

## UTTARPARA - KOTRUNG MUNICIPALITY

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NIQ NO –UKM/001/PHC/2021-22

Date- 20.05.2021

Memo No – 6/1963

Date- 20.05.2021

**NOTICE INVITING QUOTATION for “Deployment of 192 nos. VCT workers against 64 Vector control Team (3 members/team) for the purpose to control of Vector Borne Disease related with Public Health & Sanitation” as required in Uttarpara-Kotrung Municipality.**

**Name of the Work** – Deployment of 192 nos. VCT workers to control of Vector Borne Disease relating to Public Health & Sanitation.

**Fund to be utilised – Sanction Fund as allotted in**

The Chairperson, Uttarpara-Kotrung Municipality invites tender for Deployment of 192 nos. VCT workers to control of Vector Borne Disease relating to Public Health & Sanitation in Uttarpara-Kotrung Municipality. VCT team members shall be engaged in Uttarpara-Kotrung Municipality in pursuance of Memo SUDA-12017(10)/9/2020/446(126). 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 5000.00 (Five Thousand) only

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

Sl. No	Nature of Work	Remarks
1.	Deployment of 192 nos. VCT workers to control of Vector Borne Disease	Service provider/Agency may participate for deployment of VCT members through providing list of workers and their beneficiary

### **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 **21.05.2021 to 29.05.2021** till 02.00 pm on payment of **Rs 500/-** (Five 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 of Uploading of NIT & Other Documents	21.05.2021
02	Last date of purchasing of Bid document	29.05.2021
03	Last date of submission of Bid	29.05.2021
04	Date and time of opening of Bid	29.05.2021 (5.00pm)

3. **Opening of Tender** : Tender will be opened on **29.05.2021** 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 <b>5000.00(Five thousand)</b> only in favour of <b>Chairperson, Uttarpara-Kotrung Municipality</b> issued from any nationalized bank/scheduled bank in India and payable at Uttarpara, Hooghly.
B	Income Tax Returns for the last quarter for the Financial year 2018-19, 2019-20
C	Photocopy of Pan Card.
D	Photocopy of a Valid Trade License related with the works.
E	Photocopy of GST Registration Certificate.
F	Document related with credential against execution of same nature of Work.

5. **Evaluation of the tenders :-**

During the tender evaluation process, the **all technical papers to be evaluated accordingly**. Only Government guidelines regarding Rate/per member/per day (Rs. 175/- per member/day) be followed for selection of Lowest Bidder/service provider. Credential of the service provider/Agencies regarding deployment of workers be assessed with great importance.

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.5000 (Five Thousand)** only irrespective of the items quoted.

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. **Rate:-** The price is to be quoted in Indian Rupees both in figure and in words.

8. **Others Criteria :**

The VCT activities will start from 31<sup>st</sup> May-2021 for which Service provider/Agency are asked to submit the list of team members/workers as required. Service provider have to provide minimum precautionary items like mask, soap etc to his workers during their work. Following are the details of the VCT activities to be rendered in pursuance of Government guidelines.

Month	Round	Total members required	Man days to be created	Rate
Started from 31 <sup>st</sup> May-2021 and continue up to 27 <sup>th</sup> November-2021	As per Memo SUDA-12017(10)/9/2020/446(126)	192 nos.	150 no of days	175/- per member/day

Intending Service provider/Agency would submit the list of the VCT Members/workers within schedule days from issuing quotation. The accepted Service provider/Agency have to submit their workers details, by mentioning Beneficiary name, Bank account no, IFSC code, Tel no and Aadhaar number within next 10 days from issuing work order.

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.

**12. Payment Terms:-**

**Payment will be made through e-payment system (ECS/RECS/RTGS)** or Cheque after execution of work or rendering of services. No Agency payment will be done only payment be made through beneficiary account of the workers and on the availability of the Fund as sanctioned by UD & MA Department. 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 Administrators  
Uttarpara Kotrung Municipality  
Chairperson  
Board of Administrators  
Uttarpara-Kotrung Municipality Date- 20.05.2021

Memo No. 6/1963(4)

Copy Forwarded for information to:-

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

  
Chairperson  
Board of Administrators  
Uttarpara Kotrung Municipality  
Chairperson  
Board of Administrators  
Uttarpara-Kotrung Municipality