

OFFICE OF THE :



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# MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

## MADHYAMGRAM MUNICIPALITY TENDER NOTICE

Sealed e-Quotations are invited from the bonafied and resourceful agencies by the Executive Officer, Madhyamgram Municipality through the following eN.I.Q. bearing no. WBMAD/MM/NIQ-03e/2022-23, WBMAD/MM/NIQ-04e/2022-23, dt.23.08.2022. Details of Tender will be available from the website <https://wbenders.gov.in> & Office notice board. The municipal authority has every right to accept or reject any Quotation tender without assigning any reason.

Executive Officer  
Madhyamgram Municipality.



# MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

## NOTICE INVITING-e Quotation

NIQ NO: WBMAD/MM/NIQ-03e/2022-23

NIQ NO. MM/EO/1597/22-23

Dated: 23/08/2022

Online Tenders are invited by the Executive Officer on behalf of the Madhyamgram Municipality through electronic tendering (e-tendering) for the following listed supply from eligible and resourceful suppliers having sufficient credential and financial capability as per list of material / materials.

Table 1 :- List of works

| Sl. No. | Description of supply of materials                                                                                                                                                                                                                                     | Materials to be delivered with in    | Unit | Quantity Supply | Earnest Money (in Rs.)                                                                                                                                                                                                                                                                                                                                                                                                                                       | Rate per Unit |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.      | <b>Procurement of Desktop and Monitor.</b>                                                                                                                                                                                                                             |                                      |      |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |
| 1.1     | <b>Desktop:</b><br>MODEL- HP 280 G6 DESKTOP<br>1. INTEL CORE i3 10100<br>2. 4GB DDR4 RAM<br>3. 1TB HDD (SATA)<br>4. HP 18.5 LED MONITOR<br>5. ON BOARD GRAPHICS<br>6. 104 KEYS KEYBOARD<br>7. OPTICAL SCROLL MOUSE<br>8. INTEGRATED LAN<br>9. WINDOWS 10 PRO PRELOADED | 15 days after issuance of work order | No.  | 05              | Initial Earnest Money - Rs. 5400/- (Rupees Five Thousand Four Hundred only) Earnest Money will be deposited by the bidder / supplier through Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway, as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016. Balance earnest money of 2% of quoted amount to be deposited by successful bidder at the time of agreement. | -             |
| 1.2     | <b>Monitor:</b><br>HP 18.5 LED Monitor.                                                                                                                                                                                                                                | 15 days after issuance of work order | No.  | 02              |                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -             |

Table-2 :-

|                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):-</b> | <ul style="list-style-type: none"> <li>i) Having experience and technical acumen in supplying goods or materials during last 5(five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking or any other place. <i>(copies of tax invoice &amp; challan and copies of work order issued by the competent authority shall have to be furnished)</i></li> <li>ii) Having valid GST registration certificate with up to date GST return.</li> <li>iii) Having valid PAN Card and last year Income tax return.</li> <li>iv) Having valid P. Tax clearance Certificate.</li> <li>v) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</li> <li>vi) Other certificates if any</li> </ul> <p><i>(Copies of all above mentioned documents shall have to be furnished) All documents in original to be produced in due course of time as &amp; when asked by the TIA.</i></p> |
| <b>Tender documents:-</b>                                                                                                            | <p>A full set of Tender documents consists of 2 Parts. These are</p> <p><b><u>PART I</u></b> :-Containing all documents in relation to the name of the Companies/Firms/Suppliers applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.</p> <p><b><u>PART II</u></b> :-Containing the Format of Quotation, (BOQ in MS-excel format)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Earnest Money:-</b>                                                                                                               | <p>The Earnest Money, as specified in Table-1, shall be remitted by the Supplier through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NleQ. Any Tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Security Deposit &amp; other taxes:-</b>                                                                                          | <p>Security Deposit @ 3% (three percent) will be deducted from the Tax Invoice. The amount of such 3% (three percent) of Security Deposit will be refunded without any interest only after one year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Cost of Tender Documents:-</b>                                                                                                    | <p>The cost of Tender documents will be specified later on shall be paid by the successful Company/Firm/Supplier only at the time of formal agreement after acceptance of tender.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Validity/ Withdrawal/ Acceptance of Tender:-</b>                                                                                  | <p>A Tender submitted shall remain valid for a period of 120 calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any supplier withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA.</p> <p>The TIA will accept the tender. He/She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p>                                                                                                                                                                                                                               |

