

PUR/071/ENQ/CSM/BILLS/TD/

Date: 04.02.2020

Sub: Annual contract for payment of Statutory Bills.

Dear Sir,

We invite your quotation for payment of Statutory Bills like (1) Electricity (2) Land Rent (3) Water Supply and (4) Drainage or sewerage within KMDA area i.e. Kolkata Municipal Corporation, 24- Parganas(N & S), Hooghly, Howrah and Kalyani (Nadia). Around 206 nos. of Mini Dairies are in operation. The contract will remain valid for two years.

A. DETAILS SCOPE OF WORK:

1. Follow up Electric, Water, Land rent bills payments of all MDC booths with reconnection if bill unpaid.
2. To settle up all disputed matter from different authorities
3. To collect all payments bills from all MDC booths and keep records.
4. To follow up with different authorities for obtaining bills which are not received in time.
5. Collection & cash payments to (Avail rebate) duplicate bills in case it is not received within due date.
6. Maintaining file, making photocopies, duties of related job with bank reception of guest etc (Head office, Salt lake)
7. To follow up with officials at Lalbazar, Barasat and Howrah for No Entry permit of vehicles
8. To collect No Entry permit of vehicles at other places, specially during festive period.
9. To keep records of correspondence and settle the dispute with No Entry permit authority.
10. Collection and cash payments towards penalty for violation of traffic rules.

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11. All dispute of job related Bank with Mother Dairy Calcutta i.e Bank Guarantee invocation etc.

B. Name of Authorities from where bills are to be received and payment is to be made:

Kolkata Municipal Corporation.

Municipalities in 24-Parganas(N) and Nadia:

- | | |
|--------------------------|--------------------------------|
| i) Kalyani Municipality. | ix) Panihati |
| ii) Khardah | x) Kamarhati |
| iii) Halisahar | xi) Baranagar |
| iv) Naihati | xii) Dum Dum |
| v) Bhatpara | xiii) South Dum Dum |
| vi) Garulia | xiv) North Dum Dum |
| vii) North Barrackpore | xv) Barasat |
| viii) Barrackpore | xvi) Bidhan Nagar Minicipality |

Municipalities in 24-Parganas(S):

- i) Budge Budge
- ii) Maheshtala

Municipalities in Hooghly district:

- | | |
|--------------------------------|-----------------------------|
| i) Dankuni | vi) Baidyabati - Seoraphuli |
| ii) Hooghly Chinsurah | vii) Serampore |
| iii) Chandernaore Municipality | viii) Rishra |
| iv) Bhadreswar | ix) Konnagar |
| v) Champdany | x) Uttarpara- Kotrung |

Municipalities in Howrah district:

- i) Bally
- ii) Howrah Corporation
- iii) Andul - Mouri

C. Details of authorities to whom be contracted for the above work:

- | | |
|-----------------------------------|--|
| i) CESC. | x) Administrator Bidhan Nagar Municipality. |
| ii) WBSEDCL (All sector offices) | xi) State Bank Alipore (MD-032). |
| iii) Eastern Railway. | xii) CMWSA. |
| iv) South Eastern Railway. | xiii) Calcutta Dock Labour Board. |
| v) Metro Railway. | xiv) Karunamoyee Housing Estate, Salt Lake. |
| vi) Govt. of India Mint. | xv) Purbasha Abasik Samity, Maniktala. |
| vii) Airport Authority of India. | xvi) Housing Board. |
| viii) Calcutta Improvement Trust. | xvii) Executive Engineer Housing Division I to VII |
| ix) Howrah Improvement Trust. | xviii) Calcutta Port Trust |

Mother Dairy Calcutta
P.O. Dankuni Coal Complex, Dist: Hooghly, Pin:-712310.

TERMS & CONDITIONS

1. The contract will remain valid for two years from the date of finalization of contract. However, Mother Dairy Calcutta reserves the right to extend the validity of the contract upto three months at the same rates, terms & conditions.

2. Contractors are required to enclose self-attested photocopy of the following without which your quotations will be considered invalid (However, as per requirement of the Dairy authority you shall produce the original for verification, at any time):

(1) PAN (2) Valid Trade Licence

3. Selected contractor shall pay a sum of Rs.5000.00 as security deposit by way of demand draft drawn in favour of "W.B.C.M.P.F. Ltd., Mother Dairy Calcutta" for the entire period of contract. The security deposit shall be refunded after successful execution of the contract subject to recovery if any. **The Security Deposit shall be forfeited in the event of failure/refusal to abide by the terms and conditions of contract. The security deposit will not bear any interest.**

4. **Bidders shall quote lumpsum rate** per month for the job taking consideration the entire work as mentioned in the first para of this enquiry. Rate should be all inclusive. No other payment shall be made other than the lumpsum rate.

5. If any assigned job is not completed within the stipulated time, the Dairy shall impose penalty on you as deemed fit by the competent authority.

6. Damaged done to any of Dairy's property by the contractor or his representative(s) will have to be made good by the contractor at his own cost as directed by the authorized representative of the Dairy.

7. The Dairy shall not liable for injury of any person engaged by the contractor in connection with the work.

8. The Dairy administration reserves the right to terminate the contract by giving 30 days clear notice in writing without assigning any reason whatsoever.

9. If at any time an of your personnel is found in any unlawful act/theft/smuggling of Dairy's properties, Mother Dairy Calcutta reserves its right to make appropriate recovery of the same from you and also penalize you as mutually agreed.

10. You shall not transfer partially or fully, the benefits of the contract to any individual/firm/company at any time within the contract period.

11. The contract shall be a commercial contract by and between Mother Dairy Calcutta and you. There will be no employer employee relationship between the Dairy and you. So under no circumstances you or your employees will be employees of the Dairy and therefore, you or your employees will not be entitled to rights, privileges, benefits, etc. which are extended to the employees of the Dairy.

12. If any dispute or difference shall at any time arise between the two parties in respect of this agreement or concerning anything herein contained or arising out of this agreement, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Managing Director, West Bengal Co-operative Milk Producers' Federation Ltd., Block LB-2, Sector III, Salt Lake City, Kolkata - 700098. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction as regards any dispute/arbitration under these terms irrespective of any jurisdiction clauses mentioned subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under or any amendment or statutory modification thereof for the time being in force.

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P.O. Dankuni Coal Complex, Dist: Hooghly, Pin:- 712310.

OFFER FORM

The rate (all inclusive) for payment of Statutory Bills like (1) Electricity (2) Land Rent (3) Water Supply and (4) Drainage or sewerage within KMDA area i.e. Kolkata Municipal Corporation, 24- Parganas(N & S), Hooghly, Howrah and Kalyani (Nadia).

Rate offered: Rs. _____

Signature of the bidder
with official seal and date