

The Kolkata Municipal Corporation
Kolkata Environmental Improvement Investment Program

**Sub: Publication of notice inviting e-quotation for
Supply of 150 No. Godrej make chair for KEIIP**

e-quotations are invited from manufacturer/authorized dealers of Godrej for “**supply of 150 Nos. Godrej make chair**” by the office of the Project Director, KEIIP-KMC, 206, A.J.C.Bose Road, 2nd Floor, Kolkata-700017. Last date of online submission of offer is 26.12.2016 at 9.30 a.m. For more details, please refer to <https://etender.wb.nic.in> and websites www.keiip.in & www.kmcgov.in



Kolkata Environmental Improvement Investment Program



Kolkata Municipal Corporation

TENDER FORMAT

(SUPPLY OF 150 NOS. GODREJ MAKE CHAIRS FOR KEIIP/KMC)

1. GENERAL INFORMATION.

Sealed tenders / quotations superscribing the name of the work on the envelope are invited from the Manufacturer /Authorized Dealers of Godrej only for the "Scope of Work" below.

Tender papers etc. will be available as prescribed from the office of the Project Director, Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017 OR may be downloaded from the e-tender web portal of Govt. of West Bengal (www.wbtenders.gov.in).

The KEIIP/KMC reserves the right to accept / reject in full or in part of any tender without assigning any reason whatsoever.

2. GENERAL INSTRUCTIONS & GUIDELINES.

Eligibility Criteria.

(1) The tenderers/quotationers shall submit the self-attested copies of the following documents as and where applicable:-

- (i) Trade License
- (ii) PAN
- (iii) ITCC
- (iv) VAT
- (v) Valid P. Tax Payment Certificate

(2) A) The tenderer/ quotationer has to submit a declaration in their letter head that the items listed in Annexure (3A) to be supplied by tenderer/quotationer conform to the model number given at Annexure (3A).
B) The tenderer/quotationer should have manufacturing / dealership certificate in similar type of supply. Copies of such work related documents are to be enclosed with the technical offer in Envelope –A of the Technical Bid folder in the e-tendering web portal of Govt. of West Bengal.

All these above (1) & (2) documents should be uploaded in Envelope –A of the Technical Bid folder in the e-tendering web portal of Govt. of West Bengal

(3) If the last date of receipt of tender or the day of opening of tender happens to be a holiday or otherwise, the next working day will be the last date of receiving and opening of the bid. The tenderers / quotationers or their authorized representatives may like to remain present at the time of opening of tenders/quotations. The tenders would be opened as per the time and schedule mention later in the tender document.

3. QUOTING OF RATE:

- 3.1 The participating tenderer / quotationer should quote their rate per unit basis as would be required in the NIQ/NIT.
- 3.2 The price proposal to include all taxes & duties but the Tax & Duty parts must be shown separately which is not to be considered for evaluation purpose.
- 3.3 The agency must quote for the items under the headings only as per the format given in Annexure – 3(A) at the end of this document. **The tenderer/quotationer has to submit price proposal in the BOQ to be uploaded in the finance cover in e-tendering web site of Govt. of WB. The BOQ is already available for downloading and filling up by the tenderer/quotationer in the e-tendering site. The prospective tenderer/quotationer has to download and enter item rates in this BOQ only.**
- 3.4 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on Non-Judicial Stamp Paper of Rs.20/- (**Annexure-1**).

4. EARNEST MONEY DEPOSIT: NIL

5. SECURITY DEPOSIT MONEY: NIL

6. SOLVENCY CERTIFICATE

Successful tenderer / quotationer shall have to furnish Solvency Certificate for execution of such work by self-declaration on company letter pad duly sealed and signed, in the prescribed format at **Annexure-2**.

7. SCOPE OF WORK

Supply of Godrej make chairs as follows :

- 1) 50 Nos. Ultima Super Chair - model No.PCH 5102R
- 2) 100 Nos. Earl Mid Back Chair of Model No.7202R. List of items to be quoted by the tenderers are available in the **Annexure-3(A)**.

Date of publication of tender/ Q.I.N.	: 14.12..2016
Pre-bid meeting, if applicable	: N.A.
Last date of submission of tender/Q.I.N.	: 26.12.2016 at 9.30 A.M.
Date of opening of Technical Bids	: 26.12.2016 at 11.30 A.M.
Date of opening of Financial Bids	: To be announced later

8.a) OTHER TERMS AND CONDITIONS

The selected tenderer/quotationer has to supply the items under good condition before release of payment.
The selected tenderer / quotationer has to prepare "work completion report" and produce the same to KEIIP officials.

