



OK

ID / No 8946..JDP & RDO Jtd. 05/10/23  
Mail / letter received on....  
and forwarded / sent to...  
on.....at.....  
for taking necessary action

Annexure I  
See Section 65

**NOTICE INVITING Quotation FOR WORKS CONTRACT**  
**OFFICE OF THE HARISARA GRAM PANCHAYAT**

Sainthla Development Block  
P.O. - Gorola, Dist. - Birbhum

Signature

B

Memo No. - 131/HGP/2023

N.I.Q. No. - 01 /2023-24

Dated: - 01/10/2023

**NOTICE INVITING QUOTATION**

Sealed Quotation is invited from the experienced and resourceful bidders for execution of the work(s) mentioned below in Annexure-A.

**Annexure-A**

Details of the work put to Quotation

Sl. No	Name of the work	Source of Fund	Estimated Amount (in Rs)**	Earnest Money (in Rs)	Required Covenants	Work completion period
1	New Computer Desktop Purchase for GP Office (15TH FC UnTied 2023-24)	15TH FC UnTied	Rs. 75,000.00	Rs. 1,500.00	Rs. 45,000.00	15 Days



Quotation papers will have to be sent by Registered Post or Courier or may be dropped in the Quotation Box kept at the office of the undersigned by hand (in sealed cover) and it should reach the office of the undersigned on any working day within 12/10/2023 (up to 2:00 PM) not later than 12/10/2023 (up to 2:00 PM) within office hours. Delayed submission of Quotation documents shall lead to outright rejection. The undersigned will not be responsible for rejection of the Quotation due to the delay in the postal/courier transit or any other reason. The Sealed Quotations will be opened on the same day i.e. on 12/10/2023 at 3:00 PM in presence of the bidders, who may wish to remain present. Quotation Form along with relevant documents has to be purchased from the Gram Panchayat office.

**Information to bidders:**

Cost of Quotation Document	Rs. 250/-	X	Rs. 500/-	Sl. No-1	Rs. 750/-	X
Date of Application for Quotation Form	On any working day from 05/10/2023 to 11/10/2023 (from 11:30 AM to 3:00 PM)					
Date of Sale of Quotation Form	On any working day from 05/10/2023 to 11/10/2023 (from 11:30 AM to 3:00 PM)					
Last date of dropping of Sealed Quotation Form	On or before 12/10/2023 (up to 2:00 PM)					
Date of Opening of Quotation	On 12/10/2023 (up to 3:00 PM)					

N.B. - If the office remains closed in any unavoidable circumstances on above mentioned any days, then next working day will come into force & the scheduled time will remain unchanged. Original certificates or documents as specified in Annexure B (Nos. 2 & 3) must be produced on demand at any stage of Quotation procedure.


\*\* The Estimated Amount of this N.I.T. included G.S.T., CESS and Contingency.

Pradhan  
Harisara Gram Panchayat

Annexure-B

Terms & Conditions :-

1. Cost of Quotation Form (non refundable) has to be paid in cash only.
2. Bidders must submit attested photocopies of valid VAT/GST registration Certificate (if any), last three years Income Tax Return, Profession Tax
3. Bidders must submit 1. credential in similar nature of work during last three years.
4. In case of bid/Quotation emanating from cartilization of bidders, entire Quotation process will be cancelled.
5. Bidders must quote rates in absolute numerical values (both in figures and words) and not in percentage rate against the estimated cost. **Rate quoted in**
6. Rate offered by a bidder in a particular Quotation shall be treated as final and subsequent negotiation with that bidder for change in price shall not be
7. Multiple bids (more than one bid by same bidder) and variable rates (different rates of same item by same bidder) shall be rejected outright.
8. No special preferences in respect of Earnest Money, Security Deposit etc. will be given to any Co-operative Society/Government owned
9. Bidder must submit sealed envelope clearly mentioning serial number and name of work on top of the envelop.
10. Earnest money should be deposited in Cash/Cheque/Bank Draft or Government Bond/Securities duly pledged in favour of the Pradhan, Harisara
11. Successful Bidder (s) will be required to lodge security deposit (10% of the total value of the work as quoted by him) as performance security in the
12. SIDS/GST, IIDS, Royalty, and Labour Cess will be deducted as per existing rates fixed by the respective department of the government.
13. Pre-bid conference/meeting with the prospective Bidders will be held on 11/03/2019 at 4:00 PM (not later than 4 days before the last date of
14. Site visit may be done by the bidders at their own cost.
15. Erroneous or incomplete Quotation Form will be summarily rejected without assigning any reason whatsoever.
16. Bidder(s) may be asked to submit rate analysis for items where the quoted rates are either below or above 5% than the estimated cost. Such bids may
17. Successful Bidder will have to execute a formal contract on a Non-Judicial Stamp paper of Rs. 10.00 within seven days from the receipt of "Letter of
18. The undersigned is not bound to accept the lowest Quotation and reserves the right to accept or reject any or all Quotations, as the case may be
19. Quoted rate shall be inclusive of all charges including royalty, VAT/GST, tools charges, transportation etc.
20. Any bid received from the bidder without authentication of correction made in rate quoted in word or figure shall lead to cancellation of the bid.
21. Bidders will get necessary drawings with the Quotation Form. All documents i.e. drawings, Quotation Form signed by the Bidder must be submitted in
22. Bids shall remain valid for a period of sixty days from the date of the notice issued for the purpose. A bid claims to be valid for a shorter period shall be
23. Bidder must submit all type of testing report before submission of bill.

  
Pradhan  
Harisara Gram Panchayat

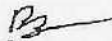
Signature of Pradhan  
Harisara Gram Panchayat  
Sainthia Dev. Block, Birbhum

Memo No: - 131/HGP/2023 /..... (8)

Dated: - 03/10/2023

Copy forwarded for information and with a request for making an arrangement to display the notice for wide publicity to:-

1. The Sub-Divisional Officer, Suri, Birbhum.
2. The Block Dev. Officer, Sainthia Dev. Block, Birbhum.
3. The Members of Artho-O-Parikalpana Upa-samity, Harisara Gram Panchayat, Birbhum, with request to present at the time of Quotation Opening.
4. The Secretary, Executive Assistant, Nirman Sahayak, Sahayak, Harisara Gram Panchayat, Birbhum, with request to present at the time of Quotation Opening.
5. Post Master, Head Post Office, Sainthia, Birbhum.
6. Post Master, Gorola Branch Post Office, Harisara Gram Panchayat, Birbhum.
7. CSP Operator, KIOSK Bank of SBI, Harisara Gram Panchayat, Birbhum.
8. The Notice Board of Harisara Gram Panchayat, Birbhum.

  
Pradhan  
Harisara Gram Panchayat

Signature of Pradhan  
Harisara Gram Panchayat  
Sainthia Dev. Block, Birbhum

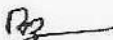
SERVICE REPLIED

Memo No: - 131/HGP/2023 /..... (8)

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Pradhan  
Harisara Gram Panchayat