

**UTTAR DINAJPUR ZILLA PARISHAD,  
KARNAJORA, RAIGANJ**

**NOTICE INVITING TENDER FOR STATIONARY ITEMS/ARTICLES**

NleT NO: **319**/UDZP/2022-23 1st Call

Memo.No. **3230**/UDZP

Dated: **28**/12/2022.

1. Uttar Dinajpur Zilla Parishad (for short "UDZP") having its office at Karnajora, District Uttar Dinajpur, West Bengal- 733130, was established under the West Bengal Zilla Parishads Act, 1963.
2. Under Section 18(1)(a)(i) of the West Bengal Zilla Parishads Act, 1963, UDZP is hereby inviting tender form for Office Stationary items/articles for the Financial Year from 2022-23 and 2023-24. Intending tenderers should go through the Terms and conditions of the Notice any work of public utility under its control and jurisdiction. Bidding process in a two-stage bidding process.
3. Intending bidders may download related documents and submit bids through the websites: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) & [www.udzp.in](http://www.udzp.in)

**SUPPLY OF STATIONARY ITEMS/ARTICLEAS**

NAME OF THE WORK	PROJECT COST(Rs.)	EMD	PARTICIPATION CHARGE (In Rs.)	Validity of NleT
1. Printed ODF Plus Survey Register Size- 104 Pages register with Hard Board Binding 10.5 GSM Conquest paper size ½ DFC (Per Pc) 2. Leaflet –Size- 1/4 DFC single size Print with 80 GSM Paper (Per Thousand)	<b>0</b>	<b>20000/-</b>	<b>2000/-</b>	<b>1<sup>st</sup>January 2022 to 31<sup>st</sup>March 2024</b>

- a. In case of any damage of item/items the loss to be bore by the selected agency only.
  - b. The purchasing authority will not be responsible if any damage happen before supply of the items.
  - c. Bidders shall deposit 25000/- of the Earnest Money in favour of Additional Executive Officer, Uttar Dinajpur Zilla Parishad through web e-tender portal.
  - d. The earnest money deposited by the successful bidders will be converted into security deposit and will be retained till the completion of contract period.
4. The bidder will have to deposit the Non Refundable Participation Charge through web e-tender portal.
  5. Rate should be quoted for all items or in which they are dealing, with and of best quality available in store strictly as per specification mentioned. Rate quoted for items other than specified will be outright rejected.

6. Rate should be inclusive all taxes and delivery charges.
7. The order as placed to contractor is binding on him/her for supply of articles. Part supply will not be accepted in any circumstances and the contractor shall not be permitted to appoint any sub-contractor for supply of any article for whole work order which will be issued to him/her.
8. The supply of each stationary article is to be made within 10 days for the date of placing supply order. Delivery of articles is to be made at the office of the Uttar Dinajpur Zilla Parishad. In case of late delivery upto four weeks from the date of placement of order, a penalty in form of deduction @1.5% of the cost of articles will be imposed for every week. In case of delay in supply for more than five weeks from the date of placement of order, the empanelment of the supplier will be cancelled forthwith and supply of the rest items will be managed at the risk and cost of contractor.
9. In the event of discovery of any damaged, defective or sub-standard material supply due to the fault of the contractor, he/she shall be bound to replace the items within 3 days within any extra cost and charge.
10. In the case of breach of any terms and condition mentioned above, the competent authority will have the right to cancel the work order and the supply of the rest items shall be managed at the risk and cost of the contractor.
11. The office reserves the right to take action against the defaulting supplier or against the contractor/supplier for any kind of misbehavior or for any breach of contract whatsoever including cancellation of order, cancellation of agreement, ban on any future business with the supplier and blacklisting the contractor.
12. The bid documents are available online and bid should be submitted online on website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).
13. For submission of bids, the bidder is required to have valid Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Digital signature is mandatory to participate in the E-tendering.
14. Where an individual holds a Digital Signature Certificate in his own name duly issued to him in respect of a bidder of which he is a director/ principal officer, such person shall, while uploading any bid for and on behalf of the bidder, upload a copy of the Power of Attorney/ Board Resolution authorizing him to act on behalf of the bidder.
15. Technical Bid and Financial Bid must be submitted concurrently within the date and time stated in this NIT. All documents submitted by bidders should be properly indexed and digitally signed. Both Technical Bid and Financial Bid, are to be duly digitally signed and uploaded through the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)