**Table-3 :- Date and Time Schedule**

| Sl No | Particulars                                                                                       | Date & Time              |
|-------|---------------------------------------------------------------------------------------------------|--------------------------|
| i)    | Date of uploading of NleQ and Tender Documents online (Publishing Date)                           | 24/08/2022               |
| ii)   | Documents download start date (Online)                                                            | 24/08/2022 at 11.00 Hrs. |
| iii)  | Date of Pre Tender Meeting with the intending Suppliers at Municipality                           | N/A                      |
| iv)   | Tender submission start date (On line)                                                            | 24/08/2022 at 11.00 Hrs. |
| v)    | Tender Submission closing (On line)                                                               | 01/09/2022 at 16.00 Hrs. |
| vi)   | Tender opening date for Technical Proposals(Online)                                               | 03/09/2022 at 16.00 Hrs. |
| vii)  | Date of uploading list for Technically Qualified Company/Firm/Supplier (online)                   | To be notified later     |
| viii) | Date and Place for opening of Financial Proposal (Online)                                         | To be notified later     |
| ix)   | Date of uploading of list of qualified Company/Firm/Supplier along with the offer rates (on line) | To be notified later.    |
| x)    | Also if necessary for further negotiation through offline for final rate.                         | To be notified later.    |

**Introduction**

Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and / or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

**Guidance to the suppliers for e-tendering:-**

Instruction / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participating in e-Tendering.

**1. Registration of Bidder:**

Any Bidder willing to take part in the process of e-Tendering will have to enrolled and Register with the Government e-procurement system and they can do so by visiting <http://wbternders.gov.in> (herein after mentioned as the 'prescribed website' or 'website' or 'e-tender website') and following link on e-tendering site (herein mentioned as 'the Prescribed web portal' or 'web portal' or 'e-tender web portal').

**2. Digital Signature Certificate (DSC):**

Each bidder is required to obtain Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service providers of the National Informatics Centre (NIC) on payment of requisite amount; the details of which are available at the web site as stated above. The DSC is given as USB e-Token.

3. The bidder can search and download NIT & Bid Document electronically from the above website once he/she/they log(s) on to the website mentioned in clause using the Digital Signature Certificate. This is the only mode of collection of Tender/Bid Document.

4. Any subsequent notice regarding this tender shall be uploaded on the website only.

5. In the event of any of the above mentioned dates (in Table -3) being declared as a holiday for the Madhyamgram Municipality, Kolkata - 700129, the tenders will be opened on the next working day at the appointed time.

## 6. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the website. All papers must be submitted in English language with page marking.

## 7. Procedure for deposit of EMD/ bid security related to e-procurement of the State Government Departments:

The bidder will have to select the particular tender and arrange payment of the required EMD amounting to Rs.10,000/- (Ten thousand ) only

### 1) Login by bidder :

- a) A bidder desirous of taking part in a tender invited by a State Government office /PSU/Autonomous body/ PRIs,etc. Shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD/ Tender Fees for that tender by selecting from either of following payment mode.:
- c) Net banking ( any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway:
- d) RTGS/NEFT in case of offline payment through bank account in any Bank.

### 2) PAYMENT PROCEDURE:

- a) payment net Banking (any listed bank) through ICICI Bank payment Gate way:
  - i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
  - ii) Bidder will make the make the payment after entering his Unique ID and password of the bank to process the transaction.
  - iii) Bidder will receive a confirmation message regarding success/ failure of the transaction.
  - iv) If the transaction is successful , the amount paid by the bidder will get credited in the respective pooling account of the State Government office /PSU/Autonomous body/Local Body/ PRIs, etc maintained with the focal point Branch of ICICI Bank at R.N. Mukherjee Road , Kolkata for collection of EMD/Tender Fees.
  - v) If the transaction is failure, the bidder will again try for payment by going back to the first step.
- b) Payment through RTGS/NEFT :
  - i) on selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
  - ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
  - iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
  - iv) If verification is successful , the fund will get credited to the respective pooling account of the State Government office /PSU/Autonomous body/Local Body/ PRIs, etc maintained with the Focal point Branch of ICICI Bank at R.N. Mukherjee Road , Kolkata for collection of EMD/Tender Fees.
  - v) Hereafter, the bidder will go to e-procurement portal for submission of his bid.
  - vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

### 3) Refund /Settlement process :

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.
- ii) On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L 1 and L 2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which they made the payment transaction. Such refund will take place within T+2 Bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L 2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank working Days where T will mean the date on which information on Award of contract(AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal.
  - a) EMD of the L1 bidder for tender will automatically get transferred from the pooling account to the bank account of Madhyamgram Municipality, along with the bank particulars of the L1 bidder.
  - b) EMD if the L1 bidder tenders of the State PSU/Autonomous body /Local Body/ PRIs; etc will automatically get transferred from the pooling account to the respective linked bank account along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take place within T+1 bank working Days where T will mean the date on which the Award of Contract(AOC) is issued.
- vii) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, any, deposited by the bidders will be transferred electronically from the pooling account to the bank account of Madhyamgram Municipality.
- viii) All refunds will be made mandatorily to the Bank A/C from which the payments of EMD were initiate.

