

# Office of the Burdwan Municipality

G.T. Road, Burdwan, West Bengal, India - 713101

Phone: +91 0342 2662518 / 2664121 / 2662777 | Fax: +91 0342 2560717

Email: burdwanmunicipality@gmail.com | Website: www.burdwanmunicipality.gov.in

Memo No. 094/SWM/XIX-II

Dated: - 31/07/2021

## Notice Inviting e-Quotation No – 3/2021-22

**The Executive Officer, Burdwan Municipality**, invites e-Tender (electronic Tender process), for Sealed for the under mentioned works, from suitable bonafide Agency. The intending Tenderer may download the detail Tender Notice along with Tender document from “e-procurement/municipality” link under <http://wbtender.gov.inwebsite>

### ANNEXURE-A

| Sl. No. | Name of the work   | Rate Information   | Initial Earnest Money | Name of the Concerned Division | Eligibility of Contractor.                           |
|---------|--|--|-----------------------|--------------------------------|--|
| 1.      | <b>Repairing and Leath work of Excavator 120 (JCB) Machine by Changing of Swing Bearing and other spare parts and accessories related to both side marching chain (Left &amp; Right).</b><br><br><b><u>Completion of work 7(Seven) days.</u></b> | Rate is inclusive of all taxes and other charges for supplying of spare parts and Lathe work | <b>8000/-</b>         | Burdwan Municipality           | Bonafide contractor having experience in this trade. |

1. In the event of e-Filing intending bidder may download the Tender document from the website directly with the help of Digital Signature Certificate & necessary Earnest Money may be remitted through online internet banking in favour of Executive Officer, Burdwan Municipality, payable at Burdwan, District Purba Bardhaman & same may be documented through e-Filling. (Details of which has been narrated in "Instruction to Bidders").
2. Both technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> tender document may be downloaded from website & submission of Technical Bid/Financial Bid will be done as per Tender Schedule stated in Sl. No.9. The documents submitted by the bidders should be properly in indexed and be self-attested with seal. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL BID of the Bidder is found qualified by the ‘Tender Evaluation Committee.’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
3. **Scope of works**
  - A. Lathe work and repairing Excavator 120(JCB) machine by changing of Swing Bearing and repairing work of both side (**Left & Right**) marching chain by supplying and fitting fixing of spare parts and accessories.

#### **4. Eligibility criteria for participation in Tender/Tender: -**

- i) The prospective bidders must have experience in maintenance and repairing of [Vehicle & Machinery at Government /Semi Government/Statutory Authority / Corporation/ Reputed Organization etc.
- ii) The bidder must have experience in maintenance and repairing of Vehicles. As stated in Annexure –A.
- iii) The prospective bidders should have the credential in similar nature of job in any Government /Semi Government/Statutory Authority / Corporation/ Reputed Organization etc.
- iv) N.B. Estimated amount, Date of completion of project & detail communicational address of Client with phone number must be indicated in the Credential Certificate.
- v) The copy of the work order/letter of acceptance (L.O.A.) along with the specific price schedule of the work for which the credential has been issued must be attached. Otherwise the tender accepting authority reserves the right to reject the technical bid outright.
- vi) Pan Card, Trade License, G.S.T. Registration Certificate, Income Tax Certificate, Professional Tax receipt Challan for the year 2020 - 2021 to be accompanied with the Technical Bid document.

#### **[Non Statutory Documents].**

- vii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Department during the last 2 (two) years prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).
- viii) Registered Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, and Valid Clearance Certificate from A.R.C.S. along with other relevant supporting papers. **[Non Statutory Documents]**
- ix) A prospective bidder shall be allowed to participate in the Job either in the capacity of individual or as a partner of a firm.
- x) The partnership firm shall furnish the registered partnership deed and the Company shall furnish the Article of Association and Memorandum. **[Non Statutory Documents]**
- xi) Where there is a discrepancy between the rate in figures & words the rate in words will govern.
- xii) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.
- xiii) Joint Venture will not be allowed.
- xiv) No Mobilization Advance and Secured Advance **will be allowed.**
- xv) **Bids shall remain valid** for a period not less than **120(One Hundred Twenty) days** after the dead line date for Financial Bid/ Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."

