

# OFFICE OF THE BURDWAN MUNICIPALITY

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Notice Inviting e - Tender No. 26 of 2023- 24

Memo No. - 086/SWM/XIX-II

Dated: - 29/02/2024

**The Chairman, Burdwan Municipality, invitese-Tender**(electronicTender process),forSealed Unit rate for the under mentioned works, from suitable bonafide Agency.The intending Tenderer may download the detail TenderNotice along with Tender document from “e-procurement / municipality” link under <http://wbtender.gov.in>website.

## ANNEXURE-A

Sl. No.	Name of the work	Description of Item	Qty.	Estimated Amount.	Earnest Money (2 %)	Name of the Concerned Division	Eligibility of Contractor.
1.	Supply & Delivery of Conservancy Good at S.W.M Department under Burdwan Municipality.	Wooden Haldle of Kodali 3” Long	700 Pieces	78, 400.00	1568/-	Burdwan Municipality	Govt. Contractors & Suppliers should have credential supply within last five financial years. <u>Details in Tender Notice.</u>
2.		Wooden Handle of Kanta Kodali	200 Pieces	23, 000.00	460/-		
3.		Wooden Handle of Belcha	250 Pieces	33, 500.00	670/-		
4.		Wooden Handle of Gaity	300 Pieces	31, 500.00	630/-		
5.		Belcha – Weight 2.8 kg (TATA Heavy)	400 Pieces	2, 47, 200.00	4944/-		
6.		Pick Axe (Gaity) TATA Heavy	100 Pieces	63, 200.00	1264/-		
7.		Kodali 6no Weight 1.8 Kg. TATA Heavy	250 Pieces	1, 05, 000.00	2100/-		
8.		Kanta Kodali 6no TATA Heavy	200 Pieces	1, 26, 000.00	2520/-		
9.		P.V.C Gamla – 43cm (Dia) x 14 cm (Height)	750 Pieces	1, 79, 250.00	3585/-		
10.		Phenyle	400 Litter	65, 200.00	1304/-		

1. Applicants 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://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 Quotationsubmission 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 **Nie-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.

3. For participating in the Quotation, the Bidders 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 Dept., Govt. Of West Bengal).

4. 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. Eligibility criteria for participation in tender:

i) The prospective bidders have to be either reputed manufacturer or their authorized stockiest/distributors/dealer/govt. contractor & suppliers having credential of same nature of supply within last three financial years under the authority of State/Central Gov. State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government and having Credential supply value of minimum 40 % of work order which the agency has completed.

ii) In case of authorized stockiest/distributors/dealer/govt. contractor & suppliers are they have to be submitted the documents and authorization letter in their favour.

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 price schedule of the work for which the credential has been issued must be attached. Otherwise the tender accepting authority reserves the right to reject the technical bid outright.**

iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Department during the last 3 (Three) years prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. **(A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).**

iv) Registered Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, and Valid Clearance Certificate from A.R.C.S. along with other relevant supporting papers. [Non Statutory Documents]

v) A prospective bidder shall be allowed to participate in the Job either in the capacity 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 will govern.

ix)

x) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.

6. **No Mobilization Advance and Secured Advance** will be allowed.

7. **Bids shall remain valid** for a period not less than **120(One Hundred Twenty) days** after the dead line date for Financial Bid/ Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."

## 8. **Date & Time Schedule:-**

Sl. NO	Particulars	Date & Time
1	Date of publishing of tender (online)	04/03/24 at 10 AM
2	Document Download / Sale Start Date	04/03/24 at 11 AM
3	Bid Submission Start Date	04/03/24 at 12 PM
4	Bid Submission Closing Date	11/03/24 upto 6 PM
5	Date of opening technical bid.	14/03/24 at 12 PM
6	Date of technical bid evaluation.	To be notified later
7	Date of opening financial bid.	To be notified later
8	Date of Financial bid evaluation.	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:** As per Annexure-(A), as an initial Earnest Money Deposit shall accompany with Bid Proposal, 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 Department., 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 has to be uploaded as statutory document. (Scanned copy) Earnest Money Deposit i.e. 2% of bid amount beyond stated amount shall have to be deposited after acceptance of Bid Proposal by the lowest bidder.
12. **Security Deposit:** The Security Deposit will be at a rate of 10% of the value of work shall be deducted from the bill(s) which will be released after successful execution of work orders during the contract period. The Security deposit will be kept in custody of The Burdwan Municipality till release of the Final bill/bills and / or expiry of the term of the agreement. No kind of Interest will be paid by The Municipal authority.
13. 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.
14. 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.
15. **Refund of EMD:** -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.
16. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
17. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
18. No **CONDITIONAL/ INCOMPLETE QUOTATION** will be accepted under any circumstances.
19. The Chairman, Burdwan Municipality. Reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
20. 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 out rightly rejected without any prejudice.
21. 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.
24. If any discrepancy arises between two similar clauses on different notifications, the clause asstated in later notification will supersede former one in following sequence:-
- i) NIQ
  - ii) Technical bid
  - iii) Financial bid

## INSTRUCTION TO BIDDERS

### SECTION - A

#### **1. General guidance for e-Quotation :-**

Instructions/ Guidelines for Quotation for electronic submission of the Quotation online have been annexed for assisting the contractors to participate in e- Quotation.

#### **2. Registration of Contractor**

Any contractor willing to take part in the process of e-Quotation will have to be enrolled & registered with the Government e-Procurementsystem, through logging on to <https://etender.wb.nic.in>(the web portal of public works department) the contractor is to click on the link for e-Quotation site as given on the web portal.

#### **3. 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 3 DSC is given as a USB e-Token.

#### **4. The contractor can search & download NIQ&Quotation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.**

#### **5. Submission of Quotation.**

General process of submission, Quotation is to be submitted online through online the website stated in Cl. 2 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).

#### **A. Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

#### **A-1. Statutory Cover Containing**

a) **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

Downloaded properly and upload digitally signed.

a. Prequalification Application (Sec-B, Form - I)

b. Format undertaking (Section –B, form II) on company's letter head".

c. Structure and Organization (Section –B form - III)

d. Experience profile (Section B, Form No-IV).

e. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

f. NIT(Properly filled in & uploads the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid).

g. Special Terms, Condition & Specification of works.

**A-2.Non statutory Cover Containing:-**

Sl.No.	Category Name	Sub-Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. Valid Trade License. 2. PAN. 3. G.S.T Registration along with G.S.T Clearance Certificate (Last Six month). 4. Current P.Tax Certificate. 5. Income Tax Return of Current year and Last 3(Three) years.
B.	Company details	Company details-1	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 (if applicable).
D.	Credential	Credential-1	List of projects completed that are similar in nature to the works having more than 40% (Forty percent)of the project cost executed during the last 5(Five)years.

7. Registered Deed of partnership Firm/ Article of Association & Memorandum.
8. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
9. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered Co-Op(S)
10. Credential for completion of work of SWM under the authority of state/ central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/ state Govt. Credential of same nature of job is to be furnished. (Ref. Cl. No. 3(i) of this NIT).
11. Scanned copy of Original Credential Certificate as stated in 5(i) of N.I.T Note:- Failure of submission of any of the above mentioned documents as stated in as 'A-1' & 'A-2' will render the tender liable to summarily rejected for both statutory & non statutory cover.

12. **Tender Evaluation Committee (TEC)****Documents to be submitted with Technical Bid (Part – A):-**

Folder	Documents to uploaded by the Bidder
	Filled up Format of the Technical Bid in Part – “A”
Folder “A”	1. Valid Trade License. 2. PAN. 3. G.S.T Registration with G.S.T Clearance Certificate (Last Six month). 4. Current P.Tax Challan with Certificate. 5. Income Tax Return of Current year and last 3 financial yearswith balance sheet.
Folder “B”	Credential / Contract regarding similar type of work i.e. <b>Manufacturer or their / Distributers / Govt. Contractors &amp; Suppliers.</b>

**Opening of Technical proposal:-**

- i. Technical proposals will be opened by the Chairman, Burdwan Municipality or his authorized representative electronically from the web site stated in Cl. No. 3 using their Digital Signature Certificate.
- ii. Cover (folder) statutory documents (vide Cl. No. 6.A-1) should be open first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. - 6.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iii. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.
- iv. Uploading of summary list of technically qualified Bidders.

- v. Pursuant to scrutiny & decision of the screening committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals before 48 hours of opening of financial bid.
- vi. While evaluation the committee may summon of the tenders & 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.
- vii. Intending Bidders may remain present if they so desire.

**B. Financial proposal:-**

**Documents to be submitted with Financial bid (Part – B)**

Folder	Documents to be uploaded by the Bidder
Folder “ D”	Filled up format of the “Financial Bid.
Folder “ E”	BoQ in Excel Format.

- a. 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 per month inclusive of all taxes and duties as applicable and freight forwarding charges online through computer in the space marked for quoting rate in the BOQ.
- b. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Contractor/Agency.
- c. Intending Bidder may remain if they so desire.

**6. Penalty for suppression / distortion of facts**

Submission of false document by Tendered is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**7. Rejection of Bid**

The Chairman, Burdwan Municipality reserves the right to accept or reject any bid and to cancel the bidder process and reject all bids at any time prior to the award of contract without there by 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 action.

8. “**Any intending bidders**who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub rule under clause 3 of Tender Form No.2911 or terminated under any clause of Standard Bidding Document by the Engineer-in-charge/Employer during last 3(three) years will not eligible to participate in any bid under any Directorate under this Department for another 2(two) years from the date of imposition of last termination notice by the Engineer-in-charge/Employer.”

**9. AWARD OF CONTRACT**

The Bidder who’s Bid will be accepted, He / She will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

10. The prospective bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during tenure of work and the contract will be for a period of 1(one) year from the date of issuance of the work order to the successful agency/agencies.
11. The Contractor will submit the bill after satisfactory of said work. The Municipal Authority will pay the bill after verification of the said work

**Chairman  
Burdwan Municipality**

1. The Dist. Magistrate, Burdwan District, Purba Bardhaman.
2. The Principal Secretary, Municipal Affairs Department, writer's Building, Kol-700001.
3. The Director, State Urban Development Agency (SUDA), Salt Lake, ILGUS BHAVAN, Kol-700106.
4. The Sabhadhipati, Burdwan Zilla Parishad, Purba Barddhaman.
5. Vice Chairman, Burdwan Municipality.
6. M.C.I.C (S.W.M), Burdwan Municipality.
7. Executive Officer, Burdwan Municipality.
8. Finance Officer, Burdwan Municipality.
9. Secretary, Burdwan Municipality.
10. S.I &Nodal Officer (S.W.M), Burdwan Municipality.
11. Accountant. Burdwan Municipality.
12. I.T. Coordinator, Burdwan Municipality to take necessary action.
13. Notice Board and Official Website, Burdwan Municipality, Purba Barddhaman.
14. To the Editor .....

**Chairman  
Burdwan Municipality**

**SECTION - B FORM - I****PRE-QUALIFICATION APPLICATION**

**To  
The Chairman  
Burdwan Municipality  
G.T Road, Burdwan-713101**

Ref.: Quotation for

(Name of work) e-N.I.Q. No. : /

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.Q. 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) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling -

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:

Seal and Signature of the Bidders

**SECTION - B Form-II**

**[To be furnished on Company's Letter Head]**

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S or any of constituent partner(s) had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 3 (Three) years prior to the date of this N.I.Q.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date:

**SECTION - B FORM - III STRUCTURE AND ORGANISATION**

- 1) Name of
- 2) Office Address

Telephone No. Fax No.

Name and Address of Bankers

Attach and: \_\_\_\_\_

Organization \_\_\_\_\_

Company With names \_\_\_\_\_

Personnel and with Biodata

**Note:** - Application covers Proprietary Firm, Partnership, Limited Company or Corporation  
Signature of applicant including title  
and capacity in which application is made

**FORM - IV**  
**Experience Profile**

**SECTION – B**

Name of the Firm

List of projects completed in Similar Nature of job and completion certificate executed during the last year.

Name of Em- Em- ployer	Name & Location & nature of work	Name Of Consulting Engineer responsible for supervision	Contract price In Indian Rs.	Percentage Of Participation of company	Original Date of Start of work	Original Date of completion of work	Actual Date of starting The work	Actual Date of comp letion of work	Reasons for delay incompletion (if any)

**Note:-**

- 1) Certificate from the Employers to be attached.
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm the project cost executed during the last 3(three Years).

Signature of applicant including title and capacity  
in which application is made