

MAHESHTALA MUNICIPALITY

MAHESHTALA, SOUTH 24 PARGANAS

NIQ NO:MM/IT/4/20-21



NOTICE INVITING QUOTATION

TERMS & CONDITIONS OF TENDER



MAHESHTALA MUNICIPALITY

MAHESHTALA SOUTH 24 PARGANAS

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Memo NO-150/III-A/MM/145

04-04/05/2021

NOTICE INVITING TENDER

Quotation Notice no: MM/IT/4/20-21

The Chairperson, BOA, Maheshtala Municipality invites rate offer from the resourceful, experienced and bonafide firms having credential for such work, as put to tender, for the below mentioned work.

1) Scope of work: Rate contract for the below mentioned items for a period of 06(six) months

Sl No.	Item Description
1.	Laptop with following specs: i. Core i3 ii. Compatible Mother Board iii. RAM 8GB iv. Hard Disk Drive 1TB v. 14.5" Display vi. DOS
2.	CPU with following specifications: i. Core i3 ii. Compatible Motherboard iii. RAM 4GB iv. 1TB HDD v. Cabinet+SMPS Premium Quality
3.	CPU with following specifications: i. Dual Core CPU ii. Compatible Motherboard iii. RAM 4GB iv. 1TB HDD v. Cabinet+SMPS Standard Quality
4.	Flatbed Scanner A-4 of premium brand
5.	Printer with 88A type toner
6.	Printer with 12A type toner
7.	Keyboard+Mouse (Optical+Scroll) premium quality
8.	18.5" LED Monitor (Popular Brands)
9.	USB Wi-fi Nano Adapter
10.	650 VA UPS
11.	1KVA UPS for Server
12.	Gigabit Router 4 port
13.	60 ppm duplex scanner with ADF
14.	30 ppm duplex scanner with ADF

*Note: If any specification is not available at any point of time, the successful supplier has to submit the matter in written to the authority, which will be subject to the approval of the authority.

1) Payment and warranty terms:

- Payment terms shall be against completion and certification of the authority.

2) EMD & TDC:

- i. All the bidders have to submit non-refundable tender cost of 2000/- by way of Cash deposit in the cash section. The receipt should be submitted in the technical cover.
- ii. The successful bidders have to submit 2% of the total awarded value against each order by way of Cash deposit in the cash section. Which will be released after the 06(six) months agreement period is over. The bidders have to apply for the same in written.

3) Eligibility criteria for the Bidders:

- 1) Having valid GST certificate, current P.TAX (20-21) clearance certificate, PAN, current Trade License (20-21), PL & Balance Sheet (F/y 19-20) and IT Acknowledgement (F/y 19-20). Please don't provide any unnecessary documents which are not asked for the NIT.
- 2) The bidder shall have previous experience for similar nature of work in any State/Central Govt./ Govt. undertaking, Local body or autonomous body during the stretch of last 5 years.

4) General Process of Submission of Quotation:

- i) The rate shall be valid initially for a period of 06(six) months which can be extended by willingness of the both party.
- ii) Conditional/incomplete offer will not be accepted and shall be rejected forthwith.
- iii) No separate freight will be allowed.
- iv) Escalation of price on any ground and/or consequent cost overrun shall not be allowed.
- v) The offer shall be of two parts: Technical Bid containing all details as per para 2.
Financial bid of the shortlisted bidders will only be opened.
- vi) Time of completion: Within 15 days from the date of AOC

- **N.B: Tenders may be rejected if any item in the technical cover is missing.**

5) Financial Proposal

The intending tenderer shall quote rate as per BOQ, which is stated in tabular form above.

6. General information

- i. Incomplete bid will not be accepted and shall be rejected forthwith.
- ii. Escalation of price on any ground and/or consequent cost overrun shall not be allowed.
- iii. The bid shall be of two parts: Technical Bid containing all details stated earlier. Financial bid of the shortlisted bidders will only be opened.

7. DATE & TIME SCHEDULE MM/IT/4/20-21

Sl.no	Particulars	Date & Time
i)	Date of publish of the tender	04/05/2021
ii)	Bid submission closing date	11/05/2020 upto 14.00 hrs.
iii)	Technical Bid opening date	11/05/2020 after 14.00 hrs.
iv)	Date for opening of financial bid	To be notified later on.

N.B.

- i) **The time schedule may be changed and shall be published accordingly.**
- ii) **Any corrigendum if required shall be published in office Notice Board Only**

8. Miscellaneous Information

- i. The specification of work may be changed during execution of the work as per order of the Officer in Charge.
- ii. The Maheshtala Municipality reserves the right to cancel the NIQ. No compensatory claim shall be entertained of any kind and nature. The Maheshtala Municipality also reserves the right to reject in full or in part any offer without assigning any reason whatsoever.



EO & Chairperson, BOA
Maheshtala Municipality

Memo No. 150(15)/III-A/MM/145

Date : 04-05-2021

Copy forwarded for information and necessary action to

- (1) Members, BOA
- (2) Finance Officer
- (3) OSD
- (4) Secretary
- (5) Head Clerk
- (6) Store In-Charge
- (7) IT Coordinator
- (8) Cash Section


EO & Chairperson, BOA
Maheshtala Municipality