

# UTTARPARA KOTRUNG MUNICIPALITY

TENDER FORM NO -001/UKM/PHC/019/19-20

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NIT NO -UKM/PHC/019/19-20

Memo No - 6/532

Date-06.02.2020

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**NOTICE INVITING QUOTATION for "Supply of all steel nylon Tyre (JK/CEAT/MRF/APPOLO) for different vehicles of conservancy department" as required in Uttarpara-Kotrung Municipality.**

**Name of the Work – Supply of all steel nylon Tyre (JK/CEAT/MRF/APPOLO) for different vehicles of conservancy department (24 nos of tyres).**

**Fund to be utilised – Own Fund/14<sup>th</sup> Finance.**

The Chairman, Uttarpara Kotrung Municipality invites tender in **two bid system** to Purchase, Commissioning and Installation of **Supply of all steel NYLON Tyre (JK/CEAT/MRF/APPOLO) for different vehicles of conservancy department** (detailed specification of the item is enclosed herewith) in Uttarpara Kotrung Municipality . Necessary earnest money to be submitted for participation in the Tender through Demand Draft/Pay order is appended in the table below:

In favour of	Earnest money
The Chairman, Uttarpara Kotrung Municipality.	Rs 10000.00(Ten Thousand)only

**List of Items to be procured or Works to be executed :**

Sl. No	Nature of Purchase	Specifications	Remarks
1.	Supply of all steel nylon Tyre (JK/CEAT/MRF/APPOLO) for different vehicles of conservancy department	Specification of the product /goods is attached herewith.	

## **General Instructions:**

**1. Cost of Tender Paper :** The person intending to participate in the tender may obtain the tender form from Uttarpara Kotrung Municipality during office hours from 06.02.2020 to 17.02.2020 till 04.00 pm on payment of Rs 200/- (Two hundred )only in cash deposited in the cash section of Uttarpara Kotrung Municipality. **No downloaded form will be accepted .**

**2. Submission of Tender :** Critical Date:-

Sl. No	Particulars	Date & Time
01	Date and Uploading of NIQ & Other Documents	06.02.2020
02	Last date of purchasing of Bid document	17.02.2020
03	Last date of submission of Bid	17.02.2020
04	Date and time of opening of Bid	18.02.2020 (5.00pm)



3. **Opening of Tender** : Tender will be opened on 18.02.2020 at 05.00 pm. Interested bidder may remain present during opening of Tender document.

4. **Eligibility criterion for participating in the tender process :-**

A	Demand Draft/Pay order of Rs 10000.00(Ten thousand) only in favour of <i>Chairman ,Uttarpara Kotrung Municipality</i> issued from any nationalized bank/scheduled bank in India and payable at Uttarpara, Hooghly.
B	<b>Check List</b> in the prescribed format
C	Application in the prescribed format given in Annexure I
D	Income Tax Returns for the last quarter for the Financial year 2018-19
E	Financial Statement for the year 2018-19 (P/L & Balance Sheet)
F	Photocopy of Pan Card.
G	Photocopy of a Valid Trade License related with the works.
H	Photocopy of GST Registration Certificate.
I	Photocopy of up to date Professional Tax challan.
J	Dealership Certificate/Original GST challan.
K	Document related with credential against execution of same nature of Work.

5. **Evaluation of the tenders**

During the tender evaluation process, the **“Bid A” will be opened first** . The qualified Tenderer will be identified and only their **“Bid B” i.e. Financial bid will be opened**. The “Bid B” of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened at all and will be rejected. The Tenderer offering the item found suitable and being as per the tender specifications will only be selected.

The Tenderer who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items.

The “Bid B” (Financial Bids) of only these tenderers passing the essential and other requirement test will be opened then subject to verification of hard copies of the above mentioned documents as mentioned in point 4 (SI -A to K), the Tenderer quoting the lowest rate will be considered as successful.

Bid - “A” comprises with the document/paper as mentioned in Sl. no 4 (A to K) & Annexure –I and Bid –“B” comprises with the Quotation Form .



**6. Cost of Earnest Money :**

Each tender has to submit, unless exempted under the existing orders of the West Bengal Govt. must deposit Earnest Money in the form of Demand Draft/Pay order from any Nationalized Bank/scheduled bank for Rs.10000 (Ten Thousand) only irrespective of the items quoted.

The onus of proving that a Tenderer is exempted from Earnest Money will lie on the Tenderer and must be proved by submission of valid documents. The earnest money of the Tenderer will liable to be forfeited if the Tenderer withdraws his tender as a whole or for any particular item or items at any stage after the opening of the tender, or fails / refuses to enter into written agreement for any of all of the items of his accepted tender within the time specified when requested to do so/fails to furnish Performance Bank Guarantee within the stipulated time.

The Earnest Money will be refunded after finalization of the tender or within 1 (one) month from the date of opening of tender whichever is later against the specific prayer of Tenderer.

**7. Deduction of Security Deposit:**

Deduction of Security Deposit will not be applicable in this case.

