

**GOVT. OF WEST BENGAL**  
**OFFICE OF THE EXECUTIVE ENGINEER**

BIRBHUM DIVISION  
MUNICIPAL ENGINEERING DIRECTORATE  
Sports Complex, Indoor Stadium, Rabindra Pally, Suri, Birbhum, PIN- 731101,  
E-mail Address: eemedbir@gmail.com

**e-mail ID – eemedbir@gmail.com**

**Memo No.:- MED / BIR / 619 / W-8 / 2016**

**Dated: 16.12.2022**

**NOTICE INVITING e-QUOTATION**

*e-NIQ No.:- 02 / 2022-23 dated- 16.12.2022*

The Executive Engineer, Birbhum Division, Municipal Engineering Directorate, on and for behalf of the Governor of West Bengal invites e-quotation from reliable, resourceful, bonafide and experienced Agencies/Suppliers having sufficient credential with fulfillment of eligibility criteria mentioned below for supply and installation of different items for below noted work.

**TABLE -A**

Sl	Description of Work	Earnest Money	Time of Completion
1	Procurement of Furniture and Utensils for Shelter for Urban Homeless under DAY-NULM within Suri Municipality	Rs. 34,000.00	30 Days
2	Procurement of Furniture and Utensils for Shelter for Urban Homeless under DAY-NULM within Sainthia Municipality	Rs. 34,000.00	30 Days

+

1.	Scope of Work	The Bidder shall have to procure and supply furniture and utensils for Shelter for Urban Homeless under DAY-NULM within Suri and Sainthia Municipality and also the Bidder shall have to install different items as per requirement. Specification of respective items specifically mentioned in the BOQ will have to be procured & supplied by the agency at his / their own cost including all taxes.
2.	General Information	A bidder desirous of taking part in a tender login to shall the e-Procurement Portal of the Government of West Bengal <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> using his login ID and Password and thereafter may download the tender document consisting of this N.I.Q., Instruction to Bidders (Section - A), different Forms & Affidavits (Section - B), Schedule of Works (BOQ), W.B. Form No. 2908 and Addenda & Corrigenda (if any) from the website directly with the help of Digital Signature Certificate. Intending Bidder will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the documents of 5 (five) sets @ price mentioned in the list of scheme of NleQ during purchase of tender documents for execution of agreement as per notification no. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, CRC Branch, Government of West Bengal. In case of any contractor (L1 successful Lowest Bidder) will have to pay the cost of tender) expressed his / her willingness to have extra copy of the standard contract forms, only one spare copy of standard contract form may on payment of prescribed price be supplied to a contractor or firm of contactors, eligible to tender in a specific work on receipt of written requisition well in advance for the same. In case of the works in the open tenders an earnest money amounting to 2% (two percent) of the quoted value of work for which tender has been called for, shall have to be deposited by all intending tenderers. In any case Fixed Permanent Security Deposit will not be entertained as an earnest money, as

