

**Office of The Burdwan Municipality**

**G.T Road, Burdwan**

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**Notice Inviting e-Quotation No-2/2016-17  
(Fresh call)**

**Memo No: 57/E/XII-4/AMRUT**

**Dated: 04/04/2017**

The honorable Chairman on behalf of Burdwan Municipality, invites e-quotation for scheduled work from bonafided, experienced, well established and financially sound bidders for the scheduled as detailed in the table below. (Submission of Bid through **online**)

Sl. NO.	Quotation NO.	Quotation Name	EARNEST MONEY (Rs.)	Price of Quotation (Rs.)
1	2/2016-17	Supplying, fitting & fixing outdoor EPDM Flooring of Size 30mm (Thickness) having 24mm baser layer of S.B.R and 6mm Top Coating of E.P.D.M Making it a total of 30mm thickness including all charges	<b>50000.00</b>	NIL

1. In the event of e-filling, intending bidder may download the Quotation documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary 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 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 have to be uploaded as Statutory document.(Scanned copy).

2. Applicants willing to take part in the process of e-Quotating 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>.

Intending Quotationer/ Suppliers can search and download NI e-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.

2. For participating in the Quotation, the Quotationer 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 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 EMD (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).

3. **Eligibility criteria for participation in Quotation:-**

a) Intending tenderers should produce credentials of a similar nature of work/any civil engineering nature of work of the minimum value of 40% of the quoted amount during 5 (Five) years prior to the date of issue of this tender notice

b) Bidders should produce valid PAN/VAT/ Sales Tax/P.T clearance certificate/ Partnership Deed /Power of Attorney, Trade license.

b) **Terms and conditions for participation in the e-Quotation.**

a) If any vender fails in technical bid, in that case his/her financial bid will not be opened.

b) No conditional offer will be accepted.

c) All intending participant in the Quotation who qualify in the eligibility criteria for the purpose of scheduled work and should also fulfill the following additional requirements.

I) Bidders will have to unload the garbage at the designated place at their own cost and at their own responsibility.

II) Burdwan Municipality will not issue any road permit or Form C for transportation of garbage.

d) Bidder will have to submit a declaration in the form of an affidavit on stamp paper of Rs. 10/-, duly **attested by a Notary** should be submitted, stating that he applicant isnot debarred / de-listed / blacklisted by any Govt./Government undertaking / Municipality in respective **material** supply Quotation at the time of submission of bid.

e) The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the eligibility criteria as mentioned. During scrutiny, if it comes to the notice of the Quotation inviting authority that the credential or any other paper is incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the Quotation and that application will be rejected without any prejudice. In that case EMD Submitted by the bidder will be forfeited and the bidder may be debarred from participating in any Quotation by Burdwan Municipality in future.

10. Whenever the contracts are rescinded the security deposits shall be forfeited.
11. 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 Deptt., Govt. Of West Bengal).  
 On finalization of Quotation offer EMD of successful participant in the Quotation will be converted to security deposit and EMD of unsuccessful participant in the Quotation will be refunded on receipt of application from participant in the Quotation as per BM standard practice.
12. Offer shall remain valid for a period of 120 days from the date of opening of quotation for acceptance. Once accepted, the offer should remain valid for full financial year or 365 days from the date of opening of Quotation which ever is later. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 13) There shall be no provision of Arbitration.

#### 14) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of publishing of N.I.Q. & other Documents (online)	07.04.2017 at 12.00 PM
2	Documents download/sell start date (Online)	07.04.2017 at 03.00 PM
3	Documents download/sell end date (Online)	21.04.2017 at 03.00 PM
4	Bid submission start date (On line)	07.04.2017 at 04.00 PM
5	Bid Submission closing (On line)	21.04.2017 at 02.00 PM
6	Date of submission of original copies for the cost of Quotation Documents and Earnest Money Deposit (Offline) to the Office of The Burdwan Municipality, G.T. Road, Burdwan.	Only L1 bidder shall submit original copy of Earnest Money at the time of receipt of Acceptance cum Work Order.
7	Bid opening date for Technical Proposals (Online)	24.04.2017 at 12.00 NOON
8	Date of uploading list for Technically Qualified Bidder(online)	To be Notified Later on
9	Date for opening of Financial Proposal (Online)	To be Notified Later on

- 15) The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Participant in the Quotation at the stage of Bidding.
- 16) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in the notice before Quotating the bids.
- 17) Incomplete Quotation will not be accepted under any circumstances.
- 18) The intending participant in the Quotation are required to quote the rate *online*.
- 19) The Authority, reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

- 20) Burdwan Municipality reserves the right to increase / decrease the quantity mentioned in the Notice Inviting Quotation at the time of final procurement which shall be binding on the bidders / contractors.
- 21) Total price should indicate the breakup of statutory payments (like Excise Duty, Sales Tax, VAT or any other Govt. taxes) either in percentage or lump sum on the quoted price. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 22) The bidders / contractors while submitting bills will also furnish the following certificate on the bill itself: Certified that the excise duty charged on this bill is not more than what payable under the provision of the relevant act or the rules made there under. In case of exemption or refund from the excise authority in respect of the stores by this bill is available, same will be passed on the Burdwan Municipality otherwise Burdwan Municipality will have the liberty to adjust the same from the bidders/contractors bill, present or future or from the security money. Applicant shall furnish an unconditional undertaking towards acceptance of excise duty refund unless otherwise specified by any Govt. rule.
- 23) If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
- 24) Burdwan Municipality reserves the right to award the contract part or full or to cancel the contract without assigning any reason thereof. Burdwan Municipality also reserves the right to split the quantity among more than one participant in the Quotation. However the general guidelines will be as follows:
- i) Lowest rate quoted by the Participant in the Quotation.
  - ii) Performance of the participant in the Quotation in Burdwan Municipality for the last 5(five) years (if any)
- 25) Not more than one Quotation should be submitted by a Quotationer in his own name or in the name of partnership concern for a partnership company, private company or private limited company.

