

**OFFICE OF THE COUNCILLORS OF**  
**UTTARPARA – KOTRUNG MUNICIPALITY**

*New G.T. Road , Uttarpara, Dist. Hooghly ( West Bengal) Pin – 712258*

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Memo No: 6/5050

Date: 20.12.2019

NIT No: UKM/PHC/017/VEH/19-20

Date: 20.12.2019

**Notice Inviting Tender**

Sealed Tenders in duplicate super scribing the name of the work on the envelop are invited from the reputed, eligible, resourceful and bona fide contractors/ Agencies for the following jobs relating to Public Health & sanitation as per particulars given below.

Permission for purchasing Tender papers, etc. has to be obtained from the Dept. inviting for tender, on production of requisite paper (S.T. / PAN / CE/GST).

Tender papers etc. will be available against payment of prescribed price (non-refundable) from the Dept. inviting the Tender.

The Contractors/ Agencies have to enclose current STCC/ ITCC/ PAN/ CE/GST/ Experience Certificate in similar kinds of jobs and necessary Earnest money in Bank Draft/ Pay Order drawn in favour of the Municipality along with the Tender Papers at least one working day before the date of opening; failing which the Agencies will be liable for rejection.

If the last date of receipt of Tender or the day of opening the Tender happens to be a holiday or otherwise, the next working day will be the last day of receiving and/or opening the Tenders. The Bidders may remain present, if they so desire, at the time of opening of Tenders at the respective office.

S.D. money, if any, must be deposited within a week from the date of intimation of acceptance of the Tender.

The Municipality reserves the right to accept / reject in full or part of any tender without assigning any reason, what so- ever.



**Chairman**  
**Uttarpara-Kotrung**  
**Municipality**

Details of the Scheme(s)/ Work(s)/ Job(s)

Item No.	Name of Work/Items Dscription	Quantity	Earnest Money (Rs)	Price of Tender Form (Rs)
	<b>Purchase of spare parts to be procured for undertaking repairing/keeping up maintenance of four nos. of Mahindra Maxximo(WB17 0678, WB17 0680, WB17 0682, WB17 0683) and two nos. of Tata Ace(WB17 1470, WB17 1492).</b>			
1.	Main shaft cross needs to be replace	02	2000/-	200/-
2.	Horn need to be replacement	01		
3.	Accelerator cable,clutch cable and gear shifting cable needs to be replacement	03		
4.	Headlight,backlight and side indicator needs to be replacement.	02		
5.	All types of filters needs to be replacement	-		
6.	Radiator cleaning and servicing	01		
7.	All types of lubricants needs to be replacement	-		
8.	Clutch overhauling	01		
9.	Four wheel brake overhauling	04		
10.	Four wheel greasing	04		
11.	Steering overhauling	01		
12.	Full electrical line checking	-		
13.	Cabin body repairing work needs to done including drivers and helper seat,floor mat needs to repair or new fitted	-		
14.	Container body needs to be repair including lock clamp new fitted and all patch work needs to be done	-		

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**UTTARPARA KOTRUNG MUNICIPALITY**  
**UTTARPARA, HOOGHLY**

**Terms & Conditions**

1. Tenderers / Contractors eligible to submit tender have to have valid Trade License, IT for the last quarter of 2018-19/Audited accounts for last two years 2017-18 and 2018-19, GST registration certificate / Registration of W.B. Contract Labour (Regulation & Abolition) Act and possesses valid ESIC & EPF Registration Certificates, Clearance Certificate, Recognized or registered Organization and Credential Certificate.
2. Earnest Money as noted itemize be deposited through Bank Draft (D/D) in favour of the Chairman, Uttarpara-Kotrung Municipality and the rates to be quoted itemize including all charges.
3. Price of each copy of Tender Form is Rs. 200/- (Two hundred) only.
4. Validity period of the Tender has been limited to release for maximum Forty five Days. No further extension shall have to be extended at any circumstances.
5. Last date of receiving application for purchasing the Tender is 02.01.2020.
6. Last date and time limit of receiving Tender is 02.01.2020 by 2p.m.
7. Last date and time of opening, the Tender is 03.01.2020 by 4p.m.
8. The contractor may sign either in English, Bengali, Hindi but the rates shall have to be quoted only in English in numerical form and in Words.
9. Security Deposited @ 8.33% of approximate contract amount of the year (One) or the bill amount for the First Month whatever is higher shall have to be deposited through Bank Draft in favour of the Chairman before execution of agreement.
10. The Authority reserves its right to reject the lowest tender or all the tenders without assigning the reason and not bound to accept the lowest tender.
11. The Contractor will give coverage of P.F. and E.S.I. to the Workers that will be engaged in this work, according to Norms.
12. The Contractor will pay the workers, who are to be engaged for the jobs concerned, minimum wages which will be determined by the Authority following the norms and guidelines scheduled from Govt. of W.B.
13. Contractors will be informed that there will be no day for non performing the services relating to Public Health & Sanitation which comprises S.W.M.,




