



# OFFICE OF THE BERHAMPORE MUNICIPALITY

BERHAMPORE: MURSHIDABAD: WEST BENGAL

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**Memo No.:** 301 /E-TEN/PWD/21/BM

**Date:** 25 /01/2021

## NOTICE INVITING

### E-Quotation No:- 25/BM/2020-21

(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/Agencies/Suppliers having experience and in similar nature of works as noted below:

Sl. No	Name of work	Earnest Money (Rs.)	Date of Completion
1	Supply of motor vehicle spare parts of Berhampore Municipality within one year.	40,000.00	One year

Terms and Conditions :			
1	Locations of Supply:		Berhampore Municipality Office
2	Eligibility to participate in the Tender		Bona fide resourceful bidder i) Having 40% of total given quantity of similar nature of supply work at single contract within 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 30% total given quantity of similar nature at each 2(two) similar nature of completed supply 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 80 % 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.
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 ( <b>Ref: Sl. No. 2: Eligibility to participate in the Tender</b> ). 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,
<b>Description of Product</b>		Refer to BOQ The agency will be liable to supply the item as specification mentioned in BOQ and satisfaction of the authority. <b>The rate quoted by the bidder should include loading, unloading, stacking and any kind of tax (if any).</b>
	(i)	Before procurement of any material the same should have approval of the Indian standard
	(ii)	Valid manufacturing license to be submitted for the particular product as per IS standard.
	(iii)	valid agreement and bill/invoice of purchase from the approved source to be submitted
	(iv)	Lifespan of the product must be submitted in years from the date of manufacturing.
	(v)	<ul style="list-style-type: none"> <li>• Either manufacturer or their authorized distributors are eligible to participate with tender-specific valid authorization certificate from the manufacturer along with the offer.</li> <li>• The products will be received from the supplier as per requirements of the authority within one year.</li> <li>• Bidder should ensure quality and supply as per specification of item</li> <li>• 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.</li> <li>• Rate quoted by the bidder should include any kind of tax; if any.</li> </ul>
	(vi)	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.
	(vii)	Test report and guarantee certificate from the manufacture to be submitted at the time of supply(if any).
		All documents in original to be produced in due course of time as & when asked by the Tender Inviting Authority
Date of completion	:	The validity of contract will be for one year from the date of issue of the work order (The supplier should supply a minimum quantity specified by the authority within 7 days from the date of issuing work order and the rest quantity of the whole order will be received as per requirements of the authority.) (This contract may remain operative at the same rate & same terms and condition beyond the specified period and he will have to execute the work beyond the aforesaid period or till selection of new agency. In such case the contractor shall have to execute a fresh agreement.)
4. <b>Earnest Money</b>	(i)	Rs. 40,000/- (Rupees Forty Thousand only) : Initial Earnest money to be deposited online through e-tender portal only by Net Banking / NEFT / RTGS.( EMD @ 2% of bid amount beyond Rs.40,000/- (if any) shall have to be deposited after acceptance of bid proposal.
Price per copy of the set of quotation documents		0.00/-
		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.

		May release Security Deposit after Three months from date of 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
		The products will be received from the supplier as per requirements of the authority within one year.

6.	Site inspection & general information		Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. 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.
7.	Tender documents		A full set of Tender documents consists of 2 Parts. These are;
		I)	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.
		II)	Part II containing following documents;
8.	Validity of Bid		A Bid submitted shall remain valid for a period of 365 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.
9.	<b>Withdrawal of Bid</b>		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.
10.	Acceptance of Bid		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.
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.	<b>Name &amp; address of In-Charge of the Work</b>		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,
15.	<b>Payment</b>		Payment will be made to the Contractor/Agency by the Authority of Berhampore Municipality 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.
<b>Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.</b>			
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 in Sl. No 15 may be extended up-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 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.	(i) The item / product should be supplied at the destined place including loading, unloading and stacking at no extra cost. (ii) The item / product / material will be supply as per specification directed by authority of Berhampore Municipality.
24.	Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> . Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.
25.	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 his/her/their risk and cost.
26.	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.
27.	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
28.	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 Quotatoner will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
29.	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.
30.	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
31.	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.
32.	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 not 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 2020-2021, 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 agencies 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 contract.
11. 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.,
12. 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.
13. Rate shall be firm for the entire period of contract and no escalation on prices shall be allowed till the complete period of contract.
14. **Taxes, Duties, Octroi etc:** The hire charges shall be inclusive of all the taxes, duties, Octroi etc., 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.

#### 15 DATE SCHEDULE :-

<b>4. Date and Time Schedule :-</b>		
<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
a)	Date of uploading of N.I.T. and Tender Documents (online). (Publishing Date)	<b>25/01/2021 after 05.00 P.M.</b>
b)	Documents download start date.	<b>25/01/2021 after 05.00 P.M.</b>
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)	<b>25/01/2021 after 05.00 P.M.</b>
f)	Bid Submission closing (online)	<b>10/02/2021 up to 02.00 P.M.</b>
g)	Bid opening date for Technical Proposals (online)	<b>12/02/2021 after 02.30 P.M.</b>
h)	Date of uploading list for Technically Qualified Tenderers (online)	To be notified later on
<b>5.</b>	Time of completion	As specified.

**16. 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.

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

Click the check boxes beside the necessary documents in the —My Documents 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.

Sl. No	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. Provisional GST registration Certificate/GST registration certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts 5. Pre Qualification Application
B	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Byelaws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C	CREDENTIAL	Credential	1. Completion Certificate, work order, payment certificate

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

## 17. 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.

## 18. 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.

## 19. 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

**Memo No.- 301/1(9)/E-TEN/PWD/21/BM**

**Date:- 25/01/2021**

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 Information & Cultural Officer, Berhampore, Murshidabad.
5. The Executive Engineer, Berhampore Division, M. E. Dte, 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 Div.-I.
7. IT, Berhampore Municipality with a request to publish the notice on 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

**PRE-QUALIFICATION APPLICATION**  
(Bidder must fill this sheet and upload)

**To**  
**The Executive officer**  
**Berhampore Municipality**  
**Berhampore, Murshidabad**

**Ref:** - Tender For (Name of work) .....

.....

N.I.e-Q. No.: **25/BM/2020-21**

**Dear Sir,**

Having examined the Statutory, Non statutory, Instruction to Bidders & NIEQ documents along with its Agenda & corrigendum, 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 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 project.
- (b) Tender Inviting & Accepting Authority / Engineer-in-charge reserve the right to reject any application without assigning any reason.

**Enclose:** e-Filling:-

- 1. Statutory Documents
- 2. Non Statutory Documents

**Date:** -

**Signature of applicant**

Name:

Address:

Mobile No.:

Mail ID:

PAN No.:

GSTIN:



**AFFIDAVIT – “Y”**

**(To be furnished in Non – Judicial Stamp  
paper of appropriate value duly  
notarized)**

- 1) I, 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 tender by the any department during the last 5 ( *five*) years prior to the date of this N.I.T.
  
- 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.

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date: \_\_\_\_\_