

**Office of the Councillofs of
Midnapore Municipality
Midnapore**

NOTICE INVITING TENDER

Tender Notice Memo No.....

2855/NS

Dated.....

15.11.18

Sealed tenders (offline) in printed form are hereby invited from all bonafied, resourceful contractors/agencies/suppliers quoting rates for supplying, fitting and fixing of all materials for maintainance work at different place within Midnapore Municipality

1. Time schedule of tender procedure:

Sl. No.	Activity	Start Date & Time	End/ Last Date & Time
1.	Issue of tender form from cash counter on deposit of cost of tende form. Cost of each tender form is Rs.300/-	20.11.18 at 11.00A.M	4.12.18 at 2.00P.M
2.	Dropping of sealed tender at concerned section of this office	20.11.18 at 11.00A.M	04.12.18 at 3.00PM
3.	Opening of tender at the chamber of the undersigned	04.12.18 at 3.30PM	-
4.	Technical Evaluation	04.12.18 at 3.30PM	-
5.	Opening of Financial/Price Bid	-	-

N.B. i) In case of any unscheduled holiday/ bundh / strike on aforesaid dated, the next working day will be treated as scheduled date for the purpose.

ii) Tender received by post/mail/courier will not be entertained.

2. Tender Documents:

The tender documents consisting of the following shall be submitted by the tenderer in the following 3(three) separate envelopes:

Sl. No.	Document	Envelope
1.	Earnest Money	Envelope marked – “Bid Security”
2.	Technical Bid with relevant documents, plans and drawing of the work, if any	Envelope marked – “Technical Bid”
3.	Price Bid	Envelope marked – “Price Bid”

Above envelope, as applicable, shall be kept in a big outer envelope, which shall also be sealed. The envelope shall be dropped in tender box placed at concerned section clearly marking the name of agency, name of work and NIT no. On the envelope.

In the first instance, the Envelope marked – “Bid Security” of all the Bidders containing the Bid Security shall be opened. If the Earnest Money is found proper, Technical Bid shall be opened in the presence of contractors. Samples of product offered may be submitted at the time of opening of technical bid. The Financial Offer in Envelop marked – “Price Bid” shall be opened only if the bidders meet the technical criteria.

3. Earnest Money:

Earnest money 2 % as qoted rates against each work will have to be deposited **in favour of the chairman, Midnapore Municipality in the shape of Bank Draft/ Demand Draft payable at Midnapore** in a separate envelope marked – “Bid Security” and the same should be attached along with the tender without which the tender will be rejected. The earnest money deposited by unsuccessful tenderers will be released after conclusion of tender process.

4. Technical Bid: Envelope marked – “Technical Bid” will contain following documents-

Category	Self certified photocopies (to be verified later)
Certificates	PAN Card of the bidder
	GST Registration certificate
	Professional Tax Payment Certificate
Firm/ Company Details	Valid Trade License / Enlistment
	Registration with ROC (if applicable)
	Partnership Deed (if applicable)
Financial Information	Power of Attorney (if applicable)
	Income Tax return for the last year/current year
	Financial Statement of Past years (if applicable)
Credential	Document showing similar type of work experience if any
	Manufacturing License (in case of manufacturer)
	Brochure of the product of products (in case of purchase)

5. Price Bid:

Envelope marked – “Price Bid” will contain Tender Form mentioning quoted price against each item. Rates should be clearly quoted in figures as well as in words in respect of each item in Indian Rupees only. Rate should be quoted inclusive of all Taxes, GST.

The price quoted by bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made. Each page of the tender form must be signed and stamped by the authorized signatory of the bidder.

6. Sample Requirement: One brochure displaying clearly the sample product is to be attached with the tender.

7. Warranty: The goods/articles/equipments supplied by result of the contract/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained / mentioned against each item in the tender document/ supply order. The seller guarantees that the said goods/articles/equipments would continue to confirm to the description and quality aforesaid.

8. Eligibility for participation in tenders:

Bonafide, resourceful contractors, agencies, Indian Organization/ Firms/ Companies, State Registered Co-Operative Societies with credentials in maintenance works of tube wells, pipelines not otherwise blacklisted or debarred by order on the date of publication of NIT are eligible to participate. A prospective bidder shall be allowed to participate in a single job/work either in the capacity of individual or as a partner of a firm. If he or she is found to have applied severally in a single job, all his or her applications will be rejected for that job.

9. Conditional and incomplete tender:

Conditional tender with variable price clause and incomplete tender will not be accepted.

10. Forfeiture of EMD:

Earnest money of the tenderer is liable to be forfeited in case of any false submission / statement. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions the authority is at liberty to forfeit earnest money and take lawful action.

11. Security money/ Performance Deposit:

The EMD of L1 bidder will be converted into Security deposit. After successful completion of entire period of maintenance Security Deposit will be refunded within the three months. No interest is payable on the SD. The whole or part of the security money may be forfeited by the undersigned if the maintenance work is not started immediately or carried out properly as per agreement.

12. Delivery of goods/articles: The articles/goods must be delivered within 7(seven) days of receipt of supply order.

13. Withdrawal / Cancellation policy of the Authority:

The undersigned reserves the right either to accept or to reject any tender without assigning any reason whatsoever. The undersigned is not bound to accept any bid, and its sole discretion reserves the right to annul the selection process at any time prior to the award of job /work without assigning any reason to the bidders and without thereby incurring any liability to the bidders.

14. Payment terms: **A)** Payment against the work/Purchase will be made as per bills subject to availability of Municipal Fund through NEFT/ RTGS/ ECS. No claim to delay in payment will be entertained. **B)** Tax Invoice(s) needs to be issued by the supplier, contractors raising claim under the contract showing separately the tax charged in accordance with the provision of GST Act, 2017. **C)** Income Tax – TDS, GST- TDS as applicable will be deducted as per Rule.

Sl. No.	Name of Item	Quantity	Time
1	a. DSM 100/36+01 Kirloskar Make Horizontal Centrifugal Split Casing Type Pump. Directly Coupled with Kirloskar Make 37 Kw/50 HP, 4 Pole 415 Volt, 3 Phase Motor Complete.	1 No.	5 Days
	b. Installation of labour charges for 50 HP pump and motor all complete.	1 Item	
2	a. 50 HP Base Frame, Coupling Guard.	1 No.	5 Days
	b. Supply for 100 mm dia G.I./ D.I Pipe.	200 Mtr.	
	c. Installation of labour charges for D.I. /G.I. Pipe all Complete.	1 No.	

Chairman

Midnapore Municipality

19.11.18

Memo No. _____

Dated:- _____

Copy forwarded to :-

1) Sabhadhipati, Paschim Medinipur Zilla Parisad, 2. District Magistrate, Paschim Medinipur, 3 SDO Sadar, Midnapore, 4. F.O, Midnapore Municipality, 5. E.O. Midnapore Municipality, 6. Exe Eng, MED, Paschim Medinipur, 7. H.C., Midnapore Municipality, 8. Accountant, Midnapore Municipality, 9. Notice Board, Website of Midnapore Municipality, 10. The Cashier (Receipt) with instruction to issue tender forms to intending suppliers on receipt of cost tender forms during the specified time period as indicated in the tender notice, 11. Editor, Biplabi sabyasachi/ Upatake / Midnapore Times.

Chairman

Midnapore Municipality