**Chairman  
Burdwan Municipality**

## INSTRUCTION TO BIDDERS

### General guidance for e- Quotationing:

Instructions / Guidelines for electronic submission of the Quotations have been annexed for assisting the Participant in the Quotation to participate in e-Quotationing.

- a. **Registration of Participant in the Quotation:**  
Any Participant in the Quotation 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>, the contractor is to click on the link for e-Quotationing site as given on the web portal.
- b. **Digital Signature certificate (DSC):**  
Each participant in the Quotation is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of Quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token. After the receipt of the digital signature, if the vendor feels for any assistance they can contact IT Department of KMC for assistance.
- c. The participant in the Quotation can search & download N.I.T. & Quotation Document(s) electronically from computer once he logs on to the website mentioned in Clause(a) using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.
- d. **Submission of Quotations:**  
**Quotations are to be notarized and are to be submitted through online to the website 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).

### Technical Proposal:

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

#### (a) Statutory Cover/Technical Cover Containing the following documents:

##### 1) Prequalification Document

- i) Prequalification application
- ii) Online transfer of Earnest Money receipt have to be uploaded as Statutory document.(Scanned copy).

**2) Quotation Form & N.I.T. (download properly and upload the same digitally Signed). The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate in Quotation Form, the participant in the Quotation is liable to be summarily rejected.**

3) Additional Terms & Condition.

**(b) Non-statutory Cover/My Space Containing the following documents:  
THE NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED  
IN THE FOLLOWING MANNER:**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab " Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No .	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	1.Vat Registration Certificate /CST & Statement of Accounts 2.PAN Card 3.Professionl Tax challan ( Valid)
B.	Company Detail(s)	Company Detail	1.Proprietorship Firm ( <i>Trade License</i> ) 2.Partnership Firm ( <i>Partnership Deed, Trade License, Power of Attorney</i> ) 3.Ltd. Company( <i>Incorporation Certificate, Trade License, Power of Attorney</i> ) 4. Valid Trade License. 5.Any other documents highlighting company details
C.	Credentials	Credentials	Certificate for credential for items (a) of clause no -3 (Eligibility Criteria) of the NIT
D.	Financial Info	Work in hand	Income Tax return for last year

## **Opening & Evaluation of Quotation:**

### **1. Opening of Technical Proposal:**

1. Technical proposals will be opened by the Controller of Inventory Control & Material Planning (Supply), **Burdwan Municipality**, and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
2. Intending participant in the Quotation may remain present if they so desire.
3. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the Quotation will summarily be rejected.
4. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Quotation Evaluation Committee.
5. Summary list of technically qualified participant in the Quotation will be uploaded online.
6. Pursuant to scrutiny & decision of the Quotation Evaluation Committee the summary list of eligible participant in the Quotation & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
7. During evaluation the committee may summon of the participant in the Quotation & 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 and the EMD will be forfeited.
8. Participants will have to submit a signed copy of this Quotation specification along with company seal as a testimony to their acceptance of the terms and conditions. The hard copy of all the documents which were uploaded electronically has to be submitted to the ICMP wing of Supply Department prior to the opening of 'Technical Bid'.

### **2. Financial Proposal**

1. 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 online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished

### 3. **Penalty for suppression / distortion of facts:**

If any participant in the Quotation fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Quotation Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the participant in the Quotation and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

#### a. Rejection of Bid:

Employer (Quotation Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time

prior to the award of Contract without thereby 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 (Quotation Accepting Authority)

#### action. b. Award of Contract

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract.

The Agreement in as per BM standard form will incorporate all agreements between the Quotation Accepting Authority and the successful bidder. All the Quotation documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit three copies of contract documents downloading from the website, along with requisite cost (**As per govt. notification no.452-A/PW/O/10C-35/10,Dt.-26.07.2011**) through Demand Draft / Pay Order issued from any nationalized bank/scheduled bank in favour of the "**Burdwan Municipality**" of the concerned work within time limit to be set in the letter of acceptance.



**PRE-QUALIFICATION APPLICATION**

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**To**  
**The Chairman,**  
**Burdwan Municipality**  
**101 G.T Road,**  
**Burdwan**

Ref : Quotation for.....  
(Name of work) .....

.....  
e-N.I.Q. No.: ..... of the Chairman, **Burdwan Municipality.**

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) Quotation Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Quotation Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

**Enclosure(s): e-Filling:-**

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

Date: .....

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

# Proforma I

## DECLARATION BY THE QUOTATIONER

**(Affidavit on Non Judicial Stamp Paper of Rs.10/- duly attested by Notary)**

This is to certify that We, M/s. \_\_\_\_\_, in submission of This.

Offer confirms that:"

We are not debarred / de-listed /blacklisted by any Govt. / Government undertaking / Municipal Corporation at the time of submission of this bid.

We have not made any **misleading or false representation** in the forms, statements and attachments in proof of the qualification requirements;

We have submitted all the supporting documents and furnished the relevant details as per NIT.

The information and documents submitted with the Quotation by us are correct and **we are fully responsible for the correctness of the information and documents submitted by us.**

We understand that in case any **statement/information/document furnished by us is found to be incorrect or false, our EMD in full will be forfeited and Business dealings with us banned.**

**SEAL AND SIGNATURE & NAME OF THE BIDDER**