



**Government of West Bengal**  
**OFFICE OF THE GENERAL MANAGER**  
**DISTRICT INDUSTRIES CENTRE, KOLKATA**  
 11 A & B ESPLANADE EAST, KOLKATA-700069  
 e-mail: gmkol.msse-wb@nic.in

Memo No. 610 /DIC/KOL

Date: 10-03-2022

**Tender Notice to procure Tool Kits****Tender No. : e-N.I.T./04/DIC/KOL/21-'22-(2<sup>nd</sup> Call)**

The General Manager, District Industries Centre, Kolkata issues 2<sup>nd</sup> call to the above e-Tender for supply of the following Tool kits to the Copper Repousse Workers of HARIDDEVPUR METAL REPOUSSE EH INDUSTRIAL CO-OPERATIVE SOCIETY LIMITED to standardize their REPOUSSE work procedure. Only bidders who can clearly establish their credential as manufacturer/ bonafide supplier through supporting documents would be considered.

**List of Tool Kits :-**

Sl. No.	Particulars of Machine & Tool Kits	No. of units required	Specification
01.	Mini Drill Grinder	13	As per Annexure-I
02.	Diamond Set	13	
03.	Hand Tools Set	13	
04.	Metal Cutter	13	
05.	Drill Bit Set	13	
06.	Mini Hack Saw	13	
07.	Vice 4"	13	
08.	Electric Drill	13	
09.	Gas Cutter	13	
10.	Nylon Hammer	13	
11.	Iron Hammer 5 pieces	13	
12.	Wooden Hammer	13	
13.	Heat Gun	13	
14.	Buffing Wheel 10 pcs	13	
15.	Diamond File Set	13	



The tender has to be submitted in a sealed envelope and to be dropped in the Box kept in the office of the undersigned.

**Important Date and Time Schedule:**

Sl. No	Particulars	Date & Time
1	Bid Proposal submission start date	11-03-2022 at 11.00AM
2	Bid proposal submission end date	21-03-2022 upto 1.00 PM
3	Date of Opening Tender	23-03-2022 at 3.00 PM

The General Manager, District Industries Centre, Kolkata reserves the right to change the above schedule.

**Detailed terms and conditions:**

1. Bidder has to submit copies of the following documents.
  - a. UDYAM registration certificate (if available)
  - b. Copy of GST Registration Certificate. **(Mandatory)**
  - c. Copy of GST return for FY 2018-19, 2019-20, 2020-21. **(If available)**
  - d. Copy of PAN Card of Bidder (for proprietorship concern) / of the Company/ firm **(Mandatory)**
  - e. Bidder organization should have in the same business at least for last 2 years (Trade License is to be attached as proof) **(Mandatory)**
  - f. **Income Tax Return for last two years (Mandatory)**
  - g. Brief Profile of the concerned bidder with valid Email & Mobile No of the concerned person. **(Mandatory)**
  - h. Copy of credential certificate for supply of Tool Kits.
  - i. ISO & another relevant certificate are desirable.
  - j. Brochure with technical specification of the specified Machine & Tool as per Annexure-I ( desirable )
  - k. Documents for EMD exemption (if applicable)
2. **Payment procedure of EMD:**
  - a) The bidder will have to pay the **EMD** amounting to **Rs. 3600/- (Rupees Three thousand six hundred only)** by Bank draft drawn in favour of General Manager, District Industries Centre, Kolkata, payable at Kolkata. Enterprises having MSME registration shall be allowed EMD exemption as per rule upon enclosure of relevant document as per MSMED Act.
  - b) **Refund of EMD:** After declaration of Award of Contract (AOC) the EMD in form of Bank Draft will be refunded to the unsuccessful bidder(s). The Earnest Money of the successful bidder will be retained as a part of the security money and returned to them without any interest after completing the contract successfully.



**3. Please note that incomplete application/application without necessary documents/application without EMD (wherever applicable) will be rejected.**

**B. Financial Bid :**

The basic rate quoted should be in INR inclusive of the transportation/ loading/unloading and all other incidental ~~cost~~ excluding GST, which should be quoted separately as per Annexure III.

Place of Supply shall be at Haridevpur, Kolkata and date will be specified in due course.

**Guarantee / Warranty :**

The Machine & Tools should be covered by comprehensive warranty and after sales service.

**Payment Terms :**

Payment will be made through IFMS / Non-IFMS mode as per decision of the Tender Committee after satisfactory performance by the bidder and submission of necessary documents.

**Other terms and conditions :**

1. Bid including all the documents have to be submitted in a sealed envelope mentioning the Tender No and date on the face of the envelope and the sealed envelope is to be addressed to The General Manager, District Industries Centre, Kolkata. The sealed envelope is to be dropped in the Box kept in the office of the undersigned.
2. At any stage, if any of the information furnished by the bidder is found to be false, the bid shall be summarily rejected.
- 3 The Tender Committee reserves the right to reject / cancel the bid without assigning any reason whatsoever.
4. If the supplied materials fail to meet the required specification/ found damaged/ defective or not working properly, the supplier will be liable to replace the Machine or Tool kits outright at his own cost.
5. One may contact over phone (033)4061-3062 any clarification on any point related to tender.

