



# OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT

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Date : 24/08/2015

Memo No.: **331-BM/NieQ-1/15-16**

**From :** Sri. Sunil Mukherjee,  
Chairman, Barasat Municipality

## NOTICE INVITING-e Quotation

The Chairman on behalf of the **Board of Councilors of BARASAT Municipality** invites sealed competitive tender on Percentage (above/below) rate from the reliable and resourceful Companies/Suppliers having experience in similar nature of work as noted below and the eligibility is depicted hereunder for participating in the Tender. Details of Tender with necessary requirement towards submission of quotation papers will be available online as per particulars given below;

1.	Name of Work:		Purchase of Vehicles
2.	Location of Work:		Barasat Municipality , North 24 Parganas, West Bengal
3.	Eligibility to participate in the Tender		Having previous experience in the similar domain of work  AND Having valid official Documents (mentioned below)
4.	Documents to be produced in support of the Tender document for consideration		Previous Purchase orders ( <b>Ref: Sl. No. 3: Eligibility to participate in the Tender</b> ). Beside this, following documents shall have to be furnished
		a.	Updated I.T. acknowledgement , previous years ITCC
		b.	VAT Registration , latest challan / Assessment copy

		c.	Professional Tax enrolment certificate , latest challan
		d.	Trade License / Partnership deed for firm / Registration certificate from ROC for company
		e.	Correspondence address, fax & telephone nos. Contact mobile no. & Email no. of the Organization.
		f.	<b><u>All documents in original to be produced in due course of time as &amp; when asked by the Tender Inviting Authority</u></b>
5.	Earnest Money		Rupees Twenty Five Thousand (25,000.00)
6.	Tender documents		A full set of Tender documents consists of single Part.
7.	Validity of Tender		A Tender submitted shall remain valid for a period of 30 calendar days from the date of opening of Tender.
8.	Withdrawal of Tender		A Tender once submitted shall not be withdrawn within the validity period. If any Tenderer/ tenderers withdraw his/their Tender(s) within the valid period then Earnest Money as deposited by him/them will be forfeited.
9.	Acceptance of Tender		The Chairman, <b>Barasat</b> Municipality will accept the Tender on recommendation of the Board of Councilors.
10	Intimation		The successful Tenderer will be notified in writing of the acceptance of his Tender. The Tenderer then becomes the “Contractor” and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Govt. Form with the Chairman, <b>Barasat</b> Municipality and fulfill all his obligations as required by the Contract.
11.	Name & address of Chairman		Chairman, Barasat Municipality
12.	Execution of Work		The Supplier is liable to execute the whole work as per order of Chairman, Barasat Municipality.

**Mode of Payment:** Earnest Money Deposit shall accompany with Tender, in the form of Bank Draft only drawn in favour of “Chairman, BARASAT Municipality,” payable at BARASAT, Barasat. Earnest Money will be refunded to the lowest rate quoter after 15 days or adjusted at the time of final payment and unsuccessful quotationer’s earnest money may be refunded on demand. Successful rate quoter should be ready to supply the vehicles within the stipulated period from the issue of the work order failing which the earnest money will be forfeited.

**Specification of Vehicles :-**

<b><u>SL. NO.</u></b>	<b><u>HP</u></b>	<b><u>CAPACITY</u></b>	<b><u>SIZE (cargo tray)</u></b>	<b><u>NOS. REQD. (approx.)</u></b>
<b>1.</b>	<b>11 / 11.3</b>	<b>600 KG</b>	<b>1630*1400*290 / 1685*1480*400</b>	<b>12</b>
<b>2.</b>	<b>16/26</b>	<b>800 - 850 KG</b>	<b>2140*1430*300 / 2280*1540*330</b>	<b>7</b>

No conditional quotations will be accepted. Rate should be inclusive of all taxes. No further claim will be entertained.

The authority should reserve the right to accept or reject the quotation/s or all tender process without information or any further notice.

**Date and Time Schedule :-**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
a)	Publishing Date	<b>24/08/2015</b>
b)	Documents download starting date (Online)	<b>25/08/2015</b>
c)	Tender submission starting date (On line)	<b>26/08/2015</b>
d)	Last Date of Submission of Tender	<b>14/09/2015</b>
e)	Tender opening date for Proposals (Online)	<b>15/09/2015 (11A.M.)</b>
f)	Date of uploading list for Qualified Bidder(on line)	<b>To Be Intimated</b>

Time of completion of the Contract is 15 days from the date of issue of Work Order.

**Chairman  
Barasat Municipality**

**Forwarded for wide circulation through:**

1. Vice Chairman, Barasat Municipality.
2. All Chairman-in-Council Member, Barasat Municipality.
3. Executive Officer, Barasat Municipality.
4. Finance Officer, Barasat Municipality.
5. Advisor, Barasat Municipality
6. District Magistrate, North 24 Parganas.
7. Secretary, Zilla Parisad, North 24 Parganas.
9. Municipal Website: [www.barasatmunicipality.org](http://www.barasatmunicipality.org)
10. Office notice board, Barasat Municipality.
11. Accountant, Barasat Municipality.
12. Cashier, Barasat Municipality.
13. The O.C Store, Barasat Municipality
14. The Sanitary Inspector (Sri. Sujit Das), Barasat Municipality
15. I.T.Coordinator, Barasat Municipality.
16. A& FC, Barasat Municipality

**Chairman  
Barasat Municipality**

## **INSTRUCTION TO TENDERERS**

### 1. Registration of Tenderer

Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>

The tenderer is to click on the link for e-tendering site as given on the web portal.

### **3. Digital Signature Certificate (DSC)**

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site.

4. The supplier can search and download NIT and Tender Documents electronically from computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **5. Submission of Tenders.**

General process of submission of Tenders are to be submitted through online to the website in a folder at a time for work, before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **1. Statutory Cover Containing**

- i. Scanned Copy of Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT in favour of the **Chairman, BARASAT Municipality**, payable at BARASAT.
- iii. Financial Statement

***(download and upload the same Digitally Signed, quoting rate will only encrypted in the Price Schedule under Financial Tender. In case quoting any rate in Printed Tender Form the tender will be summarily rejected).***

- v. Certificate of Bank Guarantee by any Nationalized Bank (if required).
2. Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both statutory and non statutory cover.

**3. REJECTION OF TENDER** The tender accepting authority reserves the right to accept or reject any Tender and to cancel the Tendering processes and reject all Tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderer or any obligation to inform the affected Tenderer or Tenderer of the ground for Employer's (tender accepting authority) action.

The Tenderer whose Tender has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.T., all addenda-corrigendum, special terms and condition, different filled-up forms, Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Tenderer.

**Chairman  
Barasat Municipality**