



Katwa Municipality

KATWA, PURBA BARDHAMAN

Notice Inviting E-TENDER
2nd Call

Memo No:-7233(Engg)

Dated:-13/02/2020

Notice Inviting E-TENDER No:-WBMAD98(DEV/14TH.FIN.COM/KM)19-20

On behalf of the E-TENDER is invited by The Chairman, Katwa Municipality **Rate Quoted** basis from reputed and resourceful for Company the following item. The successful quotation will have to supply the materials within stipulated time from receipt of the supply order, failing which the offer together with the supply order may be treated as canceled.

Sl No	Name of the Item	Estimated Amount (Rs.)	Earnest Money (Rs.)
1.	Supply of Heritage type 1(One) Clock Post, with Four No,s Light Height 20 feet, with Clock In front of Municipality office under Katwa Municipality. Under14th fin.Com Grant 2 nd Call.	Rate to be quoted	Rs.25000/- (fixed)

Specification Details of the car as stated below:

A) Height=20',Width=2'-6" make Dwarka, Bajaj, H Light

- In the event of e-Filing intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly by the help of Digital Signature Certificate.
- In the event of online submission, both technical Bid (Part-I) and Financial Bid (Part-II) will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> and katwamunicipality.info
- Eligibility criteria for participation in tender:**
 - Tenderers should submit Bankers certificate .
 - In case of Proprietorship and Partnership Firms and Company the Tax Audited Report .
 - The intending tenderer will have to produce the following information / data / credentials / certificates etc. to the undersigned along with the prayer for obtaining permission to participate in the tender.
 - Copy of PAN Card.
 - Copy of the GST certificate .
 - Copy of the Professional Tax clearance Challan
 - IT Return.
 - Credential Certificate.
- The documents as mentioned above will be examined in order to assess the eligibility of the applicant to participate in the tender. On being satisfied about the eligibility, necessary permission will be granted.
- Each tenderer shall submit their tender offer marked Part-I and Part-II. The Part-I shall contain "TECHNICAL PART OF THE OFFER & COMMERCIAL TERMS" and Part-II shall contain "PRICE BID". In the Technical part of the offer each tenderer must submit all the calculations and filled in questionnaire as called for in the e-NIQ. Failure to comply with the above requirement or submission of incorrect / incomplete information may call for rejection of the tender summarily without any further notice to the tenderer.
- Tenderers should quote their rates.
- The acceptance of the tender will rest with the accepting authority who does not bind himself to accept the lowest offer on all tenders received without assigning any reasons thereof.

S/d

Chairman
Katwa Municipality

4. Date & Time Schedule:-

01	Date of Publishing of N.I.e.T. & other Documents (online)	17/02/2020 from 05:00 PM
02	Documents download/sell start date (Online)	17/02/2020 from 05:00 PM
03	Documents download/sell end date (Online)	25/02/2020 from 05:00 PM
04	Bid submission start date (On line)	17/02/2020 from 05:00 PM
05	Bid Submission closing (On line)	25/02/2020 up to 05:00 PM
06	Bid opening date for Technical Proposals (Online)	28/02/2020 11:00 PM onwards

S/d
Chairman
Katwa Municipality

5. **Earnest Money:** Minimum 2.5% of the quoted amount for the Supply Items to be submitted (Online) in the form of Bank Draft / Pay Order on any Nationalized bank in favor of the '**Chairman, Katwa Municipality**' payable at Katwa and **scanned copy of DD (as Earnest Money) should be uploaded in TECHNICAL PROPOSAL**. No other form of "Earnest Money" will be accepted (e-NIQ Part-I).

Tender will be declared informal if earnest money is not submitted in prescribed form.

6. The Chairman, Katwa Municipality' reserves the right to cancel the N.I.E.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
7. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers submitted are found incorrect / manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
8. The tender inviting authority reserves the right to accept or reject any bids and to cancel the bidding process without assigning any reason whatsoever to the Tenderer.

9. **Qualification Criteria:**

The Tender Inviting & Accepting Authority through an 'Evaluation Committee' will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:-

a. Financial Capacity

b. Technical Capability comprising of personnel & equipment capability (e-NIT Part-I)

c. Experience

The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be rightly rejected at any stage without any prejudice and disciplinary action shall be initiated as per rule.

S/d
Chairman
Katwa Municipality

Copy forwarded for information & necessary action to:

- 1) The Executive Engineer MED, Purba Bardhaman.
- 2) The Asst. Engineer MED, Purba Bardhaman
- 3) The Chairman, Dainhat Municipality.
- 4) The Executive Officer, Katwa Municipality
- 5) The Finance Officer , Katwa Municipality
- 6) The Accountant, Katwa Municipality.
- 7) The Notice Board, Katwa Municipality.
- 8) IT-Coordinator, Katwa Municipality, for Web Posting.

S/d
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Katwa Municipality

INSTRUCTION TO BIDDERS

SECTION – A

1. General guidance for e-Tendering

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

2. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://wbtenders.gov.in> .The contractor is to click on the link for e-Tendering 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 2. DSC is given as a USB e-Token.

4. The contractor can search & download e-NIT & Tender 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 Tenders.

General process of submission:

Tenders are to be submitted online through the website stated in Cl. 2 in two folders as per tender schedule, one is Technical BID (Part-I) & the other is Financial BID (Part-II) 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 to be submitted in the following two

covers (Folders): (A-1). Statutory Cover Containing:

Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Bidders:-

- (a) N.I.T.
- (b) EMD & Technical Document.
- (c) Form_2911.

S/d
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Katwa Municipality

**(A-2). Non-Statutory Cover Containing:
Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Bidder:-**

- (a) West Bengal GST Number Registration / PAN / P. Tax Clearance Certificate,s License with validity. registration no. etc.
- (b) Income Tax Acknowledgement Receipt for last assessment year as per last audited Financial year.
- (c) Affidavit (Declaration by the Bidder)
- (d) Trade License etc.
- (e) Registration Certificate under Company Act. (if any).
- (f) Registered Deed of Partnership Firm / Article of Association & Memorandum.
- (g) Experience Certificate for completion of similar nature of work.
- (h) Scanned copy of Original Credential Certificates.

Intending Bidders should upload Non-Statutory documents as per following folders :

Sl. No.	Category Name	Sub Category Description	Details	Remarks
A	CERTIFICATES	CERTIFICATES	1. West Bengal GST Registration / PAN / P. Tax Clearance Certificate 2. Income Tax Acknowledgement Receipt	
B	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) Ltd. Company (Incorporation Certificate , Trade License) Trade License)	
C	CREDENTIAL	CREDENTIAL	1. Certificate of credential for items 3 of the NIT Similar Nature of Work Done& Completion Certificate	
D	ADDITIONAL INFORMATION		Other information Any consider being relevant in connection with eligibility to participate in the tender	

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Note: - Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

(B) Financial Proposal (Pat-II):

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 online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

5.1. Submission of Earnest Money :

Minimum 2.5% of the quoted amount for the work to be submitted (Online) in the form of Bank Draft / Pay Order on any Nationalized bank in favor of the '**Chairman, Katwa Municipality**' payable at Katwa and **scanned copy of DD (as Earnest Money) should be uploaded in TECHNICAL PROPOSAL**

6. Opening & evaluation of tender:

6.1. Opening of Technical proposal:-

- i.* Technical proposals will be opened by the Chairman, Katwa Municipality. Along with Directorate or his authorized representative electronically from the web site using their Digital Signature Certificate.
- ii.* Intending tenderers may remain present if they so desire.
- iii.* Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv.* Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the tender evolution committee.

6.2. Uploading of summary list of technically qualified tenderers:

- i.* Pursuant to scrutiny & decision of the *Tender Evaluation committee* the summary list of eligible tenderers will be uploaded in the web portals.
- ii.* While evaluation the committee may summon the tenderers & 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.

6.3. Financial proposal

- i.* Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated in Clause 2 on the prescribed date, by the Chairman, Katwa Municipality.
- ii.* The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii.* However, if there is any scope for lowering down of rates, further negotiation meeting with the lowest bidder may be held at the office of the concerned Executive Engineer which will be done offline. The final negotiation statement shall be uploaded in the website.
- iv.* The Financial Proposal shall be evaluated by the Chairman, Katwa Municipality. for scrutiny and approval. Final summary result containing inter-alia, name of contractors and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

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7. Award of contract:

The tender accepting authority reserves the right to accept or reject any Bids and to cancel the Bidding processes and reject all Bids at any time or distribute the work prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the ground for tender accepting authority's action. The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

S/d
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