



**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**  
**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

Memo no. –KDHM/22/IT/19-20

Date. – 31.07.2019

NOTICE INVITING e-TENDER NO: \_ KDHM/22/IT/19-20

1. On behalf of the board of councilors, The Chairman, Khardah Municipality, invites e-Quotations (electronic tender process), to obtain a rate from manufacturer / supplier / Dealer / Vendors / Stockist of I.T. Products for supply of different type IT Products, Printer Cartridges / Toners (**Refurbishing**) for the Financial Year 2019-2020 as and when required basis as per requirement strictly according to the technical specifications as well as the terms & conditions given in the Annexure-I, for Khardah Municipality. Rate should be quoted inclusive of all taxes & delivery charges at site. Time to time supply order will be issued by “The Chairman, Khardah Municipality” as per their requirement.

Details of quotation with necessary requirement towards submission/ download of Quotation Papers will be available from website:-<http://etender.wb.nic.in> or <http://wbtenders.gov.in> indirectly with the help of Digital Signature Certificate (DSC).

2. Applicants willing to take part in the process of e-Quotationing will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> using the option — click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Quotation submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
3. Intending Quotationer/ Suppliers can search and download **NI e-T** and other Quotation documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of Quotation documents electronically.
4. For participating in the Quotation, the Quotationer shall have to pay the Earnest Money as specified in this NIeB shall be paid by online Internet Bank transfer or NEFT or RTGS (as per GO No. 3975-F (Y) dated 28.07.2016 of Finance Deptt., Govt. of West Bengal. Every such transfer shall be done on or after the date of publish of NIeB. Any bid without such transfer of Earnest Money (Except exemption as per G.O.) shall be treated as informal & shall be automatically cancelled. Online transfer of Earnest Money receipt have to be uploaded as statutory document (Scanned Copy).
5. **Eligibility criteria for participation in Quotation:-**
  - i) Manufacturers should have Valid PAN no., Certificate of Provisional GST Registration/GST Registration Certificate, Professional Tax Receipts.
  - ii) A declaration in the form of Affidavit in a non-judicial stamp paper of Rs. 100/- duly affirmed before a Notary Public/1st Class Magistrate should be submitted which must include the following declaration



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- a) That all the documents submitted by me/our/M/S ..... are authentic.
- b) That I/We/M/S ..... has not been /Debarred/Delisted/Blacklisted / Disallowed by any Govt. Deptt. / Gov. Undertaking/ Statutory Body/ Municipality/ Municipal Corporation and of the like Govt. Bodies in IT product supply tender in India as on date of submission of Tender.

If any such case is declared in the Affidavit or otherwise discovered, the applicant's tender shall be cancelled summarily without assigning any reason whatsoever.

- c) Complete history of all litigations regarding Debarment/ De-listing/ Blacklisting/ Disallowance by any Govt. Dep't. / Gov. Undertaking/ Statutory Body/ Municipality/ Municipal Corporation and of the like Govt. Bodies in IT products & accessories supply tender in India during last three years from the date of submission of tender

Depending on the disclosures, the Tender Inviting Authority shall exercise its sole discretion to accept or not to accept the Technical Bid and qualify the tenderer for opening its Financial Bid. The tenderer will however be given a suitable opportunity to offer its explanation before any such action is taken.

- iii) Uploading of scanned copies of Pan Card, Income Tax Return receipts, Professional Tax receipts, Certificate of Provisional GST Registration/GST Registration Certificate & scanned copy of Affidavit in the Technical Proposal as Non Statutory Documents.

- iv) All Suppliers/ Quotationer should have to upload only their self-attested copies of the requisite documents in the website for submitting their Quotation.



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TABLE-1

6.DATE, SCHEDULE & DESCRIPTION OF WORK/MATERIAL

A. a)	Description of Material	:	As per Annexure - I
b)	Manufacturers / Suppliers eligible for submission of rate		<ul style="list-style-type: none"><li>Manufacturers / Suppliers should have Valid PAN no., Certificate of Provisional GST Registration/GST Registration Certificate &amp; Professional Tax receipt.</li></ul>
c)	Name & Address of the IT Coordinator	:	IT Coordinator, Khardah Municipality
d)	Price per copy of the set of quotation documents	:	NIL
e)	Documents require to be submitted along with Technical Bid		<ul style="list-style-type: none"><li>i) Valid PAN No., Certificate of Provisional GST Registration/GST Registration Certificate, Professional Tax Receipt &amp; Income Tax Return (last 3 FY).</li><li>ii) Organizational Structure, Annual Report and audited Balance Sheet of last 3 financial years.</li></ul>
f)	Security Deposit		Rs. 2,000.00 (Rupees Two Thousand Only)
g)	Tender Fees		Rs. 200.00 (Rupees Two Hundred Only)
h)	Rate Contract	:	1 (One) Year from the date of agreement
B:-	<b>Date and Time Schedule as follows :</b>		
i)	Date of uploading of e-NIT, and Quotation Documents online (Publishing Date)		02/08/2019 at 12.00 noon
ii)	Document downloaded / sale start date (on line)		02/08/2019 from 12.00 noon.
iii)	Quotation submission start date (on line)		02/08/2019 from 12.00 noon.



