

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: 1287/BM/2019-20

Dated : 25-10-2019

NIQ No. 08/BM/Store/2019-20 dated 25-10-2019

Rate Contract for Supply of Computer Stationeries

Bolpur Municipality invites rate quotation in sealed envelope from the Supplier/dealer/Venders/distributors for entering into rate contract for supply of “**Computer Stationeries**” for the various sections of the Bolpur Municipality for the period **upto 31st Mar’2020**.

Activity	Details
Date & Time of Publication	25-10-2019 (01.00 pm)
Last date & time of dropping sealed quotation	13-11-2019 (01.00 pm)
Opening date and time of quotation	13-11-2019 (03.00 pm)
EMD	Rs. 1,000/- (Rupees One thousand) only in the form of Demand draft in favour of “Chairman Bolpur Municipality”

- Bid with necessary documents in a sealed envelope clearly mentioned name of the supply along-with NIQ reference and shall be submitted by the bidder to the **drop box placed at the chamber of the Executive Officer** of the Bolpur Municipality.
- Bid shall be opened in the presence of the representative of the bidders at the chamber of the Executive officer
- 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

Memo No: 1287/(6)/BM/2019-20

Dated: 25-10-2019

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. IT Coordinator to put up the Notice on the website
6. HC to display to Notice board of municipality & Office file

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 charges and taxes excluding GST. GST as applicable. The rate offered 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 (range) shall not be entertained.
- 4) **Submission of documents:** All intending bidders are requested to submit attested copies of the following along-with the Quotation.
 - a) Duly filled up Application Form (Format I attached) on the letter-head of the vender/Supplier/distributor.
 - b) Valid GST Registration Certificate, PAN Card, Up to date Trade License, Professional Tax Cert.
 - c) Earnest money in the form of Bank draft of Rs.1,000/- in favour of “Chairman Bolpur municipality”
Quotation received without EMD will be invalid and will be summarily rejected.
 - d) 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 **Store of the Municipality** 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) **Warranty of the Item:** Item must be supplied in good condition, subject to replacement of faulty pieces and also the items must be having its manufacturing date intact. All warranty card from the respective OEMs of the product shall be handed over to the Store at the time of delivery and no refurbished/duplicate/second hand components/parts/assembly are being used or shall be used.
- 8) **Performance Security :** Performance security to be deducted from each bill and to be maintained @2% of the total value of 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 or 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 Computer Stationery articles** 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)

	Item	Brand	Rate per unit (Rs)
1	Printer Cartridge New Original	HP Laser jet 1020	
2	Printer Cartridge New Original	HP Laser jet 1020 Plus	
3	Printer Cartridge New Original	HP Laser jet M1005 MFP	
4	Printer Cartridge New Original	HP Laser jet P1007	
5	Printer Cartridge New Original	HP Laser jet P1108	
6	Printer Cartridge New Original	HP Office jet 7110	
7	Printer Cartridge New Original	HP Colourjet 5820	
8	Printer Cartridge New Original	HP Laser jet P1106	
9	Printer Cartridge New Original	HP Laser jet GT 5810	
10	Printer Cartridge New Original	HP Ink Tank 316	
11	Printer Cartridge New Original	HP Laserjet Pro 104A	
17	Printer Cartridge New Original	Xerox Laser jet 3117	
18	Printer Cartridge Compatible	For HP Laser jet 1020	
19	Printer Cartridge Compatible	for HP Laser jet 1020 Plus	
20	Printer Cartridge Compatible	HP Laser jet M1005 MFP	
21	Printer Cartridge Compatible	HP Laser jet P1007	
22	Printer Cartridge Compatible	HP Laser jet P1108	
23	Printer Cartridge Compatible	HP Office jet 7110	
24	Printer Cartridge Compatible	HP Colourjet 5820	
25	Printer Cartridge Compatible	HP Laser jet P1106	
26	Printer Cartridge Compatible	HP Laser jet GT 5810	
27	Printer Cartridge Compatible	HP Ink Tank 316	
28	Printer Cartridge Compatible	HP Laserjet Pro 104A	
34	Printer Cartridge Compatible	Xerox Laser jet 3117	
35	Printer Cartridge Refill	HP Laser jet 1020	
36	Printer Cartridge Refill	HP Laser jet 1020 Plus	
37	Printer Cartridge Refill	HP Laser jet M1005MFP	
38	Printer Cartridge Refill	HP Laser jet P1007	
39	Printer Cartridge Refill	HP Laser jet P1108	
40	Printer Cartridge Refill	HP 7110 office jet	
41	Printer Cartridge Refill	HP Colourjet 5820	
42	Printer Cartridge Refill	HP Laser jet P1106	
43	Printer Cartridge Refill	HP Laser jet GT 5810	
44	Printer Cartridge Refill	HP Ink Tank 316	
45	Printer Cartridge Refill	HP Laserjet Pro 104A	
46	Printer Cartridge Refill	Epson L210	
47	Printer Cartridge Refill	Epson L350	
48	Printer Cartridge Refill	Epson L380	
49	Printer Cartridge Refill	Canon E 510M	
50	Printer Cartridge Refill	Canon G 2010	
51	Printer Cartridge Refill	Xerox Laser jet 3117	
52	Anti Virus 5 users 3 yrs	Quick heal total security	
53	Anti Virus 10 users 3 yrs	Quick heal total security	
54	Anti Virus 10 users 3 yrs	Quick heal Internet security	
55	Anti Virus 10 users 1 yr	Quick heal total security	
56	Anti Virus 5 users 3 yrs	Kaspersky total security	
57	Anti Virus 10 users 3 yrs	Kaspersky total security	

58	Anti Virus 10 users 3 yrs	Kaspersky internet security	
59	Anti Virus 10 users 1 yrs	Kaspersky total security	
60	Anti Virus 5 users 3 yrs	Guardian total security	
61	Anti Virus 10 users 3 yrs	Guardian total security	
62	Anti Virus 5 users 3 yrs	ESET total security	
63	Anti Virus 10 users 3 yrs	ESET total security	
64	USB pen drive 8 GB	HP	
65	USB pen drive 16 GB	HP	
66	USB pen drive 32 GB	HP	
67	A4 Size paper	Bilt	
68	A4 Size paper	JK Copier	
69	Legal Size paper	Bilt	
70	Legal Size paper	JK Copier	

GST as applicable

Signature of bidder with seal