16. Financial Bids will be considered only if the Technical Bid of a bidder is found to be qualified by the Tender Evaluation Committee formed by UDZP. The decision of the Tender Evaluation Committee will be final and binding in this respect. The list of technically qualified and non-qualified bidders will be uploaded in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)
17. Qualified bidder required two copies formal agreement papers of Rs. 2000/- each (by Cash) with a non-judicial stamp paper of Rs. 100/-(Rupees one hundred)only
18. All bidders shall have to meet the minimum eligibility criteria. The eligibility of a bidder will be ascertained on the basis of the digitally signed documents submitted in support of the eligibility criteria. If any document submitted by a bidder is found at any stage to be manufactured, false or untrue in any material respect, the bid of such bidder will be rejected outright without any prejudice to any right of UDZP.
19. Technical Eligibility is as follows:
  - (a) The bidder should be legally competent to enter into a contract as per prevailing Indian laws.
  - (b) The bidder will have to submit the following self-attested documents along with the Bidding application and on demand original documents will have to be placed before the authority for verification & scrutiny.
    - i. Valid Trade License
    - ii. Valid P Tax
    - iii. Valid Pan Card Number
    - iv. Valid GST Registration Number
    - v. Income tax (current saral)
    - vi. Financial solvency certificate of at least INR 500000.00 certified by scheduled bank (certificate being not more than 3(three) months old.
    - vii. Companies/Labour Co-Operative/Partnership firms/Shop/Authorised Dealer, copy of Registration/In-corporation certificate, Trade License, GST, and PAN Card must be provided.
  - (c) The bidder will have to deposit the Non Refundable Participation Charge through Uttar Dinajpur Zilla Parishad DCR Challan and self-attested Xerox copy of that DCR Challan to be submitted along with the Bidding application. Non submission of any stated document along with the Bidding application subject to rejection of bidding application and will not be considered for further process.
20. The Tender Evaluation Committee appointed by UDZP will determine the eligibility of each bidder on the basis of the Technical Bid submitted by the bidder. All bidders must quote their rate for more than 50% of total items
21. Bids are to remain valid for a period not less than 180 days after the last date for bid submission as specified in this NIT. The bidders shall have to furnish a declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.

22. The amount quoted by a bidder in its Financial Bid shall include of all rates, levies and taxes as applicable at the time of payment. There shall be no sum payable on any head to the successful bidder by UDZP. GST and other applicable rates and cess, will be claimed by UDZP in its bill/ invoice to the Successful Bidder and will be disbursed accordingly by the Successful Bidder.
23. The bidder who qualified the technical bid and with the lowest Financial Bid shall be declared as the successful bidder. Qualified bidders should submit specimen copies of all items for verification.
24. All bidders must upload all records, data and documents on which they wish to rely in support of their Technical Bid. Unless for reasons to the satisfaction of UDZP, bidders will not be allowed to supplement data and documents submitted online, with additional data and documents, during bid evaluation.
25. If authority desires for renewal of contract after expiry of the duration could be made subject to satisfactory maintaining of all terms & conditions by Successful Bidder
26. The successful bidder if fails to comply with the terms and condition stated herein as well as in the agreement will be rejected and the next bidder will be offered the contract on preferential basis.

#### **General Terms of Bidding**

1. Any currency for the purpose of the Bid shall be in Indian Rupees ("INR").
2. In the event, any of the specified dates being declared a holiday or if the office of UDZP is closed on such date, the event of the specified date will be taken up on the next working day at the same time.
3. UDZP reserves the right to reject any or all bids and to accept or reject any or all offers without assigning any reason whatsoever and would not be liable for any cost that might have incurred by any bidder for bidding
4. Conditional/ incomplete bids will not be accepted under any circumstances.
5. Any award of work pursuant to this tender process shall be subject to the terms of agreement.
6. The bidders shall in addition have to comply with all extant laws, regulations, practices and procedures of the Government of West Bengal in connection with public tenders or the proposed services.
7. UDZP reserves the right to cancel the Bidding Process at any time without assigning any reason whatsoever, and without entertaining any claim in this respect. At any time prior to the deadline for submission of bids online, or extension, if any, UDZP may amend the conditions/document by issuing addendum/corrigendum. In order to give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids or for other causes and considerations, UDZP may also, at its discretion, extend the time for the submission of bids.
8. The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. UDZP will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
9. Bids shall be deemed to be under consideration immediately after they are opened and until such time UDZP makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain



from contacting, by any means, UDZP and/ or their employees/ representatives on matters related to the Bids under consideration.

