

## DAKSHIN DINAJPUR ZILLA PARISHAD

দক্ষিণ দিনাজপুর জেলা পরিষদ

BALURGHAT, DAKSHIN DINAJPUR

বালুরঘাট, দক্ষিণ দিনাজপুর

(NOTICE INVITING PRE-QUALIFICATION - CUM - TENDER (TWO COVER SYSTEM)  
(E-Procurement)

NIT NO.- DDP/N-19/2025-26

Dated: 04.07.2025

Dakshin Dinajpur Zilla Parishad, invites sealed **Item Rate** tenders to be offered in two-cover system (Pre-qualification documents i.e. Technical Bid in a separate cover and Financial Bid document in another cover) from the qualified Manufacturers/ Authorized Dealers who satisfy the terms and conditions set out in pre-qualification document for supply of **Sanitary napkin vending Machine & Incinerator**. The Offered rate should be mentioned by the Bidder in according to the specification and quality as mentioned in this NIT.

Sl No	Name of the Work	Call No	Participa tion Charge ( in Rs)	Earnest Money (in Rs)	Time of Completi on from the date of work Order	DLP Period	Fund
1.	Supplying & Installation of Sanitary napkin vending Machine & Incinerator for Banshihari, Gangarampur, Tapan and Kumarganj Block under DDZP-89433206 (Details technical specification enclosed)	1 <sup>st</sup> Call	5000.00	36000.00	45 days	1 year	15 <sup>th</sup> FC TIED (20-21)

Intending Tenderers may view & download tender documents from **e-procurement portal of P & RD Deptt., Govt. of West Bengal ([www.wbtenders.gov.in](http://www.wbtenders.gov.in))** from **17-00 hours on 08.07.2025 to 15-00 hours on 22.07.2025**. The pre-qualification bid documents duly filled in all respect should be submitted on-line through the aforesaid **e-portal** before **15-00 hours (as per server clock) on 22.07.2025**. Dakshin Dinajpur Zilla Parishad does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for **on-line** bids. The pre-qualification documents alone will be opened at **15-00 hours on 24.07.2025**, by the Dakshin Dinajpur Zilla Parishad in presence of available tenderers present. The financial bid document of the technically qualified tenderers will be opened only after evaluation and selection of qualified tenderers, the date and time of which will be circulated later on. If the dates are changed due to un-avoidable circumstances intimation will be given in website and office notice board. No individual intimation will be issued in this connection

**A. Eligibility Criteria for Participation in tender & Information to Bidders.**

- The intending tenderers must have successfully completed at least one contract of similar nature of work, within last 5 years from the date of publication of the notice. Such work executed should be in the Government Sector, Zilla Parishad, Panchayat Samiti, Municipality and Public Sector undertaking regarding satisfactory performance of such works to be submitted at the time of receiving tender. In absence of the above details tender may not be accepted.**
- During scrutiny of Technical Bid/Tender documents, if it is found that any information is incorrect the technical bid/tender documents will be rejected without assigning any reason thereof. The Tender Committee of Dakshin Dinajpur Zilla Parishad will have sole discretion to decide the eligibility of the Contractors on the basis of his submitted documents and reserves the right to refuse any explanation to the Contractor without assigning any reason thereof and the decision of the Zilla Parishad Authority will be final in this respect. All papers will be verified with original papers as when required.
- Intending bidders have to submit their bid on-line through e-procurement (two cover system) portal of P & RD Deptt., Govt. of West Bengal ([www.wbprd.nic.in](http://www.wbprd.nic.in) and [www.wbtenders.gov.in](http://www.wbtenders.gov.in)). The participation charge and the earnest money should be deposited as follows-**

**EMD payment procedure-**

- Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transition.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Local point branch of ICICI bank at RN Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering authority.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

