



# Burdwan Municipality

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

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Memo No - 32/G/XII-9

Dated: 05/01/2023

Notice Inviting e-Quotation No - 1/2023-24  
Tender Ref: No. WBMAD/BM/IT-cell/1/2023-24

The Chairman, Burdwan Municipality, on and for behalf of the Board of Councillors of Burdwan Municipality invites sealed competitive Bid on Item rate Basis (Two part System) from reliable and resourceful Companies/Firms/vendor having experience and acumen in COMPUTER MATRIALS SUPPLY & INSTALATION UNDER IT CELL OF BURDWAN MUNICIPALITY as noted below the eligibility and depicted hereunder for participating in the e-Bid.

1.	Name of Work:	<b>COMPUTER MATRIALS SUPPLY &amp; INSTALATION UNDER IT CELL OF BURDWAN MUNICIPALITY(FOR 1.1.2023 TO 31.12.2023)</b>
2.	Location of Works:	101, G.T.Road, Burdwan Municipality, P.O. & Dist.:-Burdwan (West Bengal)-713101
3.	Eligibility to participate in the Bid	Having sufficient(not less than work value Rs - 4,00,000/- lk) experience and technical acumen in COMPUTER MATRIALS SUPPLY & INSTALATION in single contract during last five financial years prior to the date of issue of this Notice in any Government Department/ Board/ Semi-Govt. /Corporation /Statutory Authority/ Undertaking etc.  AND  Up to date GST/ST, Up to date P. Tax clearance Certificates, PAN Card, up to date Income Tax Return receipts etc.
		<b>Note:</b> Only works of nature depicted above completed successfully will be treated as credential.
4.	Documents to be produced in support of Credential for Bid Part-I (Prequalification Documents)	A successful performance and completion certificate supplemented with work order along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice ( <b>Ref: Sl. No. 4 :Eligibility to participate in the Bid</b> ). Besides this, following documents shall have to be furnished:
	a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm/individual
	b.	Experience and address, fax & telephone nos. , mobile no., & E-mail ID nos. of the firm.
		<b><u>All documents in original to be produced in due course of time as &amp; when asked by the Bid inviting authority.</u></b>

5.	Earnest Money		Rs – 10000/- (EMD will be refund AFTER 31.12.2023)																														
		a.	The requisite cost of Bid documents (If any) and 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)																														
6.	Cost price of Bid documents		<b>NIL</b>																														
7.	<b>Date and Time Schedule :-</b>		<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Particulars</th> <th>Date and Time</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Date of uploading of NIEB. and Bid Documents online) (Publishing Date)</td> <td>07.01.2023 10:00 AM</td> </tr> <tr> <td>b)</td> <td>Documents download/sell start date (Online)</td> <td>07.01.2023 11:00 AM</td> </tr> <tr> <td>d)</td> <td>Bid submission start date (On line)</td> <td>07.01.2023 12:00 NOON</td> </tr> <tr> <td>e)</td> <td>Bid Submission closing (On line)</td> <td>14.01.2023 10:00 AM</td> </tr> <tr> <td>f)</td> <td>Bid opening date for Technical Proposals (Online)</td> <td>16.01.2023 10:00 AM</td> </tr> <tr> <td>g)</td> <td>Date of uploading list for Technically Qualified Bidders (online)</td> <td>To be notified later</td> </tr> <tr> <td>h)</td> <td>Date and Place for opening of Financial Proposal (Online)</td> <td>To be notified during uploading of Technical Evaluation Sheet of Bidders</td> </tr> <tr> <td>i)</td> <td>Date of uploading of list of qualified bidders along with the offer rates through (on line),</td> <td>To be notified later.</td> </tr> <tr> <td>j)</td> <td>Also if necessary for further negotiation through offline for final rate.</td> <td>To be notified later.</td> </tr> </tbody> </table>	Sl. No.	Particulars	Date and Time	a)	Date of uploading of NIEB. and Bid Documents online) (Publishing Date)	07.01.2023 10:00 AM	b)	Documents download/sell start date (Online)	07.01.2023 11:00 AM	d)	Bid submission start date (On line)	07.01.2023 12:00 NOON	e)	Bid Submission closing (On line)	14.01.2023 10:00 AM	f)	Bid opening date for Technical Proposals (Online)	16.01.2023 10:00 AM	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 uploading 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.
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8.	Time of completion		Time of completion of the work as per Annexure-A, in calendar days from the date of issue of Work Order.																														
9.	Bid documents		<p>A full set of Bid documents consists of 2 Parts. These are</p> <p><b>PART I:-</b>Containing all documents in relation to the name of the firm applied for and credential possessed along with all documents as depicted in Sl. No. 4 along with this NIEB and its all corrigenda's.</p> <p style="text-align: center;"><b>And</b></p> <p><u>Section A:</u> Description of the Project.  <u>Section B:</u> Conditions &amp; requirements for Bidding.  <u>Section C:</u> General conditions of the Contract.</p> <p style="text-align: center;"><b>&amp;</b></p> <p><b>PART II:-</b>Containing the Following Document.</p> <p>Bid Price / Price Schedule. (.xls format)</p>																														

10.	Validity of Bid	A Bid submitted shall remain valid for a period of 120 calendar days from the date set for opening of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.
11.	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.
12.	Acceptance of Bid	"The Chairman, Burdwan Municipality" will accept the Bid. He /She does not bind himself/herself to accept otherwise the lowest Bid and reserves to himself/herself the right to reject any or all of the Bids received without assigning any reason thereof.
13.	Payment	Payment will be made to the successful Bidder by the "The Chairman, Burdwan Municipality".
14.	Influence	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder, who resorts to this will render his Bid liable to rejection.

**Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.**

15.	In case office faces sudden closure owing to reason beyond the scope and control of "The Chairman, Burdwan Municipality", any of last date/dates as schedule in SI. No 7 may be extended up-to/to next and following working day without issuing further and separate notice, as the "The Chairman, Burdwan Municipality", feels it to be necessary and exigent.
16.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.
17.	Sufficient care has been taken to avoid variance in between the contents of the listed Documents in the Bid document. However, if there is any variance between the contents of different documents, the provision of documents appearing earlier in the list shall prevail over the same provided in the contents coming later.
18.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.
19.	Bid Acceptance Authority is the "The Chairman, Burdwan Municipality".
20.	No conditional Bid shall be entertained.
21.	In the event of e-Filing intending bidder may download the Bid document from the website <a href="http://wb.tender.gov.in">http://wb.tender.gov.in</a> directly by the help of Digital Signature Certificate & necessary cost of Bid document (if any) may be paid by online internet bank transfer or NEFT or RTGS& same may be documented along with earnest money Deposit through e-Filing, (scanned copy to be submitted) (Details of which has been narrated in "Instruction to Bidders"). Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website <a href="http://etender.wb.nic.in">http://etender.wb.nic.in</a> . Bid document may be downloaded from website & submission of Technical Bid/Financial Bid as per Bid Schedule.
22.	The requisite cost of Bid documents and Earnest Money, as specified in this NIeB shall be paid by online internet bank transfer or NEFT or RTGS.
23.	Prospective applicants are advised to note carefully the minimum qualification criteria as Mentioned in 'Instructions to Bidders' before bidding.
24.	During scrutiny, if it is come to the notice to Bid inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the Bid and that application will be out rightly rejected without any prejudice.
25.	Before issuance of the work order, the Bid inviting authority may verify the Credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in

	that case, L.O.A./ work order will not be issued in favour of the bidder under any circumstances.
26.	Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any Bid for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such Bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
27.	Any legal matter will be settled within the jurisdiction of Hon'ble District Judges Court at Burdwan, Dist.-Burdwan, West Bengal.
28.	Successful Bidder will have to submit requirement of all materials, work programme and Working drawing for laying and sectional drawing as per IS Specification for each dia. of pipe (on the basis of clause 41of this section) after awarding work order by competent authority.
29.	The 90% payment of the cost of equipment will be made on receipt, acceptance and satisfactory installation of new equipment and balance 10% payment will be released against bank guarantee/FDR of the same amount for the period of the warranty to cover the warranty obligations.

**NOTE :** 1. In case of 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.

#### ANNEXURE-A

Sl. No.	Quotation NO.	Name of Work	Initial Earnest Money ( Rs.)	Time of Completion (days)	Terms & Conditions
1	1/2023-24	<b>COMPUTER MATERIALS SUPPLY &amp; INSTALATION UNDER IT CELL OF BURDWAN MUNICIPALITY</b>	10000/-	365 days (1-jan-2023 to 31-Dec-2023)	<ol style="list-style-type: none"> <li>1. No Ta/Da will be allow for computer Service or repair.</li> <li>2. No amount will be provided for Any type of IT related service and any martials Install.</li> <li>3. A Service Engineer need to provide in office for 24*7 services.</li> <li>4. Warranty materials Backup have to provide within 24 hrs.</li> </ol>

#### **Submission of Quotations:**

##### 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, 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.

**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 VAT Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.
- iii. 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. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	<ol style="list-style-type: none"> <li>1. GST 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 (ANNEXUTRE- I , ANNEXUTRE- II, ANNEXURE-III, Proforma-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(VENDORSHIP-3 years) of Work Done.</li> </ol>

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

- **Financial Proposal**

- i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the Quotationer/bidder 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.

- **Penalty for suppression / distortion of facts:**

If any Quotationer/bidder 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/bidder 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/bidder. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. as uploaded by the Quotationer/bidder 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.

- **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/bidder or any obligation to inform the affected Quotationer/bidder of the ground for employer's (Tender accepting authority) action.

**Chairman  
Burdwan Municipality**

**ANNEXUTRE-I**

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

**QUESTIONNAIRE IN GENERAL**

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

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	Bidder 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	Bidder's organization chart (to be enclosed by the Bidder)	:	
1.7	Details of branch and site offices, divisions etc(Name, Phone No, Email Id)	:	



ANNEXTURE- II

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 Chairman,  
Burdwan Municipality,

\_\_\_\_\_.

**COMPUTER MATERIALS SUPPLY & INSTALATION UNDER IT CELL OF BURDWAN MUNICIPALITY**

Dear Sir,

I, ..... On behalf of ..... do hereby solemnly affirm and say as follows:

1. That I am the ..... of ..... (designation) (Name of Quotationer/bidder) 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/bidder is offered upon due consideration of all factors and if the same is accepted, I, on behalf of the aforesaid Quotationer/bidder 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/bidder upon entering into formal contract with Municipal Authority.
3. That I declare that no relevant information as required to be furnished by the Quotationer/bidder has been suppressed in the Quotation documents.
4. That the statement made in paragraph no. 1 to 3 is true to my knowledge.

ANNEXURE-III  
DECLARATION BY THE QUOTIONER – II

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

**COMPUTER MATERIALS SUPPLY & INSTALATION UNDER IT CELL OF BURDWAN  
MUNICIPALITY**

Dear Sir,

We offer our Quotation for the above project, in the capacity of the Quotationer/bidder 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/bidder 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/bidder :***

***Address:***

# Proforma-I

## DECLARATION BY THE QUOTATIONER

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

This is certifying 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 COMPUTER MATERIALS SUPPLY & INSTALATION UNDER IT CELL OF BURDWAN MUNICIPALITY supply 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 **wear fully responsible for the correctness of theInformation 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 For feited and Business dealing switch us banned.**

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