



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

No . KDHM/46/ASSESSMENT/QTN/22-23

Date. 21.11.2022

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited from reputed, reliable, resourceful and experienced manufacturers / dealers / vendors for supplying and installation of Branded High-speed A4-Size Professional ADF Document Scanner and Multifunctional (Scan-Copy-Print) A4-Size Mono LaserJet Network Printer according to the specifications and terms & conditions furnished below for assessment department of Khardah Municipality

Sl. No.	Item details	Qty.	Amount
1.	Supplying and installation of Branded High-speed A4-Size Professional ADF Document Scanner (preferably, HP / Canon or Equivalent – Commercial Model) Complaint with up to 35 ppm Simplex and 70 ipm Duplex Scan Speeds, up to 50-page ADF, minimum 3000 pages Duty Cycle per day, USB 3.0 Connectivity & Energy Star 3.0 Certified with onsite comprehensive OEM warranty.	01 No.	
2.	Supplying and installation of Branded Multifunctional (Scan-Copy-Print) A4-Size Mono LaserJet Network Printer Complaint with up to 21 ppm (black) Print Speed, USB, Ethernet & Wi-Fi Connectivity with onsite comprehensive OEM warranty.	01 No.	

Quotations are to be enclosed with quotation paper, the valid Trade Licence, GST No., and Pan. All Rates should be quoted inclusive of all Taxes and all other charges. The Municipality reserves the right to accept or reject any quotation or part thereof.

The last date of receiving quotation paper is 28.11.2022 up to 2.00 pm. and will open on the same date at 3.00 pm.

TERMS & CONDITIONS

1. Supplying and installation of all the aforesaid items will be a single transaction with the successful Vendors / Agencies only; i.e. **the transactions of all the stated items will not be separated and the evaluation will be based on Net Amount only.**
2. The vendor should be a Registered Company with preferably be an Authorised Dealer (AUD) / Dealers / Agencies / Service Providers of OEM in respect to the quoted items.
3. The Quotations 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 sorts 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 Quotations. 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 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.
 12. 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 Duly Signed Vendor's Installation Certificate, 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.
 13. **A Security Deposit, amounting 03% of the Net Bill Amount of the L1 Vendor will be retained** by this municipal office **for the entire OEM Warranty Period from the date of successful installation as per rule and release only the 97% of the Net Bill Amount of the L1 Vendor within 21 days from the date of submission of their Final Invoice. The retained 03% of the Bill Value will only be refunded after successful completion of the entire OEM Warranty Period with the prior submission of an official prayer for refund the same from the L1 Vendor.**
 14. 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.
 15. 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 Quotations 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.

Nilu Sarkar
Chairman
KHARDAH MUNICIPALITY
Chairman
Khardah Municipality