

# Office of the Burdwan Municipality

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

Phone: +91 0342 2662518 / 2664121 / 2662777 | Fax: +91 0342 2560717 Email: [info@burdwanmunicipality.gov.in](mailto:info@burdwanmunicipality.gov.in) | Website: [www.burdwanmunicipality.gov.in](http://www.burdwanmunicipality.gov.in)

## Notice Inviting e-Quotation No. WBMAD/SWM/4/2016-17

Memo No. 474/SWM/XII-9

Dated:- 15/12/2016

The Honourable Chairman on behalf of Burdwan Municipality, invites e-Quotation for the work detailed in the table below. (Submission of Bid through *online*).

Sl. No.	Name of the work	Earnest Money	Name of the Concerned Division	Eligibility of Contractor.
1.	Supply of BACKHOE LOADER MACHINE.	10000.00	Burdwan Municipality	Manufacturer or their authorized stockists/distributors should have credential of same nature of supply within last three financial years.

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 demand draft/ Banker's Cheque issued from any nationalized bank in favour of Chairman, Burdwan Municipality, payable at Burdwan, District Burdwan & same may be documented through e-Filing. (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 indexed and be self attested with seal. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer 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. Eligibility criteria for participation in tender:**

- i) The prospective bidders have to be either reputed manufacturer or their authorized stockiest/distributors having credential of same nature of supply to Statutory Bodies constituted under the statute of the Central / State Government and having sufficient credential of the work which the agency has completed.
- ii) The bidder has to be must nearest service station or to provide service at working site on emergent basis and machine parts available to our municipality

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.**

- ii) Pan Card, Trade License, Professional Tax receipt Challan for the year 2015-16 to be accompanied with the Technical Bid document. Income Tax (Saral), Acknowledgement Receipt for assessment year (2015-16) to be submitted. [Non Statutory Documents].
- iii) 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).
- iv) 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]
- v) 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)	16/12/2016 at 10.00
2	Document Download / Sale Start Date	16/12/2016 at 10.00
3	Bid Submission Start Date	16/12/2016 at 12.00
4	Bid Submission Closing Date	10/1/2017 at 18.00
5	Last Date of Submission of Original copies of DD/BC against earnest money deposit to the office of the Burdwan Municipality	11/1/2017 at 14.00
6	Date of opening technical bid.	12/1/2017 at 12.00
7.	Date of technical bid evaluation.	Inform later
8.	Date of opening financial bid.	Inform later on
9.	Date of Financial bid evaluation.	Inform later on

9. There shall be no provision of Arbitration.
10. **No. price preference and other concession will be allowed.**
11. **Earnest Money:** The amount of Earnest Money is Rs. 10,000.00 (Rupees Ten Thousands Only) in the shape of Bank Draft / Banker's Cheque of any nationalized bank drawn in favour of "Chairman, Burdwan Municipality" against the whole NIT. In case of e-tendering, EMD/Bid security shall be collected as softcopy (scanned copies of the original) for instruments (Cheques/Bank Draft). The bidder must submit the hardcopy of the documents to the tender inviting authority. Failure to submit the hardcopy within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.
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 Tender, 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 Tenderers deposited in favour of Chairman, Burdwan Municipality will be refunded by the Chairman, Burdwan Municipality on receipt of application from Tenderers after completion of tender 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 TENDER** will be accepted under any circumstances.
18. The Chairman, Burdwan Municipality. Reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
19. During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender 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 tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
21. **Specification of BACKHOE. LOADER**

#### **ENGINE**

Naturally Aspirated, 4 Cylinder, Water Cooled, Diesel Engine.

Displacement : 4.8 litres

Gross Power : 56 kw (76 mhp ) @ 2200 RMP

Max Torque : 305 nm (31.1 kgm) @ 1100 RMP

#### **TYRES**

Front : 9 x 16 – 16 PR

Rear : 16.9 x 28 – 12 PR

#### **SHIPPING WEIGHT**

Weight : 7460 Kgs.

