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**Office of The Burdwan Municipality**  
**G.T Road, Burdwan**

**Notice Inviting e-tender No-4/2019-20**

**Memo No: 43/EEC/VII-5**

**Dated: 07.03.2020**

**(Submission through online)**

Srl. NO.	e-tender NO.	Name of Work	Amount Put to Tender (Rs.)	EARNEST MONEY (Rs.)
1	4/2019-20	Beautification work with lighting arrangement at Gitanjali Park Under Burdwan Municipality word no-08.	996547.81	<b>As an initial Earnest Money of 2% ie Rs 19931/- 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 Deptt., Govt. Of West</b>

1. The Executive Officer, Burdwan Municipality, invites e-Quotations (electronic tender process), to obtain a rate from bidder of Beautification work with lighting arrangement at Gitanjali Park Under Burdwan Municipality word no-08. Materials are to be supplied within Burdwan town under the State of West Bengal as and when required during one year contract period. Rates quoted should be inclusive of all taxes and delivery charges together with loading / unloading, handling & stacking charges at site. Supply of materials would be for 4<sup>th</sup> SFC Scheme.

Details of quotation with necessary requirement towards submission/ download of Quotation Papers will be available from website: <http://etender.wb.nic.in> or <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

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

3. 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.

4. 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 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. Bidders should have supplied at least 40% of the estimated Quotation value of Beautification work with lighting arrangement for 3(three) financial year out of last five years in any Govt./ Govt. Undertaking/Municipal Corporation. In support of the credential they will have to submit Copies of purchase order, documents of acceptance of material like I.R or equivalent and copy of payment advice/bill.

#### **6) Terms and conditions for participation in the Quotation.**

a) . Bidders should have supplied at least 40% of the estimated Quotation value of Beautification work with lighting arrangement for 3(three) financial year out of last five years in any Govt./ Govt. Undertaking/Municipal Corporation. In support of the credential they will have to submit Copies of purchase order, documents of acceptance of material like I.R or equivalent and copy of payment advice/bill.

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

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

e) No conditional offer will be accepted.

f) The rate will be inclusive of all taxes & duties as applicable.

7) All intending participant in the Quotation who qualify in the eligibility criteria for the purpose Electrical wiring should also fulfill the following additional requirements.

I. Materials is to be supplied as per delivery schedule mentioned in the purchase order or as intimated otherwise. Bidders should strictly adhere to the programme of delivery, failing which order may be cancelled and no claim will be entertained.

II. If the vendor fails to supply Electrical wiring materials according

to the purchase order within specified period, then Department may take appropriate action accordingly its own even blacklisting the company.

III) Each consignment must be accompanied by four copies of challan.

IV) Bidders will have to unload the approved materials at the designated place at their own cost and at their own responsibility.

V) Burdwan Municipality will not issue any road permit or Form C to any supplier for transportation of material.

VI) If the materials are found defective after supply, the Same is to be replaced free of cost.

VII) Guarantee period 1 years from the date of supply.

VIII) Within Guarantee period replacement should be given from the date of supply

IX) A security deposit @10% of every bill will be deducted & the same will be released after guarantee Period.

X) Service Centre must be at Burdwan.

XI) Breakage materials should be return against sport Delivery.

XII) Within Guarantee period replacement should be given from the date of supply.

**8. DATE, SCHEDULE & DESCRIPTION OF WORK:**

A)(a)	Name of the work	Beautification work with lighting arrangement at Gitanjali Park Under Burdwan Municipality word no-08
b)	Price per copy of the set of quotation documents	NIL
c)	Documents require to be submitted along with the Technical Bid	<p>i) Valid PAN No., G.S.T/Sales Tax &amp; Professional Tax Receipt &amp; Income Tax Return.</p> <p>ii) Organizational Structure, Annual Report and audited Balance Sheet of last year.</p> <p>iii) Previous experience of Beautification work with lighting arrangement.</p>