### 7. Eligibility for quoting:

- a) The suppliers who are able to supply the assured quantities as per requirement of this local body only eligible for quoting. Failure of submission of declaration of full assured supply to Municipality will lead to cancellation of tender. The Vendors who have been black listed by any Govt. Concern/health Institutions in the Country for particular item(s) are also not eligible for apply.
- b) The supplier must have capability to control his appointed manpower and the Madhyamgram Municipality in no circumstances will bear the responsibilities of the manpower to be engaged for this purpose.

### 8. Submission of the tenders:

The tender / quotation is to be submitted in a Two Bid System. The approved Bidders should have to submit all the technical and financial documents Afresh.

### 9. Technical BID (Single file multiple page scanned)

The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

**Bid A:- Statutory cover containing the following documents:**

|   |                                                                         |
|---|-------------------------------------------------------------------------|
| A | CHECK LIST in the whole prescribed format.                              |
| B | Application in the prescribed format given in Annexure I                |
| C | No Conviction Certificate in the prescribed format given in Annexure II |

**10. Financial Cover**

**The folder as "Financial Bid" shall contain:**

Base Rate per accounting unit inclusive all taxes to be quoted.

**11.** The Tenderer are required to submit the hard copies of Technical bid as per schedule more clearly described in the time line in separate packets in the PWD Section of office building Submission of hard copy of Financial Bid is totally prohibited and only be submitted through on line through NIC portal.

**12. Evaluation of the tenders**

During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently. Those Bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected on the basis of physical verification. Final selection of the lowest bidders in respect of Financial Bid is subject to further verification the Tenderere quoting the lowest rate will be considered as successful.

**THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.**

**13. Cost of Earnest Money :**

a. Each Tenderer, unless exempted under the existing orders of the Madhyamgram Municipality must deposit Earnest Money, as specified Table-1, shall be remitted by the Contractor/Firm/Supplier through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NleQ. Any Tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.

**14. Rate:**

a. Rates quoted in respect of items shall not exceed the controlled price and/or M.R.P (maximum retail price) fixed by GOI wherever it is applicable.

b. THE BASIC RATE PER ACCOUNTING UNIT should be furnished inclusive all taxes.

**15. Order & Supply:**

- Orders for the supply of the approved products will be placed with the successful Tenderer after the execution of the agreements in phases. The successful Tenderer will have to supply within the specified time schedule that had been assured as prescribed.
- Free at our store room with suitable packed (if necessary).
- Supply and installation at free of cost whenever required.
- As per manufacturer warranty.

**16. Agreement:**

The successful tenderer shall sign an agreement within 14 days from date of "Acceptance of the Tender" by the Tender selection committee in the prescribed form on a non judicial stamp paper along with formal agreement copy. All legal expenses, incidental thereto shall be borne by the Company/Firm/Supplier. If the tenderer fails to sign the agreement within the stipulated time, Tender selection committee reserves the right to forfeit the Earnest money deposit submitted by the Company/Firm/Supplier.

**17. Validity of Contract:**

The period of contract shall be for a period of 01 (One year) from the date of start of contract. However, the contract may be extended every Six months for a period of maximum one year on mutual consent. Tender selection committee reserves to right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

**18. No- conviction certificate:**

The Tenderer will also submit an affidavit in the prescribed Pro-forma attached herewith from Notary/first class Judicial Magistrate/Executive Magistrate (Annexure II).

**19. Withdrawal / Cancellation & Purchase Policy of Tendering Authority:**

- i) 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.
- ii) 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.
- iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.
- iv) The tendering authority reserves the right to purchase any item of the Catalogue at the approved rate from any outsider (Non-Tenderer) during the tender period in case of emergency, if the Tenderer fails to supply such items on short notice.

**20. Penalty Clauses:**

- A) In case of supply of defective item found in respect of packaging or labelling, Tenderer will be asked to replace the same.
- B) The tender selection committee reserves the right to declare a manufacturer/authorised agents blacklisted to the following reasons:
  - i) If the supplier withdraws from agreement after achieving the "Lowest Quoted Tenderer"
  - ii) For supply of Non- standard items as per quality test within tender period as determined by the testing of the item as per discretion of Tender Selection Committee in respect of particulars items only.
  - iii) In consequence of submission of false or fabricated documents by any manufacturer/authorised agents for participating in the tender, if proved later on.

**21. Penalty for formation of cartel or furnishing of fraudulent /misleading documents:**

If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those Tenderer who have submitted false/misleading/fraudulent documents or made incorrect declarations.

