



Government of West Bengal  
Office of the Deputy Director, ARD & Parishad Officer  
Murshidabad.

Memo: 451/Tender

Date: 26<sup>th</sup> February, 2018.

**Tender Reference No:- WBARD/DDMSD/ Endoscope /NIT-03/2017-18**

**Notice Inviting Tender**

**Sub:- Tender Notice For Repairing / Maintenance of Endoscope/ Video Gastroscope System.**

Office of the Deputy Director, ARD & Parishad Officer, Murshidabad invites sealed tender for Repairing / Maintenance of **Endoscope / Video Gastroscope System** from reputed supplier / manufacturer/ dealer/ firm/ company etc. as per terms and conditions as indicated below:-

Sl. No.	Name of work	Place of Work	Estimated Amount Put to Tender (Rs.)	Earnest Money (Rs)	Time period of completion
1.	Repairing / Maintenance of Endoscope/ Video Gastroscope System.	Office of the Deputy Director, ARD & Parishad Officer, Murshidabad	492800.00	9856.00	2 (Two) to 4 (Four) Weeks.

**A. Important Place & Dates:-**

- **Last date & time of submission of sealed tenders: 06.03.2018 upto 5:00 PM**
- **Opening of sealed tenders: 07.03.2018 at 11:00 AM**
- **Date & time for Technical Assessment Committee Meeting: 07.03.2018 at 11:30 AM**
- **Tender Submission Place: Office of the Deputy Director, ARD & Parishad Officer Murshidabad.**
- **Opening Tender Place: Office of the Deputy Director, ARD & Parishad Officer Murshidabad.**

**B. General Terms & Conditions:**

1. The tender shall consist of 3 parts, namely **Part-I, Part-II and Part-III**, in separate sealed cover. **Part-I** of the tender shall be the Earnest Money Deposit (EMD); **Part-II** shall cover **technical**; and **Part-III** the **financial or commercial** aspects of the bid. **Part-I, Part-II and Part-III** offers shall be submitted in one sealed cover and this will be received upto **5:00 PM of 06.03.2018** and will be opened on the next working day at **11:00 AM of 07.03.2018**.  
The tender will not be accepted after due date and time.  
The tenderer or his representative may remain present at the time of opening provided they bring with them letters of authority from the corresponding tenderers.  
In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day.
2. **Earnest Money Deposit of Rs.9856/- (Rupees Nine thousand eight Hundred Fifty Six only)** must be submitted in form of Demand Draft (Nationalized Bank) in favour of **“Deputy Director, ARD & PO, Murshidabad”** as **„Part-I”** of the tender.

3. The Earnest Money Deposit will be returned to the tenderer by A/c payee cheque if the tender is not accepted. In case the tender is accepted, EMD will be retained till the execution of the contract. No interest will be paid on EMD by this Department.
4. Security Money Deposit being 10% of the total value of work towards satisfactory performance and services during the period of 1 (one) year of the items will have to be submitted by the successful (Lowest) tenderer before the date of issuing the work.
5. **The warranty** of the equipment / machinery should be for a **minimum period of Two (2) years** from the date of Repairing / Maintenance. During the period of warranty of the equipment/ instrument to be supplied, the tenderer shall provide free maintenance services and replacement if required free of cost.
6. All pages of the Tender should be page numbered and indexed.
7. The tender is to be duly signed on all the pages as a token of having accepted all the terms and conditions (no thumb impression is to be affixed).
8. The tender documents are non-transferable.
9. Process of opening / screening / selection of tender :
  - a) In the first instance, the **Part-I** of the tender i.e. EMD (Earnest Money Deposit) will be opened by the Tender Opening Committee. **The offers without EMD (part-I) of the tender will not be considered for further process of evaluation.**
  - b) Thereafter, the valid **Technical Bids (Part-II)** of the tenderer will be opened. The valid technical offers will be evaluated by a **Tender Committee** of the Office on **07.03.2018 at 11:00.** The Tender Committee will recommend the technically short-listed tenderers for further consideration.
  - c) The financial or commercial offers of the technically shortlisted tenderers will only be considered for price comparison / ranking purpose.
  - d) **The date and time of opening of the commercial bids of the technically short-listed tenders will be intimated.** Representatives of respective tenderers / companies may remain present at the time of opening of the commercial bid, when intimated.
  - e) The equipment (if necessary) to be supplied should be of best quality of reputed manufacturer.
10. The sealed tender is to be dropped in the tender box as will be kept in the office of the undersigned within the period and time as mentioned above. However, outstation tenderer may submit tender/s by speed post/courier service/registered post to be received by the undersigned on or before the date of closing time of tender. The undersigned will not be responsible for any postal delay in receipt of the tender in due date and time. The tender if sent by post or by courier, but not received by the undersigned within the stipulated date and time will not be accepted.
11. The rate if accepted will remain valid for 90(Ninety) days from the date of acceptance and there will no change under any circumstances during the period.
12. The **equipment system** will be repaired / maintenance within 2 (Two) to 4 (Four) Weeks from the date of receipt of confirmed work order.
13. The rate should be quoted both in figure and in words.
14. The undersigned reserves the right either to accept or to reject any or all the tenders without assigning any reason thereof and is not bound to accept the lowest tender.
15. Decision of the Tender Committee / Purchase Committee / Finance Committee or the Management of the Department shall be final and binding in all cases.

