



Office of the Board of Councillors
BELDANGA MUNICIPALITY

P.O. BELDANGA, PIN-742133, DT. MURSHIDABAD
ESTD-1981

From,
Executive Officer



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Memo No. 2971/11-1/22

Dated 15/09/2022

Notice Inviting e-Tender

**NOTICE INVITING e-TENDER NO-WB/MAD/ULB/BEL/NieT-12/2022-23 OF
EXECUTIVE OFFICER, BELDANGA MUNICIPALITY**

On behalf of the Board of Councillors, the Executive Officer, Beldanga Municipality invites e-Tender from eligible bonafide suppliers (**other than construction related work' contractors**) for the supply of items mentioned in details as given below. **Period of supply shall be within 7 Days of issuing of supply order "As and when required basis" during September 2022 to March 2024.** The intending tenderer if found eligible to participate in the tender should download the detail Tender Notice along with tender documents from "e-procurement/ municipality" link under <http://wbtenders.gov.in> website.

List of Supplies :

SL No	Items with specification	Quantity	Estimated Rate (MRP)	Earnest Money (Rs.)	Price of Bid documents & others (Rs.)	Period of supply
1	Drain Brush 4"	800 pcs	55.00/pcs	20000	5000	within 7 Days of issuing of supply order "As and when required basis" during September 2022 to March 2024
2	Drain Brush 6"	800 pcs	70.00/pcs			
3	Drain Brush 8"	800 pcs	90.00/pcs			
4	Spade 4 " (Tata Divij ® Agro Digging Hoe Iron Steel Spade for Gardening Without Handle)	100 pcs	510.00/pcs			
5	Spade 6" (Tata Divij ® Agro Digging Hoe Iron Steel Spade for Gardening Without Handle)	100 pcs	510.00/pcs			
6	Spade 8 " (Tata Divij ® Agro Digging Hoe Iron Steel Spade for Gardening Without Handle)	100 pcs	510.00/pcs			
7	Gaity	10 pcs	550.00/pcs			
8	Spade handle	300 pcs.	60.00/pcs			
9	Lime (Camle/ Haturi)	20000kg	16.00/kg			
10	Bleaching Powder (Haturi / Bengal hemical)	2200kg	60/kg			
11	Broom Stick	5000kg	90/kg			
12	Brooms Handle	300 pcs.	60.00/pcs			
13	Barun	50 pcs.	150.00/pcs			



14	Bet Jhuri	250 Pcs.	350.00/pcs
15	Belcha (Tata agrico Square Shovel with Steel Handle)	50 pcs.	900.00/pcs
16	Fork 6" (Tata Agrico Hoe (Fork Hoe-Fork powrah) 1.6 kg	50 Pcs.	1029.00/pcs
17	Fork 8" (Tata Agrico Hoe (Fork Hoe-Fork powrah)	100 Pcs.	1029.00/pcs
18	Fork Handle	150 pcs.	80.00/pcs
19	Shabol 5'	20 pcs.	750.00/pcs
20	Shabol 3'	20 pcs.	550.00/pcs
21	Gumboot (Hillson Century Yellow Safety Gumboots, Black, Size 7	30 pair	900.00/pcs
22	Gumboot (Hillson Century Yellow Safety Gumboots, Black, Size 8	40 pair	900.00/pcs
23	Gumboot (Hillson Century Yellow Safety Gumboots, Black, Size 9	30 pair	900./pcs
24	Hand Gloves	500 pair	45.00/pair
25	Musk	500 pcs	10.00/pcs.
26	Raincoat (Duckback Men's Solid Raincoat)	50 pcs.	799.00/pcs
27	Jhaba (2.5 kg/pcs)	50 pcs.	800.00/pcs
28	Hansua (1 kg/pcs)	50 pcs.	450.00/pcs
29	Bathroom Brush (Spotzero By Milton Plastic Sink and Dish Brush (Aqua Green) Pack of 1- Sink and Dish Brush)	30 pcs.	167.00/pcs
30	Bathroom Pan cleaner (Harpic Disinfectant Toilet Cleaner Liquid, Original - 1 L (Pack of 2) India's # 1 Toilet Cleaner)	150 bottle	337.00/bottle
31	Floor Cleaner (Harpic Disinfectant Bathroom Cleaner Liquid, Lemon - 1L (Pack of 2)	100 bottle	318.00/pcs
32	Muriatic Acid (1 Ltr/Bottle)	200 bottle	65.00/pcs
33	Iron Balti (10 Ltrs.))	20 pcs.	800.00/pcs
34	Naphthalin Balls (Trishul Naphthalene Balls for Clothes/Bathroom/Wardrobe/Moth, Protect Clothes 100% Safe/Smell free/Stain-Free/Germs Free, ISI Marked (400 Gram White)	150 pkts.	168.00/pkt.
35	Phenol (1 Ltrs/Bottle)	100 bottle	140.00/pcs
36	Lifebuoy Soap (100g/Pcs.)	250 Pcs.	34.00/pcs
37	Rapper Mop (HIC Microfiber Deck Floor Mop for Cover Large Cleaning Area at Home, Office, Kitchen, Lounge, Surface, Floor with Long and Sturdy Handle Y1-213 Pack of 1)	20 pcs.	195.00/pcs
38	Wiper (Scotch-Brite Bathroom Squeegee Plastic Wiper with telescopic handle (30 cm))	20 pcs.	390.00/pcs



- 1) In the event of e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The cost of tender document and the EMD as specified should be deposited through Net Banking (any of the banks listed in the ICICI Bank Payment Gateway) and RTGS. In the case of offline payment through bank account in any Bank as per order of Finance Department Govt. of W.B. vide memo no. 3975-F(Y) dated 28.07.2016. The tenderer will have to submit their bid on-line in two cover/folder system containing prequalification document (Technical Bid) in one and Financial Bid in another. The list of important dates is also given in this Notice and Standard Bidding Document (SBD).
- 2) Both Technical Bid and Financial Bid are to be submitted consecutively duly digitally signed in website <http://wbtenders.gov.in>.
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in this tender documents.
- 4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the Municipal Authority of Beldanga Municipality. The decision of the Municipal Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

Eligibility criteria for participation in the tender.

i. Credential

Intending tenderers should produce credentials of similar nature i.e. building supply as a prime agency under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government as mentioned below :-

- A. For a completed supply of the minimum value of 20% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
- B. For 2 (two) similar nature as mentioned above of completed supply, each of the minimum value of 20% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
- C. For one single running supply of similar nature as mentioned above which has been completed to the extent of 80% or more and value of which is not less than the desired value at (A) above;

In case of running supplies, only those tenderers who will submit the certificate of satisfactory running supply from the concerned Sanitary Inspector, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the supply is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

[Statutory documents]

ii. Documents to be produced in support of Credential

A successful performance and completion certificate supplemented with supply 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. Besides this, following documents shall have to be furnished:

- a. Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm
- b. Valid documents in support of annual Turnover.
- c. List of machines and equipment's necessary for field as well as laboratory test for all materials.
- d. Audit report and Balance sheet authenticated by charter accountant in last five years.
- e. Experience and address, fax & telephone nos. , mobile no., & E-mail ID nos. of the firm.
- f. All documents in original to be produced in due course of time as & when asked by the Bid inviting authority.

[Non-statutory documents]

iii. Intending tenderers should produce turnover in a single year during last 3 (three) years of at least 100% (Hundred percent) of the amount of the supply for which bid is submitted.

[Non-statutory documents]

iv. Income Tax Return Acknowledgement for last 5 (five) year, Current P. Tax Challan, Pan Card, GST Registration Certificate, Current GST return, 26AS of I.T. Deptt. for last 5 F.Y. are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

Company certificate of incorporation is required.



[Non-statutory documents]

vi. The prospective bidders or any of their constituent partner shall neither have abandoned any supply nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. An affidavit in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.

[Non-statutory documents]

vii. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted along with the application. In case of company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

viii. A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all their bids will be rejected without assigning any reason thereof.

[Non-statutory documents]

ix. Joints Venture will not be allowed.

x. Only supplies of nature depicted above completed successfully will be treated as credential.

xi. The bidder have no adverse report, on any account, against their organization for any project supplied during last 5 (five) years or supplying at present. This clause will lead for rejection of application, even after fulfillment of other eligibility criteria. In this connection a declaration may be given as affidavit in non-judicial stamp paper. However the tender inviting authority reserves the right to relax the eligibility criteria if felt necessary for the interest of fair competition.

xii. **Running payment for supply may be allowed.**

xiii. **Additional Performance Security other than Security Deposit :**

The additional Performance Security shall be obtained from successful bidder, if the bid value is more than 20% less than the estimated amount put to tender, from successful bidder having own prime machineries for construction of the supplies as mentioned Annexure-D. If the successful bidder not having ownership of any of the prime machineries as stated above, the Additional Performance Security shall be obtained from successful bidder, if the accepted bid value is more than 10% less than the estimated amount put to tender. Additional Performance Security shall be equal to 10% of the tendered amount and be submitted in the form of Bank Guarantee from any Scheduled Bank as per enclosed format (Annexure-E) before issuance of Supply Order. If the bidder fails to submit the Additional Performance Security within seven supplying days from the date of issuance of Letter of Acceptance, his earnest money will be forfeited. The said Bank Guarantee shall be valid upto the end of the Successful completion of the supply and shall be renewed accordingly, if required. If the bidder fails to complete the supply successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the Contract period after serving proper notice to the contractor.

Even if the accepted bid value is just 20% less than the estimated amount put to tender then as per G.O. No-408-F(Y) dated 18/07/2018 of Finance Deptt. Additional Performance Security to the tune of 10% of the tendered amount shall have to be submitted.

xiii. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

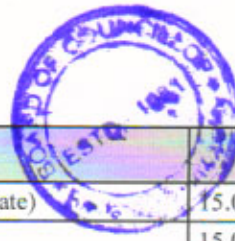
xiv. Intending tenderer must have already recruited a technical personal for civil supplies who should have technical education minimum a Diploma in Civil Executive Engineer or above. Necessary document such as

- 1) Appointment Letter of Technical Personal.
- 2) Salary Statement.
- 3) Pass out Certificate should be enclosed.

xiv. **There shall be no provision of Arbitration.**

xv. Bid shall remain valid for a period not less than 180 (One Hundred Eighty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

xvi. Date and Time Schedule:



Sl. No	Particulars	Date & Time
01	Date of uploading of NIT. & other Documents(online Publishing Date)	15.09.2022 at 6.00 p.m.
02	Documents download/sell start date(Online)	15.09.2022 at 6.00 p.m.
03	Documents download/sell end date(Online)	24.09.2022 at 1.00 p.m.
04	Prebid meeting to be held at Office of the Beldanga Municipality.	NA
05	Bid submission start date (On line)	15.09.2022 at 6.00 p.m.
06	Bid submission closing date (On line)	24.09.2022 at 3.00 p.m.
07	Last date of submission of original copies of the cost of Tender Documents (Off line)	NA
08	Bid opening date for Technical Proposals (Online)	26.09.2022 at 3.00 p.m..
09	Date of uploading list for Technically Qualified Bidder (online)	to be notified later
10	Date for opening of Financial Proposal (Online)	to be notified later

- 5) **Execution of the Supply:** The Contractor is liable to execute the whole supply as per direction and instruction of the Sanitary Inspector in Charge of the supply under this Municipality.”
- 6) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of supplies and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the supply as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 7) **Employees Provident Fund:** The Contractor shall comply with the provisions of the relevant Employees Provident Fund and Miscellaneous Act 1952 or Rules in force in the State along with the provisions of all rules and Regulations made there under from time to time, and shall in particular be responsible for the payment of all contributions as per the relevant Employees Provident Fund and Miscellaneous Act 1952, failing of which no contract will be made.
- 8) The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority Beldanga Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 9) **Taxes & duties to be borne by the Contractor**
Income Tax, GST, Royalty, Labour Welfare Cess and similar other statutory levy/ Cess will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges.
- 10) **Site inspection before submission of tender**
Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of supply in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of Beldanga Municipal Authority, between 11.30 hours to 16.30 hours on any supplying day prior to date of submission of tenders.
- 11) **Condition and incomplete tender**
Condition and incomplete tenders are liable to summary rejection.
- 12) **Refund of EMD:**
 - a. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
 - b. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Supplying Days where T will mean the date of which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.

- c. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Supplying Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- d. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Supplying Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- 13) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in before tendering the bids.

14) **Conditional / Incomplete tender will not be accepted under any circumstances.**

15) **The intending tenderers are required to quote the rate ONLINE.**

16) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act'1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

- 17) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 18) The Executive Officer, Beldanga Municipality, reserves the right to cancel the NleT due to unavoidable circumstances and no claim in this respect will be entertained.
- 19) If there be any objection regarding prequalifying the Agency that should be lodged off line to the Executive Officer, Beldanga Municipality within 2(two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Municipal Authority.
- 20) Before issuance of the SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case supply order will not be issued in favour of the said Tenderer under any circumstances.
- 21) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
- i. Tender Form No 2911 / 2911 (i) / 2911 (ii)/ Beldanga Municipality
 - ii. NleT
 - iii. All Corrigendum and Addendum, if any
 - iv. Technical Bid
 - v. Financial Bid

22) **Qualification criteria**

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience/Credential

The eligibility of a bidder will be ascertained on the basis of the documents(s) submitted in support of the minimum criteria as mentioned in tender documents. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be rejected at any stage without any prejudice.

- 23) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 24) No. price preference and other concession as per order no.1110F dated: 10/02/2006 will be allowed.
- 25) In respect of Security Deposit, Payments, etc. the conditions mentioned in the Form 2911, 2911(i), 2911(ii)/ Beldanga Municipality are superseded and will be guided according to the clauses mentioned in the NleT documents.
- 26) Contractors shall have to execute the supply in a systematic manner with mobilising all the required Plant & Machineries as well as Materials as asked by the Municipal Authority to maintain the quality of supply.





INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

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

i. 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 <https://wbtenders.gov.in> (the web portal of Beldanga Municipality the contractor is to click on the link for e-Tendering site as given on the web portal).

ii. Digital Signature certificate(DSC):

Each contractor is required to obtain a Class-II Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1.above. DSC is given as a USB-token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clauses of this NIT using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Submission of Tenders:

Tenders are to be submitted through online to the website stated in two folders at a time for each supply, 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).

Bid Submission:

The Bid should contain scanned copies of the following in two covers (folders).

1 A. Technical Proposal:

Statutory Cover containing the following documents :

a) NIT

b) FORM NO.2911, 2911(i), 2911(ii) / Beldanga Municipality

EMD and Tender Fees of the Tenders be deposited either of the following payments modes:

- i) Net banking (any of the bank listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway.
- ii) RTGS/NEFT in case of offline payment through bank account in any bank.

(NIT, FORM No. 2911, 2911(i), 2911(ii) & Corrigendum downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.
Quoting any rate in Form No: 2911, 2911(i), 2911(ii) / Beldanga Municipality if any the tender is liable to be summarily rejected.)

d) ADDITIONAL DOCUMENTS :

- i. Prequalification Application(Annexure-A)
- ii. Affidavit and Declarations if any
- iii. Authority to seek references (Annexure-B)

Non-statutory cover containing the following documents:

- i. Professional Tax- (PT) deposit receipt Challan for the latest assessment year , Pan Card , ITR for the latest assessment year, GST Registration Certificate, valid Trade License, 26AS of I.T. Deptt. for last 5 F.Y.



- ii. Registration Certificate under Company Act. (If any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm/Private Limited Company, if any).
- v. Tax Audited Report in 3CD form(if applicable) along with Balance Sheet & Profit & Loss A/c. for last (five) years (year just preceding the current Financial Year will be considered as year-1). If as per Income Tax Law applicant do not need Tax Audit then P/L A/C and Balance Sheet duly certified by a Chartered Accountant.
- vi. Clearance Certificate for the current year issued by ARCS, Bye-Laws are to be submitted by the registered Labour Co-op. Societies/ Engineering Co-op. Societies.
- vii. Experience Profile as per Annexure-C
- viii. Plant and machineries as per Annexure-D

N.B.: Failure of submission of any of the above mentioned documents as stated will render the tenderer liable to be rejected for both statutory & non statutory cover.

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

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s) (All certificate should be up to date)	GST Registration Certificate, Current GST return, PAN Card, P. Tax Challan, Valid Trade License
B.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy , Trade License) Power of Attorney, Memorandum of association and Articles of Association of the Company.

1. B. Financial Proposal :

The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid Downloaded properly and upload digitally signed by the bidder. The bidder is to quote rate in percentage above/ below/ at per online in the space marked for quoting rate in the BOQ.

Payment Procedure of online EMD/Tender Fees:-

- a) **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway.**
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a conformation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

v. If the transaction is failure, the Bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:-

- i. On selecting of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

Tender Evaluation:

Authority of Beldanga Municipality will evaluate the selection of Technically Qualified Contractors.

Opening of Technical Proposal:

- a. Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- b. Intending Tenderers may remain present if they so desire.
- c. Cover (folder) for statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- d. Summary list of technically qualified tenderes will be uploaded online.
- e. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderes & the serial number of supply for which their proposal will be considered will be uploaded in the web portals.
- f. During evaluation the committee may summon of the tenderes & seek clarification/ information or additional documents or original 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.

1) Financial Proposal

- i) 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 (Presenting Above/Below/At par) online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor. Financial capacity of bidder will be judged on the basis of information furnished alongwith the tender.

Penalty for suppression/distortion of facts:

If any tenderer fails to produce the original 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 original copies from the uploaded soft copies or if there is any suppression, the tenderer 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 Executive Officer, Beldanga Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer 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 Bid:

The employer (Tender accepting authority) receives the right to accept or reject any Tender 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 Tenderer or any obligation to inform the affected tenderer of the ground for employer's (Tender accepting authority) action.

Award of Contract



The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in Form No.2911, 2911(i), 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NIT & B.O.Q will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit contract documents in triplicate downloading from the website stated NIT along with Non judicial Stamp paper of Rs. 50/- for executing the formal agreement along with requisite cost of tender documents through Demand Draft/ Pay Order issued from any nationalized bank in favour of The Executive Officer, Beldanga Municipality within time limit to be set in the letter of acceptance.



15.9.2022
Executive Officer
Beldanga Municipality

ANNEXURE-A

APPLICATION (in statutory cover)

To,
The Executive Officer,
Beldanga Municipality,
P.O. Beldanga, Dist. - Murshidabad,
State: - West Bengal. Pin- 742133

Ref: - Tender for _____
(Name of supply)

NIT No. : WB/MAD/ULB/BEL/NIT-11/2022-23 of Executive Officer, Beldanga Municipality, Beldanga, Murshidabad, West Bengal.

Dear Sir,
Having examined the Statutory, Non statutory & NIT including all its Corrigendum & Addendum, 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 _____ the 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 supply(s) given in Enclosure to this letter. We understand that:

- (a) Tender Inviting & Accepting Authority/Sanitary Inspector-in-Charge can amend the scope & value of the contract bid under this Job/ project.
- (b) Tender Inviting & Accepting Authority/Sanitary Inspector-in-Charge reserve the right to reject any application without assigning any reason.

Encls:- e-Filling:-

1. Technical proposal

- i. Statutory Documents
- ii. Non Statutory Documents

2. Financial proposal

- i. Bill of quantities (BOQ). (With quoted the rate)

Date:-

Place:-

Signature of applicant

ANNEXURE-B

[An affidavit has to be furnished] (in statutory cover)

- 1) I/ We 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 _____ Nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization/ Undertaking during the last 5 (five) years prior to the date of this NleT.
- 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.
- 6) I/ We hereby declare that we agree to the terms and condition laid down in the NleT document & Form 2911, 2911(i), 2911(ii)/ Beldanga Municipality document as published in this NleT. This agreement over rides any remarks/ observation/ submission made anywhere else in our submitted bid.
- 7) I/ We hereby declare that I/ We agree to the terms & condition as laid down in the Employees Provident Fund and Miscellaneous Act 1952 and relevant rules in force in the state.

Signed by as authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date : _____

Seal and Signature of the Tenderer

ANNEXURE-C

Experience Profile (in non-statutory cover)

List of projects completed that are similar in nature to the supplies having required amount of supplies put to tender executed during last 5 (five) financial years

Name of Agency	Name location & nature of supply	Tender No. & Supply order No.	Name of E.I.C. responsible for supervision of supply	Estimated amount put to tender (Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of supply	Reason for delay in completion (If any)

Date:-
Place:-

Signature of applicant



ANNEXURE-E

FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT

To,
The Executive Officer,
Beldanga Municipality.

	Account Details
Account Name	: BELDANGA MUNICIPALITY AC SECURITY DEPOSIT
Beneficiary Bank Account No	: 50160001536937
IFSC Code	: BDBL0001107
MICR Code	: 742750502
Branch Address	: Bandhan Bank, Near Bharat Sevashram, Beldanga, Murshidabad, Pin-742133

WHEREAS [NAME AND ADDRESS OF Contractor] (hereafter called "the Contractor") has dated _____ to executed _____ [name of Contractor] undertaken, in pursuance of Letter of Acceptance No. _____ Contract and brief description of Supplies] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract.

AND WHEREAS we _____ (indicate the name of the bank & branch) have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we _____ (indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up-to a total of Rs.[amount of guarantee]. (in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of _____ [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We _____ (Indicate the name of the bank & branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We _____ (Indicate the name of the bank & branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment/ so make by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We _____ (Indicate the name of the bank & branch) further agree that no change or addition to or other modification of the terms of the Contract or of the supplies to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We _____ (Indicate the name of the bank & branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

The Guarantee shall be valid up-to _____ it come into force with immediate effect and shall remain in force and valid for a period up-to the time of successful completion of the supply under the sated contract plus claim period of Six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rs. _____) and unless a claim in writing is lodged with us within the validity period, i.e. up-to _____ of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this _____ day of 20____ at _____

SIGNED, SEALED AND DELIVERED
For and on behalf of the Bank by

(Signature)
(Name)
(Designation)
(Code Number)
(Address)

NOTES :

- i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.
- ii) The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Copy forwarded for information to-

1. The Chairperson, Beldanga Municipality
2. The Vice-Chairperson, Beldanga Municipality
3. The Director, State Urban Development Agency (SUDA), ILGUS Bhavan, H.B. - 305, AB Road, H.C. Block, Sector - III, Salt Lake City, Kolkata - 700106 with reference to AA & FS vide memo no. SUDA-954/2021/6465 Dt. 11.01.2022.
4. The Superintending Engineer, Malda, Municipal Engineer Directorate, Govt. of West Bengal,
5. The Executive Engineer, Murshidabad Division, Municipal Engineer Directorate, Govt. of West Bengal, Berhampore, Murshidabad, with a request to send representative on opening dates of Technical & Financial bids.
6. The Finance Officer, Beldanga Municipality.
7. The Block Development Officer, Block-I, Beldanga.
8. All SAEs, Beldanga Municipality.
9. Accountant, Beldanga Municipality.
10. IT Co-coordinator, Beldanga Municipality to float this Notice to the official website of Beldanga Municipality (www.municipalitybeldanga.org).
11. The Editor, EKDIN (Bengali)/FINANCIAL EXPRESS, KOLKATA (English)/JANSATTA (Hindi) Daily Newspaper with a request to publish the Abridged referral NleT (Annexed herewith) on 16.09.2022
12. Office Notice Board



15.9.22
Executive Officer
Beldanga Municipality