The penal measure will be

- i) Forfeiture of Earnest Money
- ii) Cancellation from the approved list of suppliers

**22. Payment terms :**

**Payment will be made, subject to:**

1. Supply of the materials as per specification as provided in the tender documents and the catalogue.
2. Supply of the materials within the supplied period as specified in the work orders
3. On being selected, the successful vendors will have to submit one application stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient to the procuring authorities along with Tax Invoice.
4. No advance payment will be allowed.

**23. Cost of bidding:**

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Institution will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

**24. Power of Attorney:**

In the event of the tender being submitted by a Company/firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the Company/Firm, carried on by one member of Joint family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.

**25. Notification of Award**

- i) The Tender Selection Committee may be notifying the list of successful bidder(s) online.
- ii) The successful Bidder shall also physically submit original documents (uploaded by him online at the time of bidding) for verification before issue of contract.

26. During the security, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

27. Two years free replacement guarantee of lighting materials only.

**28. Amendment of the Tender / Bid Document**

i) At any time prior to the deadline for submission of Bids, the institution may, for any reason, whether at its own initiative, or in response to clarifications, requested by a Bidder, modify this Tender/Bid Document by the issuance of Addenda.

ii) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the institution may, at its own discretion, extend Due Dates of Bid.

iii) Regarding cost of stationary items, Abnormal Low Rate or Abnormal High Rate (In Comparison to the market Rate) will not be considered.

iv) Physical verification of samples and /or Physical demonstration may be done at the discretion of the authority by a team of expert to adjudge the applicability or suitability of the product or products and the technical evaluation will be done accordingly in close observation of the product of products.

28. The Tender Selection Committee reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

29. Arbitration will not be allowed. As per Conditions of Contract of Municipal printed form.

30. Time / cost overrun and consequent cost of escalation for any materials, labour, etc. will not be allowed.

  
Executive Officer  
Madhyamgram Municipality

Copy forwarded for information and requested for wide circulation through his office Notice Board to -

- 1) Office Notice Board.
- 2) Office Website.

  
Executive Officer  
Madhyamgram Municipality

*FORMAT FOR CHECK LIST in respect of ``E-TENDER FOR Machineries ITEMS*

NIQ No.....

Date.....

Name of the Tenderer.....

Full Address of the Tenderer : .....

.....

E-Mail:.....

Contact person relating to vendor & Mob. No.:.....

Tendering as Manufacturer/Authorized agent (Strike out which is not applicable)

Average Annual Turn Over : Rs.....

| SL NO. | Items                                                                                                                                                                | PL mark |    | Remarks (for office use only) |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|-------------------------------|
|        |                                                                                                                                                                      | Yes     | No |                               |
| 1      | Application submitted in Annexure I                                                                                                                                  |         |    |                               |
| 2      | Affidavit of non conviction affirmed before a First Class Judicial Magistrate/Executive Magistrate or Notary Public (affidavit sworn after 01.12.2021) (Annexure II) |         |    |                               |
| 3      | Copy of PAN Card of the authorised Signatory:                                                                                                                        |         |    |                               |
| 4      | Income Tax Returns submitted for the previous financial year                                                                                                         |         |    |                               |
| 5      | Professional Tax Regn. Certificate                                                                                                                                   |         |    |                               |
| 6      | Trade Licence/Enlistment Certificate                                                                                                                                 |         |    |                               |
| 7      | GST Registration certificate                                                                                                                                         |         |    |                               |

## Annexure I APPLICATION FORMAT

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

To  
The Chairman  
Madhyamgram Municipality  
Madhyamgram, North 24 Parganas  
Kolkata-700129

Sub: NIO for Machinery/Purchasing of Car for the Madhyamgram Municipality for the year 2022, dated .....

Ref: - N.I.Q. No. ....dated.....

Sir,

Having examined the pre-qualification & other documents published in the N.I.Q, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of .....In the capacity .....duly authorized to submit the offer.
2. We accept the terms and conditions as lay down in the NIO mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items and assured supply to the Madhyamgram Municipality, Madhyamgram.
4. a) We propose that the order and bill should be raised in our name. We have appointed M/S.....Having its office at ..... Mobile No. ....E mail address.....(Address, contact no and E mail address).
- OR
- b) We propose that order and bill should be raised in favour of our authorized distributor, For that purpose, we have appointed M/S .....Having its office at .....MobileNo.....Email address.....(Address, contact no and E mail address) as authorized Distributor who will receive order and payment in his name on our behalf.
5. We are the existing vendors in the MCH/we are not the existing vendor in the MCH (strike out whichever Is not not applicable).
6. In the event of being selected, I will make the supply within the stipulated period excepting the condition Which is beyond our control.
7. 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 and reason.

Date:-

Signature of applicant  
Contact no:

ANNEXURE II

Draft Affidavit Proforma

I, Sri/Smt. ....

The Managing Director/ Proprietor (etc.) of the Firm.....(Name of the firm)

At

(address).....P.O.....P.S.....

