



OFFICE OF THE BERHAMPORE MUNICIPALITY

BERHAMPORE: MURSHIDABAD: WEST BENGAL

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Memo No.: 128/E-TEN/PWD/20/BM

Date: 06/05/2020

NOTICE INVITING

e-Quotation No:- 06/BM/2020-21(2nd Call)

(Through Pre-qualification) (Submission of Quotation through online)

On behalf of Administrator, The Executive officer of Berhampore Municipality invites e-Quotations (electronic tender process) to obtain rates from reliable and resourceful Companies/Firms/ Contractors/ suppliers having experience and in similar nature of works as noted below:

Sl. No.	Name of work	Item	Quantity	Earnest Money (Rs.)	Date of Completion
1	Supply of Lime Powder for dusting for the purpose of disinfection for Berhampore Municipality area for the year of 2020-2021(2 nd Call).	Lime Powder	7,000 KG	1000.00	7 days

1	Location of Supply:		Berhampore Municipality.
2	Eligibility to participate in the Tender		i) Bonafide resourceful suppliers/contractors i) Having experience in similar nature at single contract having quantity not less than the 30 % of estimated amount put to Tender during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. Or ii) Having quantity not less than the 25 % of estimated amount put to Tender in each 2(two) similar nature of completed work during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. Or iii) Having quantity not less than the 75 % of physical progress and value of which is not less than the desired value as mention 2(i) above in single running work during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc
			Note: a) Similar nature of works completed successfully will be treated as credential.
3	Documents to be produced in support of Credential for Tender		A successful performance and completion certificate supplemented with work 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 (Ref: Sl. No. 2: Eligibility to participate in the Tender). 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.	Copies of valid GST Registration up to date return, Professional Tax clearance certificate, PAN Card, Valid Trade License, Last three years Income Tax Return receipts, Valid documents in support of annual Turnover in last 3 year, and other statutory papers as required.,
		c	Corresponding address, fax & telephone no., contact mobile,
		d	Either manufactures that fulfill the above criteria or their authorized distributors are eligible to participate in the selection process. Production of tender – specific valid authorization certificate or valid Distribution ship agreement from the manufacture is necessary for a distributor.
Description of Product		a	Refer to BOQ
		b	<ul style="list-style-type: none"> • Before procurement of any material the same should have approval of the Indian standard • Bidder have to submit necessary supply certificate in support of their credential • Guarantee certificate from the manufacture to be submitted at the time of supply. • Valid manufacturing license to be submitted for the particular product as per IS standard. • valid agreement and bill/invoice of purchase from the approved source to be submitted • Lifespan of the product must be submitted in years from the date of manufacturing. The TIA reserves the right to reject the supply item if any dispute found during supply. • Either manufacturer or their authorized distributors are eligible to participate with tender-specific valid authorization certificate from the manufacturer along with the offer. • The products will be received from the supplier as per requirements of the authority for the year 2019-2020. • Bidder should ensure quality and supply as per specification of item • The agency will be liable to supply the item as specification mentioned in BOQ and satisfaction of EIC and as per IS standard and to produce testing certificate. • Rate quoted by the bidder should include any kind of tax; if any.
		d	All documents in original to be produced in due course of time as & when asked by the Tender Inviting Authority
Date of completion			The supplier should supply 7 days from the date of issuing work order
			<p>(i) The Material will be delivered at the site including loading and unloading as per direction of Berhampore Municipal Authority.</p> <p>(ii) The material will be supply as per specification directed by authority of Berhampore Municipality.</p>
			The products will be received from the supplier as per requirements of the authority for the year 2020-2021.
Price per copy of the set of quotation documents			0.00/-

	Earnest Money	(i)	<p>Rs. 1000/- (Rupees One thousand only) : Initial Earnest money to be deposited online through e-tender portal only by Net Banking / NEFT / RTGS.(balance earnest money if any,@ 2% of the quoted amount to be paid before issuing work order) for all participant Bidder.</p> <p>Necessary Earnest Money and Cost of Tender Paper will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e– tendering portal [http://wbtenders.gov.in]. Intending Bidder will get the Beneficiary details from e–tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e–Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E–Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission</p>
5			<p>Payment will be made phase wise against each item of work as per BOQ of the bid document. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The entire amount of such 10% (ten percent) of Security Deposit (Initial 2% + additional 8%) will be refunded without any interest only after successful completion of the whole work in all respect and full satisfaction of E.I.C.</p>
			<p>Refund of Security Deposit will only be made on the basis of decision taken by the Berhampore Municipal Authority. Concerned agency will have to take care of defect liabilities, if any, during the warranty period</p>
			<p>Municipality may release Security Deposit after six months from date of complete supply. Within this period if any defect is found concern agency have to replace that item, failing which his Security Deposit may be forfeited. Concerned agency will have to take care of defect liabilities, if any, during the warranty period.</p>