## 5. Date & Time Schedule:-

| Sl No | Particulars                           | Date & Time            |
|-------|---------------------------------------|------------------------|
| 1     | Date of publishing of tender (online) | 03/08/21 at 10 AM      |
| 2     | Document Download / Sale Start Date   | 03/08/21 at 11 AM      |
| 3     | Bid Submission Start Date             | 03/08/21 at 12 AM      |
| 4     | Bid Submission Closing Date           | 11/08/21 up to 06 PM   |
| 6     | Date of opening technical bid.        | 16/08/21 at 11 AM      |
| 7.    | Date of technical bid evaluation.     | Will be Informed later |
| 8.    | Date of opening financial bid.        | Will be Informed later |
| 9.    | Date of Financial bid evaluation.     | Will be Informed later |

6. There shall be no provision of Arbitration.

7. **No. price preference and other concession will be allowed.**

8. **Earnest Money:** As per Annexure-(A), as an initial Earnest Money Deposit shall accompany with Bid Proposal, shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Every such Transfer shall be done on or after the date of publish of NIEB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt has to be uploaded as Statutory document. (Scanned copy) Earnest Money Deposit i.e. 2% of bid amount beyond stated amount in Annexure –(A) (if any) shall have to be deposited after acceptance of Bid Proposal by the lowest bidder

9. **The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and Examine the Break down Excavator 120 (JCB) Machine at site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.**

10. The prospective bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during tenure of work and the contract will be for a period of 1(one) year from the date of issuance of the work order to the successful agency/agencies .Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for the entire tenure.

11. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Executive Officer, Burdwan Municipality reserves the right to reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.

12. **Refund of EMD:** The Earnest Money of all the unsuccessful Tender deposited in favour of Executive Officer, Burdwan municipality will be refunded by the Executive Officer, Burdwan municipality on receipt of application from Tender after completion of Tender process in all respect.

13. Prospective Bidders are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

14. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
15. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
16. The Executive Officer, Burdwan Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
17. During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the Tender and that application will be out rightly rejected without any prejudice.
18. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest Bidder if found necessary. After verification, if it is found that such documents submitted by the lowest Bidder is either manufacture or false in that case, work order will not be issued in favour of the Bidder under any circumstances.
19. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
20. The successful bidder must have to complete the repairing work within 7(Seven) days from the date of issuing the work order.
  - i) NIT
  - ii) Technical bid
  - iii) Financial bid

## **INSTRUCTION TO BIDDERS**

### **SECTION – A**

#### **1. General guidance for e-Tender**

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e- Tender.

#### **2. Registration of Contractor/Agency**

Any Contractor/Agency willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system,through logging on to <https://etender.wb.nic.in>(the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

#### **3. Digital Signature certificate (DSC)**

Each Contractor/Agency is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved serviceprovider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 3 DSC is given as a USB e-Token.

4. The Contractor/Agency can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

## 5. Submission of Tender.

General process of submission, Tender is to be submitted through online the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

### A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

#### A-1. Statutory Cover Containing

**The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

1. Prequalification Application (Sec-B, Form - I)
2. Format undertaking Section -B form II on company's letter head".
3. Experience profile [Form No-IV] Section B.
4. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.
5. NIT (Properly filled in & upload the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid).
6. Special Terms, condition & specification of works (The Prospective Bidder shall have capacity to supply and Fitting Fixing and Commissioning the machine at site within 15 days from date of issuing the work order).

#### A-2. Non statutory Cover Containing

- a. Professional Tax (PT) deposit receipt challan for the Financial year 2020 - 21, Pan Card.
- b. IT Saral for the Assessment year 2019- 20, GST Registration Certificate, Registration Certificate under Company Act. (if any) Trade License.
- c. Registered Deed of partnership Firm/ Article of Association & Memorandum.
- d. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- e. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered Co-Op(S)
- f. Credential for completion of work of SWM under the authority of state/ central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/ state Govt. Credential of same nature of job is to be furnished. (Ref. Cl. No. 3(i) of this NIT).
- g. Scanned copy of Original Credential Certificate as stated in 5(i) of N.I.T. Note:- Failure of submission of any of the above mentioned documents as stated in as 'A-1' & 'A-2' will render the tender liable to summarily rejected for both statutory & non statutory cover.

| Sl.No. | Category Name   | Sub-Category Description | Details  |
|--------|-----------------|--------------------------|--|
| A.     | CERTIFICATES    | CERTIFICATES             | 1. PAN<br>2. P. Tax Challan (2021 - 21)<br>3. Income Tax Certificate (2019 – 20) financial year.<br>4. Trade License<br>5. G.S.T. Registration Certificate   |
| B.     | Company details | Company details-1        | 1. Proprietorship firm<br>2. Partnership firm (Partnership deed, Trade license)<br>3. LTD. Company (Incorporation certificate, Trade License).<br>4. Society (society registration copy, trade license)<br>5. Power of Attorney (if applicable). |
| C.     | Credential      | Credential-1             | Credential: Similar nature of reaping job under and completion certificate which is applicable for eligibility in this Tender.   |