.....Dist.....do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of .....to any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against me or against my firm in any criminal count of law to Supply of .....to the Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States( If any case is pending, state the details.)
3. That, I also declare that if any information subsequently found incorrect or false will it automatically Render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the Country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent (S).



# MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

## NOTICE INVITING-e Quotation

NIQ NO: WBMAD/MM/NIQ-04e/2022-23

NIQ NO. MME/O/1598/22-23

Dated: 23/08/2022

Online Tenders are invited by the Executive Officer on behalf of the Madhyamgram Municipality through electronic tendering (e-tendering) for the following listed supply from eligible and resourceful suppliers having sufficient credential and financial capability as per list of material / materials.

Table 1 :- List of works

| Sl. No. | Description of supply of materials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Materials to be delivered with in    | Unit | Quantity Supply | Earnest Money (in Rs.)                                                                                                                                                                                                                                                                                                                                                                                                                           | Rate per Unit |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.      | <b><u>Procurement of Professional Display Screen for Video Conferencing.</u></b><br><br>SAMSUNG QEZST-75DIRECT IJT4K CRYSTAL, UHD 3840 X 2160 DISPLAY FOR VIDEO CONFERENCING and Other Professional Users.                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15 days after issuance of work order | No.  | 01              | Initial Earnest Money - Rs. 7000/- (Rupees Seven Thousand only) Earnest Money will be deposited by the bidder / supplier through Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway, as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016. Balance earnest money of 2% of quoted amount to be deposited by successful bidder at the time of agreement. | -             |
| 2       | <b><u>Procurement of VC Camera.</u></b><br>➤ Logitech Make - Rally Camera - Ultra-HD imaging system supports : 4K, 1440p, 1080p, 900p, 720p, and SD at 30FPS 1080p, 720p at 30 FPS and 60 FPS Make.<br>➤ Rally Mic POD - Pickup Rang : 15 Ft/4.5m Diameter four microphones with eight beamforming elements mut button with Led status indicator captive cable : 9.6 ft (2.95m) daisy chain up to 7 rally mic pods.<br>➤ Rally speaker - high performance 3" (76 mm) driver patent pending suspension system eliminates vibration - induced camera shake and audio interference mini xlr cable (9.6 ft 2.95 m) connects to rally display HUB for doth signal and power. | 15 days after issuance of work order | No.  | 01              | Initial Earnest Money - Rs. 6000/- (Rupees Six Thousand only) Earnest Money will be deposited by the bidder / supplier through Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway, as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016. Balance earnest money of 2% of quoted amount to be deposited by successful bidder at the time of agreement.   | -             |

ANNEXURE II

Draft Affidavit Proforma

I, Sri/Smt. ....

The Managing Director/ Proprietor (etc.) of the Firm.....(Name of the firm)

At

(address).....P.O.....P.S.....  
.....Dist.....do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of .....to any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against me or against my firm in any criminal count of law to Supply of .....to the Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States( If any case is pending, state the details.)
3. That, I also declare that if any information subsequently found incorrect or false will it automatically Render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the Country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent (S).

Table-2 :-

|                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):-</b> | <p>i) Having experience and technical acumen in supplying goods or materials during last 5(five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking or any other place. <i>(copies of tax invoice &amp; challan and copies of work order issued by the competent authority shall have to be furnished)</i></p> <p>ii) Having valid GST registration certificate with up to date GST return.</p> <p>iii) Having valid PAN Card and last year Income tax return.</p> <p>iv) Having valid P. Tax clearance Certificate.</p> <p>v) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>vi) Other certificates if any</p> <p><i>(Copies of all above mentioned documents shall have to be furnished) All documents in original to be produced in due course of time as &amp; when asked by the TIA.</i></p> |
| <b>Tender documents:-</b>                                                                                                            | <p>A full set of Tender documents consists of 2 Parts. These are</p> <p><b><u>PART I</u></b> :-Containing all documents in relation to the name of the Companies/Firms/Suppliers applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.</p> <p><b><u>PART II</u></b> :-Containing the Format of Quotation.(BOQ in MS-excel format)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Earnest Money:-</b>                                                                                                               | The Earnest Money, as specified in Table-1, shall be remitted by the Supplier through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NIEQ. Any Tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Security Deposit &amp; other taxes:-</b>                                                                                          | Security Deposit @ 3% (three percent) will be deducted from the Tax Invoice. The amount of such 3% (three percent) of Security Deposit will be refunded without any interest only after one year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Cost of Tender Documents:-</b>                                                                                                    | The cost of Tender documents will be specified later on shall be paid by the successful Company/Firm/Supplier only at the time of formal agreement after acceptance of tender.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Validity/ Withdrawal/ Acceptance of Tender:-</b>                                                                                  | <p>A Tender submitted shall remain valid for a period of 120 calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any supplier withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA.</p> <p>The TIA will accept the tender. He/She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p>                                                                                                                                                                          |

