

**UTTARPARA-KOTRUNG MUNICIPALITY**  
**TENDER NOTICE NO. UKM/009/PHC/2021-22 DATED - 13/08/2021**

Memo No. 6/2943

Date: 13/08/2021

**Chairperson, Board of Administrators, Uttarpara-Kotrung Municipality** invites Sealed tender from the bona fide, reputed with financially solvent agencies, Engineering Firms having vast experiences with much better Know-how in operations and maintenances of the **mechanisms of the vehicles, Viz. one no. 6" Deep Suction machine** for undertaking daily operation in the terrain of Public Health & Sanitation in order to uphold the services being rendered in to the Municipal localities and accordingly time to time operational maintenances of the vehicles for keeping up their services in order.

**The following are the Terms and Conditions for applying the said Tender:**

The tender in a sealed envelope, mentioning name of the work/supply items, tender no, and date at the top of the envelope, be submitted addressing to the Chairperson, Board of Administrators, Uttarpara-Kotrung Municipality during office hours on the scheduled date as mentioned below.

**01. Critical Date:**

- (1) Date of publishing of tender **14.08.2021**
- (2) Last date of submission of tender is **27.08.2021** (up to 3pm)
- (3) Date of opening of tender on **27.08.2021** at about 4 pm

**02. Earnest Money :**

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 Chairperson,<br>Uttarpara-Kotrung Municipality. | <b>Rs 2,000.00 (Two Thousand) only</b> |

**03. 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 **.08.2021** to **.08.2021** till 02.30 pm on payment of Rs 1000/- (One Thousand) only as cash deposited in the cash section of Uttarpara-Kotrung Municipality. **No downloaded form will be accepted .**

**04. Criteria to participate in the Tender : -**

The intending tenderer must have minimum one year experience in operation & maintenances of such vehicles as indicated above.

Tenderer having valid GSTIN number, PAN, Trade License (Mechanical Contractor), Registration of W.B. Contract Labour (Regulation & Abolition) Act and possesses valid ESIC & EPF Registration Certificates, I.T. Return (for last quarter of 2019-20), & Financial Statement for the year 2019-20 (P/L & Balance Sheet) are entitled to participate in the quotation process.

05. Machine should be deployed at various sites within the municipal area or outside the municipal area as per necessity of the municipality.

06. The whole work shall be carried out in accordance with the **operation & maintenance scheduled (details of which is enclosed herewith)** and the same be operated as per direction given by the official, In-charge of Sanitary Inspector of the respective department of this municipality.

07. **Log Book** to be provided for maintaining and daily recording DOL, Work done details in different location of work site.

08. The successful tenderer shall have to perform necessary routine check up and maintenance of the machines in due courses. The routine **verification of the overall mechanical condition** of vehicles ( i.e **6" Deep Suction machine**) be done after each and every three months by the **Engineer** of Conservancy Department . On the basis of the report the vehicles be maintained by the agency accordingly.

09. Municipality reserves its right to accept or reject anyone or all the tenders without assigning any reason, thereof.

10. **Other terms and conditions:-**

The tenderer may remain present during opening of quotation. The tenderer should quote his rate in Indian Rupee including all taxes, operator and labour charges and other operating charges. No further charges will be entertained in this regard.

| Details of services to be rendered.   | Operation & Maintenance  | Other Condition   | Terms of agreement & Payment details  |
|---|--|---|---|
| 01. Duty Hour- 07:00 AM to 04:00 PM all working days excluding National Holydays.<br>02.Reporting Details | 01. <b>Driver, Helper</b> be provided by the Contractor<br>02. Operation & Maintenance work be done on the basis of verification report & be complied within <b>15 days</b> from reporting | 01. <b>Fuel</b> be provided on the basis of <b>Km</b> run by the office for which a <b>log book</b> be maintained | 01. For <b>two years</b> (from the date of issue of work order) which will be renewed on the basis of satisfactory certificate.<br>02. Bill be submitted to the Department within <b>10<sup>th</sup></b> of each month and payment will be done within <b>20<sup>th</sup></b> of each month |

11. **Payments** only be made on the basis of availability of fund accordance with the performance of jobs in the following manner. Monthly bill, in duplicate, has to be submitted to the Public Health & Convenience Dept. of this Municipality within 1<sup>st</sup> week of next month for the necessary processing of release of the payment subject to satisfactory note of the O/C of concerned Dept.

The authority does not bind itself to accept the lowest quotation and has reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

  
Chairperson  
Board of Administrators  
Uttarpara-Kotrung Municipality  
Board of Administrator  
UTTARPARA-KOTRUNG MUNICIPALITY

Memo No- 6/2943 (3)

Date - 13 .08.2021

Copy forwarded to :

1. Executive Officer, UKM
2. Finance Officer, UKM
3. Notice Board at UKM

  
Chairperson  
Board of Administrators  
Uttarpara-Kotrung Municipality  
Board of Administrator  
UTTARPARA-KOTRUNG MUNICIPALITY