

**OFFICE OF THE PROJECT DIRECTOR
DISTRICT RURAL DEVELOPMENT CELL
NORTH 24-PARGANAS ZILLA PARISHAD**
(Under the Administrative Control of Panchayat & Rural Development Deptt., Government of West Bengal)
K.N.C. Road, Barasat, (Angana Building, 2nd Floor), Kolkata-700 124.

No. 903/II-10-12/DRDC

Dated : 05/8/2011

NOTICE INVITING TENDER

Sealed offers are invited only from interested, competent, reputed & eligible firms/agencies having adequate experience in hiring out of Silent Generator to Government Office, as per detail below :

Sl.No.	I T E M	Specification	Quantity	To be located at
1.	Silent Generator	a) 3 Phase, b) 50 Hz, c) 415 VAC d) 30 KVA	01(One)	D.R.D.C.Office, ANGANA BUILDING, North 24-Parganas Zilla Parishad, Barasat
2.	Silent Generator	a) 3 Phase, b) 50 Hz, c) 415 VAC d) 40 KVA	01(One)	D.R.D.C.Office, ANGANA BUILDING, North 24-Parganas Zilla Parishad, Barasat

All “Agencies Offering Rates”(AOR) should enclose attested photocopies of following documents in the Name of the Agency:

1. Current Trade Licence for 2011 – 2012
2. Value Added Tax(VAT) Registration Certificate
3. Income Tax “SARAL” for the Assessment year 2010 -2011
4. Professional Tax Registration Certificate with current validity.
5. Professional Tax Challan for FY 2011-2012.
6. Proof of ownership of the Silent Generator
7. Credential Certificate in respect of hiring out of similar silent Generator to any Government Office.

All AOR must enclose along with the offer, **Demand Draft** in favour of “**Project Director,D.R.D.C., North 24-Parganas Zilla Parishad**” for an amount of **Rs.5000/- (Rupees Five thousand)**only, as **Earnest Money**. The Earnest Money will be refunded back on final completion of the tender process, only on proper claim by the AOR. Non submission of Earnest Money will summarily lead to rejection of the bid. Also, proper documents are to be furnished in case of claiming exemption from the same.

Contd.....P/2.

Technical Bid comprising of all documents above and **Financial Bid** indicating specification with rate will be scrutinized separately. Financial Bid submitted by AOR will not be considered into the Tender Process for those who fail to satisfy any of the criteria set forth for **Technical Bid**.

Terms & Conditions :

1. The AOR must include all transportation charges in the quoted rate. No separate transportation charges shall be paid.
2. The AOR should include cost of lubricants and other consumables, maintenance in the quoted rate.
3. The AOR should quote in a consolidated rate on per month basis.
4. The AOR shall be responsible to make good any damages that occur due to lapses on the part of the agency. No claim shall be entertained.
5. The safety and security of the 'Generators' shall be with the AOR.
6. The downtime of the 'Generators' should not be more than 1(One) hour. If downtime is more than that, a replacement 'Generator' having same specification has to be put in place.
7. The bill for hire charges to be submitted on a monthly basis.
8. The contract may be terminated with 2(Two) months notice from either side.
9. For operational purposes, the AOR has to bid for all the 2(Two) Generators together for which the notice has been invited.

Further more, the selected AOR will require to submit a Security Deposit immediately on receiving the Acceptance of Offer from this end, for an amount of **Rs.15,000/-** (Rupees fifteen thousand) only, by a Demand Draft / Account Payee Cheque in favour of "**Project Director, D.R.D.C., North 24-Parganas Zilla Parishad**" to be retained with this Office **until completion of contract / hiring period**. The agreement will be terminated if the selected agency fails to submit the Security Deposit. In case of claiming exemption, proper documents are to be furnished for the purpose.

The Technical Bid and Financial Bid form can be collected from this Office on any working day between 11-00 a.m. to 4-00 p.m. or can be downloaded from the website. Offers(both Technical Bid and Financial Bid) will be received on **18th. August, 2011 from 11-00 a.m. to 4-00 p.m.** in this Office. The same will be opened on **18th. August, 2011 at 4-30 p.m.** in presence of the intending tenderers or their authorized representatives.

Contd.....P/3.

The sealed offers should only be submitted along with a forwarding letter addressed to be undersigned in the duly authenticated by the bidders. Notice Inviting Tender Number & Date must be written in bold letters on the sealed envelope.

The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever.


5.8.11
Project Director, D.R.D.C.,
North 24-Parganas Zilla Parishad.

Memo No. 903/1(5)II-10-12/DRDC

Dated : 05/8/2011

Copy forwarded for information to :-

1. The District Magistrate, North 24-Parganas.
2. The Addl. District Magistrate (Dev.), North 24-Parganas.
- ✓ 3. The District Informatics Officer, NIC, North 24-Parganas with the request to upload the notice in to the District Website.
4. The District Information and Cultural officer, North 24-Parganas.
5. Notice Board of D.R.D.C.


5.8.11
Project Director, D.R.D.C.,
North 24-Parganas Zilla Parishad.

FINANCIAL BID

In response to the NIT No. _____ / II-10-12/DRDC Dated : ____ / ____ /2011 of the Project Director,D.R.D.C., North 24-Parganas Zilla Parishad.

Name of the Firm / Agency : _____

Sl. No.	Item	Specification	Brand	Unit	Quoted Rate (in Rs.) **
1	Silent Generator	a) 3 Phase, b) 50 Hz, c) 415 VAC d) 30 KVA		1	
2	Silent Generator	a) 3 Phase, b) 50 Hz, c) 415 VAC d) 40 KVA		1	

**Signature of the
Authorised Representative
With Seal**

**** The rate should be quoted for monthly hiring charges of silent Generator of 30 KVA & 40 KVA capacity. The rate should be inclusive of all costs like fuel, cost of operator, Generator Shade and maintenance cost etc. The Generator will be required during normal Office hours from 10-00 a.m. to 7-00p.m. However the period may be longer depending on the workload of this Office.**

TECHNICAL BID

In response to the NIT No. _____ / II-10-12/DRDC Dated : ____ / ____ /2011 of the Project Director,D.R.D.C., North 24-Parganas Zilla Parishad.

Name of the Firm / Agency : _____

Address : _____

Name of Contact Person : _____

Contact Number : _____

Attached alongwith this paper Attested photocopy of following documents (declare in Yes/No):

- 1) Current Trade License renewed for 2011 2012 : _____
- 2) Value Added Tax(VAT) Registration Certificate : _____
- 3) Income Tax "SARAL" for the Assessment year 2010-2011 : _____
- 4) Permanent Account Number(PAN) Card : _____
- 5) Professional Tax Registration Certificate with current validity : _____
- 6) Professional Tax Challan for Financial Year 2011 – 2012 : _____
- 7) Proof of ownership of the Silent Generator : _____
- 8) Credential Certificate : _____

Details of Earnest Money deposited for an amount of Rs.5000/- (Rupees five thousand) only

Drawee Bank : _____ Drawee Branch : _____

Instrument Number : _____ Date : _____

Date :

Place :

**Signature of the
Authorised Representative
With Seal**