d)	Earnest money:-	2% of the Quoted Bid price in two parts, viz.
	<b>1<sup>st</sup> Part</b> <b>As an initial 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 Deptt., Govt. Of West Bengal).</b>	Rs. 19931 (Rupees Nineteen Thousand Nine hundred thirty one only) as an initial Earnest Money Deposit. Refer instruction in this regard as stated.
	<b>2<sup>nd</sup> Part</b>	Balance amount of Earnest Money (if any) shall have to be deposited after acceptance of Bid Proposal.
e)	Time of completion of work	One year from the date of agreement
B:-	<b>Date and Time Schedule as follows :</b>	
i)	Date of uploading of e-NIQ, and Quotation Documents online (Publishing Date)	09.03.2020 at 10:00 Hrs
ii)	Document downloaded / sale start date (on line)	09.03.2020 at 11:00 Hrs
iii)	Quotation submission start date (on line)	09.03.2020 at 12:00 Hrs
iv)	Quotation submission closing date (on line)	16.03.2020 at 10:00 Hrs
v)	Quotation opening date for Technical proposals (on line)	18.03.2020 at 11:00 Hrs
vi)	Date of uploading list for Technically Qualified Quotationers (on line)	To be notified later on.
vii)	Date and place for opening of Financial proposals (on line)	To be notified later on.
viii)	Supply order issuing authority	The Executive Officer, Burdwan Municipality, Burdwan .
ix)	Authority who will receive the material and make payment of supplied material.	The Executive Officer, Burdwan Municipality, Burdwan .

**NOTE :** 1. In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. B) v) to viii) of Table-1.

2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Municipal Engineering Directorate, Govt. of West Bengal under the Deptt.of Municipal affairs. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines.

9. **Submission of Quotations :**

8.1 General process of submission

Quotations are to be submitted online through the website, in two folders, at a time for each work, one is for Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

a. Statutory Technical folder containing,

i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail.

ii) **Receipt of Online transfer of Earnest Money (Scanned copy).**

iii) Notice Inviting e-Quotation.

iv) B O Q /Price Schedule

**Note:**

i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.

ii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

iii. Tenders will be summarily rejected if any item in the statutory cover is missing.

iv. Necessary deduction i.e. G.S.T, S.T. I.T. CESS etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

i. Up to date Professional Tax (PT) Clearance receipts, IT PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.

ii. Up to date G.S.T Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.

iii. Organizational Structure, Annual Report and audited.

iv. Balance Sheet of last year. v. Previous Experience Certificate.

**THE ABOVE STATED NON-STATUTORY TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the —My Documents 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.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	<ol style="list-style-type: none"> <li>1. G.S.T Registration Certificate</li> <li>2. PAN Card</li> <li>3. P Tax (CHALLN)</li> <li>4. Income Tax Return receipts</li> <li>5. Pre Qualification Application (Form I)</li> </ol>
B.	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License)</li> <li>2. Partnership Firm (Partnership Deed, Trade License)</li> <li>3. LTD. Company (Registration Certificate, Trade License)</li> <li>4. Co-Operative Society (Society Registration Certificate) ByeLaws, up to date Audited Balance Sheet.</li> <li>5. Power of Attorney (Registered)</li> </ol>
C.	CREDENTIAL	Credential	<ol style="list-style-type: none"> <li>1. Completion Certificate for Similar Nature of Work Done .</li> </ol>

**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE QUOTATION LIABLE TO REJECT.**

**10. Financial Proposal**

- i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the Quotationer is to quote the rate (for individual item separately) online.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

**11. Penalty for suppression / distortion of facts :**

If any Quotationer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Quotationer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Burdwan Municipality may take appropriate legal action against such defaulting Quotationer. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the Quotationer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

## **12. Rejection of Tender**

The employer (Tender accepting authority) receives the right to accept or reject any Quotation and to cancel the quotation process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Quotationer or any obligation to inform the affected Quotationer of the ground for employer's (Tender accepting authority) action.

**Executive Officer  
Burdwan Municipality**

**ANNEXUTRE- I**

**QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE QUOTATION**

**QUESTIONNAIRE IN GENERAL**

Quotationer shall fill in the questionnaire and upload copy of his offer. This information is required in this form to facilitate Quotation processing even through it may duplicate the information presented elsewhere in this offer. This data shall form a part of the contract with the successful Quotationer.

The questionnaire does not supersede instructions in the Quotation documents relating to the description and other information to be submitted with the offer for a complete understanding of the items offer.

1.0	General		
1.1	Quotationers name and address (Telephone : no., fax no., e-mail address)		
1.2	Quotation no. and date	:	
1.3	Name of contact person	:	
1.4	Previous experience and present workload	:	
1.5	Time schedule of completion of supply work	:	
1.6	Quotationer's organization chart (to be enclosed by the Quotationer)	:	
1.7	Details of branch and site offices, divisions etc	:	
1.8	Annual turnover Rs.		



