



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

No: Kah(m)/1400/24

Date: 29.07.2024

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited from reputed, reliable, resourceful and experienced computer vendors / suppliers / service providers for Conversion of Financial Accounting (PUROHISAB) Data Access Database to SQL-Server Database for Khardah Municipality on our administrative approvals to execute the stated work, strictly according to the specifications and terms & conditions furnished below –

| Sl. No. | Item details | Qty. | Rate/Unit | Amount |
|---------|---|-----------------------|-----------|--------|
| 1. | Conversion of Financial Accounting (PUROHISAB) Data Access Database to SQL-Server Database. | From 1 Server ST50 | | |
| 2. | Installation of Operating System 2022 server in server ST50 SQL Server. | | | |
| 3. | Installation & Configuration of SQL Server software. | | | |
| 4. | Configure all user from the server & Clients Machine. | | | |

The Bidder(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 Conversion of Financial Accounting (PUROHISAB) Data Access Database to SQL-Server Database for Khardah Municipality**” along with our published **Quotation No.** and **Corresponding Date** as per the Quotation Schedule, furnished herewith. 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: | 06.08.2024 (02:00 P.M.) |
| Date & Time for opening of the Sealed Quotations: | 06.08.2024 (03:00 P.M.) |
| Place for opening of the Sealed Quotations: | Chamber of The Executive Officer |
| Contact Persons: | The I. T. Coordinator / The Accountant |
| 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) |

TERMS & CONDITIONS

- 1) The intended vendors should furnish the Quotations on their company letter head, containing authorized signatures on all the pages, clearly marked as “**Quotation for Conversion of Financial Accounting (PUROHISAB) Data Access Database to SQL-Server Database for Khardah Municipality**”

SR/-

PHONE: 2553-3060 / 2583-4943 ★ FAX: 2563-1171
Email: khardahmunicipality@yahoo.co.in
Website: www.khardahmunicipality.in



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

along with our published **Quotation No. and Corresponding Date, strictly on and before 06/08/2024, 02:00 PM** at the **Tender Box of our Municipal Office**, within normal office hours.

- 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 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 10% of the Net Bill Amount of the L1 Vendor will be retained** by this municipal office **for six (06) months from the date of successful installation as per rule**



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

and release only the 90% of the Net Bill Amount of the L1 Vendor within 21 days from the date of submission of their Final Invoice. The retained 10% of the Bill Value will only be refunded after successful functioning of the supplied item(s) for the period of six (06) months with the prior submission of an official prayer for refund 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