**Table-3 :- Date and Time Schedule**

| Sl No | Particulars                                                                                       | Date & Time              |
|-------|---------------------------------------------------------------------------------------------------|--------------------------|
| i)    | Date of uploading of NIT and Tender Documents online (Publishing Date)                            | 24/08/2022               |
| ii)   | Documents download start date (Online)                                                            | 24/08/2022 at 11.00 Hrs. |
| iii)  | Date of Pre Tender Meeting with the intending Suppliers at Municipality                           | N/A                      |
| iv)   | Tender submission start date (On line)                                                            | 24/08/2022 at 11.00 Hrs. |
| v)    | Tender Submission closing (On line)                                                               | 01/09/2022 at 16.00 Hrs. |
| vi)   | Tender opening date for Technical Proposals(Online)                                               | 03/09/2022 at 16.00 Hrs. |
| vii)  | Date of uploading list for Technically Qualified Company/Firm/Supplier (online)                   | To be notified later     |
| viii) | Date and Place for opening of Financial Proposal (Online)                                         | To be notified later     |
| ix)   | Date of uploading of list of qualified Company/Firm/Supplier along with the offer rates (on line) | To be notified later.    |
| x)    | Also if necessary for further negotiation through offline for final rate.                         | To be notified later.    |

### **Introduction**

Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and / or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

### **Guidance to the suppliers for e-tendering:-**

Instruction / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participating in e-Tendering.

#### **1. Registration of Bidder:**

Any Bidder willing to take part in the process of e-Tendering will have to enrolled and Register with the Government e-procurement system and they can do so by visiting <http://wbternders.gov.in> (herein after mentioned as the 'prescribed website' or 'website' or 'e-tender website') and following link on e-tendering site (herein mentioned as 'the Prescribed web portal' or 'web portal' or 'e-tender web portal').

#### **2. Digital Signature Certificate (DSC):**

Each bidder is required to obtain Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service providers of the National Informatics Centre (NIC) on payment of requisite amount; the details of which are available at the web site as stated above. The DSC is given as USB e-Token.

3. The bidder can search and download NIT & Bid Document electronically from the above website once he/she/they log(s) on to the website mentioned in clause using the Digital Signature Certificate. This is the only mode of collection of Tender/Bid Document.

4. Any subsequent notice regarding this tender shall be uploaded on the website only.

5. In the event of any of the above mentioned dates (in Table -3) being declared as a holiday for the Madhyamgram Municipality, Kolkata - 700129, the tenders will be opened on the next working day at the appointed time.

## **6. Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the website. All papers must be submitted in English language with page marking.

## **7. Procedure for deposit of EMD/ bid security related to e-procurement of the State Government Departments:**

The bidder will have to select the particular tender and arrange payment of the required EMD amounting to Rs.10,000/- (Ten thousand ) only

### **1) Login by bidder :**

a) A bidder desirous of taking part in a tender invited by a State Government office /PSU/Autonomous body/ PRIs,etc. Shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD/ Tender Fees for that tender by selecting from either of following payment mode.:

c) Net banking ( any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway:

d) RTGS/NEFT in case of offline payment through bank account in any Bank.

### **2) PAYMENT PROCEDURE:**

a) payment net Banking (any listed bank) through ICICI Bank payment Gate way:

i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

ii) Bidder will make the make the payment after entering his Unique ID and password of the bank to process the transaction.

iii) Bidder will receive a confirmation message regarding success/ failure of the transaction.

iv) If the transaction is successful , the amount paid by the bidder will get credited in the respective pooling account of the State Government office /PSU/Autonomous body/Local Body/ PRIs, etc maintained with the focal point Branch of ICICI Bank at R.N. Mukherjee Road , Kolkata for collection of EMD/Tender Fees.

v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT :

i) on selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

iv) If verification is successful , the fund will get credited to the respective pooling account of the State Government office /PSU/Autonomous body/Local Body/ PRIs, etc maintained with the Focal point Branch of ICICI Bank at R.N. Mukherjee Road , Kolkata for collection of EMD/Tender Fees.

v) Hereafter, the bidder will go to e-procurement portal for submission of his bid.

vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

### 3) Refund /Settlement process :

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.
- ii) On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L 1 and L 2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which they made the payment transaction. Such refund will take place within T+2 Bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L 2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank working Days where T will mean the date on which information on Award of contract(AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal.
  - a) EMD of the L1 bidder for tender will automatically get transferred from the pooling account to the bank account of Madhyamgram Municipality, along with the bank particulars of the L1 bidder.
  - b) EMD if the L1 bidder tenders of the State PSU/Autonomous body /Local Body/ PRIs; etc will automatically get transferred from the pooling account to the respective linked bank account along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take place within T+1 bank working Days where T will mean the date on which the Award of Contract(AOC) is issued.
- vii) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, any, deposited by the bidders will be transferred electronically from the pooling account to the bank account of Madhyamgram Municipality.
- viii) All refunds will be made mandatorily to the Bank A/C from which the payments of EMD were initiate.

