

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal

Memo No.: SUDA-13015(21)/2/2020-HFA SEC-SUDA/3249

Date: 26.08.2021

Notice Inviting Tender for Supply & Installation of nameplates for completed Dwelling Units under 'Banglar Bari' program

The Addl. Director, for and on behalf of the State Urban Development Agency (SUDA), Urban Development and Municipal Affairs Department (UD&MA), Government of West Bengal, invites sealed quotations from reputed Companies / Manufacturers / Supply agencies for supply & installation of the following item (sample picture given in Annexure: C) as per following list performing to the Specification of Item, location & estimated quantities are as follows:

Sl. No.	Name of Item	Specification	Qty (Nos.)	Location
1.	Supply & installation of 'Banglar Bari' name plate	➤ Size :292 mm x 203 mm including supply, made of 2mm Aluminium Sheet are flat panels consisting of two thin coil - coated (paint thickness SDP - 24 - 28) aluminium sheets bonded to a core First grade LDPE.	2,100	North Dum Dum Municipality, West Bengal
2.		➤ Min. Good shear strength (N/mm square ASTM D732), CNC Router Cut as per Drawing and sheet Buffing to be done Properly. ➤ The Sheet should be Chemical Treatment with Poly Urethane coating. Direct UV print though Flat Bed machine and again Chemical Treatment with Poly Urethane coating to be done.	550	New Barrackpore Municipality, West Bengal

Intending eligible bidders may obtain Bid document free of cost, from the office of the Addl. Director, SUDA, Kolkata on any working day between 11.00 AM to 5.00 PM up to **07.09.2021**. The bid document may also be downloaded from our web-site <http://www.wburbanservices.gov.in/>. Bidders shall have to deposit Earnest Money Deposit of **Rs.2,000/- (Rupees Two thousand only)** as Bid security in the form of Demand Draft obtained from any Nationalised Bank, in favour of "State Urban Development Agency", payable at **Kolkata** along with the bid document.

Technical & Financial documents in the prescribed format (enclosed herewith) sealed in separate covers and marked with **Technical – (Part– I) & Financial (Part – II)** bids should reach the office of the State Urban Development Agency (SUDA), HC Block, Sector-III, Kolkata-106 within **2:00 PM** on **08.09.2021** and will be opened on the same day in the office at **3.00pm**.

Randhu 26.08.2021
Addl. Director, SUDA

দূরভাষ: ২৩৫৮ ৬৪০৩/৬৪২১/৫৭৬৭, ফ্যাক্স : ২৩৫৮৫৮০০

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: wbsudadir@gmail.com

TERMS & CONDITIONS

1. Qualification Conditions:

- a. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860 OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India. The time period elapsed from commencement of business should be at least 03 (three) years as on 1st April 2020.
- b. Bidder should be authorized supplier /service provider of the quoted item/work and should submit the relevant documents/certificates.
- c. Bidder should have experience in supplying such items and will have to furnish details of previous supplies.
- d. Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, GST. Certificate and other taxes (whichever applied)
- e. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract

2. Bid Price:

- a. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- b. All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- c. Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained.

3. Submission of Quotations / Bid:

- a. Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part-I)** and **Financial (Part – II)** in separate sealed envelopes.
- b. The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self-attested to be compulsorily enclosed)
 - i. Establishment Registration Certificate
 - ii. Return of Income Tax last 3 Financial Year (2017-18, 2018-19, 2019-20)
 - iii. Certification of authorization of the company
 - iv. Details of Work Experience
- c. The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format.

4. Earnest Money Deposit (Deposit):

- a. Each Bidder will have to submit EMD of **Rs. 2,000/- (Rupees Two thousand)** only, in the form of Demand Draft. This amount will be converted to security deposit for the successful bidder. Balance Earnest Money beyond Rs. 2,000/- (if any, to fulfil 2% of amount offered) shall be deposited by the successful Bidder prior to acceptance of tender in the form of a Bank Draft obtained in favour of "State Urban Development Agency", from any nationalized bank payable at Kolkata.
- b. The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 03 months of completion of the work. No interest shall be payable on the deducted amount.

Note: If any bidder is exempted from payment of EMD, scanned copy of original EMD exemption document needs to be uploaded at the time bid submission.

5. Validity Quotation:

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

6. Award of Contract:

Award of contract will be on the basis of lowest evaluated price for which the bidder must quote the rate for the mentioned item.

- a. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- b. The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 days in exceptional cases.

7. Other Terms & Conditions:

- a. Addl. Addl. Director, SUDA reserves the right to proposed/postponed/cancelled the bid, the bidder will have to abide with the decision.
- b. Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel in Charge will certify the quality and quantity of the items supplied / work done as per specifications and recommend accordingly the extent of payment.
- c. No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- d. Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- e. Successful bidder will have to enter into an agreement with Addl. Addl. Director, SUDA for timely execution of the Purchase order.
- f. No payment will be made for any damage of goods supplied.
- g. Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost or loss of revenue or loss of other benefits to the implementing agency except for natural wear and tear and manhandling.

We look forward to receiving your quotations and thank you for your interest in this project.


Addl. Director, SUDA

Annexure: A
PROFORMA FOR TECHNICAL BID (PART - I)

Sl. No.	Particulars	To be filled in by the Bidder
a.	Name of the Agency	
b.	Details of EMD:	
	i. Amount	
	ii. Draft No.	
	iii. Date	
	iv. Issuing Bank	
c.	Date of establishment of the agency	
d.	Detailed office address of the Agency with Office Telephone Number and Mobile Number and name of the contact person	
e.	Power of attorney in favour of the signatory signing the BID documents. Not required in case of proprietary firm if the proprietor himself signs the documents.	
f.	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
g.	PAN/TAN Number (copy to be enclosed)	
h.	GST Registration Number (copy to be enclosed)	
i.	IT returns for the last three FY (2017-18, 2018- 19 & 2019-20) filed by the agency (copy to be enclosed)	
j.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard.)	
k.	Audited Accounts turn over for the FY: 2017-18, 2018- 19 & 2019-20 (copy to be enclosed)	
l.	Experience in dealing with Govt. Departments (copies of supply orders issued by the agency)	

All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.

Place:

Date:

Signature of the Bidder

Office Seal

Annexure: B
FORMAT OF FINANCIAL BID (Part - II)

Name of the Firm: _____

Sub: Quotation for Supply & Installation of nameplates for completed Dwelling Units under Housing For All - 'Banglar Bari' program

Sl. No.	Name of Item	Qty. (Nos.)	Quoted Amount (Inclusive of all taxes & duties, transportation, freight except GST) in Rs.	GST in %age	Total Quoted Amount (inclusive of all taxes & duties, GST, transportation, freight) in Rs.
1.	Supply & installation of 'Banglar Bari' name plate	2,650			
Total					

1. We agree to supply the above-mentioned items in accordance with technical specification for a total contract price of **Rs.** (in Rupees)
including taxes, transportation etc. within **7 (seven) days** of the issue of supply order.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:

Designation:


Address:

Contact No.:

Date:

Annexure: C

Sample Nameplate:

 বাংলার বাড়ি স্বপ্নের দিশারী অর্থবর্ষ _____	
সৌজন্যে _____	পৌরসভা / পৌরসংস্থা
উপভোক্তার নাম _____	
পিতা/স্বামীর নাম _____	
উপভোক্তার ক্রমিক নং _____	ওয়ার্ড নং _____
মোট অনুমোদিত অর্থ	৩,৬৮,০০০ টাকা
সরকারী অনুদান	৩,৪৩,০০০ টাকা
উপভোক্তার অংশ	২৫,০০০ টাকা