8.b) TERMS OF PAYMENT

- 8.b.1 **Payment in regard to the Supply of the items as laid down in Annexure 3(A) will be made by this office after the due acceptance of the concerned official(s) of KEIIP.**
- 8.b.2 The payment will be made by A/c. Payee Cheque only within 15 (fifteen) days from the date of supply.
- 8.b.3 Payment shall be released only after due certification from the Competent Authority that the supply has been completed satisfactorily (in a prescribed format (**Annexure-4**)).
- 8.b.4 Any prayer for revision of rate within the supply period shall not be entertained. KEIIP/KMC shall not pay any Additional cost apart from the one quoted in the tender.

8.c) Period of work :

The period of Supply is strictly within 30 days from issuance of work order.

- 8.d) Risk and Cost.** If supplier fails to supply the item or items or execute the Work Order timely, he/they will not be allowed to execute the work any more. In that case, no payment will be made by KEIIP/KMC and the work order/supply order issued will be cancelled by KEIIP/KMC. In that case, the tenderer / quotationer will not be allowed to execute the work any more.

9. EXECUTION OF AGREEMENT : Not Applicable.

10.0 TERMINATION :

Termination of a bid is liable, on following grounds :-

- (i) Canvassing in any form on the part or on behalf of the tenderer/quotationer.
- (ii) If the agency fails to supply the goods as per specification at the quoted rates or refuses to supply the items listed in the scope of work as per bid within the schedule date department shall have the right to terminate the supply order with the vendor at any time with 15 days notice and in that case no payment will be made by the department and the department will treat the work order as "CANCELLED".
- (iii) Incomplete submission of bids.
- (iv) In the event of willful negligence, refusal and/or non-performance of the terms of the contract/bid.
- (v) In case of suppression of facts or wrongful submission of credentials, the supply order is liable for cancellation, after due enquiry, and the vendor is liable for legal action, apart from cancellation of work order.

11.0 Dispute Settlement:

In the event of any dispute by and between the KMC-KEIIP and the Vendor, the decision of the KMC authorities would be final & binding. All disputes arising out of the contract shall be settled in Courts in Kolkata jurisdiction only.

Annexure - 1

UDERTAKING

(On a Non-Judicial Stamp Paper of Rs. 20/-)

Name of the work: Supply of 150 Nos. Godrej make chairs for KEIIP/KMC.

Tender No. : PMU/460/16-17

dated 14.12.2016

I/We do hereby undertake that our rate / rates quoted in the above noted Q.I.N./Tender vide my/our Ref: No..... datedshall stand valid for 60 days. And the documents/papers submitted along with tender documents are correct and true to the best of my knowledge.

Signature

Annexure - 2

SOLVENCY CERTIFICATE

Name of the work: Supply of 150 Nos. Godrej make chairs for KEIIP/KMC.

Tender No. : PMU/460/16-17

dated 14.12.2016

I/We do hereby declare that I/we am/are financially solvent to execute the work, if entrusted to me / us by your authority. I/we further declare that we shall execute the work timely without any hindrance with the entire satisfaction of the authority.

Signature

Annexure – 3

SCOPE OF WORK

Supply of 150 Nos. Godrej make chairs for KEIIP/KMC as listed in Annexure 3(A) for KEIIP

Annexure - 4

Tender No. : PMU/460/16-17

dated 14.12.2016

PERFORMANCE CERTIFICATE **

This is to certify that the supply of 150 Nos. Godrej make chairs for KEIIP/KMC by M/s..... is as per work order No. dated has been successfully completed and the items listed in the Work Order are running in good working condition. The agency has completed the supply timely and satisfactorily.

Signature of the departmental official

** This is a sample format. It may vary from supply / work basis.

Annexure-5

Execution of Agreement : N/A

CHECKLIST

Sl.No.	Name of the Document	Put “√” mark.
1	Copy of self attested Trade License from KMC	
2	Copy of self attested latest Income Tax Return & copy of PAN	
3	Copy of self attested Credentials showing execution of similar type of work.	
4	Undertaking to be given by the tenderer /quotationer for validity of offer. .. Annexure-1	
5	Solvency Certificate by the agency. ... Annexure-2	
6	Scope of work (List of Items to be filled up by the agency as prescribed format) ... Annexure-3	
7	Certificate of completion of supply (to be issued by the competent official of the department). .. Annexure-4	

Annexure-3 (A)

Tender No. : PMU/460/16-17

dated 14.12.2016

List of Items for Supply at KEIIP

Sl. No.	Item Name	Quantity
1	Ultima Super Chair - model No.PCH 5102R	50 Nos.
2	Earl Mid Back Chair of Model No.7202R	100 nos.