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iv)	Quotation submission closing date (on line)		09.08.2019 till 3.00 pm
v)	Quotation opening date for Technical proposals (on line)	:	12.08.2019 at 3.30 pm
vi)	Date of uploading list for Technically Qualified Quotationer (on line)	:	To be notified later on.
vii)	Date and place for opening of Financial proposals (on line)	:	To be notified later on.
viii)	Approximate quantity of Supply	:	As per Requirement
ix)	Supply order issuing authority	:	The Chairman, Khardah Municipality
x)	Authority who will receive the material and make payment of supplied material.	:	The Chairman, Khardah Municipality

**NOTE :** 1. In case of Bundh /strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. B) v) to vii) of Table-1.

#### 7. Submission of Quotations :

##### 7.1 General process of submission

Quotations are to be submitted online through the website, in two folders, at a time for each work, one is for Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

##### a. Statutory Technical folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no., fax & e-mail.
- ii) Scanned copy of Online Banking/NEFT, RTGS details towards Earnest Money Deposit (EMD) / Security Deposit as prescribed in the NIT against each serial of work if applicable, against in favour of the Chairman, Khardah Municipality.
- iii) Notice Inviting e-Quotation.
- iv) B O Q /Price Schedule

**Note:**

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and



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- digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
  - iii. Tenders will be summarily rejected if any item in the statutory cover is missing.

**b. Non-Statutory Technical cover containing,**

- i. Up to date Professional Tax (PT) Clearance receipts, PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Certificate of Provisional GST Registration/GST Registration Certificate.
- iii. Balance Sheet of last year.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. Certificate of Provisional GST Registration/GST Registration Certificate 2. PAN Card 3. P Tax (CHALLAN) 4. Income Tax Return receipts 5. Credential Certificate 6. Pre Qualification Application (Form I)
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)

**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE QUOTATION LIABLE TO REJECT.**

**9. Financial Proposal**



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- i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the Quotationer is to quote the rate (for individual item separately) online.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

**10. Penalty for suppression / distortion of facts:**

If any Quotationer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Quotationer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Khardah Municipality may take appropriate legal action against such defaulting Quotationer. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the Quotationer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

**11. Rejection of Tender**

The employer(Tender accepting authority) receives the right to accept or reject any Quotation and to cancel the quotation process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Quotationer or any obligation to inform the affected Quotationer of the ground for employer's (Tender accepting authority) action.

Executive Officer,

Khardah Municipality



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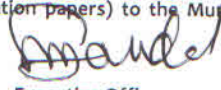
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**Other Important Terms & Conditions:-**

- A) The detailed N.I.T, documents and other relevant particulars may be seen by the intending quotationer during office hours within the date mentioned above in the office of the Councillors, Khardah Municipality. The offered rate, if accepted, should be valid for 1 (one) year from the date of formal agreement in the WBF 2908 form in that regard. Successful agency shall have to make an agreement (in two copies) with the Khardah Municipality on receipt of Letter of Acceptance cum Work Order. Intending Quotationer, if desire may visit the Municipal office on working day to obtain the WBF 2908 form after due application to the authority.
- B) The materials are to be supplied in accordance with the procurement programme of the Khardah Municipality who would issue the supply order as per the terms and conditions as laid down hereunder and the payment will be made by them as per the actual materials supplied with entire satisfaction of those authorities.
- C) Supply order shall be issued by the Chairman, Khardah Municipality who will take supply of the materials and 100% payment shall be made by him on prorata supply of materials.
- D) If the agency fails to supply the materials as per the demand placed by the municipality, penal action in the form of forfeiture of earnest money, as decided by the authority, will be imposed on the agency and the decision of the authority will be conclusive and binding. In case of failure of supply of materials (Approved Quality), the Chairman, Khardah Municipality shall be empowered to invoke the Security Money / Earnest Money deposited in favour of him.
- E) Regarding quotations for Technical & financial The Decision inviting Authority of Khardah Municipality shall be final & binding on the applicants in this regard.
- F) The authority reserves the right to accept or reject any or all offer without assigning any reason.