**B. Tender Evaluation Committee (TEC)**

**7. Opening of Technical proposal:-**

- i. Technical proposals will be opened by the Executive Officer, Burdwan Municipality or his authorized representative electronically from the web site stated in Cl. No. 3 using their Digital Signature Certificate.
- ii. Cover (folder) statutory documents (vide Cl. No. 6.A-1) should be open first & if found in order, cover(Folder) for non statutory documents (vide Cl. No. - 6.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iii. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.
- iv. Uploading of summary list of technically qualified Bidders
- v. Pursuant to scrutiny & decision of the screening committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals before 48 hours of opening of financial bid.
- vi. While evaluation the committee may summon of the tenders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vii. Intending Bidders may remain present if they so desire.

**C. Financial proposal**

- a. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate per unit inclusive of all taxes and duties as applicable and freight forwarding charges online through computer in the space marked for quoting rate in the BOQ.
- b. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Contractor/Agency.
- c. Intending Bidder may remain if they so desire.

**6. Penalty for suppression / distortion of facts**

Submission of false document by Tendered is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**7. Rejection of Bid**

The Executive Officer, Burdwan Municipality reserves the right to accept or reject any bid and to cancel the

bidder process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Employer's action.

8. **“Any intending bidders** who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub rule under clause 3 of Tender Form No.2911 or terminated under any clause of Standard Bidding Document by the Engineer-in-charge/Employer during last 3(three) years will not eligible to participate in any bid under any Directorate under this Department for another 2(two) years from the date of imposition of last termination notice by the Engineer-in-charge/Employer.”

9. **AWARD OF CONTRACT**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & BOQ will be the part of the contract document

**Executive Officer  
Burdwan Municipality**

**Memo No. 094/1(13)/SWM/XIX-II**

**Dated:-31/07/2021**

1. **The principal Secretary, Municipal Affairs Deptt, writer's Building, Kol-700001.**
2. **The Director, State Urban Development Agency (SUDA), salt lake, ILGUS BHAVAN, Kol-700106.**
3. **The Sabhadhipati, Burdwan Zilla Parishad, Purba Barddhaman.**
4. **The Dist. Magistrate, Burdwan District, Purba Barddhaman.**
5. **C/A to Administrator, Burdwan Municipality.**
6. **The Finance Officer, Burdwan Municipality.**
7. **Secretary, Burdwan Municipality.**
8. **The Nodal Officer, SBM, Burdwan Municipality.**
9. **Accountant. Burdwan Municipality.**
10. **S.I. (Health) Burdwan Municipality.**
11. **I.T. Coordinator, Burdwan Municipality to take necessary action.**
12. **Notice Board and Official Website, Burdwan Municipality, Purba Barddhaman.**
13. **To the Editor .....**

**Executive Officer  
Burdwan Municipality**

**PRE-QUALIFICATION APPLICATION**

To  
The Executive Officer,  
Burdwan Municipality,  
G.T Road, Purba Barddhaman – 713101

Ref. : Tender for

(Name of work) e-N.I.T. No. : /

Dear Sir,  
Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of  
in the capacity \_\_\_\_\_ duly authorized to submit the  
order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- 1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling -

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:

Seal and Signature of the Bidder



**SECTION - B Form-II**

**[To be furnished on Company's Letter Head]**

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S or any of constituent partner(s) had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date :

**SECTION - B FORM - III STRUCTURE AND ORGANISATION**

- 1) Name of
- 2) Office Address

Telephone No. Fax No.

Name and Address of Bankers

organization Attach an : -----  
-----  
company with names  
personnel and  
with Biodata

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation

Signature of applicant including title  
and capacity in which application is made

**FORM - IV****Experience Profile****SECTION - B**

Name of the Firm

List of projects completed that are similar in nature to the works having more than 40% (*fifty percent*) of the project cost executed during the last 2(*two*) years.

| Name of Employer | Name & nature of work | Name of Consulting Engineer responsible for supervision | Contract price in Indian Rs. | Percentage of Participation of company | Original Date of start of work | Original Date of completion of work | Actual Date of starting The work | Actual Date of completion of work | Reasons for delay in completion (if any) |
|------------------|-----------------------|---|------------------------------|--|--------------------------------|-------------------------------------|----------------------------------|-----------------------------------|--|
|                  |                       |   |                              |  |                                |                                     |                                  |                                   |  |

Note :

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant including title and capacity  
in which application is made