			per notification no. 24-A/2D-13/2010 dated 31/01/2014 Enlistment of Contractors has been abolished as per Govt. order no.1177-F(Y) dated 28/02/2014
3.	Location of Work:		Within Shelter for Urban Homeless under DAY-NULM within Suri and Sainthia Municipality in Birbhum District.
4.	Earnest Money		<p>As per respective column of <b>Table-A</b></p> <p>An initial earnest money amounting to Rs 34,000.00 for which quotationer has been called for, shall have to be deposited by all intending quotationers. In any case Fixed Permanent Security Deposit will not be entertained as an earnest money.</p> <p>As per G.O. No. 3975-F(Y) dated 28.07.2016 of the Secretary, Audit Branch, Finance Department a bidder should initiate payment of pre-defined EMD for the tender by selecting from either of the following payments modes :</p> <p>The amount of pre-defined Earnest Money is to be submitted online in the following payments modes:</p> <p>2.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.</p> <p>2.2. RTGS/NEFT in case of offline payment through bank account in any bank. (Details of which has been narrated in "Instruction to Bidders").</p> <p>Earnest money deposit i.e. 2% of quoted amount beyond Rs. 34,000/- (if any) shall have to be deposited after acceptance of quotation in the same manner as initial earnest money deposited.</p> <p>Refund of EMD :- As per Finance Order No. 3975-F(Y) dated 28<sup>th</sup> July, 2016 (Annexure - B)</p>
5.	Eligibility criteria for participation in tender:	A	<p>a) <u>Intending quotationers should produce credentials of a similar nature of completed work of the minimum value 40% of quoted amount during 5(five) years prior to the date of issue of the tender notice</u></p> <p style="text-align: center;">OR</p> <p>b) <u>Intending quotationers should produce credentials of a 2 Nos similar nature of completed work each of the minimum value 30% of quoted amount during 5(five) years prior to the date of issue of the tender notice.</u></p> <p style="text-align: center;">OR</p> <p>c) <u>Intending quotationers should produce credentials of one single running work similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired value of quoted amount during 5(five) years prior to the date of issue of the tender notice.</u></p> <p><u>in any Government Municipality/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking</u></p> <p><b>NOTE :</b> In case of running works, only those bidders who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the works is in progress satisfactory and also that no penal action has been initiated against the executed agency i.e. the bidder. [Non statutory Documents]</p> <p><b>N.B. :-</b> 1) Completion certificate, obtained from the Engineer-in-Charge should contain a) Name of work, (b) Name and address of Client, (c) Amount put to tender or quoted amount(d) Date of commencement of work (e) Date of completion of work (f) Final bill value.</p> <p>2) Credential certificate issued by the Executive Engineer/Executive Officer or equivalent competent authority a State / Central Government, State / Central Government undertaking, Statutory / autonomous bodies constituted under the Central / State Statue, on the executed value of completed / running work will be taken as credential.</p> <p><b>Note:</b></p> <p>a) <i>Only works of nature depicted above completed successfully will be treated as credential.</i></p> <p><b>Payment certificate will not treated as Credential (Vide RefNo-04A/PW/O/10C-02/14 Dated-18.03.2015)</b></p>

			A successful performance and completion certificate shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice ( <b>Ref: Sl. No. 5 :Eligibility to participate in the Quotation</b> ). Besides this, following documents shall have to be furnished:		
		B	<p>PAN Card, Valid Professional Tax Deposit Challan, earnest money deposited Chalan, Valid Trade License, valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s) and any other(s) if applicable to be accompanied with the Technical Bid document.</p> <p>Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the year 2019/2020 Professional Tax Deposit Challan for the last Financial Year, PAN Card, Valid 15-digit Goods &amp; Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting papers.</p> <p><b>Pre Qualification Application (Letter Head)</b></p>		
		C	Experience and address, fax & telephone nos., mobile no., & E-mail ID nos. of the firm.		
		D	No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority.		
		E	All documents in original to be produced in due course of time as & when asked by the Bid inviting authority.		
6.	Cost of Tender Documents:		The intending quotationers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering vide Notification No. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, Government of West Bengal		
7.	Date and Time Schedule :-		Sl. No.	Particulars	Date and Time
			a)	Date of uploading of NIQ. and Quotation Documents online) (Publishing Date)	16.12.2022 At 5.00 PM
			b)	Documents download start date (Online)	16.12.2022 At 5.30 PM
			d)	Quotation submission start date (On line)	16.12.2022 At 5.30 PM
			e)	Quotation Submission closing (On line)	04.01.2023 At 12:00 Noon.
			f)	Quotation opening date for Technical Proposals (Online)	06.01.2023 At 12:00 Noon.
			g)	Date of uploading list for Technically Qualified Quotationers (online)	To be notified later
			h)	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of quotationers.
			i)	Date of uploading qualified Quotationers (on line),	To be notified later
			j)	Also if necessary for further negotiation Through offline for final rate.	To be notified later
8.	Time of completion		Time of completion of the Contract shown in respective column of Table- A from the date of issue of Work Order.		
9.	Detail Specification for Furniture and Utensils		As per BOQ		

