

NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY

UNNYAN BHAVAN, 1ST FLOOR, BLOCK-A, SEC-II, SALLAKE CITY, KOLKATA-700091

Memo No. 1431/NDITA/2017

Dated: 15.11.2017

NOTICE INVITING TENDER

NIT NO. 34/NDITA/2017-18

1. Sealed Bids are invited by the **Executive Officer, Nabadiganta Industrial Township Authority** for the under mentioned work from bonafide, eligible, resourceful and experienced Firms/Individual Contractors who have successfully completed works in PWD/ KMDA/Govt. Deptt.'s/Statutory bodies / Local Bodies and Govt. Undertakings having credentials i.e. Work Orders with Completion Certificates of similar nature of work in a single contract (during last 5years from the date of this NIT), within the stipulated time.

Sl. No.	Name of Work	Value put to Tender Rs.	Earnest Money Rs	Cost of Tender Per Set Rs.	Time of Completion
1.	Supplying & installation of Desktop PC & related accessories at NDITA office, Unnayan Bhavan- 1st floor.	To be Quoted	2% of Bid Amount	500.00	5 days
2.	Supplying & installation of laptop computer & printer at NDITA office, Unnayan Bhavan- 1st floor.	To be Quoted	2% of Bid Amount	500.00	5 days

N.B. Details of the works has been furnished in attached rate sheets.

2. Qualification of applicant:

The intending applicant should possess requisite well established infrastructure to carry out similar type of work including possessions of qualified engineers, supervisors, artisans, skilled and unskilled work force and sufficient resourcefulness with adequate machineries, equipments, including road work equipment tools and plants, computer support and sundries, required for proper execution of work, being applied for.

3. Credentials, certificates, testimonials etc. as required along with application for Tender documents (Separate application should be submitted for each individual serial no.; enclosure must be serially mentioned in the application):

- i) Experience certificates of similar type of completed works if any in various Govt. /Semi Govt. Organization / Statutory Body/ Local body/ Govt. undertaking Authorities for last five years. The minimum limit of total value of work, for which certificates to be attached, should be not less than 50% of corresponding value of work now included in the notice, each year. The certificates should invariably include work orders supported by payment certificates, performance certificate issued by relevant authorities from where orders / payment certificates have been originated.
- ii) Proof of financial capability through bank documents.
- iii) G.S.T. Registration Certificate (applicable as per usual rules), Current Professional Tax certificates (As per Annexure-XIXI, referred in Kolkata Gazette, Aug 22, 2001; vide Notification No. 2853-F.P.T. dated, Aug 22, 2001) / Income Tax Return verification form of last Assessment Year, Pan Card
- iv) Other Tax registration documents, if any, issued by competent authority.
- v) Valid Trade License for execution of the work, issued by competent authority.

[All in original for compare with photocopy's to be submitted (if required) to the Executive Officer, NDITA for being entitled to get permission for purchasing tender paper.]

4. Earnest Money payable along with submitted Tender:

An amount of 2% of Bid amount shall have to be submitted along with the Tender in the form of Bank Draft drawn in favor of NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY, which will be refunded after issuance of work order in case of un-successful tenderer on receipt of application for refunding the same and will be adjusted with the security deposit (not applicable for any type of temporary hired basis work, cleaning of rubbish / Solid waste, daily on/off operation of street light etc.) in case of successful tenderer and will be refunded after successful completion of the security period/warranty period (i.e. 3 years reckoned on & from the completion of the work) for the work on receipt of application for refunding the same.

5. Tender Documents: The Tender shall consist of -

- i) Notice inviting Tender (Section -A)
- ii) WBF 2911 (i/ii)/ 2908 (Section -B)

6. Cost of Tender documents:

As stated in the attached list per set as per point 5 above. Purchase by cash payment, during working hours on all working days, for allowed cases, may be made. The cost paid is non-refundable. The allowed tenderers shall be required to pay the cost through banks and submit the copy of challan for further use, when asked for.

7. Conditional Tender:

No conditional Tender shall be entertained.

8. Right to acceptance:

The Tender inviting authority reserves the right to accept the Tender. He also reserves the right to reject one, few or all Tenders received. The decision of the authority is final, without assigning any reason whatsoever and shall be binding for all.

9. Validity for acceptance:

Offers made in Tender shall remain valid up to 90 (Ninety) days from the date of submission of Tender. No revision on any ground shall be entertained at any stage.

10. Schedule of dates for tendering:

Last date and time for written application or obtaining Tender documents	Up to 4.00 p.m. on 22.11.2017
Last date and time for grant of permission by Tender inviting authority for obtaining Tender documents	Up to 4.00 p.m. on 23.11.2017
Last date and time for purchase of the Tender documents by the permitted agencies	Up to 4.00pm on 24.11.2017
Last date and time for submission of sealed Tender papers	Up to 2.00 p.m. on 25.11.2017
Date and time for opening of Tenders in presence of willing Tenderers	After 2.30 p.m. on 27.11.2017

10. Further enquires:

The Tender inviting authority may seek clarifications and analysis of rates and inputs made in Tender offers, from Tenderers which shall have to be replied forthwith, to facilitate early finalization of acceptance orders.

