest Money deposit.
- The Tender papers/ quotations will be dropped in two parts. The first part is technical part and second is financial part.
- Technical part: Attested photo copy of documents to be submitted within the sealed tender/quotation- i) Income Tax Return for A.Y. 16-17 and PAN Card. ii) Registration of the firm /organization / dealer etc. (iii) Trade License (iv) VAT registration certificates (v) P. Tax Clearance Certificate vi) Credential Certificate (50% of the quoted value) of supplying same article.
- Financial Part: "Item specification & Rate should be submitted in prescribed format" [see the table at first page]. The total amount should be included with all taxes, transportation etc.
- The District authority reserves the right not to accept the lowest bid.
- The authority reserves the right to accept /reject quotations partly or wholly without assigning any reasons.
- No payment will be made before the work or for half done work.
- The payment will be realized only after completion of delivery at CLRCs & obtaining satisfactory certificate from the circle offices.
- Tax will be deducted as per existing norms.
- Correction if any, in the Tender / quotation should be initialed with date by the Tenderer /Bidder before submission of Tender / Quotations.
- The tender papers will be received upto 2.00 pm on the 29th March,2017 and that will be opened on that day at 3.00 pm or on next working day.
- The delivery will be made within 15 days after issuing work order; otherwise earnest money will be forfeited.
- Financial bid containing the rate sheet for the item: rate for each item has to be put as per our format and enveloped properly with duly sealed and marked as "Financial Offer".
- A check list (attached with this tender) must be filled up by each bidder and the filled up check list must be submitted within the main outer envelope.
- No certificate regarding exemption from submitting EMD will be accepted by this office.

For any further clarification, bidder may contact office of the District Project Officer, SSM, Dakshin Dinajpur, Balurghat.

20/03/17
District Project Officer
SSM, Dakshin Dinajpur.

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SUMMARY REJECTION CONDITION

Tenderers/ bidders should note that the bid shall be summarily rejected by Tender Committee, if any one of the following conditions is not followed by the Tenders / bidders:

- 1) If the Bid Security (EMD) is not submitted (in form of DD) or amount drawn is less than 2% of total quoted amount.
- 2) Bid for each Tender / bidder should be submitted in three envelopes placed inside a main cover. These envelopes should contain the following;

Envelope	Marked on the cover	Contents of Envelope
First	Bid Security (EMD)	EMD
Second	Technical Bid	Containing the documents mentioned in aforesaid Sl. No. 7 under General terms & condition.
Third	Financial Bid	Rates duly quoted by the Tenderer / bidder in the prescribed format mentioned at first page.

- 3) On all these envelopes the name of the firm and whether it is a envelope of " Bid EMD" or " Technical Bid" or "Financial Bid" must be clearly mentioned and should be properly sealed (with sealing wax / packing PVC tape).
- 4) Tender document in the form of DD from any scheduled bank is to be submitted with tender form in first envelope. If this DD is not available as desired, the bid will be rejected at the time of opening of qualifying bid. The bids that are not submitted in above mentioned manner shall be summarily rejected.
- 5) Bids should be sealed with sealing wax / packing PVC tape only. If the bids are not sealed properly or bids sealed with gum or staple shall be summarily rejected.
- 6) No bid will be received after the specified time of closing of the tender and same shall be rejected and return the unopened bid to the Tenderer / bidder.
- 7) If there is discrepancy between "Total amount" mentioned in words and figures, the amount in words shall prevail. If the Authority does not accept the correction of the errors, that bid shall be rejected.

Memo No: ^{১৩০} ~~১৩০~~/1(6)/CM&AS /SSM

Copy forwarded with a request to take necessary action-

1. The Savadhipati, DDZP, Dakshin Dinajpur
2. The District Magistrate, Dakshin Dinajpur
3. The A.D.M (G), D/Dinajpur
4. Karmadhayaksha, Shiksha Sanskrity, Tathya O krira , DDZP
5. The District Information and Cultural Officer, D/Dinajpur with a request to publish the tender
6. The DIO,NIC,D/D with a request to publish the tender notice in district website
- 7) Office Notice Board of this office- for wide publicity

Abhayan 20/03/17
District Project Officer
SSM, Dakshin Dinajpur

Date :- 20/03/2017

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District Project Officer
SSM, Dakshin Dinajpur

CHECK LIST

Check list for T/Q Notice No Date:

Sl. No	ITEMS TO BE CHECKED	YES/NO
1	The Tender/Quotation will be dropped in two parts. The first part is technical part	
2. (i)	Attested photo copy of the documents of Income Tax Return for A.Y. 13-14 and Pan Card	
2. (ii)	Attested photocopy of the documents of Registration of the Firm/Organization/Dealer etc. And Trade Licence.	
2.(iii)	Attested photocopy of the documents of VAT registration certificates.	
2.(iv)	Attested photocopy of the documents of Professional Tax clearances certificates	
2.(v)	Attested photocopy of the documents of Credential Certificates.	
3	Bid security (EMD) submitted in the form of DD	
4	Amount of Bid security EMD is not less than 2% of total quoted amount	
5	Three envelopes " Bid EMD", "Technical Bid" and "Financial Bid" are there inside of main envelope	
6	'Total amount' mentioned in words and figures are same	
7	Have you read General terms & condition and Rejection conditions carefully	

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Full signature of the Tenderer/bidder,
(with Date and Official Seal)