

## Uttarpara Kotrung Municipality Uttarpara, Hooghly

**Phone No:** 2663- 4095/ 7298/ 3863

**Email:** - uttarparakotrungmunicipality@gmail.com

NIT NO – UKM/IT/007/2019-20

Memo No - 1/2 34

Date-15.01.2020

### **NOTICE INVITING TENDER for “Online E-mutation software for Municipal Website” as required in Uttarpara Kotrung Municipality**

The Chairman, Uttarpara Kotrung Municipality invites tender in two bid system for installation of Online E-mutation software for Municipal Website (Detailed specification of the items 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	8300.00

**Name of the Work – Online E-mutation software for Municipal Website.**

**Fund to be utilised – 14<sup>th</sup> F C**

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

Sl. No	Nature of Work	Specifications	Remarks
1.	Online E-mutation software for Municipal Website	Copy encl. 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 16.01.2020 to 25.01.2020 till 03.00 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:

Sl. No	Particulars	Date & Time
01	Date and Uploading of NIT & Other Documents	16/01/2020
02	Last date of purchasing of Bid document	25/01/2020
03	Last date of submission of Bid	28/01/2020 (up to 3.00pm)
04	Date and time of opening of Bid	28/01/2020 (4.00pm)

**3. Opening of Tender:** Tender will be opened on 28.01.2020 at 04.00 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 8300/- in favor 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	Papers related of Check list.
K	Credential related documents to be attached

## 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 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. 8,300 (Eight Thousand Three hundred) 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.

**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. 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. 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, 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. 1/234/1

Date-15.01.2020

Copy Forwarded for information to:-

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

  
Chairman  
Uttarpara Kotrung Municipality  
Chairman  
Uttarpara-Kotrung  
Municipality

## **Specification:-**

- (1) Development of a software based system for allowing Uttarpara Kotrung Municipality citizens to apply and receive mutation online from the internet, called eMutation facility.**
- (2) The system should be developed in such a manner as to be user friendly and can be handled by users who are not computer savvy. The process should have the following steps as narrated below:-**

**(I) Citizen shall first click the online eMUTATION link and register oneself by providing few mandatory data including email address, contact mobile no.& a password of own choice to generate a system developed ID for future login purpose. A simultaneous SMS is sent to the registered mobile no. stating the system generated ID and an OTP.**

**(II) The citizen shall re-login as registered user and finally fill-up the online Mutation Application form with all the mandatory fields in it, and submit the same online. A SMS is correspondingly received at the citizen end providing the eMUTATION case no. The citizen further proceeds to upload the requisite documents as per the type of the Mutation, in the prescribed format as guided by the system and continue to generate the filled up form for future correspondence.**

**(III) The citizen further proceeds to click the option "Confirm to pay" and make payment online of the requisite application fees as ascertained by the municipal authority. On successful payment of application fees online the citizen gets the option to generate the Application Acknowledgement Fees Receipt.**

**(IV) The Admin at Municipality end designated with the further processing of the submitted application shall perform the futher steps in the software system to be finalized with the bonafide agency/developer finally assigned with the project till generation of Online Mutation certificate.**



## FORMAT FOR CHECK LIST:

Sl. no	Items	Pl mark ✓		Page no
		Yes	No	
A	Demand Draft/Pay order of Rs. 8300/- in favor of Chairman, Uttarpara Kotrung 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 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.			
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J	Papers related of Check list.			
K	Credential related documents to be attached			

**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 liaisioning, we have appoointed ..... 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 favor of my /our authorized distributor. For that purpose, we have appoointed 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: