



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE: JALPAIGURI
(DISTRICT CHILD PROTECTION UNIT)

Ph. No. 03561-222116, e-mail ID: dcpsjalpaiguri@gmail.com

MEMO NO. 427/I/15/DCPU/JPG,

DATED 08/06/2018

Sealed tenders in two bids system (Technical Bid & Financial Bid) are invited from bona fide, resourceful and eligible manufacturers/exclusive distributors/authorized dealers for "Washing Machine".

Part - I (Technical Bid) of the tender should contain technical details and commercial terms and conditions and **Part-II** (Price Bid) should indicate price for the item. The Technical Bid and Price Bid are to be submitted in two separately sealed envelopes distinctly marked accordingly and both to be put inside another envelope, which should be sealed and super scribed with tender notice no. and due date. The bidders may submit bids duly signed their own letterheads.

Complete tenders bids should reach the office of the District Magistrate, District Child Protection Unit (Social Welfare Section) at Collectorate building, Jalpaiguri on or before scheduled date & time specified below.

Tender Notice No.	
Last date and time of submitting tender	Date : 22/06/ 2018, Time: 02:00 p.m.
Date and time of opening tender	Date : 22/06/2018, Technical Bid at 03:00 p.m. and Financial Bid at 04:00 p.m.
Place of opening tender	Office Chamber of the District Social Welfare Officer, Jalpaiguri.

The technical bids will be opened first to evaluate the technical specifications of the equipment -Thereafter, the Price bids of only technically qualified bidders will be opened.

Technical Bid Evaluation: The Technical Bids will be evaluated in the presence of the representatives of intending bidders who will be able to clarify technical aspects of their bids, if any, required by the Technical Evaluation Team.

Opening of Price-bid: The Price Bids of the bidders qualifying the technical bid will only be opened. Please note that DCPU, Jalpaiguri will not provide any accommodation or expenses to any of the bidders for attending the opening of technical bid.

TECHNICAL BID The Technical Bid should contain technical specifications and kept in a separate envelope duly super scribed as "Technical Bid" on the outer side of the envelope as detailed above.

The Technical Specifications acceptable for the "District Child Protection Unit" are as follows:

Sl. No.	Product details	Quantity
1	<u>Details of Specifications:</u> Capacity - 7 KG, Front Loading, Fully Automatic.	3 (Three)

Service facility: Trained technicians should install the instrument and ensure it is operating correctly and within specifications. User training at site should also be provided. Supplier should mention clearly their in the technical bid document details of service setup that are responsible for sales support.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID:-

The bidders are to submit documents viz photo copy of valid Trade License, PAN Card, copy of GST Registration certificate and last GST return copy (if any) etc.

- (1) The model number make and a printed literature of the product shall be submitted positively.
- (2) Manufacturers/exclusive distributors/vendors should have history of supplying this type of instrument to this or other Organization and
- (3) Authorized Dealership Certificate is must in case of principal manufacturing company is not quoting directly.

The self attested copies of the documents are to be enclosed with the technical bid.

PRICE BID

The financial bid indicating price for the item mentioned in the technical bid should be kept in a separate sealed envelope duly super scribed as "PRICE BID" on the outer cover of the envelope as already detailed above. The price bids of only technically qualified bidders will be opened. Rest of the bids will stand rejected.

BID SECURITY:

1. The financial bid should be super scribed as "PRICE BID" on the outer cover of the envelope.
2. **Bid Security (EMD):** An Account Payee Demand Draft of ₹ 10,000/- (Ten thousand) only in the name of "District Child Protection Society" is to be furnished by the bidders, as Bid Security money or Earnest Money Deposit (EMD).
3. The Demand Draft for the Bid-Security money should have at least 45 (forty five) days validity period after the opening of the Bids.
4. In case of non-award of the work the Bid Security money would be returned to the unsuccessful Bidders.

PERFORMANCE SECURITY

An Account Payee Demand Draft of an amount of 10% of the order value in the name of "District Child Protection Society" is to be furnished by the successful bidder as Performance security. Performance security money should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security money will be refunded to successful bidder on receipt of the Performance security money.

GENERAL INSTRUCTIONS

1. Incomplete & conditional tenders and tenders received after the date will be summarily rejected without assigning any reasons thereof.
2. At any time prior to the bid due date, DCPU may, for any reason, shether at its own initiative or in response to a clarification requested by a prospective bidder during pre-bid meeting, modify the bidding documents. The amendment(s) will be notified on the Institute website. Prospective bidders are advised to occasionally visit the website (www.jalpaiguri.gov.in) for any amendment.
3. **Payment:** 100% against delivery and successful installation subject to submission of performance guarantee.
4. **Warranty:** Minimum 3 yrs.
5. **Installation/Demonstration/Application Training at site:** Free of cost by the supplier.
6. **Service facility:** Supplier should mention their details of service setup and Manpower in Jalpaiguri who are responsible for after sales support. Response time should be within 24 hours.
7. **Validity of tender:** Tender submitted shall remain valid at least for three months from the date of opening the tender. Validity beyond four months from the date of opening of the tender three months from the date of opening of the tender shall be by mutual consent.
8. The tender should accompany a compliance chart.

9. The rate should be inclusive of all taxes, transportation etc. Nothing extra will be paid in addition to the quoted rate.
10. Proposed delivery schedule should be mentioned clearly.
11. Guarantee certificate, users manuals etc. are to be handed over to the user after successful commissioning of the system.
12. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.
13. For any clarification regarding technical specifications etc. please send your queries to e-mail ID no. dswo_jalpaiguri@yahoo.com., dcpsjalpaiguri@gmail.com..
14. The Institute reserves the right to reject any or all of the tenders received without assigning any reason thereof.

H. P. S. S.
07.06.2018
Addl. District Magistrate (Dev.)
Jalpaiguri
DATED 08/06/2018

MEMO NO. 427/1/9/1/5DCPU/JPG,

Copy forwarded for information to:

1. The Chairman, Jalpaiguri Municipality, Jalpaiguri.
2. The Sub-Division Officer, Malbazar.
3. The Sub-Division Officer, Jalpaiguri.
4. District Informatics Officer, NIC, Jalpaiguri.
5. District Cultural and Programme Officer, Jalpaiguri.
6. Officer in Charge, Social Welfare, Jalpaiguri.
7. District Social Welfare Officer, Jalpaiguri.
8. CA to District Magistrate, Jalpaiguri.
9. Notice Board.

H. P. S. S.
07-06-2018
Addl. District Magistrate (Dev.)
Jalpaiguri