

**Notice Inviting Quotation No – 05/BDA of 2022-2023**

**Notice Inviting Quotation for “Repairing of revolving arm chairs of the BDA Meeting Hall, Purba Bardhaman.”.**

Sealed quotations are hereby invited by BDA from bonafide, reliable and resourceful Agencies / Firms for “Repairing of revolving arm chairs of the BDA Meeting Hall, Purba Bardhaman.”

• **Eligibility criteria for participation in the tender:**

- i. Successful participants shall have to submit valid PAN, Professional Tax, Professional Tax Certificate, Valid Trade License, Goods and Service Tax registration (GST-IN), latest Income Tax return acknowledgment, Voter Card or Aadhaar Card for verification enclose photocopies of all papers and documents duly self-attested and marked “SUBMITTED BY” and bear signature of the quotations himself under his proper seal at the time of submission of technical bid [Non-statutory Documents]

• **Scope of work:**

Interested parties are informed to consult the Engineering Department of BDA on any working day from 2.00 pm to 4.00 pm.

The work should include all accessories with labour charges.

After completion of the work, the bill may be produced after inspection of SAE/AE.

**(A) Selection / Acceptance of the Successful Bid / Offer**

The Quotationers will have to quote their rates in figure as well as in words separately. The quotationer with the lowest rate will be awarded with in the work. However, the accepting authority reserves the right to reject any or all of the bid(s) / offer (s) received without assigning any reason whatsoever to the intending participants including the lowest bid/offer received.

**(B) Bid Evaluation:**

The process will go through Financial Evaluation. Thus, a sealed envelope containing financial offer should be submitted by the quotationer.

**The quoted rate should be in company letter pad, in digits as well as in words in the following format.**

Sl. No.	Item description	Quantity	Unite (Nos.)	Rate (Rs.) (Inclusive all taxes)	Total (Rs.)
1.	“Repairing of revolving arm chairs of the BDA Meeting Hall, Purba Bardhaman.”	40	Nos.		

(In Words)

The outer cover also must be superscripted with Name of the work, Name of firm with address of the firm / bidder and to be duly addressed to the undersigned. Any participant/bidder not following the steps in submitting their bid / offer as described in this para shall be disqualified.

**(C) Terms & Conditions:**

1. Rate should be quoted both in figures and words in English language. The rate thus quoted should be inclusive of all taxes, Cess, carriage of materials to the working site, labour charges, tools etc. No extra payment for any kind or purpose shall be made by the Department.
2. **Earnest Money:** The amount of Earnest Money is @ **2% of quoted value** only to be deposited along with each quotation in the shape of Cheques / Bank Draft / Pay Order of any Nationalized Bank drawn in favour of ‘Burdwan Development Authority’ against the work
3. Successful Quotationer shall have to enter into a formal agreement with the department in W.B. Form NO.- 2911(ii) and shall be bound by the clauses of the contract.
4. GST as per government of norms.

5. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency
6. The Quotation/ Tender accepting authority reserves the right to reject any or all of the Quotation / Tenders so received without assigning any reason thereof.

**(D) Time of completion: 15 (Fifteen) Days from the date of issue of Work Order.**

**(E) Other Conditions:**

- 1) BDA Shall not be responsible for any expense incurred by bidders in Connection with the preparation & delivery of their bids, site visit and other Expenses incurred during qualification process.
- 2) BDA takes no responsibility for delay, loss or non-receipt of bid Document sent by post/courier.
- 3) In view of tight project schedule, Bidders are requested not to seek any extension in due date of submission of bids.
- 4) Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects communication facilities, climate conditions, availability of local laborers and market rate prevailing in the locality etc. As no claim, whatsoever will be entertained on these accounts afterwards.
- 5) The works should be legible and of prominent in nature.
- 6) The payment shall be based on progress of work at site. Maximum of 90% (ninety percent) payment shall be made on achieving 100% (hundred percent) of work. Balance 10% (ten percent) will be kept as security deposit and such payments shall be made after 1 years of completion of the work
- 7) Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.
- 8) Application quoting rate in all respect in the letter pad of the agency in sealed envelopes have to be submitted to:
  - i) The Chief Executive Officer, Burdwan Development Authority, New Administrative Building (5th Floor), BURDWAN-713101, Within 09 / 06 / 2022. at 12:00P.M.
  - ii) The quotation will be opened at the same day at 1:00 P.M.

*Shirany*  
03/06/2022  
Executive Engineer,

Burdwan Development Authority,  
PurbaBardhaman

Copy forwarded to: -

1. The Hon'ble Chairperson, Burdwan Development Authority.
2. The Hon'ble Vice Chairperson, Burdwan Development Authority
3. The District Magistrate, Purba Bardhaman.
4. The Superintendent of Police, Purba Bardhaman.
5. The Chief Executive Officer, Burdwan Development Authority.
6. The District Engineer, Burdwan Zilla Parishad, Purba Bardhaman.
7. The Superintending Engineer, Western Circle - I, PWD, Burdwan.
8. The Additional Executive Officer, Purba Bardhaman Zilla Parishad
9. The Executive Engineer - I, PWD, Burdwan.
10. The Executive Engineer, DC Division (I&WD)
11. The Executive Engineer, M.E.D., Burdwan.
12. The District Informatics Officer, National Informatics Center with request to upload in District website.
13. The Executive Officer, Burdwan Municipality.
14. The Additional Executive Officer, Burdwan Development Authority.
15. The Finance Officer, Burdwan Development Authority
16. The Block Development Officer, Burdwan-I, Burdwan
17. The Block Development Officer, Burdwan-II, Burdwan
- 18-19 The Assistant Engineer, Burdwan Development Authority
20. The Assistant Town Planner, Burdwan Development Authority
21. Shri Debayan Chatterjee, Sub-Assistant Engineer (Elec), Burdwan Development Authority.
22. Shri Prabir Chatterjee, Typist, BDA to upload the notice on Official Website.
23. Shri Kaustav Ghosh, L.D. Assistant, BDA to make the short notice for publishing in one Bengal leading newspaper.
24. Office Notice Board.

*Shrim*  
03/06/2022  
Executive Engineer,  
Burdwan Development Authority,  
PurbaBardhaman.