11. General:

Mode and method for quoting rates and other input, spirit and features of the contract and all relevant aspects have been highlighted in the different section of the Tender document, which shall be governing and binding condition of the contract.

12. Related information about the work site etc.:

The Tenderers are advised to ascertain the site conditions (i.e. the condition, make, model, quantity etc. of the existing computer/printer which will be exchanged under buy-back process) of fully prior to submission of Tender. They may also seek prior clarifications on various related aspects of the work. No claims on ground of insufficient knowledge on any count after submission of the Tender shall be entertained.

13. Tenderers are to be careful in making offer insertions in the Tenders and carefully go through the directions laid down in relevant section of the document.

14. Late submission of the Tender documents is not allowed.

15. Any sort of canvassing, influencing compatriot Tenderers and any other unethical act of one, few or all Tenderers is strictly prohibited. The Tender accepting authority reserves the right to take suitable actions, if found erring, which shall be binding to all.

16. **No subletting** of works by initiating any type of **sub-contract** is allowed.

17. **Statutory declarations**, to be furnished by tenderers, have been notified in relevant section of Tender documents.

18. Conditional tender will not be accepted in any case.

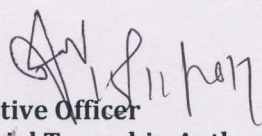
19. N.S.C. or K.V.P. in the Form of Earnest Money will not be entertained and in that case will be treated as cancelled.

20. Cess @Rs. 1.00% of the cost of constructional work(s) should be deducted from the bill(s) additionally apart from other statutory deduction like GST/I.T. etc. vide relevant Govt. Notifications. Rate quoted by the tenderers shall be deemed to have made the provision on his/her own accordingly.

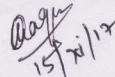
21. All intending eligible applicant(s) is/are requested to be present personally during the time of submitting application. Authorized representative through Notary/Power of Attorney will only be allowed in absence of original applicant(s)

22. In case of Engineers' Co-operative Societies/labour contract Co-operative Societies their present status should be satisfied with submission of the following documents:-

- I. Up to date: No objection Certificate: Issued by the Registrar/Assistant Registrar of Co-operative Societies.
- II. Supporting documents showing area of operation.
- III. Bye Laws of the Co-operative society duly approved by the Assistant Registrar of Co-operative Societies.
- IV. Name, address and signature of the present Board of Directors.
- V. Minutes of Last Annual General Meeting and Audit report of the Co-operative Society.


Executive Officer

Nabadiganta industrial Township Authority


15/11/12

NIT NO. 34/NDITA/2017-18 dated 15.11.2017 (Sl. 01)

Pro-forma for Bid Quotation

Name of the work: Supplying & installation of Desktop PC along with necessary accessories, Antivirus Software etc. at NDITA office, Unnayan Bhawan under buy-back process.

SL. NO.	DESCRIPTION OF ITEM	QUANTITY	UNIT	RATE	AMOUNT (in Rs.)
1	Supply & installation of Desktop PC (HP make) with Intel Core i5 6th Generation Micro Processor, 8GB DDR4 RAM, 1TB HDD, 18.5" LED monitor, DVD RW (external) of 16X, HP keyboard, Optical mouse etc. along with preloaded software of MS WINDOWS 10 professional 'OS'-64bit with 3 years warranty of all components including all charges & Taxes etc.	6 nos.	Per Nos.	To be Quoted	To be Quoted
2	Supply & installation of APC BX600 VA UPS System with 3 years warranty of all components including all charges & Taxes etc.	6 nos.	Per Nos.	To be Quoted	To be Quoted
3	Supply & installation of Quick Heal T.S. Antivirus Software (for 3 no. users) with 3 years validity.	2 Unit	Per Unit	To be Quoted	To be Quoted

Total

Rupees In words:-

Signature of the Bidder with seal

NIT NO. 34/NDITA/2017-18 dated 15.11.2017 (Sl. 02)

Pro-forma for Bid Quotation

Name of the work: **Supplying & installation of Laptop Computer, printer along with necessary accessories at NDITA office, Unnayan Bhawan under buy-back process.**

SL. NO.	DESCRIPTION OF ITEM	QUANTITY	UNIT	RATE	AMOUNT (in Rs.)
1	Supply & installation of Laptop (HP make, Pavilion 15 Note book) with Intel Core i5 8th Generation Micro Processor, 8GB DDR4 RAM, 1TB HDD, 15.6" full HD bright view LED monitor, 2GB Nvidia Geforce Graphics etc. along with preloaded software of MS WINDOWS 10 - home + Office home & student 2016 with 3 years warranty of all components including all charges & Taxes etc.	2 nos.	Per No.	To be Quoted	To be Quoted
2	Supply & installation of printers with 3 years warranty of all components including all charges & Taxes etc., as follows:- a) Colour LASER Jet M252dw (HP make) b) Mono LASER Jet M203dw (HP make) c) LASER Jet Pro MFP M-128fn (HP make)	1 no. 1 no. 1 no.	Per No.	To be Quoted	To be Quoted

Total

Rupees In words:-

Signature of the Bidder with seal