

Office of The Guskara Municipality
Guskara, Purba-Bardhaman

Notice Inviting e-Quotation No-183

Memo No: 1678/GM

Dated:- 31-08-2022

(Submission of Quotation through online)

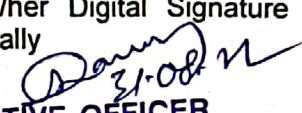
Sl. NO.	Quotation NO.	Quotation Name	Quantity (Nos.)	EARNEST MONEY (Rs.)	Contract period
1	183	20watt LED(B22)(cool white)ISI standard (lumen power 20000lm-22000lm),size 80mm x 160mm	1000 nos	As an initial Earnest Money Rs.35000 Deposit shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y), dt.28.07.2016 of Finance Deptt., Govt. Of West Bengal).	1 year

2. On behalf of The Executive Officer, Guskara Municipality, invites an e-Quotation (electronic tender process) vide B.O.C. Resolution Sl. No.- 11, dated- 12/08/2022, to obtain a rate for 20watt LED(B22)(cool white)ISI standard (lumen power 20000lm-22000lm),size, 80mmx160mm from any electrical supplier or any electrical contractors. Materials are to be supplied within Guskara town under the State of West Bengal and when required during one year contract period. Rates quoted should be inclusive of all taxes and delivery charges together with loading/unloading, handling & stacking charges at site. Supply of materials would be for 15thFC(Untied) Scheme under Guskara Municipality C.E.CELL. Time to time supply order will be issued by "The Chairman, Guskara Municipality" as per the requirement.

Details of quotation with necessary requirement towards submission/download of Quotation Papers will be available from website:-<http://etender.wb.nic.in> or <http://wbtenders.gov.in> indirectly with the help of Digital Signature Certificate (DSC).

3. Applicants willing to take part in the process of e-Quotationing will have to be enrolled & registered with the Government e-Procurement system through logging onto <https://wbtenders.gov.in> using the option —Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Quotation submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>.

4. Intending Quotationer/Suppliers can search and download Nle-Q and other Quotation documents electronically by logging on to the website <https://wbtenders.gov.in>, using his/her Digital Signature Certificate (DSC). This is the mode of collection of Quotation documents electronically


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5. For participating in the Quotation, the Quotationer shall have to pay the Earnest Money as specified in this NIEQ shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Every such Transfer shall be done on or after the date of publish of NIEQ. Any Bid without such Transfer of E.M. (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt have to be uploaded as Statutory document (Scanned copy).

6) Terms and conditions for participation in the Quotation.

a) For 1st call of NIT:

- I) Intending tenderers should produce credentials of a similar nature of Completed at least one work / Supply of the minimum value of 40% (forty percent) of the estimated amount during 5 (five) years prior to the date of issue of the tender notice; or,
- II) Intending tenderers should produce credentials of 2 (two) similar nature of completed work / Supply, each of the minimum value of 30% (thirty percent) of the estimated amount during 5 (five) years prior to the date of issue of the tender notice; or,
- III) Intending tenderers should produce credentials of one single Running Work / Supply of similar nature which has been completed to the extent of 80% (eighty percent) or more and value of which is not less than the desired value at (i) above.

b) Bidders should produce valid G.S.T Sales Tax/P.Tax clearance certificate/Partnership Deed /Power of Attorney, Trade license.

c) If any vendor fails in technical bid, in that case his/her financial bid will not be opened.

d) No conditional offer will be accepted.

e) The rate will be inclusive of all taxes & duties as applicable.

7. All intending participant in the Quotation who qualify in the eligibility criteria for the purpose 20watt LED(B22)(cool white)ISI standard (lumen power 20000lm-22000lm), size 80mm x 160mm should also fulfill the following additional requirements.

i) Materials is to be supplied as per delivery schedule mentioned in the purchase order or as intimated otherwise. Bidders should strictly adhere to the programme of delivery, failing which order may be cancelled and no claim will be entertained.

ii) If the vendor fails to supply the 20watt LED(B22)(cool white)ISI standard (lumen power 20000lm-22000lm), size 80mm x 160mm according to the purchase order within specified period, then Department may take appropriate action accordingly its own even blacklisting the company.

iii) Each consignment must be accompanied by four copies of challan

iv) Bidders will have to unload the approved materials at the designated place at their own cost and at their own responsibility.

v) Guskara Municipality will not issue any road permit or Form C to any supplier for transportation of material.

vi) If the materials are found defective after supply, the Same is to be replaced free of cost.

vii) Guarantee period is 1 year from the date of supply.

viii) Within Guarantee period replacement should be given from the date of supply.

ix) A security deposit @1% of every bill will be deducted & the same will be

released after guarantee Period.

x) Service Centre must be at Guskara.

xi) Damaged materials should be return against sort Delivery.

