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# Office of the Councillors, Baruipur Municipality

Baruipur, South 24 Parganas, Kolkata - 144.

Ref. 789/BH/Str./Elec....

Date ..02/09/2024....

## NOTICE INVITING QUOTATION

Date:- 02/09/2024

N.I.Q. NO.- 11 /BH/Str./Elec.

Quotation in sealed covers in printed Quotation Forms as specified hereinafter invited by the undersigned for the Supplying Electrical materials under Baruipur Municipality SL. NO.-1 Supplying of Electrical materials for different wards under Baruipur Municipality. form eligible resourceful bona-fide reputed supplier, or Govt. contractors registered with P.W.D, C.B, P.H.E etc & other Engineering Department of the Govt. having experience in having similar nature of works in last 3(three) years and the value of each work should not in any case be less than 40% (forty percent) of the value put to Quotation as indicated bellow.

### Details given below:

- Name of the work : As per enclosed in annexure -A.(non schedule item)
- Estimated amount put to Quotation : nil.
- Earnest Money to be deposited : Rs 2,000.00 SL. NO.1
- Time of Completion of work : 90 days form the issuing date of W.Order.
- Collection of Quotation Document : 03.09.2024 to 09.09.2024 from 10:00 A.M to 2.00 P.M
- Dropping of sealed Quotation documents on: 09.09.2024 upto 2:00 P.M

### General Specification:

The following documents should be along with one set of Xerox copies (dully self-attested) are to be produced at the time of application for permission of purchasing Quotation. Original papers may also be verified (if necessary) before issue of Quotation papers as per requirement. The cost of Quotation paper is Rs. 500.00 (five hundred)

- Permanent account number (PAN Card) of Income Tax.
- GST Number with Registration certificate.
- Current years Professional Tax (PT).
- Valid Trade License
- No credential will be considered unless it is supported by Completion certificate mentioning the date of completion issue by an officer concerned
- Applicant should produce in original self-identity card and submit a Xerox copy of the same while submitting application.
- In case of partnership firm, the intending Quotationer shall have to produce authentic document in respect of firm registration obtained from the Register of Firms, West Bengal Pursuant to the Indian Partnership Act-1932 (Act IX of 1932) along with application (Deed made by Notary will not be allowed)

## TERMS & CONDITION:

1. The intending Quotationer is required to quote the rate in his own hand writing in figure as well as in words inclusive all taxes schedule of probable items with approximate quantities. If the Quoted are inclusive all taxes is above/below than 5% (five percent) of market value an analysis of the rate may asked at the time of opening of Quotation.
2. Contractors who will participate in the Quotation, must have deposit Earnest money Rs 2,000.00 in the form of Bank Draft drawn on any Nationalized Bank/RBI Listed bank in favour of The Chairman, Baruipur Municipality, South 24 Parganas, payable at Baruipur, Kolkata. The Bank Draft should be attached with the Quotation documents, failing which the Quotation will be treated as informal. The EMD amount will be converted to the Security Deposit. Total Security deposit of 10% will be released after 12 months of completion of the work.
3. Incomplete Quotations will summarily be rejected. Conditional Quotation will be liable for rejection.
4. The offered rate should be inclusive of all charges such as royalty & cess toll charges, carriage, re-carriage, G.S.T etc.
5. Quotations completed in all respects in double sealed covers super scribing the name of work and Quotation no. on the top of envelop are to be dropped for respective works in the Quotation box kept in office of the Councillors, Baruipur Municipality within and up to 14:00 P.M on 09.09.2024 and will be opened on same day on 15:30 P.M by **The Chairman** or his authorized representative in the presence of Quotation Committee Members and Quotationers whoever may be present at the time of opening of the Quotation, in the case, the office remains closed for unforeseen reasons on the schedule time, all other conditions remaining unchanged. The undersigned reserves the right to change the opening date of the Quotation without assigning any reason.
6. Quotation free from any condition will be preferred. The Quotation will have to keep the offer open for 15-day (fifteen) days from the date of opening of Quotation. In case any Quotationer withdraws his offer within the validity period or fails to undertake the Contract after acceptance of the work order the full earnest money will be forfeited to the ULB. without assigning any reason what so ever.
7. In case of inadvertent typographical mistake found in the specification price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
8. The successful Quotationer(s) shall have to supply within seven days from the date of issuing of the work order and the work should be completed within the stipulated time.
9. If the successful Quotationer(s) fails to complete the work within the stipulated time then penalty of Rs. 500.00(five hundred) will be charged for each additional day.
10. Quotation paper will be issued to qualified contractors only and the undersigned is not bound to issue Quotation paper to all applicants. Decision of the undersigned regarding issue of Quotation paper is final. The undersigned reserves the right to accept or reject any application without assigning any reason.
11. The payment will be made as and when fund will be available from the concerned source. No claim, whatsoever, for delay in payment.
12. The undersigned reserves the right to alter the terms and condition of this notice at any time in the interest of public service only.
13. Selection of firm for execution of the work will be on the basis of competitive rates favorable to the ULB only without according any price preference/weight age on offered rates. The accepting authority reserves the right to accept any Quotation or reject any or all the Quotations without assigning any reason and he does not bind himself to accept the lowest Quotation or any of the Quotations. Authority reserves the right to split up Quotation works to more than one contractor in the interest of speedy execution of the scheme.

[ N.B.: -In case of any bandh and holidays on the aforesaid dates, next working day will be treated as scheduled/prescribed date for the purpose. The undersigned reserves the right to change the opening date of the Quotation without assigning any reason.]

  
Executive Officer  
Baruipur Municipality

EXECUTIVE OFFICER  
BARUIPUR MUNICIPALITY

Copy forwarded for information & necessary action to:

1. S.D.O., Baruipur
2. Postmaster, Baruipur
3. Station Manager, Baruipur Electricity Supply
4. Chairman, B.M
5. V.C., B.M
6. F.O., B.M
7. Accountant, B.M
8. Junior Engineer
9. Office Notice Board
10. Website: [www.baruipur municipality.org.in](http://www.baruipur municipality.org.in)

  
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ANNEXURE-A					
SL. NO.	Description of Item	Unit	Av. Qty Required	RATE RS. Each inclusive all taxes	Amount inclusive all taxes
1	250 watt Philips Vapour choke	NO.	36		
2	300/400 watt Big holder	NO.	10		
3	250 watt Capacitor	NO.	20		

TOTAL Rs. =                     

Quoted rate are inclusive all taxes, charges etc complete.  
 Quoted rate are both words & figure.

*Colts*   
 Executive Officer  
 Baruipur Municipality  
 EXECUTIVE OFFICER  
 BARUIPUR MUNICIPALITY