6.	Site inspection & general information		<p>Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities.</p> <p>They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices.</p>
7.	Tender documents		<p>A full set of Tender documents consists of 2 Parts. These are;</p>
		I)	<p>Part I containing all documents in relation to the name of the firm applied for and credentials possessed by them along with EMD and all relevant documents as depicted in Sl. No. 2. Bid Price / Price Schedule.(.xls sheet)</p>
8.	Validity of Bid		<p>A Bid submitted shall remain valid for a period of 180 calendar days from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.</p>
9.	Withdrawal of Bid		<p>A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.</p>
10.	Acceptance of Bid		<p>Executive Officer, of Berhampore Municipality will accept the Bid. He does not bind himself to accept otherwise the lowest Bid and reserves to herself the right to reject any or all of the Bids received without assigning any reason thereof.</p>

11.	Intimation		The successful Bidder will be notified of the acceptance of his Bid and necessary documents must be submitted within 3 (three) days from the date of opening of Financial Bid. The Bidder then becomes the “Contractor” and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Municipal Form with the Executive Officer, Berhampore Municipality and fulfill all his obligations as required by the Contract. The Contractor will have to purchase 2 (two) sets of agreement paper in this regard from Section of this office.
12.	Escalation of Cost		There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the O&M of the contract.
13.	Name & address of In-Charge of the Work		Executive Officer, Berhampore Municipality.
14.	Execution of Work		The Contractor is liable to execute the whole work as per direction and instruction of the Executive Officer, Berhampore Municipality, who is the Engineer in Charge of the work.
15.	Payment		Payment will be made to the Contractor/Agency by the Authority of Berhampore Municipality periodically as per availability of fund.
16.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.
Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.			
17.	In case office faces sudden closure owing to reason beyond the scope and control of the Executive Officer any of last date/dates as schedule may be extended up-to/to next and following working day without issuing further and separate notice the Administrator feels it to be necessary and exigent.		
18.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.		
19.	Bid Acceptance Authority is the Executive Officer, Berhampore Municipality.		
20.	In case of any dispute arising from any clauses of similar nature between bid documents and Municipal tender form, the decision of Executive Officer, Berhampore Municipality, will be final and binding.		
21.	All usual deductions for taxes i.e. ST, IT, and Labour welfare Cess etc. as applicable will be made from the bills from time to time.		
22.	No conditional/ incomplete Bid shall be entertained.		
23.	Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the website https://wbenders.gov.in . Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.		
24.	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 Tender, the cost of visiting the site shall be at the Bidder’s own expense. Traffic management and execution shall be the responsibility of the Agency at		
25.	The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the ULB. The Executive Officer, , Berhampore Municipality reserves the right to reject any application for purchasing Bid documents and to accept or reject any or all the offered bid /bids without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.		
26.	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in ‘Instructions to Bidders’ before bidding.		
27.	During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers 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.		

28.	Before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A. / work order will not be issued in favour of the bidder under any circumstances.
29.	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: Municipal Form NIT Special terms & Condition. Technical bid Financial bid
30.	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.
31.	Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