### 7. Eligibility for quoting:

- a) The suppliers who are able to supply the assured quantities as per requirement of this local body only eligible for quoting. Failure of submission of declaration of full assured supply to Municipality will lead to cancellation of tender. The Vendors who have been black listed by any Govt. Concern/health Institutions in the Country for particular item(s) are also not eligible for apply.
- b) The supplier must have capability to control his appointed manpower and the Madhyamgram Municipality in no circumstances will bear the responsibilities of the manpower to be engaged for this purpose.

### 8. Submission of the tenders:

The tender / quotation is to be submitted in a Two Bid System. The approved Bidders should have to submit all the technical and financial documents Afresh.

### 9. Technical BID (Single file multiple page scanned)

The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

**Bid A:- Statutory cover containing the following documents:**

|   |                                                                         |
|---|-------------------------------------------------------------------------|
| A | CHECK LIST in the whole prescribed format.                              |
| B | Application in the prescribed format given in Annexure I                |
| C | No Conviction Certificate in the prescribed format given in Annexure II |

**10. Financial Cover**

**The folder as "Financial Bid" shall contain:**

Base Rate per accounting unit inclusive all taxes to be quoted.

11. The Tenderer are required to submit the hard copies of Technical bid as per schedule more clearly described in the time line in separate packets in the PWD Section of office building Submission of hard copy of Financial Bid is totally prohibited and only be submitted through on line through NIC portal.

**12. Evaluation of the tenders**

During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently. Those Bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected on the basis of physical verification. Final selection of the lowest bidders in respect of Financial Bid is subject to further verification the Tenderere quoting the lowest rate will be considered as successful.

**THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.**

**13. Cost of Earnest Money :**

a. Each Tenderer, unless exempted under the existing orders of the Madhyamgram Municipality must deposit Earnest Money, as specified Table-1, shall be remitted by the Contractor/Firm/Supplier through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NleQ. Any Tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.

**14. Rate:**

a. Rates quoted in respect of items shall not exceed the controlled price and/or M.R.P (maximum retail price) fixed by GOI wherever it is applicable.

b. THE BASIC RATE PER ACCOUNTING UNIT should be furnished inclusive all taxes.

**15. Order & Supply:**

- i. Orders for the supply of the approved products will be placed with the successful Tenderer after the execution of the agreements in phases. The successful Tenderer will have to supply within the specified time schedule that had been assured as prescribed.
- ii. Free at our store room with suitable packed (if necessary).
- iii. Supply and installation at free of cost whenever required.
- iv. As per manufacturer warranty.

**16. Agreement:**

The successful tenderer shall sign an agreement within 14 days from date of "Acceptance of the Tender" by the Tender selection committee in the prescribed form on a non judicial stamp paper along with formal agreement copy. All legal expenses, incidental thereto shall be borne by the Company/Firm/Supplier. If the tenderer fails to sign the agreement within the stipulated time. Tender selection committee reserves the right to forfeit the Earnest money deposit submitted by the Company/Firm/Supplier.

**17. Validity of Contract:**

The period of contract shall be for a period of 01 (One year) from the date of start of contract. However, the contract may be extended every Six months for a period of maximum one year on mutual consent. Tender selection committee reserves to right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

**18. No- conviction certificate:**

The Tenderer will also submit and affidavit in the prescribed Pro-forma attached herewith from Notary/first class Judicial Magistrate/Executive Magistrate (Annexure II).

**19. Withdrawal / Cancellation & Purchase Policy of Tendering Authority:**

- i) 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.
- ii) 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.
- iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.
- iv) The tendering authority reserves the right to purchase any item of the Catalogue at the approved rate from any outsider (Non-Tenderer) during the tender period in case of emergency, if the Tenderer fails to supply such items on short notice.

**20. Penalty Clauses:**

- A) In case of supply of defective item found in respect of packaging or labelling, Tenderer will be asked to replace the same.
- B) The tender selection committee reserves the right to declare a manufacturer/authorised agents blacklisted to the following reasons:
  - i) If the supplier withdraws from agreement after achieving the "Lowest Quoted Tenderer"
  - ii) For supply of Non- standard items as per quality test within tender period as determined by the testing of the item as per discretion of Tender Selection Committee in respect of particulars items only.
  - iii) In consequence of submission of false or fabricated documents by any manufacturer/authorised agents for participating in the tender, if proved later on.

**21. Penalty for formation of cartel or furnishing of fraudulent /misleading documents:**

If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those Tenderer who have submitted false/misleading/fraudulent documents or made incorrect declarations.

