

OFFICE OF THE COUNCILLORS OF  
**MIDNAPUR MUNICIPALITY**  
 MIDNAPUR, PASCHIM MIDNAPORE

**NOTICE INVITING TENDER**

NIT NO- 3148/NUM

Dated- 02-03-2020

Sealed tenders (offline) in printed form are hereby invited from all bonafied, resourceful suppliers for Procurement of the under mention electronics equipment, 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 tender form. <b>Cost of each tender form is Rs300/-</b>	03/03/2020 at 11.00 AM	10/03/2020 up to 11.00 AM
2	Dropping of sealed tender at concerned section of this office.	03/03/2020 at 11.00 AM	10/03/2020 at 2.00 PM
3	Opening of tender at the chamber of the undersigned.	11/03/2020 at 12.30 PM	_____
4	Technical Evaluation.	Notified Later	_____
5	Opening of Financial/Price Bid.	Notified Later	_____

N.B. i) In case of any unscheduled holiday / bundh / strike on aforesaid dates, 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	Envelope marked-"Technical Bid"
3	Tender Form --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. Financial bids of only those products will be opened whose samples are found fit as per technical specification. The Financial Offer in Envelope marked-"Price Bid" shall be opened only if the bidders meet the technical criteria.

**3. Earnest Money:**

Earnest Money as per list should be deposited in favour of the Administrator, Midnapore Municipality in the form of Bank Draft/ Demand Draft payable at Midnapore in a separate envelope marked "Bid Security" without which the tender will be rejected. 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
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)
	Power of Attorney (if applicable)
Financial Information	Income Tax return for the last year/current year
	Financial Statements of past years (if applicable)
Credential	Manufacturing License (in case of manufacturer)
	Document showing similar type of work experience if any
	Brochure of the product or products (if applicable)



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**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. Make and Brand name of material must be mentioned.

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. 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. A certificate for warranty is to be submitted separately.

**7. Conditional and incomplete tender:**

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

**8. 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 the authority is at liberty to forfeit earnest money and take lawful actions.

**9. Delivery of goods/articles:** the articles/goods must be delivered within 3(three) days of receipt of supply order and items should be installed immediately after supply of goods. All installation charges to be included with quoted rate.

**10. 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.

**11. 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 provisions of GST Act,2017. C) Income Tax-TDS, GST-TDS as applicable will be deducted as per Rule.

Sl No	Name of suppleable electronics equipment	Quantity(Minimum)	EMD (Rs)	Time of Supply	Price of each tender form
i)	Wooden Chair with arms	05	5000/-	7 days	300/-
ii)	Visitor's Chair with arms and cushion.	16			
iii)	Office Table (5'x3') Drawer both side	06			
iv)	Table Glass (5'x3') standered	03			
v)	Table Cloth (5'x3') Standered	05			
vi)	Patient Seating Chair (3 seater steel)	06			
vii)	Steel Stair (Standered)	03			
viii)	Lab Table (Drawer both side)	01			
ix)	Doctors Chair (High back lift, revolving with arms & cushion	02			
x)	Medicine Box (wooden stand 5'x3' Table & Box 2'x2')	03			
xi)	Carpet (18'x11') Standered	01			
B:- All rate of the item should be quoted in unit No's. quantity including all taxes and GST with installetion/transportation charge.					



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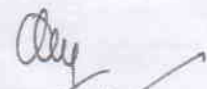
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**MIDNAPUR MUNICIPALITY**  
M I D N A P U R , PASCHIM MIDNAPORE

Memo No- 3148/NUM

Dated- 02-03-2020

Copy to the-

- 1.Sabhadhipati,Paschim Medinipur Zilla Parishad, 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 of tender forms during the specified time period as indicated in the tender notice. 11. Editor, Biplabi Sabyasachi/Upataka/Midnapore Times.

  
**Administrator**  
**Midnapore Municipality**  
  
 29/2/20