

OFFICE OF THE BOLPUR MUNICIPALITY
BOLPUR, BIRBHUM

Chairman : Sri Susanta Bhakat
Vice Chairman: Sri Naresh Chandra Bauri
Website: www.bolpurmunicipality.org

Tel No : 03463 252501
Nanoor Chandidas Road, Bolpur
Email: municipalitybolpur@gmail.com

Memo No: 1286/BM/2019-20

Dated : 25-10-2019

NIQ No. 07/BM/Store/NULM/2019-20 dated 25-10-2019

Rate Contract for Supply of Stationery materials for Training

Bolpur Municipality invites rate quotation in sealed envelope from the reputed Supplier for entering into rate contract for supply of different “**Stationery/ Training materials**” for training of SHE member under DAY-NULM Bolpur Municipality for the period **upto 31st Mar’2020**.

Activity	Date & time
Date & Time of Publication	25-10-2019 (01.00 pm)
Last date & time of dropping sealed quotation	07-11-2019 (01.00 pm)
Opening date and time of quotation	07-11-2019 (03.00 pm)

- Following documents in a sealed envelope and clearly mentioned name of the supply along-with NIQ reference and shall be submitted by the bidder to drop box placed at the chamber of the Executive Officer
 - Duly filled up Application Form (Format I attached)
 - Valid GST Registration, PAN Card, Up to date Trade License, Professional Tax Certificate.
 - Registration of ROC, Partnership deed (if applicable)
- Bid shall be opened in the presence of the representative of the bidders at the chamber of the Executive Officer. **Sample of the product of which rate offered with best quality must be submitted at the time of opening the bid.** Financial bids of those product will be opened whose samples are found fit after acceptance by the purchase committee
- Detail terms & Conditions and List of items are displayed at Notice board and website of the Bolpur municipality www.bolpurmunicipality.org
- Bid application form provided free of cost and available at Bolpur municipality website.

Sd/-

Chairman

Bolpur Municipality

Dated: 25-10-2019

Memo No: 1286/(8)/BM/2019-20

Copy forwarded for information and for wide circulation:

1. The Sabhadhipati Birbhum Zilla Parisad, Birbhum
2. The District Magistrate, Birbhum
3. The S.D.O, Bolpur Sub-Division
4. EO cum Convener of the Purchase committee
5. Storekeeper of municipality
6. IT Coordinator to put up the Notice on the website
7. HC to display to Notice board of municipality
8. Office File/ Notice board Bolpur Municipality

Sd/-

Chairman

Bolpur Municipality

Terms & Conditions

- 1) **List of Item:** The detailed list of items under rate contract is provided in Annexures.
- 2) **Validity of Contract:** For a period **upto 31-03-2020** from date of contract/Agreement subject to condition of satisfactory performance.
- 3) **Bid Price :** The rate should be quoted inclusive of all other charges and taxes excluding GST. GST as applicable. The rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any reasons. Price quoted with variable rate basis (range) shall not be entertained.
- 4) Joint venture will not be allowed to participate in the above contract.
- 5) There shall be separate/individual supply order based on the necessity of the municipality. The bidder shall be obliged to supply the items on the same rate as quoted throughout the contract period.
- 6) **Delivery period:** Delivery of items to the **Stores of the municipality /Specific department (if required)** with proper Challan and 3(three) copies of Tax Invoice/bill of supply in proper format mentioning details to be raised thereafter. Supply must be **made within 7 days** of the acceptance of supply order as per **point no.5**
- 7) **Condition:** Each item must be supplied in good condition, subject to replacement of faulty pieces immediately.
- 8) **Performance Security :** Performance security to be deducted from bill and to be maintained @2% of the total value of the supply during the period for the entire period of contract plus sixty days.
- 9) **Payment terms :** Payment shall be made only after satisfactory delivery and acceptance of the goods. All payment to be in DBT mode after deduction of all statutory dues & taxes. Supplier has to provide necessary bank details for the same.
- 10) **Bid application :** Bid application form provided free of cost and available at the bolpur municipality website www.bolpurmunicipality.org
- 11) **Execution of Agreement:** Successful bidder whose bid is approved and accepted as lowest will have to execute an agreement with the office of the undersigned in a Standard form on a Non Judicial stamp paper of Rs.10/-only for the proper performance of the contract within 3(three) days of receipt of Letter of Acceptance failing which communication of acceptance shall automatically stand cancelled.
- 12) **Cancellation of Contract:** This office reserves the right to cancel the contract and suitable legal actions such as black listing/debarring may be initiated along with forfeiture of security as deemed appropriate on the following circumstances:
 - a) The successful bidder commits a breach of any terms & conditions of the Contract.
 - b) The bidder has made misleading of false representation in forms, statements and attachments submitted in proof of the eligibility requirement.
 - c) The performance regarding execution of the contract made by the selected bidder is found to be unsatisfactory.

- 13) Jurisdiction of Courts in case of dispute:** These terms and condition/Contract are governed by laws of West Bengal for the time being in force, irrespective of the place of delivery, place of performance or place of payment under the contract, the contract shall be deemed to have been at the place from which the acceptance of bid have been received.
- 14)** The Authority reserves the right to reject any quotation without assigning any reasons thereof.

Sd/-

Chairman
Bolpur Municipality

Format -I
Bid Application Form

Date:

Ref No.

From..... (insert the name of the Bidder)

Tel :

Email:

To

The Chairman

Bolpur Municipality

Bolpur

Sub: Response to dated..... **for Supply of Stationery /Training materials** for the period upto 31st March 2020 from date of contract/Agreement

Dear Sir,

I/We am/are undersigned having read examined and understood in detail and abide by, the Tender/Quotation document, hereby submit our response in connection with the aforesaid supply of items.

It has been certified that all information provided in the form, statement and attachment is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged / tampered documents are produced with the Application form for gaining unlawful advantage.

In case it is established that any misleading of false representation in forms, statements and attachments submitted in proof of the eligibility requirement, the authority has a right to cancel the contract and suitable legal actions such as black listing/debarring may be initiated along with forfeiture of Security as deemed appropriate.

Yours faithfully

..... (Authorized signatory of the Bidder with seal)

Name of the Items	Estimate per unit or Brand Name	Rate per unit (Rs)
Platic Folder (প্লাস্টিক ফোল্ডার)	Best quality within Rs.15/-	
Copy or writing pad (খাতা)	Best quality within Rs.15/-	
Pen (পেন)	Best quality within Rs.10/-	
Graphite pencils (পেনসিল)	Best quality within Rs.3/-	
Eraser (রাবার)	Best quality within Rs.3/-	
Sharpner (সার্পনার)	Best quality within Rs.3/-	
White Board Light Marker pen (মার্কার পেন)	Luxor	
White Board Light Marker pen (মার্কার পেন)	Faber Castell	
White Board Duster (ডাস্টার)	Oddy white board Eraser	
White Board Duster (ডাস্টার)	2 pen holding whiteboard Eraser	

Signature of bidder with seal