



Office of the Board of Councillors  
**BELDANGA MUNICIPALITY**

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

ESTD-1981

From,  
Chairperson

Phone & Fax: - Off. - 264113

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Website :- [www.municipalitybeldanga.org](http://www.municipalitybeldanga.org)

Memo No. 530/11-1/24

Dated- 09/02/24

**Notice Inviting e-Bid**

**NOTICE INVITING e-Bid NO-WB/MAD/ULB/BEL/NIEB-18/2023-24 OF  
CHAIRPERSON, BELDANGA MUNICIPALITY**

On behalf of the Board of Councillors, The Chairperson Beldanga Municipality invites online item Rate tender from eligible resourceful Manufacturer/Companies/Firms/ dealer/authorized agent, for execution of the following work. The intending tenderer if found eligible to participate in the tender should download the detail Bid Notice along with bid documents from "e-procurement/ Municipality" link under <http://wbtenders.gov.in> website.

**List of Works :**

Sl. No.	Name & Specification of the Item	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Bid documents, 2911 & others (Non - refundable) (Rs.)	Period of Completion (Days)
1	Kirloskar 62.5 kVA Fully Automatic Three Phase Silent Diesel Generator <b>Technical Specification</b> Rated Frequency : 50 Hertz (HZ), Insulation : class H, Rated Voltage : 415 Volt (V), Speed : 1500 RPM, Weight : 1420 Kilograms (kg), Cooling System : water/liquid cooled, Rated Power : 62.5KVA, Output Type : AC POWER, Engine Type : Other, Noise Level : 75 db, Warranty : 2years, Fuel Consumption : 14.1 Liter/Hour (L/hr), Fuel Tank Capacity : 150 Liter (L), Phase : Three Phase, Starting Type : Electric Start, Bore *Stroke : 96*112, Dimension (L*W*H) : 2900*1100*1581 Millimeter (mm), Product Type : Diesel Generator, Engine Model : KG1-62.5WS	Item Rate	12000.00	1000.00	7 (Seven) days after issuance AOC

- 1) In the event of e-filling, 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/NEFT in 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.

**5) Eligibility criteria for participation in the tender.**

- i. Intending tenderer have to be experience in such Supply and Installation in Govt. State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government and should produce documents in support of experience.  
[Non-statutory documents]
- ii. In case of Partnership firm Registration Certificate from Registrar of Assurance shall have to submit. In case of Company certificate of incorporation is required.  
[Non-statutory documents]
- iii. 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]
- 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 N.I.T. & other Documents(online) (Publishing Date)	10.02.2024 at 11.00 a.m.
02	Documents download/sell start date(Online)	10.02.2024 at 11.00 a.m.
03	Documents download/sell end date(Online)	17.02.2024 at 2.00 p.m.
04	Pre bid meeting to be held at Office of the Chairperson, Beldanga Municipality.	NA
05	Bid submission start date ( On line)	10.02.2024 at 11.00 a.m.
06	Bid submission closing date ( On line)	17.02.2024 at 2.00 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)	19.02.2024 at 2.30 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

- 6) Refund of EMD will only be made after the Successful completion of the supply and installation of the Item.
- 7) 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.
- 8) **Taxes & duties to be borne by the Contractor**  
Income Tax, GST, Royalty, Construction Workers' 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.
- 9) **Condition and incomplete tender**  
Condition and incomplete tenders are liable to summary rejection.
- 10) **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 Working 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 Working 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 Working 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.
- 11) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in before tendering the bids.
- 12) **The intending tenderers are required to quote the rate *ONLINE*.**
- 13) 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.
- 14) The Chairperson, Beldanga Municipality, reserves the right to cancel the NIEB due to unavoidable circumstances and no claim in this respect will be entertained.
- 15) If there be any objection regarding prequalifying the Agency that should be lodged off line to the Chairperson, 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.
- 16) Before issuance of the AOC, 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 work order will not be issued in favour of the said Tenderer under any circumstances.
- 17) 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
  - ii. NIEB
  - iii. All Corrigendum and Addendum, if any
  - iv. Technical Bid
  - v. Financial Bid
- 18) **Qualification criteria**
- a. List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-
    - ◆ Pan Card.
    - ◆ Professional Tax clearance certificate
    - ◆ GST certificate and current return
    - ◆ Trade License.
  - b. List of documents shall have to be uploaded by a Partnership Firm)
    - ◆ The power of Attorney for the firm for signing the tender by a partner.
    - ◆ Partnership Deed.
- 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.
- 19) Eligible applicant should fulfill all the eligibility criteria. However, the tender inviting authority reserves the right to relax the eligibility criteria if felt necessary.
- 20) Tenderers should upload only relevant documents. Uploading of unnecessary or irrelevant documents should be avoided. In absence of any of the above stated documents, eligibility of the applicant may stand void.
- 21) The acceptance of the Tender will rest with the accepting authority who does not bind himself to accept the lowest tender or any Tender and reserves the right to reject in part or in full of all Tenders received.

  
(Anuradha Hazra Banerjee)  
Chairperson  
Beldanga Municipality

## INSTRUCTION TO BIDDERS

### INSTRUCTION TO BIDDERS

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

**1. Registration of Contractor:** - Any contractor willing to take part in the process of e – Tendering will have to be enrolled and registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in>. The contractor is to click on the link for e – Tendering site as given on the web portal.

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

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

#### **4. Submission of Tenders:-**

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

#### 4.A. Technical Proposal:

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

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

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

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

i. Pan Card, ii. Professional Tax clearance certificate, iii. G.S.T Certificate and current GST Return, iv. Trade License

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)	i) GST Registration Certificate and Current GST return, ii) PAN Card, iii) Current P. Tax Challan,
B.	Company Detail(s)	Company Detail	i) Valid up to dated Trade License ii) Partnership Deed (if applicable)

#### 4.B. Financial Bid:

- i. The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents

#### **5. Opening and Evaluation of Tender:-**

##### **Opening of Technical Bid:**

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

##### **Opening and evaluation of Financial Bid:**

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

#### **7. Penalty for suppression / distortion of facts:**

Submission of false document by tenderers is strictly prohibited.

  
Chairperson  
**Beldanga Municipality**

## ANNEXURE-A

### APPLICATION (in statutory cover)

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

Ref: - Tender for \_\_\_\_\_  
\_\_\_\_\_  
(Name of work)

NieB No. : WB/MAD/ULB/BEL/NieB-18/2023-24 of Chairperson, Beldanga Municipality, Beldanga, Murshidabad, West Bengal.

Dear Sir,

Having examined the Statutory, Non statutory & NieB 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 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**

Memo No. 530(10)/11-1/24

Dated- 09/02/24

Copy forwarded for information to-

1. Hasanuzzaman Sk, Hon'ble MLA 71 – Beldanga A.C.
2. The District Magistrate, Murshidabad.
3. The Executive Engineer, Murshidabad Division, Municipal Engineering Directorate, Govt. of West Bengal, Berhampore, Murshidabad, with a request to send representative on opening dates of Technical & Financial bids.
4. The Block Development Officer, Block-I, Beldanga.
5. The Executive Officer, Beldanga Municipality
6. The Finance Officer, Beldanga Municipality.
7. Accounts Section, Beldanga Municipality.
8. P.W.D. 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](http://www.municipalitybeldanga.org)).
10. Office Notice Board

  
Chairperson  
Beldanga Municipality