## **HYDRAULICS**

Filtration Through Suction Strainer and return Line “ filtromatic filter”

System Pressure (p.s.i.) 3300

Pump flow (1pm) @ 2200 rpm 118

## **LIVE LINK**

Advance telematics that enables to monitor and manage to machines remotely

By providing information on:

**Service : Routine Maintenance information and alerts**

**Operation : Health alerts and usage data.**

**Securiuty : Machine Location & Movement data.**

## **STATIC DIMENSIONS**

Overall Length : m (ft-in ) 5.90 (19-4)

Wheelbase : 2.17(7-1) ft-in

Slew center to rear axle center : 1.32(4-4) ft-in

Minimum ground clearance: 0.36(1-2) ft-in

Slew ground clearance: 0.53(1-9) ft-in

Height to top of cab: 2.87(9-5) ft-in

Track width-Rear: 1.73(5-8) ft-in

Track width-front: 1.86(6-1 ft-in)

Overall Height : m (ft-in ) 3.61 (11-10)

Width over bucket : m(ft-in) 2.35 (7-9 )

## **EXCAVATOR PERFORMANCE DIMENSIONS**

Max. Dig depth	: m (ft-in )	4.77(15-8)
Reach ground level to slew centre	: m (ft-in)	5.40(17-9)
Max. Working height	: m(ft-in)	5.97 (19-7)
Bucket tear out force	: kgf	5,700
Dipper tear out force	: kgf	3,010
Standard Bucket Capacity	: cum(cu.ft)	0.26(9.18)

## **LOADER PERFORMANCE DIMENSIONS**

Dump height	: m(ft-in)	2.74 (8-12)
Load over height	: m(ft-in)	3.32 (10-11)
Pin height	: m(ft-in)	3.54(11-7)
Reach at ground	: m(ft-in)	1.42 (4-8)
Max. Reach at full height	: m(ft-in)	1.15 (3-9)
Dump angle	: kgf	38
Shovel break out force	: kgf	6,010
Loader arm break out force	: kgf	5,300
Payload	: kgf	1,800
Standard shovel	: cum (cu.ft )	1.1(38.85)

24. 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) NIT
- ii) Technical bid
- iii) Financial bid

### **INSTRUCTION TO BIDDERS**

#### **SECTION - A**

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

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

## 2. **Registration of Contractor**

Any contractor 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 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.

4. The contractor 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 Tenders.**

General process of submission, Tenders 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. Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the Chairman, Burdwan Municipality
- c. Demand Draft towards cost of tender documents as prescribed in the N.I.T. against each of the serial of work in favour of the Chairman, Burdwan Municipality
- d. Format undertaking Section -B form II on company's letter head".
- e. Experience profile [Form No-IV] Section B.
- f. 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.
- g. 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).
- h. Special Terms, condition & specification of works.

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

- a. Professional Tax (PT) deposit receipt challan for the Financial year 2015-16, Pan Card, IT,

- b. Saral for the Assessment year 2015-16, VAT Registration Certificate. ii. Registration Certificate under Company Act. (if any). Trade License
- c. Registered Deed of partnership Firm/ Article of Association & Memorandum iv.
- 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 at least one similar nature of work 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 supply within last three financial years prior to the date of issue of this NIT 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 NIT.
- 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 2. P. Tax Challan (2015-16) 3. Latest IT Receipt 4. IT-Saral for Assessment year 2015-16 5. Trade License 6. Authorisation letter from manufacturers in respect of this tender.
B.	Company details	Company details-1	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.

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

i. Opening of Technical proposal:-

Technical proposals will be opened by the Chairman, 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 summa-



rily 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 tenderers
- 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 tenderers 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.
- c. Intending tenderer may remain if they so desire.

### **7. 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.

### **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.

9. **“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.”

### **10. AWARD OF CONTRACT**

The Bidder whose 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

Chairman,  
Burdwan Municipality

**Memo No.451/SWM/XII-9**

**Dated:- 29/9/2016**

The principal Secretary, Municipal Affairs Deptt, writer's Building, Kol-700001.

1. The Director, State Urban Development Agency (SUDA), salt lake, ILGUS BHAVAN, Kol-700106.
2. The Sabhadhipati, Burdwan Zilla Parishad, Burdwan
3. The Dist. Magistrate, Burdwan District, Burdwan.
4. The Executive Engineer, Burdwan Dive., ME.Dte. purta Bhavan, 5<sup>th</sup> Floor, sreepalli, Burdwan.
5. Vice Chairman, BurdwanMunicipality;
6. The M.C.I.C(S.W.M). Burdwan Municipality;
7. The Executive Officer. BurdwanMunicipality;
8. Notice Board and Official Website, Burdwan Municipality, Burdwan

9. Editor .....

Chairman,  
Burdwan Municipality

**SECTION - B FORM - I**

**PRE-QUALIFICATION APPLICATION**

To

The Chairman Burdwan Municipality G.T Road,Burdwan-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 Tenderer

**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

Attach an : -----  
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 that are similar in nature to the works having more than 40% (fifty percent) of the project cost executed during the last 3 (three) 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

Signature NotVerified

Digitally signed tVo/vH/ DR SWARUP  
Date: 2015.07.04 14:2\*41 1ST Location:  
West Bengal