10.	Tender documents to be uploaded	<p>Technical Bid and Financial Bid both are to be submitted concurrently, duly digitally signed, in the Website <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a> as per date and time schedule stated in Sl. No. 6. The documents submitted by the bidders should be properly indexed and also should be according to the Firm name. The earnest money has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No.3975-F(Y) dated 28th July, 2016.</p> <p>Documents not related with this NIQ should not be uploaded.</p> <p><b>PART I</b> :-Containing all documents in relation to the name of the firm applied for and credential possessed along with all documents as depicted in Sl. No. 4 along with this NIQ and its all corrigenda's.</p> <p style="text-align: center;"><b>And</b></p> <p><u>Section A</u>: Special Terms &amp; Conditions &amp;  <u>Section B</u>: ANNEXURES Annexure under Section B :</p> <p>A. Tender for the supply of materials (Condition of Contract) i.e. WBF 2908 as applicable.</p> <p>B. Online Receipt &amp; refund of e-Tender through State Govt. e-Tender Portal (G.O No. 1526-F(Y) dt. 18.03.2014 Of Finance Deptt., Govt. Of WB)</p> <p>C. Online Receipt &amp; refund of EMD of e-procurement through State Govt. E-Procurement Portal(G.O No. 3975-F(Y) dt. 28.07.2016 Of Finance Deptt., Govt. Of WB)</p> <p>&amp;</p> <p><b>PART II</b> :-Containing the Following Document.  Tender Price / Price Schedule.(.xls format)</p>
11.	Validity of Tender	<p>Bids shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to conform with the relevant schedule of rates prevailing at the time of floating of quotation and / or technically sanctioned estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained.</p>
12.	Withdrawal of Tender	<p>A Tender once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken.</p>
13.	Acceptance of Tender	<p>Executive Engineer, M.E. Dte. , Birbhum Division.</p>
14.	Intimation	<p>The successful Bidder will be notified in writing of the acceptance of his Quotation. The quotationer then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate "WBF 2908 " with the " The Executive Engineer, Birbhum Division, "and fulfill all his obligations as required by the Contract.</p>
15.	Escalation of Cost	<p>There will be no escalation in cost for materials or labour and the contract price mentioned in the contract &amp; stand valid till completion of the O&amp;M of the contract, and other obligation, if any.</p>
16.	Name& address of Engineer-InCharge (EIC) of the Work	<p>Executive Engineer, M.E. Dte. , Birbhum Division. Sports Complex, Indoor Stadium, Rabindra Pally, Suri, Birbhum, PIN- 731101</p>

17.	Payment	<p>The agency (successful bidder) may not get a running payment unless the gross amount of running bill is 5 (five) lakh or 30% (thirty percent) of the tendered amount whichever is less.</p> <p>The payment will be made as and when fund is available from the concerned source. No claim whatsoever for delay in payment, if any, will be entertained. Security deposit @ 3% (three percent) of the value of the work including 2% EMD will be deducted from the running account bill of the tender as per prevailing order. No interest will be paid on security deposit.</p>
18.	Influence	Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Bidder who resorts to this will render his Tender liable to rejection.
<p><b><u>Following clauses are to be adhering to by the concerned Tenderder during the process of Tenderding.</u></b></p>		
19.	In case office faces sudden closure owing to reason beyond the scope and control of "The Executive Engineer, Birbhum Division", any of last date/dates as schedule in Sl. No 7 may be extended up-to/to next and following working day without issuing further and separate notice should the " The Executive Engineer, Birbhum Division", feels it to be necessary and exigent.	
20.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Tenderder.	
21.	<p>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:</p> <p>(i) West Bengal Form No. 2908  (ii) NleQ  (iii) Special terms &amp; Conditions  (iv) Technical bid  (v) Financial bid</p> <p>In case of inadvertent typographical mistake in the BOQ / Schedule of Works/ Price Schedule/rates /elsewhere, the same may be treated to be so corrected as to conform with the relevant schedule of rates and / or technically sanctioned estimate.</p>	
22.	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.	
23.	Tender Acceptance Authority is the " Executive Engineer, M.E. Dte. , Birbhum Division".	
24.	In case of any dispute arising from any clauses of similar nature between Tender documents and Tender Form, the decision of The Executive Engineer, Birbhum Division, will be final and binding.	
25.	All usual deductions for taxes as applicable i.e. IT, GST etc. as applicable will be made from the bills from time to time.	
26.	No conditional Tender shall be entertained.	
27.	Any Tender without Earnest Money, as specified in this N.I.Q. (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. In case of exemption, proper document has to be uploaded.	
28.	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 participating in the Tender 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 Tenderder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.	
29.	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Tenderers' before submission of tender.	