The penal measure will be

- i) Forfeiture of Earnest Money
- ii) Cancellation from the approved list of suppliers

**22. Payment terms :**

**Payment will be made, subject to:**

- 1. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- 2. Supply of the materials within the supplied period as specified in the work orders
- 3. On being selected, the successful vendors will have to submit one application stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient to the procuring authorities along with Tax Invoice.
- 4. No advance payment will be allowed.

**23. Cost of bidding:**

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Institution will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

**24. Power of Attorney:**

In the event of the tender being submitted by a Company/firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the Company/Firm, carried on by one member of Joint family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.

**25. Notification of Award**

- i) The Tender Selection Committee may be notifying the list of successful bidder(s) online.
- ii) The successful Bidder shall also physically submit original documents (uploaded by him online at the time of bidding) for verification before issue of contract.

26. During the security, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

27. Two years free replacement guarantee of lighting materials only.

**28. Amendment of the Tender / Bid Document**

i) At any time prior to the deadline for submission of Bids, the institution may, for any reason, whether at its own initiative, or in response to clarifications, requested by a Bidder, modify this Tender/Bid Document by the issuance of Addenda.

ii) In order of afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the institution may, at its own discretion, extend Due Dates of Bid.

iii) Regarding cost of stationary items, Abnormal Low Rate or Abnormal High Rate (In Comparison to the market Rate) will not be considered.

iv) Physical verification of samples and /or Physical demonstration may be done at the discretion of the authority by a team of expert to adjudge the applicability or suitability of the product or products and the technical evaluation will be done accordingly in close observation of the product of products.

28. The Tender Selection Committee reserves to right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

29. Arbitration will not be allowed. As per Conditions of Contract of Municipal printed form.

30. Time / cost overrun and consequent cost of escalation for any materials, labour, etc. will not be allowed.

  
Executive Officer  
Madhyamgram Municipality

Copy forwarded for information and requested for wide circulation through his office Notice Board to -

- 1) Office Notice Board.
- 2) Office Website.

  
Executive Officer  
Madhyamgram Municipality

*FORMAT FOR CHECK LIST in respect of ``E-TENDER FOR Machineries ITEMS*

NIQ No.....

Date.....

Name of the Tenderer.....

Full Address of the Tenderer :.....

E-Mail:.....

Contact person relating to vendor & Mob. No.:.....

Tendering as Manufacturer/Authorized agent (Strike out which is not applicable)

Average Annual Turn Over : Rs.....

| SL NO. | Items                                                                                                                                                                | PL mark |    | Remarks (for office use only) |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|-------------------------------|
| 1      | Application submitted in Annexure I                                                                                                                                  | Yes     | No |                               |
| 2      | Affidavit of non conviction affirmed before a First Class Judicial Magistrate/Executive Magistrate or Notary Public (affidavit sworn after 01.12.2021) (Annexure II) | Yes     | No |                               |
| 3      | Copy of PAN Card of the authorised Signatory:                                                                                                                        | Yes     | No |                               |
| 4      | Income Tax Returns submitted for the previous financial year                                                                                                         | Yes     | No |                               |
| 5      | Professional Tax Regn. Certificate                                                                                                                                   | Yes     | No |                               |
| 6      | Trade Licence/Enlistment Certificate                                                                                                                                 | Yes     | No |                               |
| 7      | GST Registration certificate                                                                                                                                         | Yes     | No |                               |

## Annexure I APPLICATION FORMAT

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

To  
The Chairman  
Madhyamgram Municipality  
Madhyamgram, North 24 Parganas  
Kolkata-700129

Sub: NIQ for Machinery/Purchasing of Car for the Madhyamgram Municipality for the year 2022, dated .....

Ref: - N.I.Q. No. ....dated.....

Sir,

Having examined the pre-qualification & other documents published in the N.I.Q, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of .....In the capacity .....duly authorized to submit the offer.
2. We accept the terms and conditions as lay down in the NIQ mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items and assured supply to the Madhyamgram Municipality, Madhyamgram.
4. a) We propose that the order and bill should be raised in our name. We have appointed M/S.....Having its office at ..... Mobile No. ....E mail address.....(Address, contact no and E mail address).

OR

- b) We propose that order and bill should be raised in favour of our authorized distributor, For that purpose, we have appointed M/S .....Having its office at .....MobileNo.....Email address.....(Address, contact no and E mail address) as authorized Distributor who will receive order and payment in his name on our behalf.
5. We are the existing vendors in the MCH/we are not the existing vendor in the MCH (strike out whichever Is not not applicable).
  6. In the event of being selected, I will make the supply within the stipulated period excepting the condition Which is beyond our control.
  7. 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 and reason.

Date:-

Signature of applicant  
Contact no: