



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

No: Kdl/m/558/19

Date: 14/8/19

QUOTATION NOTICE

Sealed Quotations are hereby invited from reputed, reliable, resourceful and experienced manufacturers / dealers / vendors of I.T. Products for supplying and installation of A-4 Size Branded Mono LaserJet Multifunction Printers with Associated Peripherals & Accessories (preferably, HP-M1005 MFP), required from Charubala & Morolpara HAU as well as the Dept. of Special Secretary of Khardah Municipality from earliest possible date, under the Head of A/c of "NUHM Fund & 14th Finance Commission Fund" of Khardah Municipality, as per the administrative approval of our Official Note Sheet, vide Dated: 06-08-2019, strictly according to the specifications and the terms & conditions furnished below –

Sl. No.	Item Description	Qty	Warranty	Unit Price (In ₹)
1.	Supplying and installation of A-4 Size Branded Mono LaserJet Multifunction Printers with Associated Peripherals & Accessories (preferably, HP M1005 Mono MFP) on 1-1-1 years onsite comprehensive commercial OEM warranty.	03 Nos.	1 – 1 – 1 Years	Vendor To Specify
NET AMOUNT (In Words) →				

The Quotationer(s) should be dropped their Filled-up Quotation Documents at the Tender Box of Khardah Municipality, addressed to The Chairman, Khardah Municipality, B. T. Road, Khardah, Kolkata – 700117 and clearly marked as "Quotation for Supply & Installation of A-4 Size Branded Mono LaserJet Multifunction Printers" under the Head of A/c of NUHM Fund and 14th Finance Commission Fund of Khardah Municipality along with our published Quotation No. and Corresponding Date as per our official quotation schedule, mentioned below. Furthermore, it is stated that the Municipality does not bind itself to accept the lowest Quotation and resume the exclusive right of accepting / rejecting any without showing any reasons.

QUOTATION SCHEDULE

Last Date & Time to dropping the Sealed Quotations:	20-08-2019 (02:00 P.M.)
Date & Time for opening of the Sealed Quotations:	20-08-2019 (04:00 P.M.)
Place for opening of the Sealed Tenders:	Chamber of The Executive Officer
Contact Persons:	The I. T. Coordinator, Khardah Municipality
Contact Telephone Numbers:	033-25533060 / 033-25834943
Official Email:	khardahmunicipality@yahoo.co.in
Address of Communication / Further Assistance:	As Stated Above (within normal office hours)

ITC/-

PHONE: 2553-3060 / 2583-4943 ★ FAX: 2563-1171

Email: khardahmunicipality@yahoo.co.in

Website: www.khardahmunicipality.in



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NECESSARY TECHNICAL INFORMATION FOR THE ELIGIBLE QUOTATIONER(S)

- 1) Make and Model No. of the Supplied Item(s) :
- 2) FRU / PART No. of the Supplied Item(s) :
- 3) Product Information (for each Relevant Devices / Accessories) :
- 4) Detailed Technical Specification (for each Devices / Accessories) :
- 5) Software & Hardware Support Covers :
- 6) Operation & Maintenance Covers :
- 7) Any Other Additional Offers From The OEM / Vendor :

TERMS & CONDITIONS

- 1) The intended vendors should furnish the Quotations on their company letter head, containing authorized signatures on all the pages and a **Earnest Money Deposit of ₹2,000/- (Rupees Two Thousands only) in form of Bank Draft, in the name of - The Chairman, Khardah Municipality, Payable at Kolkata** thereof and will have to be dropped the same in sealed envelopes, addressed to **The Chairman, Khardah Municipality, B. T. Road, Khardah, Kolkata - 700117** and clearly marked as **"Quotation for Supply & Installation of A-4 Size Branded Mono LaserJet Multifunction Printers" for Various Departments / Sub-office / Personnel under the Head of A/c of "NUHM Fund & 14th Finance Commission Fund" of Khardah Municipality** along with our published Quotation No. and Corresponding Date, strictly on and before **20/08/2019, 02:00 PM** at the Tender Box of our Municipal Office, within normal office hours. All the EMDs from the non-qualified Bidder will be refunded within 30 days from the date of selection of L1 Bidder as well as awarding Final Work Order to the L1 Vendor.
- 2) The vendor should be a Registered Company along with an Authorised Dealer (AUD) / Dealers / Agencies / Service Providers of OEM in respect to the quoted items.
- 3) The Tenders submitted should also contain photo copies of certificate of applicability of Valid Trade License Certificate, I. Tax Clearance Certificates, Business PAN, GST-IN and Other Essential Credentials, etc.
- 4) The rate offer on the quoted items should be inclusive of all shorts of taxes & duties, delivery, installation and other incidental charges, if any.
- 5) The quoted documents from the participants should be submitted neatly and all corrections, over-typing should be attested with their official seal.
- 6) The final decision would be based on the technical capacity and pricing. Khardah Municipality does not bind itself in selecting the firm offering lowest prices.
- 7) Khardah Municipality reserves the right to reject any or all the quoted documents from the participants without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of Tender as deemed necessary in the best interest of this Municipality itself as well as Government of West Bengal for good and sufficient reasons.
- 8) During the evaluation process, this Municipality reserves the right, to request additional information or clarification from the Tenders. Such request and response to the same shall



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be purely of a clarifying nature, with no impact on the substantive content, quality or cost of the services offered.

- 9) The Bidder to be awarded for L1, should bring all necessary equipments & machinery, required manpower, etc for execution the said job with their own cost and liabilities.
- 10) The items in sealed pack **should be delivered by the L1 Bidder, within 07 days from the date of receipt of the supply order** along with the User Manuals / Other essential Accessories / Any Other Offered Items from the manufacturer / vendor end, etc.
- 11) The L1 Bidder should provide the **official proof for commercial and comprehensive on-site replacement or maintenance warranty including labour & parts of the quoted items for the entire periods of 01-year including both the Hardware & Software parts supplied from the date of final installation** and also furnish the detailed configurations and technical specifications of the quoted items along with the product Serial No., FRU No. and Model Type of the same **on their Official Letter Head.**
- 12) The L1 Bidder to be awarded for work order, should attend and provide necessary support and service delivery on each complaint received at our municipal office within 24-HRS (Verbal / Written / Mail), as and when required during the entire warranty period, offered from the OEM at free of cost.
- 13) The payment of the entire order value will be released in favour of the L1 Bidder, only after the delivery & successfully installation of the said items and submission of the Care Packs / Support Packs / Warranty & Maintenance Proof as per OEM along with other essential Accessories, Media Kit, Any Other Offers from the OEM / L1 Vendor, etc.
- 14) A **Security Deposit, amounting 10% of the Net Bill Amount, subtracting by the Earnest Money Deposit of ₹2,000/-, i.e. (10% of the Net Bill Amount -- EMD of ₹2,000/-) of the L1 Vendor will be retained** by this municipal office for the Next Three (03) Months from the date of successful installation and only release the remaining 90% of the Net Bill Amount of the L1 Vendor now, within 30 days from the date of submission of their Final Invoice along with the Completion Certificates from the concern depts.
- 15) No sub-contract or Outsourcing of full / part of the above job will be entertained or allowed and the violation of the same and if proven, will / shall be penalized from the jurisdiction of Calcutta High Court and the entire remaining payments, if any, will be summarily forfeited.
- 16) The L1 Bidder should confirm the acceptance of all 'Terms & Conditions' relating to payment terms, warranty, delivery, validity etc. furnished in our Tender Notice. Offer by the Tenders not conforming to the terms and conditions as published in our Tender Notice and hence explicitly will be rejected. Failure of any one of the stated "Terms & Conditions" may causes to forfeit the entire Security Deposit or part of the same thereof.

SD/- TAPOSH PAUL
Chairman
Khardah Municipality

ITC/-

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Copy forwarded for information and necessary action to:

- 1) The District Magistrate, Barrackpore, North 24 Parganas
- 2) The Sub-Divisional Officer, Barrackpore, North 24 Parganas
- 3) The Project Director, CMU (SUDA)
- 4) Executive Officer, Khardah Municipality
- 5) The Finance Officer, Khardah Municipality
- 6) The Special Secretary, Khardah Municipality
- 7) The Asst. Engineer (PWD), Khardah Municipality
- 8) The Health Officer, Khardah Municipality
- 9) The Head Clerk, Khardah Municipality
- 10) The I. T. Coordinator, Khardah Municipality
- 11) The Accountant, Khardah Municipality
- 12) The Central Store, Khardah Municipality
- 13) The Notice Board of the Khardah Municipal Office
- 14) The Official Website of the Khardah Municipality


Chairman
Khardah Municipality
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