

## UTTARPARA - KOTRUNG MUNICIPALITY

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NIT NO –UKM/004/PHC-VEH/20-21

Date-07.10.2020

Memo No– 6/3256

Date-07.10.2020

**NOTICE INVITING TENDER** for “Preventing maintenances/repairing for the mechanisms of the vehicles, Viz. one no. Tata Dumper WB-15C-4570for undertaking daily operation in order to 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” as required in Uttarpara-Kotrung Municipality.

**Name of the Work –Preventing maintenances/repairing for the vehicle one no. Tata Dumper.**  
**Fund to be utilised – Own Fund/14<sup>th</sup> Finance.**

The Chairperson, Uttarpara-Kotrung Municipality invites tender in two bid system for **preventing maintenances/repairing for the vehicle one no. Tata Dumper**(detailed specification of the item is enclosed herewith) to provide service 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 Chairperson, Uttarpara Kotrung Municipality.	Rs 8000.00(Eight Thousand)only

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

Sl . No	Nature of Work	Specifications	Remarks
1.	Having vast experiences with much better Know-how in preventing maintenances/repairing of the mechanisms of the vehicles, Viz. one no. Tata Dumper for undertaking daily operation in order to 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.	<b>Preventing maintenances/repairing for the vehicle one no. Tata Dumper Reg. No. WB-15C-4570</b>	Agency may visit the site at Makhla TS/CP Plant to see the vehicles.

## 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 **08.10.2020 to 15.10.2020** till 04.00 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	08.10.2020
02	Last date of purchasing of Bid document	15.10.2020
03	Last date of submission of Bid	15.10.2020
04	Date and time of opening of Bid	16.10.2020 (5.00pm)

**3. Opening of Tender** : Tender will be opened on **16.10.2020** 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>8000.00(Eight thousand)</b> only in favour of <i>Chairperson, 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, 2019-20
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	Dealership Certificate/Original GST challan.
K	Document related with credential against execution of same nature of Work.

**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.5000 (Five Thousand) 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:-**

Deduction of Security Deposit will not be applicable in this case.

**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 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.

**11. Others condition including Period of defect liability :**

Operation and maintenance and any defect thereof of the vehicle as mentioned above be meet by the agency as reported by the In-Charge of the Conservancy department within a short period of time on the same day.

**12. PAYMENT TERMS:-**

Payment will be made through e - payment system (ECS/RECS/RTGS) or Cheque after execution of work or supply of goods and receipt of same in good condition. Bill be placed along with challan , installation certificate etc. in due time which will be verified accordingly and on the availability of the Fund the said bill be paid.

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



**Chairperson**

**Board of Administrators**

**Uttarpara Kotrung Municipality**

Chairperson  
Board of Administrators  
Uttarpara-Kotrung Municipality

Memo No. 6/3256(4)

Date- 07.10.2020

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