10. It would be deemed that prior to the submission of Bid, the Bidder has made a complete and careful examination of:
  - a. Careful examination of the requirements and other information set forth in the tender related documents.
11. There shall be no provision of Arbitration. Payment of bonus, wherever applicable, has to be made.
12. No payment shall be made in advance.
13. The contractor/supplier shall submit the bill (in triplicate) after supply of materials.
14. Credential required of Rs.20.00 (twenty) lakh of similar nature of work during last Financial Year.
15. Audit report of Last Financial Year.
16. GST,IT, PT (Current)
17. Pre-bid sample copy to be submit & approved by authority (District Sanitation Cell)



Secretary,  
Uttar DinajpurZillaParishad.

**Important Date & Time:-**

1. Date of Uploading NleT and Other Documents	27-12-2022,	16.00 hours.
2. Date of start downloading the documents etc.	27-12-2022	16.00 hours.
3. Date of start of submission of T.Bid and Fin.Bid	27-12-2022	16.00 hours.
4. Date of closing of downloading the documents etc.	11-01-2023,	16.00 hours.
5. Date of closing of submission of Technical Bid and F. Bid	11-01-2023,	16.00 hours.
6. Date of Opening of Technical Bid at the office of Additional Executive Officer, Uttar Dinajpur Zilla Parishad.	13-01-2023,	16.00 hours.
7. Date of uploading the list of technical qualified bidder	To be informed at the time of Technical Bid	
8. Date of Opening of Financial Bid at UDZP Office	To be informed at the time of Technical Bid	

**Note: Date of opening of Technical Bid / Financial Bid is to be considered the next working day if the date specified is a holiday or any bandh.**



Secretary,  
Uttar DinajpurZillaParishad.



Memo.No. 3230/1(28)/UDZP

Date: 28/12/2022.

Copy forwarded for kind information to:

1. The Sabhadhipati, UtttarDinajpurZillaParishad.
2. The District Magistrate, Uttar Dinajpur& the Executive Officer, UDZP.
3. The Superintendent of Police, Uttar Dinajpur.
4. The Additional Executive Officer, Uttar DinajpurZillaParishad.
5. The Additional District Magistrate(LR), Uttar DinajpurZillaParishad.
6. The SahakariSabhadhipati, Uttar DinajpurZillaParishad.
7. The Secretary, UDZP and the Chairman, Tender Selection Committee, UDZP
8. The Sub-Divisional Officer, Islampur/Raiganj, Uttar Dinajpur.
9. The DPR&DO, Uttar Dinajpur.
10. The FC & CAO, Uttar DinajpurZillaParishad
11. The Deputy Secretary, Uttar DinajpurZillaParishad.
12. The Karmadhyaksha, Purta-Karya O Paribahan-Sthayee-Samity, UDZP
- 13-21. The Block Development Officer, Itahar, Raiganj, Karandighi, Hemtabad, Kaliyaganj, Goalpokhar-I, Goalpokhar-II, Islampur and Choprais requested to display at his/her office Notice Board for wide publicity.
22. The Treasury Officer, Treasury-I/Treasurer-II, Raiganj with the request to display at his/her Notice Board for wide publicity
23. The DICO, Uttar Dinajpur with the request to take necessary action for wide publicity through News Print media as per the rules and guidelines.
24. The Post Master, Karnajora Post Office with the request to display at his/her Notice Board for wide publicity.
25. The DIA, Uttar DinajpurZillaParishad with the request to upload the notice in UDZP website and <https://wbttender.gov.in>
26. The Office Superintendent, Uttar Dinajpur Zilla Parishad.
27. CA the Additional District Magistrate (G/LR/2P/D), Uttar Dinajpur.
28. Notice Board of Dinajpur Zilla Parishad.



Secretary,  
Uttar DinajpurZillaParishad.