



BIDHANNAGAR MUNICIPAL CORPORATION

POURA BHAVAN, FD-415A, Sector-III,
Kolkata - 700 106.

NOTICE INVITING e-QUOTATION

(Tender ID: 2025_MAD_870050_1)

NIQ No.455/PWD(BMC)

Dated : 23/06/2025

The Finance Officer on and for behalf of Bidhannagar Municipal Corporation invites e-bid Tender/bids from reliable and resourceful Companies/Firms/Contractors having experience and acumen in similar nature of works as noted below:

1. Name of Works:

Procurement of computer peripherals under Bidhannagar Municipal Corporation.

(The materials to supplied during a period of 365 days, as per requirement.)

Note: Rate to be quoted each basis inclusive of all taxes, transportation & other incidental charges, as applicable.

2. Detail of items required:

Sl. No.	Name of items	Sl. No.	Name of items
1.	Mouse USB, Wired (HP/Logitech)	28.	Cartridge 28A, Black, Compatible
2.	Keyboard USB, Wired, TVS Champ	29.	Cartridge 110, Black, Compatible
3.	Monitor 19 inch/47cm, (LG/DELL)	30.	Cartridge 202a, Black, HP
4.	Cabinet , i-ball	31.	Cartridge 202a, Cyan, HP
5.	SMPS ATX 450W, i-ball	32.	Cartridge 202a, Magenta, HP
6.	Pen Drive 32Gb,Melal body, (SanDisk/Kingstone)	33.	Cartridge 202a, Yellow, HP
7.	Pen Drive 64Gb,Melal body, (SanDisk/Kingstone)	34.	Cartridge 204a, Black, HP
8.	CPU, Intel i3 12th generation	35.	Cartridge 204a, Cyan, HP
9.	CPU, Intel i3 13th generation	36.	Cartridge 204a, Magenta, HP
10.	CPU, Intel i3 14th generation	37.	Cartridge 204a, Yellow, HP
11.	CPU Heatsink Fan, Intel	38.	Cartridge 206a, Black, HP
12.	Motherboard , H61	39.	Cartridge 206a, Cyan, HP
13.	Motherboard , H81	40.	Cartridge 206a, Magenta, HP
14.	Motherboard , H110	41.	Cartridge 206a, Yellow, HP
15.	Motherboard , H310	42.	Cartridge 12A, Black, Compatible
16.	Motherboard , H410 Gigabyte	43.	Cartridge 88A, Black, Compatible
17.	Motherboard , H610 Gigabyte	44.	Cartridge 12A, Black, Refilling
18.	Motherboard , Z590 Gigabyte	45.	Cartridge 88A, Black, Refilling
19.	Motherboard , Z790 Gigabyte	46.	Cartridge 680 Black, HP
20.	UPS, 600 VA, APC	47.	Cartridge 680 Colour, HP
21.	UPS, 600 VA, Frontech	48.	Ink 003, black, Epson
22.	UPS Battery 12V, & 7AH, Exide	49.	Ink 003, Cyan, Epson
23.	UPS Battery 12V, & 7AH, Frontech	50.	Ink 003, Megenta, Epson
24.	Ram DDR 3, (Crucial/Kingston)	51.	Ink 003,Yellow, Epson
25.	Ram DDR 4, (Crucial/Kingston)	52.	VGA Cable
26.	Ram DDR 5, (Crucial/Kingston)	53.	Access Point, TP-Link EAP 110
27.	USB Hub, 4 Port, Honeywell	54.	Networking Switch, 5 Port 10/100, Dlink



