

Government of West Bengal
Home & Hill Affairs department
Election branch
21. N. S. Road, Kolkata – 700 001.

No. 467 - Home(Elec)
RIE-23/20214.

Date: 08.03, 2023

Notice Inviting Re- Tender

Sealed tenders are invited for item wise rates noted below from reputed, bonafide entities for entering into AMC for servicing of **three** photocopier machines (**three** machines of **Konica Minolta** made Model No. **Bizhub 215**) for specified in the NIT. Rates for each type of AMC (with parts & without parts) shall be quoted on plain paper in letter head format in both figures and words.

Description of the work :

Annual Maintenance Contract of three (3) photocopier machines at the Office of the Chief Electoral Officer, West Bengal with and without parts (3 machines of **Konica Minolta** made Model No. **Bizhub 215**).

Time Schedule :

Date of release of the NIT in the website of Chief Electoral Officer, West Bengal and Office Notice Board.	Last date & time of submission	Date and time of opening
08.02.2023	03.03.2023 Upto 3:30 PM	03.03.2023 at 4.00 PM

Item wise rates of AMC are invited in two bid systems (Technical and Financial) for servicing of three photocopier machines described in the list appended herewith. The tender proposal in letter heads shall have to be submitted as per format described therein before the last date & time of submission of tender i.e., on **03.03.2023** at sealed boxes preserved at this office.

Terms and Quotations :

Procurement :

The Office of the Chief Electoral Officer, West Bengal needs the four photocopier machines in running condition for office use throughout the year. The intending entities/agencies/contractors should be sufficiently resourceful and should have sound infrastructure, logistics and financial competence to supply the deliverables in item. In any case, attending calls regarding repairing of photocopier machines shall have to be made within 24 hrs. from the date complain. Payment shall be made only after satisfactory service.

Eligibility :

1. The bidder must be a registered entity. Registration Certificate from competent authority must be enclosed with the tender documents.
2. The bidder must be an entity that has a work experience of having executed similar nature of supply in any of the Government Departments / Organizations. Requisite certificate of experience / work order must be attached with the tender documents.

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3. The bidder should submit a self-declaration that it has no previous history of arbitration, litigation, casting aspersions or causing accusations against the Government or its organizations.
4. The bidder is required to furnish an undertaking that it has no previous background of having defaulted while undertaking any previous work of the Government or its entities.
5. The bidder is required to submit Earnest Money Deposit of Rs. 1000/- only as to participate in the tender process.

Earnest Money Deposit :

An earnest money of Rs. 1000/- only for participation in the tender is to be deposited in the instrument of Bank Draft of any Nationalized Bank in favour of the “Chief Electoral Officer, West Bengal, Kolkata – 700 001”.

The EMD shall be forfeited in the event of

- **The Bidder withdrawing the offer during the period of validity of the tender, OR**
- **The Bidder submits false, fake and forged documents, OR**
- **The Bidder is found to have false declaration, OR**
- **The successful Bidder failing to sign the Agreement**

The EMD furnished with the tender will be retained as performance security for the selected bidder.

EMD of the unsuccessful bidders will be discharged after giving written application.

It may be clarified that no interest payable on the deposit to the unsuccessful bidders.

Bid Opening:

- a) **The tenders will be received up to the time and date mentioned in the Schedule and will be opened on the date and time mentioned therein. In the event of the specified date of Bid opening being declared holiday, the Bid shall be opened at the specified time and location on the next working day.**
- b) **The Technical Bid will be evaluated by the Proposal Evaluation Committee as per the Eligibility Criteria mentioned in this document. The Financial Bids of technically qualified bidders alone will be opened. The decision of the committee shall be final in this regard.**

The Two-Bid System :

The bidder must submit the tender in following two bid systems. The Technical and Financial bids will be submitted together. Technical bid of the bidders will be opened first, followed with the financial bid.

- 1) **Technical Bid** – It should contain the copies of the following documents :
 - a) **Income Tax Reference (if any) / PAN No.**
 - b) **Sales Tax / VAT Registration No.**
 - c) **Professional Tax Registration No.**
 - d) **Trade License No.**
 - e) **Agency / Company / Registration No.**

- f) **C& SSI Registration No. (for C & SSI Units)**
- g) **EMD in the instrument of Bank Draft.**
- h) **Experience / Payment Certificate from the Government Organization / entity.**

2) **Financial Bid** : Financial bids will be opened of only those bidders who fulfill all the conditions spelt out in the instant NIT and thus qualify in the technical bid.

1. The financial bid should have only prices / rates inclusive of all taxes quoted by the tenderer.
2. The bidder should quote only one rate for one item as per specification. The rates tendered must remain valid for a period of one year with effect from the date of acceptance of the tender and may be extendable, if required.
3. The rates shall be quoted by the bidder entirely in Indian Rupees. Bidders will have to submit rates for the items of the work against quantities excluding GST, inclusive of all other taxes/fees/levies.
4. The bidder should give warranty against the parts supplied by them and replace the defective parts at their own cost, in case of submitting tender for service with supply of spare parts.
5. The Tender Selection Committee nominated by the Competent Authority to assess eligibility shall carry out the evaluation of bids.
6. The EMD furnished with the tender will be retained as performance security for selected bidder. The EMD furnished with the tender will be retained as performance security for selected bidder. It may be clarified that no interest payable on such performance security deposit.
7. In the event of breach / violation or contravention of any terms and conditions contained herein by the selected agency / company / contractor, the security deposit shall be forfeited and the firm / company shall be black listed in addition to termination of contract.
8. IT / VAT and other deductions shall be made from the bill at source as per rules.

Jurisdiction:

Any further dispute arising out of this Agreement/ Contract will be tried in the Courts of Kolkata and Kolkata alone.

Arbitration:

In the event of any dispute or differences between the parties, the same shall be referred to the Arbitration before a Board of Arbitrators comprising one nominee from the agency and the office of the Chief Electoral Officer, West Bengal and a presiding arbitrator, to be nominated in consultation with the State Government in the Finance Department, before entering upon the references. The venue of such Arbitration shall be the Office of the Chief Electoral Officer, West Bengal.

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Period of Agreement:

The agreement will be made initially for the period of 01 (one) year. However, the agreement may be extended annually upto 03(three) years from the date of first agreement, depending upon the performance of the company and as per consideration of the authority.

Signing of agreement

- An agreement will have to be signed by the successful bidder with this office pledging adherence to the terms and conditions as above.
- The selected agency will be offered an intimation of acceptance before signing of the agreement.
- The bidder should submit a self -declaration that it has no previous history of arbitration, litigation or causing accusations against the Government or its organizations.
- The participating company has to furnish an undertaking that it has no previous background of having defaulted while undertaking any previous work of the Government or its entities.

The authority reserves the right to cancel or reject the quotations in whole or in part or can divide the work / supply between a numbers of agencies without assigning any reason whatsoever. The authority is not bound to accept the lowest tender.

Tender Rejection Criterion:

- The tender with the Technical Bid not containing the EMD, will be summarily rejected.
- The tender with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- The tender with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the NIT requirements, this Office reserves the right to reject any or all the RFP/NIT without assigning any reason whatsoever.
- In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this tender, the tenders are liable for rejection.

The office of the Chief Electoral Officer, West Bengal reserves the right to terminate the Work Order without giving any reason in case of failure to execute the contract or abide by any terms and conditions as contained in the e-tender document or in the signed agreement.



**Chief Electoral Officer
West Bengal.**