**b) Payment through RTGS/NEFT**

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii. Once payment is made, the bank would provide an “UTR remittance number” for successful transaction with which the bidder will come back to the e-procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund gets credited to the respective pooling account of the State Government maintained with the local point branch of ICICI bank at RN Mukherjee Road, Kolkata for collection of EMD.
- v. Hereafter, then bidder will go to e-procurement portal for final e-submission of his/her bid within pre assigned last date of submission of e-tender.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

**The Earnest Money may be forfeited**

- a) If the Bidder withdraws the Bid after Bid opening (technical bid) during the period of Bid validity.
- b) In the case of a successful Bidder, if the Bidder fails within the specified time limit to-
  - i) Sign the Agreement and/or
  - ii) Furnish the required Performance Security.
5. Bids from joint venture are not allowed.
6. The intending tenderers should know the fact 'that the offered rate should be inclusive all duties, taxes, royalties, cess, [including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor .
7. under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the tenderer. No separate claim on any circumstances will be allowed.
8. In this tender no arbitration will be allowed.
9. No Mobilization/Secured advance will be allowed to selected agency.
10. Running payment for work will be made to the agency by the Executive Officer, Dakshin Dinajpur Zilla Parishad/ Additional Executive Officer, Dakshin Dinajpur Zilla Parishad as the case may be as per availability of fund and as per norms.

**B) Documents to be enclosed along with the Tender:**

- i. Pan Card.
- ii. Professional Tax Clearance Certificates.
- iii. Valid Trade License.
- iv. Upto date IT Return (Last Three Five Years).
- v. GST Registration Certificate with update challan.
- vi. P.F. Registration Certificate with update challan.
- vii. ESI Registration Certificate with update challan.
- viii. Electrical License with supervisor part 1,2,3,4, 6A, 7A, 10,11,12.
- ix. Annual turn over of the supply work not less than 10 Lakh in the last three years.
- x. Audit report last 3 years.
- xi. 75% Bank Solvency certificate of quoted rate from any nationalize bank.
- xii. Completion Certificate of the work which the tenderer intended to furnish as support of proof of experience.
- xiii. Work Order & Payment Certificate of the works, against which the completion is being submitted.
- xiv. Agency to have prior work experience of working/supplying in the district of Dakshin Dinajpur.

- xv. The tenderers have to submit catalogue of the item/product for which rate is offered. The catalogue must contain coloured photography, specification and dimension of machine, without which the bid will be cancelled.
- xvi. In case of Partnership Firm / Registered Company, the intending Tenderers are requested to submit the copy of the DEED of Partnership / relevant document in support of proof of so and Authorization Letter of signatory.
- xvii. The Manufacturers / Dealer / authorize supplier should ensure 24 hours x 7 days servicing provision. (Declaration in this regards have to be submit in non judicial stamp paper of requisite value duly notarize).
- xviii. The tenderer should arrange all the required machinery and tools required for installation ( A declaration in this respect have to be submitted in the form of affidavit without which the bid will be cancelled.)
- xix. Agency have to give a video presentation of the date of technical bid opening otherwise his/ her bid will be rejected.
- xx. Agency to submit official brochure/document from OEM with all specs of the machine as desired.

### C) Terms and Conditions:

1. All the Intending Tenderers are requested to visit the sites of works prior to the submission of Tender at their own effort and interest.
2. This Notice Inviting Tender will be treated as part of the Tender Document.
3. In case of any day, meant for this tender, appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.
4. No materials, Tools & Plants etc. will be issued by Dakshin Dinajpur Zilla Parishad.
5. The offered rate should be inclusive of all taxes, cess, levy, octroi, royalties, transportation, loading, unloading, stacking, etc including all other incidental charges therein.
6. The Successful Tenderer, herein after called the Contractor, will have to execute an agreement on a Non-Judicial Stamp worth Rs. 100/- only.
7. Time & Cost over-run will not be permitted. In case of any work not being completed by the contractor within the stipulated time-frame, necessary penal measures, in the tune of deduction of an amount, as decided by the Artha-Sanstha-Unnayan-O-Parikalpana Sthayee Samity of Dakshin Dinajpur Zilla Parishad, will be imposed.
8. The Defect Liability Period (DLP) has been kept as 01(one) year after completion of the work. And the Contractor will refund the Security Money after over of one year, if the condition of the work remains satisfactory.
9. The Contractors shall be governed by the laws and procedures established by the Govt. of west Bengal within the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings /processing.
10. Sub-allotment of work under any circumstances will not be permitted.
11. Any bill (running account/final) payment of proposed executed work may be made to Agency as per availability of fund.
12. Escalation claimed by the Agency will not be entertained by Authority.
13. Any complaint regarding uploading tender should be informed to the undersigned in writing at least 07(seven) days before the closing date of NIT

