

MAHESHTALA MUNICIPALITY

MAHESHTALA, SOUTH 24 PARGANAS

NIQ NO: MAD/MM/NIQ-8/SS/23-24



NOTICE INVITING QUOTATION

TERMS & CONDITIONS OF QUOTATION



MAHESHTALA MUNICIPALITY

MAHESHTALA SOUTH 24 PARGANAS

Phone : 2490-1651, 2490-3389

Fax :- 2490-9296, Email : maheshtalamunicipality@gmail.com

Memo NO: 2277 / 111-A/MM/145

Dated : 01.12.2023

NOTICE INVITING TENDER

NIQ no: MAD/MM/NIQ-8/SS/23-24

The Chairman, Maheshtala Municipality invites competitive tender on item rate basis for below mentioned articles and accessories from the reliable, experienced, bonafide and resourceful companies/firms/proprietor having experience and credential for same kind of work.

Intending participants should apply for all serial nos.

Name of work: Refilling of toner cartridges as mentioned in the table:

FUND: Municipal Fund

1) List of ITEMS (To be filled up and submitted in technical cover):

| SL. | Item/Type of job | Page Yield per refilling |
|-----|---|--------------------------|
| 1 | 88A TONER REFILLING | |
| 2 | 88A TONER REFILLING WITH PARTS | |
| 3 | 85A TONER REFILLING | |
| 4 | 85A TONER REFILLING WITH PARTS | |
| 5 | 12A TONER REFILLING | |
| 6 | 12A TONER REFILLING WITH PARTS | |
| 7 | 925A TONER REFILLING | |
| 8 | 925A TONER REFILLING WITH PARTS | |
| 9 | 18A TONER REFILLING | |
| 10 | 18A TONER REFILLING WITH PARTS | |
| 11 | 110A TONER REFILLING | |
| 12 | 110A TONER REFILLING WITH PARTS | |
| 13 | CANON NPG 51 TONER REFILLING | |
| 14 | CANON NPG 51 TONER REFILLING WITH PARTS | |
| 15 | CANON NPG 67 TONER REFILLING | |
| 16 | CANON NPG 67 TONER REFILLING WITH PARTS | |

Note: Price for each item, as quoted, shall remain valid for one year from the date of acceptance of work order.

2) Eligibility criteria for the Bidders (Technical Cover):

1) Having valid GST certificate, current P.TAX clearance certificate, PAN, current Trade License, PL & Balance Sheet and IT Acknowledgement of 2023-24, EMD deposit copy in original and filled up table of Sl.1 **List of ITEMS (To be filled up and submitted in technical cover)**

2) Having at least 3 credentials for similar nature of work from any State Govt./Govt. undertaking/ Parastatal body/Autonomous Body of any value during the last five years in a single job prior to publish of this tender.

3) **Earnest Money**

i) 2000/- to be deposited in cash section before closing date and time of the tender.

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

6) **Financial Proposal**

The intending tenderer shall quote rate as per BOQ, which is attached herewith.

N.B: Financial packets should be separately sealed and to be produced along with the technical papers. This is most important.

7. **General information**

- All materials required for the purpose of the work shall be of specified grade in conformity with the BOQ and Tender document subject to test report.
- The documents to be uploaded shall be scanned for virus and will get encrypted (transformed into non-readable formats) during uploading.
- Incomplete bid will not be accepted and shall be rejected forthwith.
- There shall be an agreement as per usual terms and conditions with the selected agency against the work.
- Escalation of price on any ground and/or consequent cost overrun shall not be allowed.
- The bid shall be of two parts: Technical Bid containing all details as per para 4. Financial bid of the shortlisted bidders will only be opened.

8. **DATE & TIME SCHEDULE for NIQ no: MAD/MM/NIQ-8/SS/23-24**

| Sl.no | Particulars | Date & Time |
|-------|--|----------------------------|
| i) | Date of publish of NIT & other Documents | 01/12/2023 at 17:00 hrs |
| ii) | Bid submission start date | 01/12/2023 at 17:00 hrs |
| iii) | Bid submission closing date | 08/12/2023 upto 12:00 hrs |
| iv) | Technical Bid opening date | 08/12/2023 after 14:00 hrs |
| v) | Date for opening of financial bid | Will be intimated later |

N.B.


- The time schedule may be changed and shall be uploaded accordingly.
- Corrigendum, if required, shall be published in office notice board only.
- The bidder may neglect any typographical error and those should not affect the processing of the tender at any point of time.

9. **Miscellaneous Information**

- The specification of work may be changed during execution of the work as per order of the OIC.
- Rate to be submitted in financial cover only, else the bid of the respective bidder will be cancelled straightway.
- The Maheshwala Municipality reserves the right to cancel the e-NIT. No compensatory claim shall be entertained of any kind and nature. The Maheshwala Municipality also reserves the right to reject in full or in part any offer without assigning any reason whatsoever.

