



OFFICE OF THE SUB-DIVISIONAL OFFICER, DINHATA

মহকুমা শাসকের করণ, দিনহাটা

(Health/ Bandhavi Section)

Kachari more, P.O.: Dinhata, Dist.: Cooch Behar, Pin: 736135, West Bengal
Phone : (03581) 255001 # Fax : (03581) 255001 # e-mail : sdodinhata@gmail.com

NOTICE INVITING TENDER

N.I.T. NO. 02 / 2019-20

DATE: 16-03-2020

Sealed Tender are hereby invited from the reputed and experienced printing agency for open Tender process by the Sub-Divisional Officer, Dinhata as per following mentioned work/supply. The Tender document and other relevant papers may be seen by the intending Tenderers during office hours except Saturday, Sunday and Holidays.

Sl. No.	Name of the Work	Tender Amount (in Rs.)	Earnest Money (2% of Tender Amt.) (in Rs.)	Cost of Tender Form (in Rs.)	Time of completion of the work
1.	Printing of Booklet related to comprehensive Menstrual Hygiene Mission called 'BANDHAVI'.	200000.00	4000.00	300.00	30 days

* **HEAD :- ENCLAVE DEV. CONTINGENCY FUND**
❖ 40% (or more than 40%) Credential certificate for same type of single work from Govt. /Semi Govt. Authority (during last 5 years for single work)

1.	Tender Inviting Authority and Place for communication	Sub-Divisional Officer, Dinhata	Office of the Sub-Divisional Officer, Dinhata.
2.	Date of issuing of Tender Papers	<u>16.3.20</u> upto 2.00 PM.	N.B. : All the pages of Tender document to be signed by the Contractor in Full with date & the tender documents should be properly filled up. Unsigned or improperly filled up documents will be rejected.
3.	Last Date & time of issue of Tender paper	<u>25.3.20</u> upto 2.00 PM.	
4.	Date & time for receipt of tender paper in Office Tender box or by Register/Ordinary Post on or before.	<u>25.3.20</u> upto 2.00 PM.	
5.	Date & time of opening of tender box.	<u>25.3.20</u> at 3.00 PM.	

TERMS AND CONDITION

1. Intending Tenderers will have to submit an application on self letter head pad for purchase of tender document by producing their supporting documents with non- refundable necessary price& Fees.
2. Intending Tenderers will have to submit all photocopies (duly attested by the Group-A Officer/Notary/Self) of PAN Card, Professional Tax Clearance Certificate, Credential Certificate, Partnership deed and other relevant papers in case of Registered printing Firms/Companies Credential etc. as required according to the rule. In case of open tender credential certificate should be accompanied with work order and payment/ completion certificate

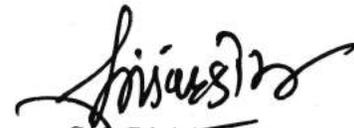
issued from Govt. or Semi Govt. authority or Local Self Govt. for an amount not less than 40% than the amount as shown in the above table, only in a single work for the above mention same and similar type of work during the last Five years. In case of Registered Un-employed Engineers Co-Operative Society & Labour Co-Operative. Annual up to date (Current year) NOC from ARCS, Registration certificate along with other document (all in original) as mentioned above will be entertained during the Scrutiny of application.