Sl. No.	Name of items	Sl. No.	Name of items
55.	Networking Switch, 8 Port 10/100, Dlink	67.	HDMI Cable 10m
56.	Networking Switch, 24 Port 1000, Dlink	68.	Land Phone, CLI, Panasonic
57.	Antivirus, Kaspersky Total Security, 1u 1y	69.	Land Phone, Non CLI, Panasonic
58.	SATA Y Cable	70.	Speaker, 2.0 USB Multimedia 5w Speaker
59.	SSD, 256 GB, SATA (WD/Seagate)	71.	Webcam, 1280x720px, 30fps, Logitech C-270
60.	SSD, 512 GB, SATA (WD/Seagate)	72.	Printer Drum Unit, Model-HP Lj Tank MFP 1005w
61.	HDD, 1TB, SATA (WD/Seagate)	73.	Cat-6 Cable, 305m Box, Dlink
62.	External HDD 1TB, (WD/Seagate)	74.	RJ45 Connector, 100Pic Box, Dlink
63.	External HDD 2TB, (WD/Seagate)	75.	Mouse Pad
64.	HDMI Splitter, 1x4	76.	Micro Lithium Cell CR2032 Coin 3v CMOS Battery
65.	HDMI Cable 2m	77.	HP Cartridge -158X
66.	HDMI Cable 5m		

3. Location of Work:

IT Department at Poura Bhaban under Bidhannagar Municipal Corporation.

4. Estimated amount put to tender/bid:

Not Applicable

5. Eligibility to participate in the Tender / bid:

Bonafide resourceful contractors having credential in equivalent nature of works within last 5 (five) years in any Govt. / Board / Semi Govt. / Corporation / Statutory Authority / Undertaking etc. organization.

Bidder must have GST, Professional Tax Clearance Certificates, PAN Card, valid Trade Licence etc. and other necessary papers as applicable as per existing government rules.

Note:-

Similar nature of works completed successfully will be treated as credential.

6. Bid Evaluation:

Technical proposal will be evaluated first. Only bidders meeting the minimum eligibility criteria will be considered for technical evaluation of their bids. Afterwards Financial Bid of the qualified bidders will be opened. Financial Evaluation will be made on Lowest Rate Basis (L1) for each items.

7. Documents to be produced in support of Credential for Tender / bid:

- Agency has the experience in similar nature of work, may apply.
- Successful performance and completion certificate supplemented with work order issued by the Government / Semi-Government / Government Undertaking or any other competent authority shall have to be furnished in support of credibility in terms with eligibility criteria. Particulars of ownership/partnership or Board of Directors pertaining to the Organization / Company / Firm.
- The applicant shall have GST Registration, PAN Card, Professional Tax clearance Certificate, valid Trade Licence etc. and all necessary papers as applicable as per government rules.
- Corresponding address, fax & telephone nos. Contract mobile no. & Email no. of the Organization.
- Balance Sheet/Income Tax return for last 2 (two) years.
- Affidavit & other statutory forms have to be submitted in prescribe format.

All documents in original to be produced in due course of time as & when asked by the Tender/bid Inviting Authority.

8. Earnest Money:

Rs.10,000/- (rupees ten thousand) only to be deposited **online** through e-tender portal only by Net Banking / NEFT / RTGS as **Initial Earnest Money** (balance earnest money, if any, @ 2% of the quoted amount to be paid later). Security Deposit will be deducted from bills as per norms, which will be refunded after 3 (three) months from the date of completion of work.



9. Date and Time Schedule:

Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.Q. and Tender/bid Documents online (Publishing Date)	25/06/2025 after 18.00 Hrs.
b)	Documents download start date	25/06/2025 after 18.00 Hrs.
c)	Bid submission start date (online)	25/06/2025 after 18.30 Hrs.
d)	Bid Submission closing (online)	12/07/2025 up to 15.00 Hrs.
e)	Bid opening date for Technical Proposals (online)	14/07/2025 after 15.30 Hrs.
f)	Date of uploading list for Technically Qualified Tender/ bidders (online)	Notified later.

10. Time of completion and delivery of materials:

Delivery has to be made a period of 365 days from the date of issue of this order, as per requirement. The materials shall have to be delivered as per departmental order available from time to time and no claim what-so-ever for loss of labour materials and/or idle establishment etc. shall be admissible on this account.