G) It is to be noted that Finance Department Notification No. 10500-F dt. 19th Nov. 2004 shall be applicable for finalization of tender. As per notification of Finance Deptt. (10500-F dated 19.11.2004), the State Based Manufacturing of medium & large scale Industries will be given 10% price preference over large & medium unit & SSI units of other states & All Registered SSI units of the State are to be given 15% price preference vis-à-vis large and medium scale Industrial Units and other SSI units located outside the State. However the price preference is allowed only for the purpose of selection, but once a unit is selected on the basis of such preferences it has to agree to execute the work or make supplies at the lowest valid price bid failing which orders will be placed with the organization/ firms offering the lowest valid price. The term "State- Based Unit" means and includes the unit whose major manufacturing unit (if it has got more than one unit) is situated within the state.

Successful agency shall have to make an agreement (in two copies) with the Khardah Municipality, in the prescribed pro-forma by depositing @ Rs. 1000/- (Rupees one thousand only.) for cost of each tender form in cash stating that the agency is agreeable to supply the Pipe materials as and when require (as per the rates quoted and terms and conditions laid down in the quotation papers) to the Municipality with in the Municipal/Adjoining areas (as the case may be).

  
Executive Officer

Khardah Municipality.

**Executive Officer**  
**Khardah Municipality**

**ANNEXURE - I**

Sl. No.	Item(s) Description	Brand	Model
	<b><u>Refurbishing</u></b>		
1	Canon iR2320L A3 – Mono MFP	Canon	NPG – 28
2	HP DeskJet All-in-One Printer - A4 (Model: K-209A Colour)	HP	703 Black 703Tri-Col.
3	HP Colour DeskJet Printer - A4 (Model: HP 2515 Ink Adv. A-I-O)	HP	678 Black 678 Tri-Col.
4	EPSON - L455 Colour DJ Printer (A4-Size Multifunction Colour DeskJet Printer -- Barrel Ink Container Model)	EPSON	664 Black - Large/Small 664 Cyan – Large/Small 664 Magenta Large/Small 664 Yellow - Large/Small
5	EPSON - L1455 Colour DJ Printer (A3-Size Multifunction 4-In-1 Colour DeskJet Printer -- Barrel Ink Container Model)	EPSON	774 Black - Large Size 664 Cyan – Small Size 664 Magenta Small Size 664 Yellow - Small Size
6	SAMSUNG ML-2851ND (A4) Mono LaserJet Network Printer	SAMSUNG	ML-D2850A / ML-D2850B
7	HP LaserJet 1007 / 1008	HP	88A
8	HP LaserJet - M1005 MFP/ M1136 MFP/ 1012/ 1018/ 1020/ 1020 Plus/ Canon Mono LaserJet 2900B	HP / Canon	12A / 303
9	TVS MSP 345 STAR (136 Col.)	TVSE	
10	TVS-345 Champion XL (136 Col.)	TVSE	

**\* NOTE :-**

1) In case of the Item Sl. No. 2, 3, 4 & 5, the selection of L1 Vendor has been determined upon the Net Quoted Price of all the same series of all Inkjet Cartridges (black & colours) of the corresponding Colour Inkjet Printers.

2) In case, any of the Item from the above, we do not have any quoted price from all the aforementioned four nos. of eligible participating vendor and under this circumstances, we may retailing those items as and when our departmental requirements on the best market price upon the prior administrative approvals.

3) All the Dot Matrix Printer Cartridge Refurbishing should be made by Tracing Ink upon the Silk Ribbon only.

4) All the Printer Cartridges / Toners should be delivered with the air-tight sealed cover after Refurbishing Work.

5) The term Refurbishing of the Printer Cartridges / Toners means, proper refilling work after replacing existing Drums, Blades, Chips and other components, except the External Body of the issued Cartridges / Toners.





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**FORM – I**  
**SECTION – B**  
**PRE-QUALIFICATION APPLICATION**

To  
The Executive Officer  
Khardah Municipality,  
Khardah, North 24(PGS)  
Kol-700117

Name of Work: .....

E- tender notice no: .....

S l. No:..... Dear Sir, Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf .....of in the capacity .....duly authorized to submit the order. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that: 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project. 2) Tender Inviting & Accepting Authority reserve the right to accept full or part of the tender or reject any/or all tender(s) and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. Also the Authority of Khardah Municipality reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

Enclosure(s): e-Filling -  
1) Statutory Documents.  
2) Non Statutory Documents.

Date : .....

Seal and Signature of the Tender

*Prasanna*

Executive Officer  
Khardah Municipality  
Executive Officer  
Khardah Municipality