Drains & Sweepings Cleaning etc., for which replacement of workers to be confirmed against the absentees' and sufficient numbers of supervisors are required to be provided for ascertaining the daily usual duties of the workers.

14. Contractors will take responsibility either himself and / or his representatives to take attendance of the workers / supervisors etc. under its control daily from the zonal offices of the Municipality and will report regularly before the S.I. regarding their daily performances of works in this arena.
15. The Contractor may enquire the sites of works and acquainting thoroughly with the local conditions and all the factors that supposed to be affected on their rates to be quoted.
16. All works are to be carried out with due regards to be convenience of the Municipal rate payers and in close connection and co-operation with the officials of the department under control of S.I.
17. All precautions must have to be adopted to guard against chances to injury or accident to the workers. Necessary Tools and Tackles along with Vehicles may be provided to the Contractors on rental basis.
18. Labour payment will be made weekly / fortnightly / monthly on production of bill with proper certificate of S.I. of this Municipality regarding satisfactory performances of duty and payment against vehicles will be made monthly on the same condition as noted above. All payment will be made through A/C payee Cheque in the name of Contractor.
19. The schedule of working hour will be finalized by the S.I. according to the necessity of the departmental duty norms.
20. In any case of violation or breach of contract which under any clause or clauses of this contract, the contractor shall tender himself liable to pay compensation and the amount be determined by the Chairman who will recover the same from the security deposit.
21. The intending Agencies/ Contractors must have minimum one year experience in such works of Solid Waste management and subsequent related works relating to Public Health & Sanitation. Credential in support of experience is required to be provided.
22. The intending Agencies / Contractors must have valid PAN, GST registration certificate / Registration of W.B. Contract Labour (Regulation & Abolition) Act and possesses valid ESIC & EPF Registration Certificates, registration certificate, Trade License, Registration of West Bengal Contract Labour Regulation & Abolition Act and posses valid ESIC & EPF Registration Certificates.
23. The Agencies must have sufficient financial support to carry out such works ( annual turn- over must be minimum 1/3<sup>rd</sup> of the estimated value in any single financial year within last three financial years). In this context they must submit Balance Sheet of their Company/ Income Tax Return Certificate and must operate a current Bank Account at Kolkata jurisdiction.
24. Attendance Card must have to be issued in each individual Personnel deployed by the successful Agency/Agencies in every month mentioning properly the time of incoming and outgoing in respect of the duty as



scheduled to be performed, regularly and to be submitted with the Bill by 10<sup>th</sup> day of each month for the preceding month along with photo copies of current trade license, PAN, Xerox copy of duty performing roster of the personnel being engaged by the successful Agency.

25. A normal working day shall consist of eight and half hours of scheduled work including interval for half an hour for rest.
26. The Personnel as to be appointed by the successful Agency must obey the instructions of the municipal departmental officers. If there be any complaint arises against the staffs concerned; the Agency will be responsible to take immediate measure to replace the concerned staffs within three days.
27. In case of absence in duty without notice/ proper ground at a stretch for three consecutive days, the successful agency is liable to replace/ terminate such workers having such trend to absent.

  
**Chairman**

**Uttarpara Kotrung Municipality**

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