1. Payment Certificate will be treated as Credential. Work order issued by the competent authority of a State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/State statute, on the executed value of completed work will be taken as credential.
2. Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan of last assessment year, for the year 2019-2020, Pan Card, G.S.T Registration Certificate, Valid Trade License accompanied with the Technical Bid Documents.
3. Registered Partnership Deed for Partnership Firm only along with Power of Attorney duly registered is to be submitted. The company shall furnish the Article of Association and Memorandum.
4. Registered Labour Co-operative Societies and unemployed Co-Operative societies are required to furnish valid Bye Law, last three years statutory Audit Report authenticated by A.R.C.S. along with Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, Minutes of last A.G.M. , valid certificate from A.R.C.S. along with other relevant supporting papers.
5. Joint Ventures will not be allowed.
6. 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 his applications will be rejected for that job, without assigning any reason thereof
7. Uploading of scanned copies of Pan Card, Income Tax Return receipts, Professional Tax receipts, Provisional GST registration Certificate in the Technical Proposal as Non Statutory Documents.
8. All Suppliers/ Quotationer should have to upload only their self-attested copies of the requisite documents in the website for submitting their Quotation.
9. No conditional/ incomplete Bid shall be entertained.
10. There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the O&M of the contract.
11. A Bid submitted shall remain valid for a period of 180 calendar days from the date of publication of bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.
12. The Rates quoted by the Bidder shall be valid at least for a period of not less than Twelve months. During the period of rate contract the rates quoted should remain fixed, and the office will not be responsible for any hike/rise in diesel price etc.,
13. Notwithstanding the above, the Employer reserves the right to accept or reject any Quotations and to cancel the bidding process and reject all Quotations at any time prior to the award of contract.
14. Rate / Hire charges shall be firm for the entire period of contract and no escalation on hire charges shall be allowed till the complete period of contract.
15. **Taxes, Duties, etc:** The hire charges shall be inclusive of all the taxes, duties, etc., (excluding service tax) applicable for such kind of work and no separate payment shall be made for the same. Income Tax or any other tax as applicable will be deducted from contractor's bills at source as per prevailing rules.

16 . Date and Time Schedule :-		
Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.T. and Tender Documents (online). (Publishing Date)	07/05/2020 after 9.00 A.M.
b)	Documents download start date.	07/05/2020 after 9.00 A.M.
c)	Date of Pre Bid Meeting with the intending tenderers in the office of the Executive Officer, Berhampore Municipality.	-NA -
e)	Bid submission start date (online)	07/05/2020 after 9.00 A.M.
f)	Bid Submission closing (online)	15/05/2020 up to 5.00 P.M.
g)	Bid opening date for Technical Proposals (online)	18/05/2020 after 11.00 A.M.
h)	Date of uploading list for Technically Qualified Tenderers (online)	To be notified later on
5.	Time of completion	As specified.

17. Submission of Quotations: General process of submission: Quotations are to be submitted online through the website, in two folders, at a time for each work, one is for Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

- a. Statutory Technical folder containing, i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no., mobile no. & FAX, e-mail. ii) Scanned copy of Demand draft towards Earnest Money Deposit (EMD) as prescribed in the NIT against each serial of work if applicable, against in favor of the Executive officer, Berhampore Municipality. iii) Notice Inviting e- Quotation. iv) B O Q /Price Schedule Note: i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the supplier. ii. If any supplier is exempted from payment of EMD, copy of relevant Government Order needs to be furnished. iii. Tenders will be summarily rejected if any item in the statutory cover is missing
- b. Non-Statutory Technical cover containing, i. Up to date Professional Tax (PT) Clearance receipts, PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary. ii. Provisional GST registration Certificate. iii. Credential.
- c. The attached documents namely “**Annexure – I**” must be filled up and duly signed by the bidder and the same should be uploaded.

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

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE QUOTATION LIABLE TO REJECT.

18. Financial Proposal:

- i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the Quotationer 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 supplier.


19. Penalty for suppression / distortion of facts:

If any Quotationer fails to produce the original hard 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 hard copies from the

uploaded soft copies or if there is any suppression, the Quotationer 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, Berhampore Municipality may take appropriate legal action against such defaulting Quotationer. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the Quotationer 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.

20. Rejection of Tender

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


Executive officer
Berhampore Municipality
Executive Officer
Berhampore Municipality

Memo No.- 128/1(9)/E-TEN/PWD/20/BM

Date: 06/05/2020

Copy forwarded for information and favour of wide circulation to:-

1. The Sabhadhipati, Murshidabad Zilla Parisad, Murshidabad.
2. The Additional District Magistrate(Dev.), Murshidabad,
3. Sub-Divisional Officer (Sadar), Berhampore, Murshidabad
4. The District Informatics Officer, National Informatics Centre (NIC), Berhampore, Murshidabad.
5. The Executive Engineer, Berhampore Division, MEDte, Babulbona Road, Berhampore
6. Executive Engineer, I&WD / PWD-I & II / PW(Roads)-I & II / P.W. Construction Board / CPWD-I, B.B.Zone, Murshidabad Divn.-I.
7. IT, Berhampore Municipality with a request to publish the notice in the Berhampore Municipality Website.
8. The Account Section of this establishment with a request to preserve the earnest money and tender documents
9. Office Notice Board


Executive officer
Berhampore Municipality
Executive Officer
Berhampore Municipality