

LIMITED TENDER NOTICE

Memo No.MCC/CAO/SO-II/2016/_____

Dated: _____

LIMITED TENDER FOR DARI & TAAT PATTI FOR VARIOUS MUNICIPAL PRIMARY SCHOOLS CHANDIGARH

INSTRUCTIONS / TERMS & CONDITIONS FOR THE LIMITED TENDER

Sealed quotations are hereby invited in two parts i.e. **Technical bid and financial bid** in separate sealed covers. The two sealed cover should be contained in **bigger** sealed cover. The technical bid would contain **EMD deposit and filled Specifications Performa** (enclosed herewith) duly signed by the firm with stamp/seal. The rates would be mentioned only in the financial bid not in the technical bid. The financial bids of those firms, who qualify on the basis of technical bid, would only be opened.

CONDITIONS:

1. Attached specification performa must be sent with technical bid alongwith EMD with Signatures with stamp by Firm otherwise quotation will be rejected.
2. The quotation/limit tender notice must reach in **office of the Chief Accounts Officer, Municipal Corporation, Chandigarh at 3.00 p.m. on/before the 10.11.2016**. The quotation so received will be opened on the same day at **3.30 p.m.** in presence of the Purchase Committee and opening the same quotations in office of **the Joint Commissioner-III, Municipal Corporation, Chandigarh**. The quotations received after the given date and time shall not be entertained.
3. The Quotation must be in sealed cover. It will be a two bid system i.e. Technical Bid & Financial Bid. Both Technical and Financial Bid in two separate envelopes must be super scribed with the subject on the top of outer bigger envelope. The name of the firm must be mentioned on the envelopes.
4. Financial bids of technical qualified firms will only be opened.
5. Technical bid should contain (a) original EMD for Rs. 5000/- (b) Original affidavit of blacklisting whereas Envelop of Financial bid should contain price of the items only.
6. It may be delivered either by post or by hand. The quotation must be addressed to the Commissioner. Municipal Corporation, Chandigarh.

7. Sale Tax/VAT/Service Tax will be applicable as per Govt. instructions issued from time to time.
8. Any quotation can be rejected by the undersigned/Purchase committee without assigning any reason.
9. The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If any information found incorrect the quotation liable to be cancelled.
10. Conditional quotation shall not be entertained.
11. In case of date of receiving of quotation/opening of quotation declares/ happens to be public holiday quotation shall be opened on next working day.
12. In case of any dispute, jurisdiction of courts of UT Chandigarh is applicable.
13. Payment will, only be released subject to the satisfaction of the undersigned or the committee constituted by the undersigned after verifying the quality, specification and quantity of the material.
14. **Important-** Supply order will be issued to the eligible lowest firm.
15. For further detail please contact office of the undersigned during the working hours.
16. The material is to be supplied within 15 days from the issue of supply order.

**Chief Accounts Officer,
Municipal Corporation,
Chandigarh.**

TECHNICAL BID (Envelop-A)

- 1) Name of the firm: _____
(In capital letter)
- 2) Complete Postal Address: _____
- a) Telephone No. : (Off) _____
- b) Fax No. : _____ e-mail _____
- 3) Is the firm proprietary/Partnership/
Public Ltd/Pvt. Ltd./Others (specify) _____
- 4) Is the firm registered with: _____
Any Central Government/ State Govt./Semi Govt./
Govt. undertakings/ Municipal Corporation
If so furnish details of registration. _____
- 5) PAN Number: _____
- 6) Service Tax/VAT/Sales Tax No. _____
- 7) EMD Details: Demand Draft /Pay Order No. _____ Date _____
Bank (Branch) _____

This envelop should contain:-

1. The Earnest money in the form of demand draft/call deposit receipt in favour of Commissioner. Municipal Corporation, Chandigarh and payable at Chandigarh for Rs. 5000/- (Rupees Five Thousand only) must be enclosed.
2. The firm should submit the Pan No.
3. The Service Tax No./VAT/Sales Tax number must be provided.
4. Original affidavit regarding black listing is also required to be submitted.
5. An undertaking with regard to sufficient infrastructure and capacity to supply the material as per specification mentioned in the DNIT should also be submitted.

Dated:

(SIGNATURE)

FINANCIAL BID 'B'

1. Name of the firm _____
2. Office Address : _____
3. Telephone No./Mobile No. : _____
4. Rates quoted for the following items:-

Sr. No.	Description	Rate quoted by the firm
1	Dari(Cotton) Size (i) 12'x12' (Weight between 10kg to 15 kg.)	
2	Taat Patti (Cotton) Size (i) 15'x1.5' (Weight between 1kg 500 gm to 2.00 kg.)	

Note:

1. Quote the rate as per above specification/Terms & Condition.
2. Please quote rates of each item separately.
3. Work order will be issued to eligible lowest one firm.
4. This form duly filled should be put in outer bigger envelope with name of the contract.

Dated:

(SIGNATURE)