



Office of the Councillors
BELDANGA MUNICIPALITY

P.O. BELDANGA, PIN-742133, DIST. MURSHIDABAD

ESTD 1981

From : Chairperson



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Website :- www.beldangamunicipality.org

Memo No - 1484/11-1/23

Dated- 19/05/23

NOTICE INVITING e-QUOTATION

NOTICE INVITING e-QUOTATION NO: WB/MAD/ULB/BEL/NIEQ-01/2023-24 OF

CHAIRPERSON, BELDANGA MUNICIPALITY

Electronically tenders are hereby invited by The Chairperson, Beldanga Municipality from the bonafide and experienced Contractors and/ or General Order Suppliers having credential of at least 1/3 (One Third) value of similar type of work and/ or Manufacturer and/or Hardware Merchant and they have to abide by the following Conditions and item of works as mentioned in the enclosed schedule (Submission of Bid through *online*)

List of Works:

Sl. No.	Name of Work	List of Materials	Earnest Money (Rs.)	Price of Bid documents, 2911(ii) & others (Rs.)	Period of Completion
1	Supply of U-PVC Pipe and Ductile iron Pressure Pipes including pipe fittings and other accessories for water supply pipe line at Beldanga Municipality under Water Supply Scheme.	See attached BOQ	@2% of the Quoted Rate. Initial EMD Rs. 18,000.00	Rs. 900.00	14 days (Fourteen) Days
2	Supply of Tube Well Parts for sinking and resinking tube wells at Beldanga Municipality under Spot Source Scheme.	See attached BOQ	@2% of the Quoted Rate. Initial EMD Rs. 28,000.00	Rs. 1400.00	14 days (Fourteen) Days

Note : Rate should be including all Taxes, Government duties and Carrying Cost up to work sites at Beldanga Municipality.

1. Tenderer shall have to deposit Earnest Money and Price of Bid documents, 2911(ii) & others indicate in above table of total cost by RTGS/ NEFT through Online to ICICI Bank Controlled Account.
2. Eligibility Criteria for participation in tender :
 - i) The prospective bidders shall have satisfactorily completed as prime agency one similar work equal to at least one third value for which bid is invited during the last 5 (five) years prior to the date of issue of this notice under Beldanga Municipality.
 - ii) Pan Card, Current Professional Tax Registration Certificate along with Receipt Challan, GST Registration Certificate, Current Income Tax acknowledgement Receipts, Trade License [Non-Statutory Documents]. iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Govt. Deptt. during the last 5 (five) years prior to the date of this NIEQ. Such bidder 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) A prospective bidder shall be allowed to participate in the 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 his applicants will be rejected for the job.
 - v) Where there is a discrepancy between the rate in figures and words, the rate in words will govern.
 - vi) Where there is a discrepancy between the NIEQ rate and the line item total resulting from multiplying the NIEQ rate by quantity, the NIEQ rate quoted shall govern.
 - vii) Any change of BOQ will not be accepted under any circumstances.

3. Necessary deductions towards Govt. taxes, CESS, GST etc. will be made from the bill on the basis of prevailing Govt. rules.

4. The Bidder is to quote the rate for individual item separately in the given space of Financial Bid Documents only.

5. No Mobilization Advance and Secured Advance will be allowed and no Price Variation will be allowed.

6. Bids shall remain valid for period not less than 180 (one hundred eighty) days from the date of opening of Financial Bid. "Bid valid for a shorter period shall be rejected by The Chairman, Beldanga Municipality as non response".

7. Date and Time Schedule

Sl. No.	Particulars	Date & Time
01	Date of uploading of N.I.Q. & other Documents(online)(Publishing Date) .	19.05.2023 at 5.30 p.m.
02	Documents download/sell start date(Online)	19.05.2023 at 5.30 p.m.
03	Documents download/sell end date(Online)	19.05.2023 at 5.30 p.m.
04	Prebid meeting to be held at Office of the Chairman, Beldanga Municipality.	NA
05	Bid submission start date (On line)	19.05.2023 at 5.30 p.m.
06	Bid submission closing date (On line)	05.06.2023 at 5.00 p.m.
07	Last date of submission of original copies of the cost of Quotation Documents (Off line)	NA
08	Bid opening date for Technical Proposals (Online)	08.06.2023 at 03.00 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

- There shall be no provision of Arbitration.
- Earnest Money should be deposited in shape of RTGS/NEFT to the below mentioned Bank Account as per direction of Government Order 3975-F(Y), dated 28th July '2016. [See details in Annexure-A]
- 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 all the Bidder's own expense.
- The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Chairman, Beldanga Municipality reserves the right to accept or reject any offer without assigning any reason whatever and is not liable for any cost that might have incurred by any Bidder at the stage of bidding.
- Prospective applications are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
- In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
- No CONDITIONAL/ INCOMPLETE QUOTATION will be accepted under any circumstances.
- In case of quoting rates, no multiple lowest rate will be entertained by the Department.
- The Chairman, Beldanga Municipality reserves the right to cancel the NIEQ due to unavoidable circumstances and no claim in this respect will be entertained.
- During scrutiny, if it is come to the notice to quotation inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenders will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tendered, if found necessary. After verification, if it is found that such documents submitted by the lowest bidder, is either manufactured or false, in that case work order will not be issued in favour of the bidder under any circumstances.

14. Quantity as shown in the BOQ item may Change, If needed.
15. Bid from Joint Venture are not allowed.
16. In case of any change of date, corrigenda, addenda, due intimation will be given in website <https://www.wbtenders.gov.in>.
17. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence :-

- i) FORM NO.2911, 2911(i), 2911(ii) / Beldanga Municipality ii) NleQ iii) Technical Bid
- iv) Financial Bid

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.Q. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clauses of this NleQ 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 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).

Bid Submission:

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

Technical Proposal:

A-1. Statutory Cover containing the following documents :

- i) Prequalification Application (Sec-B, Form-I)
- ii) Scanned copy of Demand Draft/ Pay Order/ Banker's Cheque towards EMD of tender as prescribed in the NleQ, against each of the serials of work in favour of Chairman, Beldanga Municipality.
- iii) STRUCTURAL AND ORGANISATION (Sec-B, Form-II) iv) Experience Profile (Section-B, Form-III)
- v) Tender FORM NO.2911, 2911(i), 2911(ii) / Beldanga Municipality and NleQ (Properly filled in & upload the same Digitally signed except quoting rate will only encrypted in the BOQ under Financial Bid. In case quoting any rate in FORM NO.2911, 2911(i), 2911(ii) / Beldanga Municipality, the tender liable to summarily rejected)

A-2. Non –statutory cover containing the following documents:

- i. Professional Tax (PT) deposit receipt Challan for the financial year 2023-24, Pan Card , ITR for the assessment year-2022-23, GST Registration Certificate. valid Trade License.
- ii. 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. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co-operative Societes are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report, Annual General Meeting along with relevant supporting papers.

N.B.: Failure of submission of any of the above mentioned documents as stated in as 'A-1' & 'A-2' will render the bidder 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)	a. GST Registration Certificate & Acknowledgement b. PAN Card c. P. Tax Challan d. Latest IT Receipt. for Assessment Year-2022-23 e. Valid Trade License
B.	Company Detail(s)	Company Detail	a. Proprietorship Firm (Trade License) b. Partnership Firm (Partnership Deed, Trade License) c. Ltd. Company (Incorporation Certificate, Trade License) d. Society (Society Registration Copy , Trade License) e. Power of Attorney, Memorandum of association and Articles of Association of the Company. f. Valid Bye Law g. Valid Registration Certificate issued by the Co-operative. h. Current Audit Report i. Annual General Meeting.
C.	Credential	Credential	Satisfactorily completed as prime agency one similar work equal to at least one third value for which bid is invited during the last 5(five) years prior to the date of issue of this notice under Beldanga Municipality P.H.E., P.W.D., C.P.W.D., & similar other Govt. Deptt.

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/PRI, 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.

C. 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 Bidders 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 work 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) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the 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 bidder 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 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, Beldanga Municipality may take appropriate legal action against such defaulting Bidder. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the 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 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 Bidder or any obligation to inform the affected bidder 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 NIEQ & 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 NIEQ along with Non judicial Stamp paper of Rs. 50/- for executing the formal agreement alongwith requisite cost of tender documents through Demand Draft/ Pay Order issued from any nationalized bank in favour of The Chairman, Beldanga Municipality within time limit to be set in the letter of acceptance.


Chairperson
Beldanga Municipality

SECTION-B
FORM-I PRE-QUALIFICATION APPLICATION

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

Tender for (Name of work)
.....
.....

Reference :- NleQ No., Sl. No. of 20

Dear Sir,

Having examined the Statutory, Non statutory & NleT 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
..... 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:

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

Encl:- 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

FORM-II

STRUCTURE AND ORGANISATION (Should be Submit on Organisation Letter Head)

SECTION-B

1. Name of Applicant : 2.

Office Address : 3. Telephone

No. :

4. Fax No. :

5. Name and address of :
Bankers

6. Attach one organization :
chart showing the structure
of Company with names of
Key personnel and technical
staff with Bio-data.

7. PAN No. :

8. GST No. :

9. Professional Tax No. :

10. Legal Status of Organisation :
(Proprietorship/ Partnership/
Society Company by
Category/ Consortium... etc.)

Note :- Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Date:-

Place:-

FORM-III

Signature of applicant

EXPERIENCE PROFILE

SECTION-B

Name of agency/ firm :- _____

List of projects completed as a prime agency during last 5 (five) financial years at least one work of similar in nature having value of work at least 1/3 (One third) of estimated amount put to tender.

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

Note :

- a) Certificate from the Employers to be attached.
- b) Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date:-

Place:-

Signature of applicant

Memo No - 1484(10)/11-1/23

Dated- 19/5/23

Copy forwarded for information to-

1. The Vice-Chairman, Beldanga Municipality.
2. The Executive Engineer, Murshidabad Division, P.H.E. Dte.
3. The Executive Engineer, Berhampore Division, Municipal Engineering Directorate, Govt.of West Bengal, Berhampore, Murshidabad.
4. The Block Development Officer, Block-I, Beldanga.
5. The Executive Officer, Beldanga Municipality
6. The Finance Officer, Beldanga Municipality.
7. All S.A.E P.W.D. Section, Beldanga Municipality.
8. Accounts Section, Beldanga Municipality.
9. IT Co-ordinator, Beldanga Municipality with request to float this Notice to the official website of Beldanga Municipality(www.municipalitybeldanga.org).
10. Office Notice Board


Chairperson
Beldanga Municipality