11. Tender/bid documents:

A full set of Tender/bid documents consists of 2 Parts. These are;

- I) **Part I** containing all documents in relation to the name of the firm applied for and credentials possessed by them along with EMD and all relevant documents as depicted.
- II) **Part II** containing following documents; Bid Schedule (.xls sheet)

12. Validity of Bid:

A Bid submitted shall remain valid for a period of 365 calendar days from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.

13. Withdrawal of Bid:

A Bid once submitted shall not be withdrawn within the validity period. In case of withdrawal the agency may not be allowed for participation in next tender.

14. Acceptance of Bid:

Finance Officer, Bidhannagar Municipal Corporation will accept the Bid. He does not bind himself to accept otherwise the lowest Bid and reserves to himself the right to reject any or all of the Bids received without assigning any reason thereof.

15. Intimation:

The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forthwith take steps to execute.

Formal Contract Agreement in appropriate Municipal Form with the Finance Officer, Bidhannagar Municipal Corporation and fulfill all his obligations as required by the Contract.

16. Escalation of Cost:

There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract.

17. Name & address of In-Charge of the Work :

Finance Officer, Bidhannagar Municipal Corporation.

18. Execution of Work:

The Contractor is liable to execute the whole work as per direction and instruction of the Finance Officer, who is the Engineer-in-Charge of the work.

19. Payment:

Payment will be made to the Contractor/Agency by the appropriate Authority of Bidhannagar Municipal Corporation periodically.

20. Influence:

Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.



21. In case office faces sudden closure owing to reason beyond the scope and control of the TIA any of last date/dates as schedule may be extended up-to/to next and following working day without issuing further and separate notice the TIA feels it to be necessary and exigent.
22. Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.
23. Bid Acceptance Authority is the TIA, Bidhannagar Municipal Corporation in concurrence with the approval of higher authorities.
24. In case of any dispute arising from any clauses of similar nature between bid documents and Municipal tender/bid form, the decision of TIA, Bidhannagar Municipal Corporation, will be final and binding.
25. All usual deductions for taxes i.e. GST, PT, IT, and Labour welfare Cess etc.as per government rules are applicable will be made from the bills from time to time.
26. No conditional/ incomplete Bid shall be entertained.
27. In the event of e-Filing intending bidder may download the tender/bid document from the website www.wbtenders.gov.in directly by the help of Digital Signature Certificate.
28. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website www.wbtenders.gov.in. Tender/Bid document may be downloaded from website & submission of Technical Bid /Financial Bid as per Tender/ Bid Schedule.
29. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Quotation, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
30. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the ULB. The TIA, Bidhannagar Municipal Corporation reserves the right to accept or reject any or all the offered bid/bids without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.
31. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
32. During scrutiny, if it is come to the notice to tender/bid inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tender/bidder will not be allowed to participate in the tender/bid and that application will be out rightly rejected without any prejudice.
33. Before issuance of the work order, the tender/bid/bid inviting authority shall verify the credential & other documents with the originals of the lowest bidder. All such documents shall have to be furnished by the lowest bidder within 3 (three) days from the date of opening of financial bid at chamber of the undersigned of this office. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A./work order will not be issued in favour of the bidder under any circumstances.
34. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:
 - i) Municipal Form (WB Form No.2911)
 - ii) NIQ
 - iii) Special terms & Condition
 - iv) Technical bid
 - v) Financial bid
35. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.



36. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender/bid for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender/bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

Finance Officer
Bidhannagar Municipal Corporation

Copy forwarded for necessary information to:-

1. P.A. to Hon'ble Mayor, Bidhannagar Municipal Corporation.
2. P.A. to Commissioner, Bidhannagar Municipal Corporation.
3. Office Notice Board.
4. Official Website.
5. Publication to newspapers.
6. Office Copy.

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