  
General Manager,  
District Industries Centre,  
Kolkata



**CHECK LIST**

[To be uploaded online while submitting the bid after duly filled up]

NIT No : e- N.I.T./04/DIC/KOL/21-'22(2<sup>nd</sup> Call)

Name of the Bidding Firm: .....

Full address of the Bidding Firm/Bidder (for communication):.....

Contact No. (Office): .....

Mobile No. of Contact Person: .....

E-Mail address for Communication.....

**DETAILS TO BE GIVEN**

Sl. No.	Particulars	Please Mark		For use of the Bidders (Provide Registration Numbers where applicable)
1	Whether EMD paid as required	YES	NO	
2	Udyam Registration (MSME Registration) submitted	YES	NO	
3	Copy of GST Registration Certificate	YES	NO	
4	Copy of GST return for FY 2018-2019, 2019-20 and 2020-21 submitted	YES	NO	
5	Copy of PAN card submitted	YES	NO	
6	Copy of Trade License submitted	YES	NO	
6	Income Tax Return (for last 2 years)	YES	NO	
7	Brief Profile of the concerned bidder submitted	YES	NO	
8	Copy of credential certificate for supplying machine & tools	YES	NO	
9	ISO & other relevant certificate submitted	YES	NO	
10	Brochure with technical specification of the specified Machine & Tool kits as per Annexure-I submitted	YES	NO	
11	Authorization Letter in Annexure -II (wherever applicable) submitted	YES	NO	

**Note:**

- The bidders are requested to see that all of the above columns are properly filled in.
- If any of the information furnished above are found to be false, the bid will be rejected.

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Seal of the Company-----  
Signature with date



**ANNEXURE-I**

**List of Machine & Tool with Desired Function**

**1. Mini Drill Grinder**

- ☐ Engraving, Etching, Buffing, Polishing of Metal Surface

**2. Diamond Set**

- ☐ Cutting, Engraving, Etching Head of Grinder

**3. Handtools Set**

- ☐ Polishing & Smoothening of Metal surface

**4. Metal Cutter**

- ☐ Cutting Metal Sheet

**5. Drill Bit Set**

- ☐ Piercing of Metal Surface to make hole.

**6. Mini Hack Saw Machine**

- ☐ Cutting of Metal Sheet

**7. Vice 4"**

- ☐ Holding of Metal Surface during operation

**8. Electric Drill Machine**

- ☐ To make hole through the Metal Surface

**9. Gas Cutter**

- ☐ Gas Cutting and Soldering of Metal Sheet

**10. Nylon Hammer**

- ☐ Soft Hammering of Metal Surface

**11. Iron Hammer**

- ☐ Hard Hammering on Metal Surface for engraving

**12. Wooden Hammer**

- ☐ Medium Hard Hammering on Metal Surface for controlled Engraving

**13. Heat Gun**

- ☐ Heating of Metal Surface

**14. Buffing Wheels**

- ☐ Polishing of Metal Surface

**15. File Set**

- ☐ Filing of Metal Surface



**Annexure -II**

Authorization letter in favour of the applicant (if other than Managing Director / Proprietor) from the Competent Authority

**FORMAT**

(To be furnished in the Companies official letter pad with full address and contact no. , e-mail address etc.)

TO WHOM IT MAY CONCERN

This is to certify that Mr/ Mrs.

..... (Name), an employee of this

organization as .....(official designation) is hereby  
authorized to submit tender online vide NIT No. e- N.I.T./04/DIC/KOL/21-'22(2<sup>nd</sup> Call)  
dated 10-03-2022 on behalf of the organization.

.....  
(Signature of the Authorized Person)

Signature of Mr/ Mrs. ....  
is hereby attested

.....  
(Signature of the Competent Authority)

Signature of the Competent Authority  
with seal



## Annexure – III

**Name of Work: Supply of Tool Kits to the Copper Repousse Workers of HARIDEVPUR METAL REPOUSSE EH INDUSTRIAL CO-OPERATIVE SOCIETY LIMITED to standardize their repousse work procedure.**

**Contract No: e-N.I.T./04/DIC/KOL/21-22 (2<sup>nd</sup> Call)**

**Name of  
the Bidder  
Enterprise:**

## PRICE SCHEDULE

(This format must not be modified/replaced by the bidder and the same should be submitted after filling the relevant columns, else the bid will liable to be rejected for this tender.)

Sl. No.	Item Description	Quantity	Units	Basic Rate per Unit To be entered by the Bidder	GST Amount per Unit	TOTAL AMOUNT with Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8
1	Mini Drill Grinder	13	Nos				
2	Diamond Set	13	Nos				
3	Hand Tools Set	13	Nos				
4	Metal Cutter	13	Nos				
5	Drill Bit Set	13	Nos				
6	Mini Hack Saw	13	Nos				
7	Vice 4"	13	Nos				
8	Electric Drill	13	Nos				
9	Gas Cutter	13	Nos				
10	Nylon Hammer	13	Nos				
11	Iron Hammer 5 pieces	13	Nos				
12	Wooden Hammer	13	Nos				
13	Heat gun	13	Nos				
14	Buffing Wheel 10 Pcs	13	Nos				
15	Diamond File Set	13	Nos.				
16	Delivery & other Charges		LS				

Total Amount in Figures : Rs.

Total Amount in Words :

Date :

Signature & Seal of the bidder