  
Additional Executive Officer  
Dakshin Dinajpur Zilla Parishad

Memo No: 763 /1(4)

Date: 04.07.2025

Copy forwarded for information to:

1. The Sabhadhipati, Dakshin Dinajpur Zilla Parishad
2. The Sahakari-Sabhadhipati, Dakshin Dinajpur Zilla Parishad
3. The Zilla Parishad Members (All), Dakshin Dinajpur Zilla Parishad.
4. The Sabhapati Hili/Balurghat/Kumarganj /Gangarampur/Banshihari /Kushmandi/ Harirampur/ Tapan Panchayat Samity.

  
Additional Executive Officer  
Dakshin Dinajpur Zilla Parishad

Memo No 763 /2(16)/ ZP

Date: 04.07.2025

### Copy Forwarded for information to:

1. The District Magistrate, Dakshin Dinajpur & Executive Officer, Dakshin Dinajpur Zilla Parishad.
2. The District Information & Cultural Officer, Dakshin Dinajpur for wide publicity.

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- 3.The District informatics Officer, Dakshin Dinajpur – with request to upload the notice in the Official Website of Dakshin Dinajpur for wide publicity.
- 4.The Sub-Divisional Officer (Sadar), Dakshin Dinajpur.
- 5.The Sub-Divisional Officer Gangarampur at Buniadpur, Dakshin Dinajpur.
- 6.The Karmadhyaksha, PKOPSS, Dakshin Dinajpur Zilla Parishad
- 7.The Executive Engineer, P&RD/PWD/PW(R)/NBDD, Dakshin Dinajpur Division.
- 8.The Secretary, Dakshin Dinajpur Zilla Parishad with request to remain present at the time of Opening Technical Bid and Financial Bid.
9. The District Planning Officer, Dakshin Dinajpur.
- 10.The FC & CAO, Dakshin Dinajpur.
- 11.The Executive Officer Hili/Balurghat/Kumarganj /Gangarampur/Banshihari /Kushmandi/ Harirampur/Tapan Panchayat Samity
- 12.Sri J.Ray, Assistant Engineer, Dakshin Dinajpur Zilla Parishad with a request to remain present at the time of Opening Tender.
- 13.The D.I.A., Dakshin Dinajpur Zilla Parishad with request to upload the matter in the website (www.wbtenders.gov.in) as well as in DDZP website.
- 14.The Accounts Section, General Establishment, Dakshin Dinajpur Zilla Parishad.
- 15.Sri Sanjoy Das, LDA, Dakshin Dinajpur Zilla Parishad
- 16.NOTICE BOARD.

  
**Additional Executive Officer**  
**Dakshin Dinajpur Zilla Parishad**

### **DECLARATION BY THE TENDERER**

*(Non Judicial Stamp Paper of appropriate value duly notarized)*

I/We inspected the sites of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I/We have carefully gone through the Notice Inviting e-Tender and other tender documents mentioned therein. I/We have also carefully gone through the 'Priced Schedule of probable items and quantities.

I/We offered taking due consideration of all factors regarding the local site conditions stated in this detailed notice inviting e-Tender to complete the proposed work in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants at my/our cost required for execution of the work.

I/We do hereby solemnly declare that during last 05(five) years no work has been abandoned by me/us, also have not undergone rescission against any work during last five (05) years.

**Postal Address & Contact No. of the Tenderer**

**Signature of Bidder**