Xii) Cost of tender documens by the lowest quotatiner will be as per G.O. no. 452-A/PW/0/10C-35/10 dt.26.07.2011.

Xiii) Credential certificate issued by the Executive Engineer or equivalent or 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/ running work will be taken ascredential.

8.DATE, SCHEDULE & DESCRIPTION OF WORK:-

A)(a)	Name of the work	Supply of 20watt LED(B22)(cool white)ISI standard (lumen power 20000lm-22000lm),size 80mm x 160mm
b)	Price per copy of the set of quotation documents	NIL
c)	Documents require to be submitted along with the Technical Bid	i) Valid PAN No.,GST/Sales Tax & Professional Tax Receipt & Income Tax Return. ii) Organizational Structure, Annual Report and audited BalanceSheetoflastyear. Previous experience of similar nature of work/supply of electrical goods.
d)	Earnest money:-	2% of the Quoted Bid price in two parts, viz.
	<u>1st Part:</u> As an initial Earnest Money Deposit shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. Of West Bengal).	Rs.35000.00 asaninitialEarnestMoneyDeposit.Referinstruction in this regard as stated.
	<u>2nd Part:</u>	Balance amount of Earnest Money (if any) shall have to be deposited after acceptance of Bid Proposal.
e)	Time of completion of work	One year from the date of agreement
B:-	Date and Time Schedule as follows :	
i)	Date of uploading of e- NIQ, and Quotation Documents online (Publishing Date)	31.08.2022 at 17:00 Hrs
ii)	Document downloaded / sale start date (on line)	01.09.2022 at 10:00 Hrs
iii)	Quotation submission start date (on line)	01.09.2022 at 11:00 Hrs

iv)	Quotation submission closing date (on line)	17.09.2022 at 12:00 Hrs
v)	Quotation opening date for Technical proposals (on line)	21.09.2022 at 12:00 Hrs
vi)	Date of uploading list of Technically Qualified Quotationers (online)	To be notified later on.
vii)	Date and place for opening of Financial proposals (on line)	To be notified later on.
viii)	Supply order issuing authority	Chairman, Guskara Municipality.
ix)	Authority who will receive the material and make payment of Supplied material.	Chairman, Guskara Municipality,

NOTE:

i. In case of Bandh/strike/holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl.No .B)v) to viii)of Table-1.

ii. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Municipal Engineering Directorate, Govt. of West Bengal under the Dept. Of Municipal affairs.Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under Municipal affairs.

9.Submission of Quotations:

9.1 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 mention ed 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).

10.a) Statutory Technical folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephono.no. mobileno. & FAX, e-mail.
- ii) Receipt of Online transfer of Earnest Money (Scanned copy).
- iii) Notice Invitinge-Quotation.
- iv) BOQ/Price Schedule

Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. If any contractor 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.
- iv. Necessary deduction i.e. GST, I.T, CESS etc. will be made as per relevant Govt. order.

b.Non-Statutory Technical folder containing:

- i. UptodateProfessionalTax(PT),Clearancereceipts,IT,PANCard&IncomeTaxReturn 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. UptodateGSTRegistration Certificate and uptodate and valid Return Certificate of the last quarter of the current financial year.
- iii. Organizational Structure, Annual Report and audited.
- iv. Balance Sheet of last year.
- iv. Previous Experience Certificate

11. THE ABOVE STATEDNON-STATUTORYTECHNICALDOCUMENTSSHOULDBEARRANGEDIN THE FOLLOWINGMANNER

Clickthecheckboxesbesidethenecessarydocumentsinthe—MyDocumentslistandthen clickthetab—SubmitNon-StatutoryDocumentstosendtheselecteddocumentsstoNon-Statutoryfolder.Next,clickthetab—Clickto Encrypt and uploadandthenclickthe—Technical Folder to upload the Technical Documents.

