

Uttarpara Kotrung Municipality Uttarpara, Hooghly

Phone No: 2663- 4095/ 7298/ 3863

Email: -uttarparakotrungmunicipality@gmail.com

NIT NO –UKM/IT/003/2021-22

Date- 09.12.21

Memo No- 1/5594

Date –09.12.2021

**Notice Inviting Tender for “Restoration of 32 numbers CCTV cameras at Mahamaya”.
Fund to be utilised –15th Finance Commission.**

The Chairperson, Board of Administrator ,Uttarpara Kotrung Municipality invites tender in two bid system for Installation of 32 numbers CCTV cameras (Detailed specification of the items is enclosed herewith) at Mahamaya (including Annex Building) of 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 Chairperson, Uttarpara Kotrung Municipality	Rs 9000/- (Nine Thousand Only)

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

General Instructions:

Sl. No	Nature of Work	Specifications	Remarks
1.	Restoration of 32 numbers CCTV cameras at Mahamaya of Uttarpara Kotrung Municipality.	Details specification of the works (CCTV cameras/Ware/Switch/Media Converter etc are enclosed herewith.	Venders may visit the site before quoting their rate.

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 **10.12.21** to **20.12.21** till 03.00 pm. No downloaded form will be accepted.

2. Critical date regarding submission of Tender:

Sl. No	Particulars	Date & Time
01	Date of Uploading of NIT & Other Documents	10.12.21 at about 10.30 am
02	Last date of purchasing of Bid document	20.12.21 up to 4.00 am
03	Last date of submission of Bid	21.12.21 within 3.00 pm
04	Date and time of opening of Bid	21.12.21 at about 4.00 pm

3. Opening of Tender: Tender will be opened on 21.12.21 at 4.00 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 9000/- in favor of Chairperson, UttarparaKotrung Municipality issued from any nationalized bank/scheduled bank in India and payable at Uttarpara, Hooghly.
B	Check List 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 2021-22
E	Photocopy of Pan Card
F	Photocopy of a Valid Trade License related with the works.
G	Photocopy of GST Registration Certificate.
H	Photocopy of up to date Professional Tax challan.

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 (Sl -A to J), 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 J) & 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. 9000.00** 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:

As the work is related with Supply and Installation of the IT product for smooth official service at UKM, hence there has no need for deduction of S/D from the successful bidder.

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 favor 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. PAYMENT TERMS:

Payment will be made through e payment system through ECS/RECS/RTGS/Cheque after execution of due supply as ordered subject to:

On being selected, the successful vendors will have to submit one application to The Chairman, UttarparaKotrung 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.

**Chairperson
Board of Administrator
Uttarpara Kotrung Municipality**

Memo No.

Date-

Copy Forwarded for information to:-

1. Executive officer, UttarparaKotrung Municipality
2. Finance officer,UttarparaKotrung Municipality
3. The District Information & Cultural Officer, Hooghly,
4. Notice Board, UttarparaKotrung Municipality

**Chairperson
Board of Administrator
Uttarpara Kotrung Municipality**

Specification: -

32 Channel DVR	1
CAMERA 3MP IP DOME	32
WIRE	3000
BNC DC	130
SMPS 20 AMP	4
4TB HDD	1
4X4 BOX	32
PVC PIPE+ACCESSORIES	1

FORMAT FOR CHECK LIST:

Sl. no	Items	Pl mark ✓		Page no
		Yes	No	
A	<i>Demand Draft/Pay order of Rs 9000/- in favor of Chairperson, UttarparaKotrung Municipality issued from any nationalized bank/scheduled bank in India and payable at Uttarpara, Hooghly.</i>			
B	Check List in the prescribed format			
C	<i>Application in the prescribed format given in Annexure I</i>			
D	<i>Income Tax Returns for the last quarter for the financial year 2021-22</i>			
E	<i>Photocopy of Pan Card</i>			
F	<i>Photocopy of a Valid Trade License related with the works.</i>			
G	<i>Photocopy of GST Registration Certificate.</i>			
H	<i>Photocopy of up-to-date Professional Tax challan.</i>			

Annexure I

APPLICATION FORMAT

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

Chairperson

UttaparaKotrung Municipality

Uttarpara,Hoghly

Sub: NIT for Supply of Various items for **The Chairperson**,UttaparaKotrung 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 toUttaparaKotrung 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 favorof 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: