



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
KALYANI, NADIA, PIN: 741235.

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NOTICE INVITING TENDER NO. 13 / (Stationary) of 2019-20

Date :- ⁰⁴03.02.2020

Sealed tenders are invited from bonafied and reputed supplier(s) for unit rates of the enlisted items valid for six months from the date of quotation. Rates will be quoted in Letter Head for the above articles to the office of the Director, B. R. Ambedkar Institute of Panchayats & Rural Development, Kalyani, Nadia and it will be dropped during office hours of the period from ~~04/02/2020~~ **04/02/2020 to 13/02/2020 upto 3.00 p.m.**

The quotations will be opened at **3.30 p.m. on 13/02/2020** in the office chamber of the Dy. Director, BRAIPRD at Gandhi Bhavan, Campus Kalyani. The participants may remain present in the office chamber of the Dy. Director, BRAIPRD, Kalyani at Gandhi Bhavan, at the time of opening quotations.

The accepting authority reserves the right to reject any or all the quotation(s) without assigning any reason and he does not bind himself to accept the lowest rate of the tenders. **The rate to be Quoted should be inclusive of all taxes in the proforma prescribed as per Annexure – I.** If the lowest quoter fails to produce the GST No. then he will not be issued the supply order even being lowest quoter.

The accepting authority reserves the right to accept or reject any quotation received from any firm without showing reason or any correspondence whatsoever and the authority does not bind himself to accept the lowest rate only on the basis of financial offer. If the lowest quotationer fails to produce the GST No. the awardee may not be issued the work order even after being the lowest quotationer.

Only a tentative quantity of items has been given in Annexure – I. Quantity of the items to be supplied will have to be determined on actual basis by the successful bidder after finalization of the selection procedure. After completion of the total work, the bill in duplicate may be submitted but the bill will not be paid if the above supply does not satisfy the competent authority.

Annexure-I

Sl. No	Description	Brand Name	Quantity	Unit price **
1	Cartridge No. 88A	Compatablewith the same machine	12	
2	Cartridge No. 12A		10	
3	Cartridge No. 11A		02	
4	Toner NPG – 26A		06	
5	Cartridge No. 05A		03	
6	Cartridge No. 36A		03	
7	Cartridge No. 18A (HP Laserjet)		04	
8	Cartridge No. NPG-28		02	
9	Cartridge No. 131A		04	
10	Cartridge No. 24A		04	
11	Cartridge No. 6A		01	
12	Toner – 18A-HP Black Dual Pack		01	

In Word : (Rupees _____ only)

The Intending Tenders shall submit the following Documents along with the Tender Document:

- ✓ Xerox copy of Valid 15 digit GST Registration No. Certificate in under GST Act 2017 as per memo no. 4374-F(Y) dtd. 13.07.2017 Audit Branch, Finance Deptt. Govt. of West Bengal.
- ✓ Xerox copy of PAN Card.
- ✓ The Firm shall have valid the current Trade License. Copy of the same is to be attached.
- ✓ The intending tendered shall have valid up to date clearance certificates of professional tax. If up to date PTCC is not obtained then receipted copy of tax deposit challan from the date of PTCC last issue / obtained to the current year shall have to be produced.
- ✓ Copy of valid and current Trade License

Location & Address of Supply :-

B. R. Ambedkar Institute of Panchayats & Rural Development, Gandhi Bhavan, Kalyani, Nadia. PIN -741235. West Bengal.

Terms and Conditions of the above supply as follows:-

- 1) All bidders have to deposit Rs. **1000/- (Rupees One thousand only)** as Earnest money at the time of drowpping of tender paper.
- 2) **The Tender offer should be made in the format (Annexure-I) attached which shall be signed and sealed. Offers not submitted in the prescribed format will be summarily rejected.** However, if needed an extra sheet can be attached. The decision of the undersigned will be final and binding on the tenderers.
- 3) The tenderers who offered lowest price will be called for negotiation at the discretion of the tendering authority. The offers should remain valid for 1 (One) year from the date of quotation. The order of supply may be placed by the Authority in phase-by-phase manner within 1 (One) year from the date of acceptance. **The Lowest Price will be considered on the amount of Individual item of the tender rates quoted.**
- 4) As per the Annexure-I the Tentative Annual requirement will vary upto 2.5%. No rate escalation will be considered by the authority for the variable quantity of the materials.
- 5) The intending tenders can download the Tender document pro forma from the official website www.siprd.org.in and can submit the same in sealed envelope duly completed in all respect along with others relevant documents in favour of the **DIRECTOR, B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT, Gandhi Bhawan, B-18/204, Kalyani, Nadia, PIN - 741235** will be received up to 3:00 p.m. on **13/02/2020**. No tender will be entertained / received after the specified date or time.
- 6) The quoted rate shall be inclusive of all materials, labour required for carrying out the work, loading- unloading, transportation, and scaffolding etc. And shall also include those items which are not specified but required for completion of the works.
- 7) **The agency must submit his Bank Account details with IFSC with the tender.**
- 8) No advance payment will be made. However payment will be made after supply of each order and satisfactory performance of the said item, on submission of the bill in triplicate.
- 9) The scheduled day for opening the sealed tenders, if declared to be a holiday due to any unforeseen reasons, the same will be opened on the next immediate working day.
- 10) **The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.**
- 11) The undersigned reserves the right to demand from the tenderers the classification and justification against their offer, if required.
- 12) Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.
- 13) Payment shall be released after satisfactory completion of works in all respect. **Necessary statutory deduction as applicable shall be made form the amount payable to the party.**
- 14) In the event of any dispute, the same shall be referred to the sole arbitration of the Tender Committee, BRAIPRD, or such officer as the Director may appoint to be the arbitrator. There would be no objection that the arbitrator is an employee of the Institute, or that he / she had to deal with the matter to which this tender relates or that in the course of his duties as an employee of the Director, he has expressed his views on all or any of the matters in dispute or difference. The decision taken by him or the officer so appointed by him in this case shall be final and binding on the Tenderers.
- 15) If all above terms and conditions mentioned in the tender document are acceptable to you, please quote your offer on or before **13/02/2020** by 3:00 p.m. **Please enclose a copy of this document duly signed (on each page) stating acceptance to the terms and conditions mentioned above.** The tenders received after the above said time and date will not be considered. The undersigned is not responsible for any postal delays.

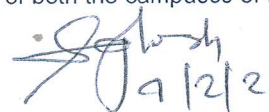

Director
BRAIPRD, Kalyani, Nadia

Date: ⁰¹03.02.2020

Memo No. ¹³⁰130/11-I (Part-XII)/2015

Copy forwarded for kind information to publicize in the respective office notice board :

1. The District Magistrate, Nadia, P.O. Krishnagar, Nadia.
2. The Sub-Divisional Officer, Kalyani, Nadia.
3. The Executive Officer, Kalyani Municipality, Kalyani, Nadia.
4. The Head Clerk with a request to arrange for display in the office Notice Board of both the campuses of BRAIPRD, Kalyani, Nadia
- ✓ 5. Librarian for arranging the display of the notice in the website of this Institute.


Deputy Director
BRAIPRD, Kalyani, Nadia