16. The tenderer should submit their **Technical Documents & credentials along with Part-II (Technical Bid)** of the tender consisting of the following:-

- a) Valid PAN Card, GST Registration certificate & last 3 (Three) Years IT Returns.
- b) Completion Certificate & Payment Certificate of Similar nature works.
- c) Certificate in regard to registration of firms along with trade license.
- d) Particulars of the participating firm / vendor / company (tenderer) in the prescribed format – **Annexure – 1.**

17. Incomplete tender not in conformity with the terms and conditions as in this tender notice will be rejected outright.

### **C. Technical specifications of Endoscope/ Video Gastroscope System.**

1. **Specification of machine- model type:** V 70, field view 145 deg, depth- 3 to 100 mm angulations – 180 / 90(u/d); 100/100 (r/l), working length- 1030 mm.
2. **Specification of repairing:** replacement of damaged fiber, outer metal and insulated sheath, light guide cable and video system.
3. **Warranty:** Minimum Two (2) years service warranty from the date of repairing.

### **D. Payment terms & conditions:**

1. The payment will be made only on receipt of final Job Completion Report of the repairing of the equipment from the Inspection Committee to be constituted by the successful bidder. 100 % along with the work order by DD / Cheque in favour us.
2. Deduction of Tax shall be as below and as per provision of vide notification No 5050F (Y) dt- 16/08/2017 and as per latest Govt. order.
  - a) GST is applicable as per Govt. order.
  - b) I.T @ 2.06% will be deducted as per rule under section 194 of I.T Act.
  - c) Cess @ 1% (One Percent) of the cost of works will be deducted from the bills of the contractor for Labour Welfare Department.

Dy. Director, ARD & Parishad Officer  
Murshidabad

**Annexure – 1**

**PARTICULARS OF THE TENDERER**

1. Name of the tenderer :
2. Establishment type :  
(Company / firm / Dealer / Stockist / Contractor / Supplier)
3. Year of establishment :
4. Address of the Registered Office :
5. GST Registration:  
(Photocopy of GST registration certificate to be attached)
6. PAN Number :  
(Photocopy of PAN card to be attached)
7. Trade License:  
(Photocopy of Trade License to be attached)
8. Nature of business :
9. Experience in the relevant field :  
(Photocopy of Completion Certificate of Similar nature works)
10. IT Return last three (3) years:  
(Photocopy of IT Return to be attached)

Signature and seal of the Tenderer.

**Estimate or Schedule**

**Name of the Work: Repairing / Maintenance of Endoscope/ Video Gastroscope System.**

**Tender Ref No.** \_\_\_\_\_

**Inviting Officer: Deputy Director, ARD & Parishad Officer, Murshidabad.**

<b>Participating Bidder/ Company/ Tenderer Name</b>	
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**Estimate Cost of Repairing of Endoscope/ Video Gastroscope System**

<b>Sl. No.</b>	<b>Description of the Items</b>	<b>Quantity</b>	<b>Price in Rs.</b>	<b>Price in Word.</b>
<b>1.</b>	<b>Estimate Cost of Repairing of Endoscope/ Video Gastroscope System.</b> <ul style="list-style-type: none"><li>• Replacement of Damaged Fiber.</li><li>• Outer Metal and insulated Sheath</li><li>• Light guide Cable</li><li>• Video System</li></ul>	<b>1 (One)</b>	<b>4,40,000.00</b>	<b>Four lakh forty thousand only.</b>
<b>GST 12 %</b>			<b>52,800.00</b>	<b>Fifty two thousand eight hundred only.</b>
<b>Total Value</b>			<b>4,92,800.00</b>	<b>Four lakh ninety two thousand eight hundred only</b>
<b>Input the Rate in percentage</b>		<b>Below Rate</b>	<b>Grant Total Value.</b>	
		<b>Above Rate</b>		

Signature and seal of the Tenderer