**8. RATE:**

The price is to be quoted in Indian Rupees including cost of transportation , GST, and others both in figure and in words.

**9. ORDER & SUPPLY:**

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such instalments as may be fixed or spread over a period to be specified in the supply orders to be made in pursuance of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

**10. WITHDRAWAL /CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:**

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.

Purchase will, however be made following the existing purchase policy of the Govt of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules should be observed accordingly. The policy of price preference in particular cases, as incorporated under Notification No. 5400-F dated 25.06.2012 should be observed in considering the tenders.

**11. Others condition including Period of defect liability :**

The successful bidder/supplier should supply and install (including fitting &fixing) the articles in the earmarked place as specified by the authority. The successful bidder/supplier would have to provide necessary technical support/expertise training to the staffs for a reasonable period, to run the equipment accordingly. At the same time agreement paper ,warranty related documents of the articles, Installation certificate etc. be provided at the time of installation. The defect liability period for the said items is 1( one) year from the date of installation. Security deposit lying with the Tenderer be refunded after expiry of defect liability period.



**12. The warranty & maintenance**

Supplier will have to give 1 (One) year comprehensive warranty on all items from the date of acceptance of the supplied items. Separate SLA will be signed with vender for warranty & support after supply of the items. The comprehensive warranty is for support of all the active & passive components supplied under this project during this period No active component should be declared as "end of life". If its declared the vender has to replace it at their own cost.

**13. PAYMENT TERMS:**

Payment will be made through e - payment system (ECS/RECS/RTGS) or Cheque after execution of work or supply of goods and receipt of same in good condition. Bill be placed along with challan , installation certificate etc. in due time which will be verified accordingly and on the availability of the Fund the said bill be paid.

On being selected, the successful vendors will have to submit one application to The Chairman, Uttarpara Kotrung Municipality. Stating the name of the payee/ recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment.

No manual payment is allowed to be made as far as practicable.

The Tender Selection Committee reserves the right to cancel the N.I.T. without citing any reason thereto and no claim in this respect will be entertained.



Chairman

Uttarpara Kotrung Municipality

Chairman

Uttarpara-Kotrung  
Municipality

Memo No.6/532(1)

Date-06.02.2020

Copy Forwarded for information to:-

1. EO, UKM
2. FO ,UKM
3. Conservancy Department Incharge,UKM
5. Notice Board, Uttarpara Kotrung Municipality



Chairman

Uttarpara Kotrung Municipality

Chairman

Uttarpara-Kotrung  
Municipality

## FORMAT FOR CHECK LIST

Sl. no	Items	Pl mark $\checkmark$		Page no
		Yes	No	
1.	Demand Draft/Pay order of Rs 10000/- in favour of <i>Chairman Uttarpara Kotrung Municipality</i> issued from any nationalized bank/scheduled bank in India and payable at Uttarpara, Hooghly.			
2.	<b>Check List</b> in the prescribed format			
3.	Application in the prescribed format given in Annexure I			
4.	Income Tax Returns for the last quarter for the Financial year 2018-19			
5.	Financial Statement for the year 2018-19 (P/L & Balance Sheet)			
6.	Photocopy of Pan Card			
7.	Photocopy of a Valid Trade License related with the works.			
8.	Photocopy of GST Registration Certificate.			
9.	Photocopy of up to date Professional Tax challan.			
10.	Dealership Certificate/ Original GST challan.			
11.	Document related with credential of against execution of same nature of Work.			



**Annexure I  
APPLICATION FORMAT**

( To be furnished in the Company's official letter pad with full address and contact no etc)

**Chairman  
Uttapara Kotrung Municipality  
Uttarpara,Hoghly**

**Sub: NIT for Supply of Various items for The Chairman , Uttapara Kotrung Municipality**

Sir,

Having examined the relevant documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. I/We **accept the terms and conditions as laid down in the NIT** mentioned above and declare that we shall abide by it for throughout the tender period.

2. I/We are **offering rate** for the following item /items and **assured supply** to Uttapara Kotrung Municipality.

3.

(a) I/We propose that the order and bill should be raised in my/our name.

For liaisoning, we have appointed ..... having its office at ..... (address, contact no and e mail address) as C&F agent /Liaisoner /Contact person/..... Others (strike out whichever is not applicable).

OR

b. I/We propose that order and bill should be raised in favour of my /our authorized distributor. For that purpose, we have appointed M/S ..... having its office at ..... (address with contact no and e mail address) as authorized Distributor who will receive order and payment in his name on our behalf.

c. The agreement between myself ourselves and the distributor/C&F/Liaisoner& other documents as prescribed is attached in annexure III

4. In the event of being selected, **supply will be made within the stipulated period** excepting the condition which is beyond our control.

I/We understand that :

(a) Tender Selection Committee can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee/ reserves the right to reject any application without assigning any reason ;

Date :-

Signature of applicant including title  
and capacity in which application is made.

Contact no :

Tele :

Mobile :

E Mail address :