BOO (to be submitted in Financial cover only)

| SL. | Item/Type of job | Rate (inclusive all) in Rs. |
|-----|---|-----------------------------|
| 1 | 88A TONER REFILLING | |
| 2 | 88A TONER REFILLING WITH PARTS | |
| 3 | 85A TONER REFILLING | |
| 4 | 85A TONER REFILLING WITH PARTS | |
| 5 | 12A TONER REFILLING | |
| 6 | 12A TONER REFILLING WITH PARTS | |
| 7 | 925A TONER REFILLING | |
| 8 | 925A TONER REFILLING WITH PARTS | |
| 9 | 18A TONER REFILLING | |
| 10 | 18A TONER REFILLING WITH PARTS | |
| 11 | 110A TONER REFILLING | |
| 12 | 110A TONER REFILLING WITH PARTS | |
| 13 | CANON NPG 51 TONER REFILLING | |
| 14 | CANON NPG 51 TONER REFILLING WITH PARTS | |
| 15 | CANON NPG 67 TONER REFILLING | |
| 16 | CANON NPG 67 TONER REFILLING WITH PARTS | |


 Chairman
 Maheshtala Municipality
 9/12



MAHESHTALA MUNICIPALITY

MAHESHTALA SOUTH 24 PARGANAS

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Memo NO: 2278/111-A/MMN/145

Dated: 01.12.2023

Corrigendum to NIQ no: MAD/MM/NIQ-8/SS/23-24

- Page 2 Line 1: NOTICE INVITING e-TENDER to be read as NOTICE INVITING QUOTATION
- Page 2 Sl 1 List of ITEMS (To be filled up and submitted in technical cover):

Addition of Sl. 17 & 18

| SL. | Item/Type of job | Page Yield per refilling |
|-----|---|--------------------------|
| 1 | 88A TONER REFILLING | |
| 2 | 88A TONER REFILLING WITH PARTS | |
| 3 | 85A TONER REFILLING | |
| 4 | 85A TONER REFILLING WITH PARTS | |
| 5 | 12A TONER REFILLING | |
| 6 | 12A TONER REFILLING WITH PARTS | |
| 7 | 925A TONER REFILLING | |
| 8 | 925A TONER REFILLING WITH PARTS | |
| 9 | 18A TONER REFILLING | |
| 10 | 18A TONER REFILLING WITH PARTS | |
| 11 | 110A TONER REFILLING | |
| 12 | 110A TONER REFILLING WITH PARTS | |
| 13 | CANON NPG 51 TONER REFILLING | |
| 14 | CANON NPG 51 TONER REFILLING WITH PARTS | |
| 15 | CANON NPG 67 TONER REFILLING | |
| 16 | CANON NPG 67 TONER REFILLING WITH PARTS | |
| 17 | CANON NPG 51 TONER NEW | |
| 18 | CANON NPG 67 TONER NEW | |

- Page 3 Sl 2 Eligibility criteria for the Bidders (Technical Cover):

Sl 2 to be read as "Having at least 3 credentials for similar nature of work from 3 different State Govt./Govt. undertaking/ Parastatal body/Autonomous Body of any value during the last five years in a single job prior to publish of this tender." in place of "Having at least 3 credentials for similar nature of work from any State Govt./Govt. undertaking/ Parastatal body/Autonomous Body of any value during the last five years in a single job prior to publish of this tender."

➤ Page 3 Sl 9 **Miscellaneous Information**

Under Sl. iii "The Maheshtala Municipality reserves the right to cancel the e-NIT." to be read as
 "The Maheshtala Municipality reserves the right to cancel the NIQ."

➤ Page 4 BOQ

The BOQ is rectified. All bidders should quote rate strictly as per the new BOQ otherwise their quoted rate will be summarily rejected.

Rectified BOQ (to be submitted in Financial cover only)

| SL. | Item/Type of job | Rate (inclusive all) in Rs. |
|-----|---|-----------------------------|
| 1 | 88A TONER REFILLING | |
| 2 | 88A TONER REFILLING WITH PARTS | |
| 3 | 85A TONER REFILLING | |
| 4 | 85A TONER REFILLING WITH PARTS | |
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| 10 | 18A TONER REFILLING WITH PARTS | |
| 11 | 110A TONER REFILLING | |
| 12 | 110A TONER REFILLING WITH PARTS | |
| 13 | CANON NPG 51 TONER REFILLING | |
| 14 | CANON NPG 51 TONER REFILLING WITH PARTS | |
| 15 | CANON NPG 67 TONER REFILLING | |
| 16 | CANON NPG 67 TONER REFILLING WITH PARTS | |
| 17 | CANON NPG 51 TONER NEW | |
| 18 | CANON NPG 67 TONER NEW | |

Chairman
 Maheshtala Municipality