**ANNEX II**

**QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE QUOTATION**

Financial year	Annual turnover in Indian Rupees
	Beautification work with lighting arrangement
1	
2	

The following supporting documents should be enclosed:

1. Annual Report
2. Audited Balance Sheet
3. Auditor's certificate indicating Average Annual Turnover

Notes:

1. Certificate from any authority other than the Auditor shall not be accepted
2. All supporting documents submitted shall be either in original or authenticated.

ANNEXTURE- III

DECLARATION BY THE QUOTATIONER – I

(Affidavit to be affirmed on a non Judicial Stamp paper of Rs. 10/- and enclosed with the Quotation Documents which is required to be mentioned in the forwarded letter of the Quotationer as required to be submitted)

To  
The Executive Officer,  
Burdwan Municipality,  
\_\_\_\_\_.

Beautification work with lighting arrangement at Gitanjali Park Under Burdwan Municipality word no-08.  
,SCHEME OF 4<sup>th</sup> SFC

Dear Sir,

I, ..... Son of ..... aged about ..... years by  
occupation ..... do hereby solemnly affirm and say as follows :

1. That I am the ..... of ..... (designation) (Name of Quotationer) and duly  
authorized by a competent to affirm this affidavit on behalf of the said Quotationer.

2. that I am fully aware of the sites of supply the site of work covered under NIQ No..... and  
have made myself fully acquainted with the local conditions in or around the site of work, I have also carefully  
gone through the Notice Inviting Quotation and Quotation Documents mentioned therein. Quotation of the  
above named quotationer is offered upon due consideration of all factors and if the same is accepted, I, on  
behalf of the aforesaid quotationer being duly authorized promise to abide by all the covenants, conditions  
and stipulations of the contract documents and to carryout & complete the supply work to the satisfaction of  
the Engineer-in-Charge of the work and abide by his instructions as may be given by him from time to time in  
that behalf. I also undertake to abide by the provisions of law including the provisions of contract labour  
(Regulation & Abolition) Act, 1970, Apprentice Act, 1961, west Bengal Sales Tax Act, Income Tax Act as would  
be applicable to the Quotationer upon entering into formal contract with Municipal Authority.

3. That I declare that no relevant information as required to be furnished by the quotationer has been  
suppressed in the Quotation documents.

4. That the statement made in paragraph no. 1 to 3 is true to my knowledge.



ANNEXURE-IV

DECLARATION BY THE QUOTIONER – II

To  
The Chairman,  
Burdwan Municipality \_\_\_\_\_

Beautification work with lighting arrangement at Gitanjali Park Under Burdwan Municipality word no-08 4<sup>th</sup> SFC  
**SCHEME**

Dear Sir,

We offer our Quotation for the above project, in the capacity of the quotationer for the project we declare that we are interested in earnestly accomplishing the project, should you select us for this purpose.

If selected, we understand that it is on the basis of the organizational, technical, financial capabilities and experience of us as specified in the Quotation document. We understand that the basis of our qualification proposal, and that any circumstance affecting our continued eligibility under the Qualification Proposal, or any circumstance which would lead or have led to our disqualification under the Qualification Proposal, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all proposal(s) you received.

We declare that we have neither entered into nor are party to (whether by conduct or by acquiescence) any Restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other quotationer for the Project, in connection with the preparation and / or submission of the proposal for the Project.

We undertake that, in competing for (and, if we are selected, in supplying) the Project Agreements, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We declare that we have disclosed all material information, facts and circumstances to you, which would be relevant to and have a bearing on the evaluation of our proposal and selection.

We declare that in the event that you discover anything contrary to our above declarations, it is empowered to forthwith disqualify us and our proposal from further participation in the process.

Yours faithfully,

**Authorized Signature**

Name & Title of Signatory

**Name of Quotationer** :  
**Address** :

**PRE-QUALIFICATION APPLICATION**

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**To**  
**The Executive Officer,**  
**Burdwan Municipality**  
**101 G.T Road,**  
**Burdwan**

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

.....  
e-N.I.Q. No.: ..... of the **The Executive Officer,**  
**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 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 in respective Electrical wiring Quotation 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**