

Office of the Burdwan Municipality

G.T. Road, Burdwan, West Bengal, India – 713101
Phone: +91 0342 2662518 / 2664121 / 2662777 | Fax: +91 0342 2560717
Email: burdwanmunicipality@gmail.com | Website: www.burdwanmunicipality.gov.in

Memo No. : 383/EEC/VII-5

Dated. : 08 .09.2023

NOTICE INVITING ELECTRONIC QUOTATION NO. 9/2023-24
(Submission Through Online)
Tender Ref: No. WBMAD/BM/ELEC/9/23-24

1. **The Chairperson, Board of Administrators, Burdwan Municipality** invites online item Rate tender from reliable, resourceful, bonafide and experienced Partnership firms / companies / individual contractors, for execution of the following work.

Sl no	Name of the item	Quantity	Price of agreement papers consisting of Technical and Financial Bid Documents and other annexure and W.B. as per Govt. Norms .	Name of ULB	Period of Completion
1.	Rate Quotation of 62.5 kva sound less Diesel generator set at TOWNHALL auditorium Under Burdwan Municipality for the year 2023-2024(Make ashok leyland)	1 nos	Only successful bidder shall pay as per usual govt. Norms	Burdwan Municipality	7days

Technical Specification

1.Make	LEYPOWER
2.Rating	62.5KVA
3.KW	50KW
4.Type	Brushless
5.Excitation	Self excited,self regulated(AVR)
6.Encloser	SPDP
7.Encloser protection	IP-23
8.Rated voltage	415V
9.No of phase	3
10.Frequency	50Hz
11.Power factor	0.8(lag)

2. Submission of Tender:- a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

3. Time Schedule for Downloading, Uploading and Opening of Tender Documents:-

a)	Date of uploading of e-N.I.Q. and other Documents(online) (Publishing Date)	16-09-2023 from 10.00hrs
b)	Documents download start date (Online)	16-09-2023 from 11:00 hrs
c)	Documents download end date (Online)	25-09-2023 from 18:00 hrs
d)	Online Bid Submission Start Date and Time	16-09-2023 from 12:00 hrs
e)	Online Bid Submission Last Date and Time	25-09-2023 from 18:00 hrs
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	29-09-2023 from 11:00 hrs
g)	Date for opening of Financial Bid (Online)	To be notified later on.

Tenders will be opened by the Tender Inviting Authority or his representatives in presence of Tenderer or their authorized representatives who may like to be present.

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 Electrical Department (E E Cell) of Burdwan Municipality . Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines of similar nature of works.

8.a) List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-

- i) Pan Card.
- ii) Professional Tax clearance certificate.
- iii) GST certificate.
- iv) Trade License(Electrical material suppliers).

b) List of documents shall have to be uploaded by a Partnership Firm)

- i) The power of Attorney for the firm for signing the tender by a partner.
- ii) Partnership Deed.

9. Language of Tender: - The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

10. Others:- The Tender Notice along with other documents like General Terms and Conditions, Special Terms and Conditions, Technical Specification, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.

The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

11. Intending bidders are requested to visit <https://wbtenders.gov.in> check their e-mail regularly for any corrigendum / addendum for further information regarding to this e-NIT.

**Chairman
Burdwan Municipality.**

Dated. : 08/09/23

Memo No. : 383(8)/EEC/VII-5

Copy Forwarded for information and for favour of wide circulation to:

1. Vice Chairman, Burdwan Municipality
2. Board of Councillors, Burdwan Municipality
3. The Executive Officer, burdwan Municipality
4. The Executive Engineer, MED, Bikas Bhavan, Kolkata.
5. The Finance officer, Burdwan Municipality
6. I T co-ordinator, Burdwan Municipality to upload in the website of Burdwan Municipality
7. The office Notice Board, Burdwan Municipality for wide circulation.
8. Relevant File, E E Cell, Burdwan Municipality

**Chairman
Burdwan Municipality**

INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e- tendering.

1. Registration of Contractor: - Any contractor willing to take part in the process of e – Tendering will have to be enrolled and 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 – Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC) :- Each contractor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.

3. Collection of Tender documents: - The contractor can search and download e-NIQ and Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

4. Submission of Tenders:-

a) General process of submission:- Tenders are to be submitted through online to the website stated in Cl. – 1 in one folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.

A-1. Statutory Cover Containing

- i. e-NIQ (Download the e-NIQ and upload the same by digitally sign).
- ii. Scan Copy of Declaration as per prescribed format.

N.B: Bidder must download General Terms and Condition, Special Terms and Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web site under the e-NIQ and must go through carefully before quoting his rate.

A-2. Non Statutory/Technical documents Cover containing.

- i. Pan Card.
- ii. Professional Tax clearance certificate.
- iii. G.S.T Certificate.
- iv. Trade License(Electrical material suppliers)..

c) Financial Bid:-

i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.

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

5. THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card ii) Professional Tax clearance certificate. iii) GST Certificate.
B.	Company Details	Company Details	i) Trade License (Electrical material suppliers). ii) Partnership Deed (if applicable)

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

6. Opening and Evaluation of Tender:- Opening of Technical Bid:

- i) Technical bid will be opened by the Tender Inviting Authority or his representatives. Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first and if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory and Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the evaluation committee.
- iii) List of technically qualified tenderers would be uploaded in due course.

Opening and evaluation of Financial Bid:

- i) Financial bid of tenderers declared technically eligible by the Tender Inviting Authority will be opened electronically from the web portal on the prescribed date and time.

7. Penalty for suppression / distortion of facts:

Submission of false document by tenderers is strictly prohibited.