

Office of the Burdwan Municipality

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WBMAD/BM/UPHCS/ETENDER/1/2022-2023

MemoNo.- 313/XII/UPHCS

Dated:- 27/12/2022

The Honorable Chairman on behalf of Burdwan Municipality, invites e-Quotation for the work detailed in the table below. (Submission of Bid through *online*). The Quotation will be valid upto 1 year of issued work order.

Sl. No.	Name of the work	Unit Rate	Earnest Money	Name of the Concerned Division	Eligibility of Contractor.
1	SUPPLY LAB REAGENTS MATERIAL FOR UPHCS UNDER BURDWAN MUNICIPALITY	1	10000/-	Burdwan Municipality	Manufacturer or their authorized stockiest/distributers should have credential of same nature of supply within last three financial years.
2	SUPPLY LAB GLASSWARES MATERIAL FOR UPHCS UNDER BURDWAN MUNICIPALITY	1	10000/-	Burdwan Municipality	Manufacturer or their authorized stockiest / distributers should have credential of same nature of supply within last three financial years.

1. Applicants willing to take part in the process of e-tender 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 III 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 **NIT** 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 NIT. It 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 publication of NIT. 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 has to be uploaded as Statutory document. (Scanned copy).

5. **Eligibility criteria for participation intender:**

- The prospective bidders have to be either reputed manufacturer or their authorized stockiest/distributers having credential of same

nature of supply within last three financial years under the authority of State/Central Gov. State/Central Gov. under- taking /Statutory Bodies constituted under the statute of the Central / State Government and having Credential supply value of minimum 40% of Single work order which the agency has completed.

- ii) In case of authorized Stuckists/distributers are they have to be submitted the documents and authorization letter in theirfavour.

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 pricescheduleoftheworkforwhichthecredentialhasbeenissue d must be attached. Otherwise the tender accepting authority reserve the right to reject the technical bid outright.

- iii) Pan Card, Trade License, Pesticides & Insecticide License, G.S.T Registration Certificate, Professional Tax receipt Challan for the year 2017-18 to be accompa- nied with the Technical Bid document. Income Tax (Saral), Acknowledgement Receiptforassessmentyear(2016-17)tobesubmitted.[NonStatutoryDocuments].
- iv) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Department during the last 5 (five) years prior to the dateofthisNIT.Suchdebarwillbeconsideredasdisqualificationtowardse ligibility. (A declaration in this respect has to be furnished by the prospective bidders asper prescribedformatwithoutwhichtheTechnicalBidshallbetreatednon-responsive).
- v) Registered Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. along with other relevant supporting papers. [Non StatutoryDocuments]
- vi) AprospectivebiddershallbeallowedtoparticipateintheJobeitherintheca pacity 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 willgovern.
- ix) Wherethereisadiscrepancybetweentheunitrate&thelineitemtotalresultin gfrom multiplying the unit rate by quantity, the unit rate quoted shallgovern.
- x) Joint Venture will not beallowed.**

6. No Mobilisation Advance and Secured Advance will beallowed.

7. Bidshallremaininvalidforaperiodnotlessthan120(OneHundredTwenty)daysafte rthe deadlinedateforFinancialBid/SealedBid."Bidvalidforashorterperiodshallberejected

by the 'Screening Committee' as non-responsive."

8. Date & Time Schedule:-

Sl. No.	Particulars	Date and Time
a)	Date of uploading of NleB. and Bid Documents online) (Publishing Date)	28/12/22 at 10:00 Hrs.
b)	Documents download/sell start date (Online)	28/12/22 at 11:00 Hrs.
d)	Bid submission start date (On line)	28/12/22 at 12:00 Hrs.
e)	Bid Submission closing (On line)	12/01/23 at 18:00 Hrs.
f)	Bid opening date for Technical Proposals (Online)	16/01/23 at 11:00 Hrs.
g)	Date of uploading list for Technically Qualified Bidders (online)	To be notified later
h)	Date and Place for opening of Financial Proposal (Online)	To be notified during up-loading of Technical Evaluation Sheet of Bidders
i)	Date of uploading of list of qualified bidders along with the offer rates through (on line),	To be notified later.
j)	Also if necessary for further negotiation Through offline for final rate.	To 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 G.O. No. 3975-F(Y) Dt. 28.07.2016 of Finance Deptt. 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:** -For L1 Bidder 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.T. due to un- avoidable 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 outrightly 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.
21. 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:-

1. NIQ
2. Technical bid
3. Financial bid

SI.No.	Category Name	Sub-Category Description	Details
A.	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> 1. PAN. 2. P. Tax Challan (2022-23) 3. Latest IT Receipt. 4. IT-Saral for Assessment year 2020-2021, 2021-2022, 2022-23 5. Trade License 6. G.S.T Registration Certificate. 7. Authorization Letter from Manufacturer in respect of this tender.
B.	Company details	Company details-1	<ol style="list-style-type: none"> 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.

Memo No.-Dated:-

1. Vice Chairman, Burdwan Municipality;
2. The M.C.I.C (Health). Burdwan Municipality;
3. The E. O. / F.O Burdwan Municipality.
4. Secretary, Burdwan Municipality.

CHAIRMAN
BURDWAN MUNICIPALITY

5. Super/Administrator, BMHC, BurdwanMunicipality.
6. IT Co-coordinator (Notice Board and Official Website), Burdwan Municipality,

CHAIRMAN
BURDWAN MUNICIPALITY