

Office of The Burdwan Municipality

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Notice Inviting e-Quotation No.1/2019-2020

Memo No: 350/LI/XII-6

Dated: 17/06/19

The Executive Officer, Burdwan Municipality, on and for behalf of the Administrator of Burdwan Municipality, invites e-quotation from bona fide, experienced and reputed vendors for the purpose of organizing "Sharabani Mela 2019" at Utsav Maidan, Sankharipukur from 08.08.2019 to 10.09.2019. Terms and conditions along with detail of work depicted hereunder.

Detail of work:

Srl. NO.	Quotation NO.	Quotation Name	Quantity (MT)	EARNEST MONEY (Rs.)	Minimum bid value (Rs.)
1	1/2019-20	Organizing "Sharabani Mela 2019" at Utsav Maidan, Sankharipukur from 08.08.2019 to 10.09.2019	1	50,000	15,00,000

Terms and Condition:

1. The agency has to quote rate for the entire period as stated above and the successful bidder shall have to deposit the 50% of their bid value of the date of placing the final order and the rest 50% within 7(seven) days of starting the mela.
2. The successful bidder has to deposit Rs.50000.00(Rupees fifty thousand only) towards security deposit on receipt of the final order, which is refundable after the end of the "mela" and handing over the ground in proper condition.
3. The agency should have an experience of organizing fairs in any Govt. or semi-Govt organizations in last 5(five) years having a value of single work not less than 40% of the minimum bid value.
4. EMD to be deposited by online mode in favour of Chairman Burdwan Municipality.
5. Quotation to be submitted through online--- <https://wbtenders.gov.in>.
6. Financial bids of only technically qualified bidder shall be opened after technical evaluation done. The time, date and place of opening of price bid will be notified later.
7. Bidder should submit the following documents along with the quotation for technical evaluation:-
 - a: Name of the Company/Agency.
 - b. Address of the registered office, Phone no/Fax/Email,Website
 - c. Legal status (Company- public/private/Partnership, Limited liability, co-operative, sole proprietorship etc.)
 - d. Contact details of Designated Representative: Name, Designation, Address, Phone no/Fax/Email.
 - e. Organization Structure.
 - f. The vendors must enclose their credential with supporting orders executed by them of the same nature from the concerned organization mentioning complete details of working experiences.

- g. Copy of pan Card, up to date professional tax payment certificate for last three years (PTPC), GST registration.
- h. Copy of registration certificate for firms registered or Current Trade Licence.
8. The authority reserves the right to accept or reject any or all the Quotation without assigning any reason or any correspondence whatsoever. The details of Quotation can be downloaded from our website www.burdwanmunicipality.gov.in

9) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of publishing of N.I.Q. & other Documents (online)	18.06.2019 AT 10:00 am
2	Documents download/sell start date (Online)	18.06.2019 AT 10:00am
3	Documents download/sell end date (Online)	27.06.2019 AT 1.00PM
4	Bid submission start date (On line)	18.06.2019 AT 11:00AM
6	Bid Submission closing (On line)	27.06.2019 AT 6:00PM
7	Bid opening date for Technical Proposals (Online)	01.07.2019 AT 12 Noon
8	Date of uploading list for Technically Qualified Bidder(online)	Notified later
9	Date for opening of Financial Proposal (Online)	Notified later

- 10) 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.
- 11) 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.
- 12) Incomplete Quotation will not be accepted under any circumstances.
- 13) The intending participant in the Quotation are required to quote the rate *online*.
- 14) The Authority, reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.
- 15) 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.
- 16) If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
- 17) 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) Highest rate quoted by the Participant in the Quotation.
 - iii) Performance of the participant in the Quotation in Burdwan Municipality for the last 5(five) years.

- 18) Not more than one Quotation can 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.
- 19) **Bidder with the highest bid value quotes selected as the L1 bidder.**

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://etender.wb.nic.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 Burdwan Municipality 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

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 is 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.GST Registration 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 -7 (Eligibility Criteria) of the NIT
D.	Financial Info	Work in hand	Income Tax return for last 3 years

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 KMC 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 requisite copies of contract documents downloading from the website, along with requisite cost through Demand Draft / Pay Order issued from any nationalized bank in favour of the "**Burdwan Municipality**" of the concerned work within time limit to be set in the letter of acceptance.