Sl.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	<ol style="list-style-type: none"> 1. GST RegistrationCertificate 2. PANCard 3. P Tax(CHALLN) 4. IncomeTaxReturnreceipts 5. Pre-QualificationApplication(FormI)
B.	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> 1. ProprietorshipFirm(TradeLicense) 2. Partnership Firm (Partnership Deed, TradeLicense) 3. LTD. Company (Registration Certificate, TradeLicense) 4. Co-Operative Society (Society Registration Certificate) Byelaws, up to dateAuditedBalanceSheet. 5. PowerofAttorney(Registered)
C.	CREDENTIAL	Credential	<ol style="list-style-type: none"> 1. Completion Certificate for Similar Nature of Work Done.

12. NOTE:FAILUREOF SUBMISSIONOF ANYONEOF THEABOVE-MENTIONEDDOCUMENTSWILLRENDER THEQUOTATIONLIABLETOREJECT.

a)FinancialProposal:

i) Financialproposalsshouldcontainthefollowingdocumentsinonefolderi.e.Billofquantities-(BOQ)thequestionnaireistoquotetherate(for individual itemseparately)online.

Onlydownloadedcopiesoftheabovedocumentsaretobeuploadedvirusscanned&digitallysignedby thecontractor

B)Penalty for suppression/distortionoffacts:

Ifanyquestionnairefailstoproducetheoriginalhardcopiesofthedocumentsuploadedoranyotherdocumentson 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 questionnaire 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 deactivatedandEarnestMoneyDepositwillstandforfeited.Besides,TheAdministrator,BurdwanMunicipalitymay takeappropriatelegalactionagainstsuchdefaultingquestionnaire.Theauthoritymayasktoshowhardcopiesofall certificates, company details, partnership deeds etc. etc. as uploaded by the questionnaire and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority duringprocessingofthistender

C)Rejection of Tender:

Theemployer(Tenderacceptingauthority)receivestherighttoacceptorrejectanyQuotation andtocancelthequotationprocessandrejectallquotationsatanytimepriortotheawardofcontract withouttherebyincurringanyliabilitytotheaffectedquestionnaireoranyobligationtoinformtheaffected questionnaireofthegroundforemployer's(Tenderacceptingauthority)action.


21.08.22
EXECUTIVE OFFICER
GUSKARA MUNICIPALITY

ANNEXUTRE-I

QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE QUOTATION

QUESTIONNAIRE IN GENERAL

questionnaires shall fill in the questionnaire and upload copy of his offer. This information is required in this form to facilitate the Quotation processing even though it may duplicate the information presented elsewhere in this offer. This data shall form a part of the contract with the successful questionnaire.

The questionnaire does not supersede instructions in the Quotation documents relating to the description and the information to be submitted with the offer for a complete understanding of the item offer.

1.0	General		
1.1	questionnaire name and address (Telephone : no., fax no., e-mail address)	:	
1.2	Quotation no. and date	:	
1.3	Name of contact person	:	
1.4	Previous experience and present workload	:	
1.5	Time schedule of completion of supply work	:	
1.6	Questionnaire's organization chart (to be enclosed by the questionnaire)	:	
1.7	Details of branch and site offices, division setc	:	
1.8	Annual turnover Rs.		

ANNEX II

QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE QUOTATION

Financial year	Annual turnover in Indian Rupees
	20watt LED(B22)(cool white)ISI standard (lumen power 20000lm-22000lm),size 80mm x 160mm
1	
2	

The following supporting documents should be enclosed:

1. Annual Report
2. Audited Balance Sheet
3. Auditor's certificate indicating Average Annual Turnover

Notes:

1. Certificate from any authority other than the Auditor shall not be accepted
2. All supporting documents submitted shall be either original or authenticated.

ANNEXTURE- III
DECLARATION BY THE QUOTATIONER-I

(Affidavit to be affirmed on a non Judicial Stamp paper of Rs. 10/- and enclosed with the Quotation Documents which is required to be mentioned in the forwarded letter of the Quotationer as required to be submitted)

To
The Chairman,
Guskara Municipality,
_____.

