

Office of the Burdwan Municipality

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Notice Inviting e – Tender no. 08/2022-23

Memo No. – 436/SWM/XIX-II

Dated.- 15/06/2022

The Chairman, Burdwan Municipality, invites e-Tender (electronic Tender process), for Sealed Unit rate 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.in> website.

ANNEXURE-A

Sl. No.	Name of the work	Quantity	Earnest Money (Rs.)	Name of the Concerned Division	Eligibility of Contractor.
1.	Supply of Broom Stick Best Quality.	10900 Kg. approx	24634/-	Burdwan Municipality	The bidder must have minimum 1 year of experience in similar nature of job.

1. Applicants willing to take part in the process of e-Quotationing will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> using the option — click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Quotation submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>

2. Intending Bidders/ Suppliers can search and download **Nie-Q** and other Quotation documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of Quotation documents electronically.

3. For participating in the Quotation, the Bidders shall have to pay the Earnest Money as specified in this NieB 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 Dept., Govt. Of West Bengal).

4. 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 have to be uploaded as Statutory document.(Scanned copy).

5. Eligibility criteria for participation in tender:

i) The prospective bidders have to be either reputed manufacturer or their authorized stockiest/distributors/dealer/govt. contractor & suppliers having credential of same nature of supply within last three financial years under the authority of State/Central Gov. State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government and having Credential supply value of minimum 10 % of Single work order which the agency has completed.

ii) In case of authorized stockiest/distributors/dealer/govt. contractor & suppliers are they have to be submitted the documents and authorization letter in their favour.

N.B. Estimated amount, Date of completion of project & detail communicational address of Client with phone number must be indicated in the Credential Certificate.

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.

iii) Trade License, Pan Card, G.S.T. Registration Certificate, Income Tax Certificate, Professional Tax receipt Challan for the year 2021 – 2022, IT Saral for the Assessment year 2021- 22 to be accompanied with the Technical Bid document. **[Non Statutory Documents]**.

iv) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Department during the last 3 (Three) 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).**

v) 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]**

vi) A prospective bidder shall be allowed to participate in the Job either in the capacity of individual or as a partner of a firm.

vii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. **[Non Statutory Documents]**

viii) Where there is a discrepancy between the rate in figures & words the rate in words will govern.

ix) 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.

x) Joint Venture will not be allowed.

6. **No Mobilization Advance and Secured Advance** will be allowed.

7. **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."

8. **Date & Time Schedule:-**

Sl. No	Particulars	Date & Time
1	Date of publishing of tender (online)	17/06/2022 at 10 Hrs
2	Document Download / Sale Start Date	17/06/2022 at 11 Hrs
3	Bid Submission Start Date	17/06/2022 at 12 Hrs
4	Bid Submission Closing Date	02/07/2022 up to 18 Hrs
5	Date of opening technical bid.	05/07/2022 at 11 Hrs
6	Date of technical bid evaluation.	Will be notified later
7	Date of opening financial bid.	Will be notified later
8	Date of Financial bid evaluation.	Will be notified later

9. There shall be no Provision of Arbitration.

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

11. **Earnest Money:** - Earnest Money Deposit 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 Department Govt. Of West Bengal).

12. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the 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 Quotation, the cost of visiting the site shall be at the Bidder's own expense.

13. 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 Department. Chairman, 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.

14. **Refund of EMD:** - The Earnest Money of all the unsuccessful Bidders deposited in favour of Chairman, Burdwan Municipality will be refunded by the Chairman, Burdwan Municipality on receipt of application from Bidders after completion of Quotation process in all respect.

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

16. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
17. No **CONDITIONAL/ INCOMPLETE QUOTATION** will be accepted under any circumstances.
18. The Chairman, Burdwan Municipality. Reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
19. During scrutiny, if it comes to the notice to Bidders inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, that Quotation will not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice.
20. 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 Bidders is either manufacture or false in that case, work order will not be issued in favour of the Bidders under any circumstances.
23. Specification of Broom Stick 3' to 3'.6" Long and dry stick.
24. 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.
25. 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:-
- i) NIQ
 - ii) Technical bid
 - iii) Financial bid

INSTRUCTION TO BIDDERS

SECTION - A

1. General guidance for e-Quotation : -

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

2. Registration of Contractor

Any contractor willing to take part in the process of e-Quotation 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-Quotation site as given on the web portal.

3. Digital Signature certificate (DSC)

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate(DSC) for submission of tenders, from the approved service provider 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.

The contractor can search & download NIQ & Quotation 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.

4. Submission of Quotation.

General process of submission, Quotation is to be submitted online 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

a) **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.

- a. Prequalification Application (Sec-B, Form - I)
- b. Format undertaking Section -B form II on company's letter head".

- c. Experience profile [Form No-IV] Section B.
- d. 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.
- e. NIQ (Properly filled in & upload the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid).
- f. Special Terms, condition & specification of works.

A-2. Non statutory Cover Containing

- a. Professional Tax (PT) deposit receipt challan for the financial year 2021 - 22, Pan Card.
- b. IT Saral for the Assessment year 2021- 22, 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.

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. Trade License 2. P. Tax Challan (2021 - 22) 3. Pan Card 4. Income Tax Certificate (2021 – 22) financial year. 5. G.S.T. Registration Certificate.
B.	Company details	Company details	1. Proprietorship firm. 2. Partnership firm (Partnership deed, Trade license). 3. LTD. Company (Incorporation certificate, Trade License). 4. Society (society registration copy, trade license). 5. Power of Attorney.
C.	Credential	Credential-1	Credential: Similar nature of work done & completion certificate which is applicable for eligibility in this tender.

7. Penalty for suppression / distortion of facts

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

8. Rejection of Bid

The Chairman, 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.

**Chairman
Burdwan Municipality**

Copy forwarded for kind information to : -

1. **The principal Secretary, Municipal Affairs Department, Kolkata.**
(With a request for wide publication)
2. **The Director, State Urban Development Agency (SUDA), Salt lake, ILGUS BHAVAN, Kol-700106.**
(With a request for wide publication)
3. **The Sabhadhipati, Burdwan Zilla Parishad, Purba Barddhaman.**
(With a request for wide publication)
4. **The Dist. Magistrate, Burdwan District, Purba Barddhaman.**
(With a request for wide publication)
5. **The Executive Engineer , MED, Burdwan Division.**
(With a request for wide publication)
6. **Vice Chairman Board of Administrator, Burdwan Municipality.**
7. **Executive Officer, Burdwan Municipality.**
8. **Finance Officer, Burdwan Municipality.**
9. **Secretary, Burdwan Municipality.**
10. **Health Officer, Burdwan Municipality**
11. **The Nodal Officer, SBM, Burdwan Municipality.**
12. **Accountant. Burdwan Municipality.**
13. **S.I. (Health) Burdwan Municipality.**
14. **I.T. Coordinator, Burdwan Municipality to take necessary action.**
15. **Notice Board and Official Website, Burdwan Municipality, Purba Barddhaman.**
16. **To the Editor For publishing in leading news paper (brief).**

**Chairman
Burdwan Municipality**

SECTION - B FORM - I**PRE-QUALIFICATION APPLICATION**

**To
The Chairman
Burdwan Municipality
G.T Road, Burdwan-713101**

Ref.: Quotation for

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

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.Q. 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 Bidders

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 3 (Three) years prior to the date of this N.I.Q.
- 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

Attach and: _____

Organization _____

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 in Similar Nature of job and completion certificate executed during the last year.

Name of Employer	Name & Location & 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 incompletion (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 the project cost executed during the last 3 (three Years).

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