

Notice Inviting Quotation No - 04/BDA of 2024-2025

Notice Inviting Quotation for "Supplying, fitting, fixing and Installation of 1 No. Wall Mounted Fan & 1 No. HP Ink Tank Wireless 419 Printer in office of the Burdwan Development Authority."

Sealed quotations are hereby invited by BDA from bona fide, reliable and resourceful Agencies / Firms having sufficient experience in Supplying works of similar nature, for execution of works at the above-mentioned places, Burdwan.

(A) The scope of work is as follows:

- (i) Supplying, fitting, fixing & Installation of 1 No. Wall Mounted Fan.
- (ii) Supplying, fitting, fixing & Installation of 1 No. Printer.

Regarding this the 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 materials and labour charges.

After completion of the work, the bill may be produced after inspection of S.A.E/A.E.

(B) 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 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.

© Bid Evaluation:

The process will go through two steps of Technical Evaluation & Financial Evaluation. Thus, two separate sealed envelopes containing technical and financial offer separately should be submitted by the quotationer.

Rate should be given inclusive of all taxes.

The quoted rate should be in company letter pad, in digits as well as in words (English language) in the following format.

Name of Work:-

Sl. No.	Description	Qty.	Unit	Brand/Company Name	Rate (RS)	Amount
1.	HP Ink Tank Wireless 419 Printer	1	No.			
2.	Wall Mount Fan Crompton/ Havells/ Orient 400 MM, 3 Blade Wall Fan	1	No.			
	Total	=				

Time of Completion :- 03 (Three) Days from the date of issuance of work order.

The 02 (two) sealed covers must be sealed in another bigger cover and the outer cover also must be sealed. 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.

(D) 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 form of Bank Draft of any Nationalized Bank drawn in favour of **'Burdwan Development Authority'** against the work.
3. Successful participants shall have to enclose photocopies of valid PAN, Professional Tax challan/certificate, Trade License, goods and service tax registration (GST-IN) Certificate, Latest IT Returns, Electrical Contractor License and Electrical Supervisor License for verification and this papers and documents has to be submitted duly self-attested and marked "SUBMITTED BY ME" and bear signature of the quotationer himself under his proper seal at the time of submission of technical bid.
4. Successful Quotationer shall have to enter into a formal agreement with the department in W.B. Form NO.- 2911 and shall be bound by the clauses of the contract.
5. The rate of deduction as per provision of GST.
6. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency.
7. The Quotation/ Tender accepting authority reserves the right to reject any or all of the Quotation / Tenders so received without assigning any reason thereof.

(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) 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.
- 6) 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 Office, Burdwan Development Authority, New Administrative Building (5th Floor), BURDWAN-713101, Within 03/10/2024. at 12:00 P.M.
 - ii) The quotation will be opened at the same day at 13:00 P.M.


Chief Executive Officer,
Burdwan Development Authority.
Purba Bardhaman