SUPPLY 20watt LED(B22)(cool white)ISI standard (lumen power 20000lm-22000lm),size 80mm x 160mm

Dear Sir,

I, Son of aged about years by
occupation do hereby solemnly affirm and say as follows :

1. That I am the of (designation) (Name of questionnaire) and duly authorized by a competent to affirm this affidavit on behalf of the said questionnaire.
2. That I am fully aware of the sites of supply the site of work covered under NIQ No. and have made myself fully acquainted with the local conditions in or around the site of work, I have also carefully gone through the Notice Inviting Quotation and Quotation Documents mentioned therein. Quotation of the above name questionnaire is offered upon due consideration of all factors and if the same is accepted, I on behalf of the aforesaid questionnaire being duly authorized promise to abide by all the covenants, conditions and stipulations of the contract documents and to carry out & complete the supply work to the satisfaction of the Engineer-in-Charge of the work and abide by his instructions as may be given by him from time to time in that behalf. I also undertake to abide by the provisions of law including the provisions of contract labour (Regulation & Abolition) Act, 1970, Apprentice Act, 1961, West Bengal Sales Tax Act, Income Tax Act as would be applicable to the Quotationer upon entering into formal contract with Municipal Authority.
3. That I declare that no relevant information as required to be furnished by the quotationer has been suppressed in the Quotation documents.
4. That the statement made in paragraph no. 1 to 3 is true to my knowledge.

ANNEXURE-IV
DECLARATION BY THE QUOTONER – II

To
The Chairman,
Guskara Municipality

Sub.- SUPPLY OF 20watt LED(B22)(cool white)ISI standard (lumen power 20000lm-22000lm),size 80mm x 160mm FOR STREET LIGHT MAINTANENCE WORK UNDER GUSKARA MUNICIPALITY.

Dear Sir,

We offer our Quotation for the above project, in the capacity of the questionnaire for the project we declare that we are interested in earnestly accomplishing the project, should you select us for this purpose.

If selected, we understand that it is on the basis of the organizational, technical, financial capabilities and experience of us as specified in the Quotation document. We understand that the basis of our qualification proposal, and that any circumstance affecting our continued eligibility under the Qualification Proposal, or any circumstance which would lead or have led to our disqualification under the Qualification Proposal, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all proposal(s) you received.

We declare that we have neither entered into nor are party to (whether by conduct or by acquiescence) any Restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other questionnaire for the Project, in connection with the preparation and / or submission of the proposal for the Project.

We undertake that, in competing for (and, if we are selected, in supplying) the Project Agreements, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We declare that we have disclosed all material information, facts and circumstances to you, which would be relevant to and have a bearing on the evaluation of our proposal and selection.

We declare that in the event that you discover anything contrary to our above declarations, it is empowered to disqualify us and our proposal from further participation in the process.

Yours faithfully,

Authorized Signature

Name & Title of Signatory

Name of questionnaire :
Address :

PRE-QUALIFICATION APPLICATION

To
**The Chairman,
Guskara Municipality,
Guskara, Purba-Bardhaman.**

Ref : Quotation for _____
(Name of work) _____

e-N.I.Q. No.:of the **Guskara
Municipality.**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, 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 here with.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Quotation Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Quotation Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date: _____

Signature of applicant including
title and capacity in which
application is made.

Proforma I

DECLARATION BY THE QUOTATIONER

(Affidavit on Non Judicial Stamp Paper of Rs.10/- duly attested by Notary)

This is certify that we M/S In submission of this offer confirms that We are not debarred / de-listed /blacklisted by any Govt. / Governmentundertaking /Municipal Corporation in respective electrical materials supply/electrical work Quotation at the time of submission of this bid.

We have not made any **misleading or false representation** in the forms, statements and attachments in proof of the qualification requirements;

We have submitted all the supporting documents and furnished the relevant details as per NIT.

Theinformationanddocumentssubmitted withtheQuotationbyus are correct andwe arefullyresponsiblefor thecorrectness of the information anddocumentssubmittedbyus.

We understand that in case any **statement/information/document furnished by us isfoundtobe incorrect orfalse, ourEMD in full will be forfeited andBusinessdealingswithusbanned.**

SEAL AND SIGNATURE & NAME OF THE BIDDERS