



MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

NOTICE INVITING Quotation

NIQ NO. MM/EO/VECH/0351/22-23

Dated: 12/05/2022

Sealed quotations are invited from the bonafied and resourceful suppliers through their letter head pad.

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.	<p><u>Purchase of Bolero Car.</u></p> <p>Specification :</p> <p>Model: Mahindra Bolero, Power Plus B6 (OPT) 7 STR BS6 (Top Variant), White</p> <p>Insurance: B2B including RSA, Engine protection, unknown passenger insurance consumable protection & RSA 1st Party 1st year & 3rd Party 3rd year.</p> <p>Road Tax & Registration: Including 5 year tax & warranty as usual.</p>	15 days after issuance of work order	No.	01	Initial Earnest Money – Rs. 20,000/- (Rupees Twenty Thousand only) will be deposited by the bidder / supplier through Bank Draft and Balance earnest money of 2% of quoted amount to be deposited by successful bidder at the time of agreement.	-

Table-2 :-	
Eligibility Criteria & Documents to be produced in support of Credential for tender Part-I(Prequalification Documents):-	<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 & 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 <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 & when asked by the TIA.</i></p>
Tender documents:-	Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.
Security Deposit & other taxes:-	Security Deposit @ 5% (five percent) will be deducted from the Tax Invoice. The amount of such 5% (five percent) of Security Deposit (Initial 2% EM + additional 3%) will be refunded without any interest only after one year.
Cost of Tender Documents:-	The cost of Tender documents as specified in Table-1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender.
Validity/ Withdrawal/ Acceptance of Tender:-	<p>A Tender submitted shall remain valid for a period of 120calendar 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 Contractor / 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)	<i>Date of dropping</i>	13/05/2022 to 21/05/2022 upto 2 p.m.
ii)	<i>Date of Opening</i>	23/05/2022 at 2.30 p.m.

Instructions/guidance to the suppliers:-

1. Eligibility for quoting:

- a) The Manufacturing/authorised agents 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 Manufacture / authorised agents 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.

2. 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. Any Tender without such online payment of EMD shall be treated as informal and shall be automatically cancelled.

3. 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 of Entry Tax, Customs Duty (if applicable), Transportation cost, Insurance, Temporary and Permanent Registration Charges, Freight etc. But excluding of GST, Cess (if applicable) etc. which shall be quoted separately.

4. 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.

5. 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.

6. 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

7. 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.

8. During the scrutiny, 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.

9. 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.

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

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

12. Municipal Authority has every right to accept or reject any quotation without assigning any reason.



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.
- 3) Post Office.
- 4) Railway Station

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