3. Intending Tenderers will have to submit all documents, as mentioned above, in original if the undersigned want so.
4. The Tenderers must deposit the Earnest Money (if applicable) in the Form of DCR/Bank Draft / DD/Bankers Cheque from any Nationalized Bank duly pledged in favour of **Sub-Divisional Officer, Dinhata**. Bank receipt against DCR will not be allowed under any circumstances.
5. In case of reserve work for Engineers Co-Operative Society, only successful Regd. Engineers Co-Operative Society, earnest money @ Rs. 2% to be deposit (if applicable) before issuing work order. Otherwise in all cases they have to deposit their earnest money in said manner.
6. Amount equivalent to 8% of the progressive bill will be deducted so as to make security along with 2% of the earnest money equal to @ 10% of the tender amount and will be retained this office for 6(Six) month from the date of completion of work. In case of Labour Co- Operative Society, there is no any kind of earnest money should be deposit and their case @Rs. 10% of the total work bill will be deducted from each running account and final bill as a security money and will be retained this office in the above said manner.
7. Intending Tenderers are requested to see and understand the nature and future of the site of works and get themselves thoroughly acquitted with all local conditions, constraints and all facts which may effected their rates to quote. No extra payment from the part of Tenders will be admissible excepting what has been expressly provided for in the agreement.
8. The Rate should be quoted in percentage basis i.e. **above/at per/ less** than the attached Price schedule both in figure and word covering all safety, security & insurance for engaged labours as per labour rules and laws. The Rate quoted should be inclusive of all Taxes, Carrying, Loading, Un-loading, Royalty, Staking etc. and Carrying up to the Pin-Pointed site. No Overwriting and Highlighting and any kind of Manipulation will be entertained
9. Tender once submitted shall be valid for acceptance within 90 (ninety) days from the last date of the Opening of the Tender. Validity may be extended on mutual consent only after expiry of 90 (ninety) days.
10. The acceptance of Tender will rest with the competent Authority who does not bind himself to except the lowest Tender and reserves the authority to reject any or all the Tenders receipt without assigning any reason thereof.
11. The undersigned also reserves the right to confiscate Earnest money and security money, if the work is not completed within the stipulated completion period and also reserve the right to CANCEL the work order forthwith.
12. The intending tenderer must satisfied himself about the site condition so that no extra in conveniences arise in future.
13. The successful Printing Agency/ Firms/ Regd. Co-Operative Society/ Un-Employed Co-Operative Society should obtain Registration from the Regional Labour Offices at Assistant Labour Commissioner, Dinhata, for each and every works.
14. All the pages of tender document to be signed by the printing agency in full with date and the tender document should be properly filled up. Unsigned or improperly filled up documents will be rejected.
15. If the tenderer withdraws his tender before its acceptance or refusal without giving satisfactory explanation for such withdrawal, he may be disqualified for making any tender to this department for minimum period of one year as may deem fit by the authority.
16. Ambiguous and conditional tenders are not acceptable and will be out rightly REJECTED.

17. Successful tenderer must execute and agreement on Non Judicial Stamp paper worth Rs.10/- (Rupees ten) only within 7 (seven) days after getting the acceptance order and must maintain all the terms and conditions as laid down in the N.I.T. and in the tender form as well as satisfactorily cost. Cost of stamp paper will born by him.
18. No materials will be supplied by the undersigned.
19. Subletting of works is not permissible and in that case earnest money as well as security money of the printing agency will be forfeited without assigning any reason thereof.
20. No Escalation will be entertained by the undersigned under any circumstances.
21. The tenderer or their authorized representatives who-so-ever desire may remain present at the time of opening of tender.
22. No tender will be received beyond the schedule date and time as specified.
23. Payment will be made from the mentioned fund only as and when available.
24. The undersigned reserves the right to reject any or all tender without assigning any reason what so ever.

➤ **Imposing of any duty / Tax / Rules etc. whatsoever of its nature (after Work Order Commencement and completion of the Works) due to change of legislature is to beborned by the Tenderers.**

- **However the Tender Inviting Authority reserves the right to relax the eligibility criteria if felt necessary for the interest of fair competition.**


Sub-Divisional Officer,
Dinhata

Memo. No. Health/ 645/A(7)

Date: 16.03.2020

Copy forwarded for information to:

- 1) The District Magistrate, Cooch Behar
- 2-4) The Block Development Officer Dinhata-I/Dinhata-II/Sitai for wide publicity.
- 5) The District Informatics Officer, NIC, Cooch Behar. He/She is requested to make an arrangement to wide publicity through the District Website of Cooch Behar.
- 6) The Nazir of this office is requested to make an arrangement to wide publicity through One Bengali Newspaper Daily. He is also requested to make an arrangement to keep ready a Tender Box at Magistrate Chamber. He is further requested to sale the tender forms as per norms.
- 7) Office Notice Board.


Sub-Divisional Officer,
Dinhata