30.	During the scrutiny, if it comes to the notice of the tender inviting authority that the credential(s) and/or any other paper(s) of any bidder are incorrect / manufactured / fabricated, that tender will be out rightly rejected and further penal action may be taken against him as per rule.
31.	Before issuance of Letter of Acceptance / Work Order, the tender inviting authority may verify the credentials & other documents of the lowest quotationer if found necessary. After verification, if it is found that such documents submitted by the lowest quotationer are either manufactured or false, in that case Letter of Acceptance / Work Order will not be issued in favour of that quotationer under any circumstances and further penal action may be taken against him as per rule.
32.	Successful quotationer will be required to obtain valid Registration Certificate & Labor License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses U/S 7 of West Bengal Building & other Construction Works' Act, 1996 and U/S 12 of Contract Labour Act.
33.	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.
34.	Any legal matter will be settled within the jurisdiction of Hon'ble District Judges Court at Birbhum, Dist.- Birbhum , West Bengal.
35.	Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Tender documents before the Tender Inviting Authority in writing 48 hours prior to Pre Tender Meeting, beyond such period no representation in that behalf will be entertained by the Tender Inviting Authority.
36.	The successful Bidder will remain liable for following with West Bengal Contract Labour (Regulation & Abolition) Act 1970 and necessary certificates from appropriate authority to be submitted within 07 (seven) days from the date of issue of work order, otherwise the work order may be cancelled.
37.	Additional Security Deposit @ 1% (One percent) will be deducted from each and every running bill. The entire amount of such 3% (three percent) of Security Deposit will be refunded without any interest only as per clause 41 of this Section.

38.	<p><b>Defect Liability Period:-</b></p> <p>Full security deposit shall be refunded to the contractor on expiry of 12 (twelve) months from the actual date of completion of the work.</p>
39.	<p><b>Bid Evaluation Committee (BEC):</b></p> <p>A Bid Evaluation Committee (BEC) has been constituted under the Executive Engineer (Birbhum Division), Municipal Engineering Directorate, Government of West Bengal, who is the tender inviting authority for all works beyond the tender accepting power of the Executive Engineers. The members of Bid Evaluation Committee would be:-</p> <ol style="list-style-type: none"> <li>1. Executive Engineer (Birbhum Division)- Chairman</li> <li>2 Assistant Engineer, (Birbhum Division)- Member.</li> <li>3. Divisional Accounts Officer / Divisional Accountant (Birbhum Division) - Member.</li> <li>4 Junior Engineer, (Birbhum Division)- Member.</li> </ol> <p>The Bid Evaluation Committee will do the technical and financial evaluations of the bidders for different types of works and make recommendation to the tender accepting authority. The bidders will have to meet all the minimum criteria regarding:-</p> <ol style="list-style-type: none"> <li>(a) Financial Capacity</li> <li>(b) Technical Capability</li> <li>(c) Experience / Credential</li> </ol> <p>The eligibility of a bidder will be ascertained on the basis of his digitally signed documents in support of the minimum criteria as mentioned in (a), (b), (c) above with the help of his DSC and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such case the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice and further penal action may be taken against him as per rule.</p> <p>In case there is any objection regarding prequalifying an agency, that should be lodged to the Chairperson &amp; Convener of the Bid Evaluation Committee.</p>

40.	Before issuance of Letter of Acceptance / Work Order, the tender inviting authority may verify the credentials & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer are either manufactured or false, in that case Letter of Acceptance / Work Order will not be issued in favour of that tenderer under any circumstances and further penal action may be taken against him as per rule.
41.	The Tender Inviting Authority reserves the right to cancel the NleQ due to unavoidable circumstances and no claim in this respect will be entertained.

**Executive Engineer  
Birbhum Division, M.E.Dte.**

**Memo No.:- MED / BIR / 619 / W-8 / 2016**

**Dated: 16.12.2022**

**Copy forwarded for wide circulation through:**

1. The Chairman, Suri, Sainthia Municipality
2. The Director, SUDA, Salt lake, Kol-91
3. The Secretary, Municipal Engineering Directorate, Bikash Bhavan, Salt Lake, Kolkata-700091.
4. The Chief Engineer, Municipal Engineering Directorate, Bikash Bhavan, Salt Lake, Kolkata-700091.
5. The Additional Chief Engineer (S), Municipal Engineering Directorate, Bikash Bhavan, Salt Lake, Kolkata-700091.
6. The Superintending Engineer, East Circle, Municipal Engineering Directorate.
7. The District Magistrate, Birbhum.
8. The Sub Divisional Officer, Birbhum.
9. Office Notice Board.

**Executive Engineer  
Birbhum Division, M.E.Dte.**

## INSTRUCTION TO BIDDERS SECTION – A-I

### **1. General guidance for e-Tendering**

Instructions/ Guidelines for Tenderders for electronic submission of the Tenders have been annexed for assisting them to participate in e-Tendering.

### **2. Registration of Tenderder**

Any Tenderder 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://wb.tender.gov.in> The Tenderder is to click on the link for e-Tendering site as given on the web portal.

### **3. Digital Signature certificate (DSC)**

Each Tenderder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of Tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Tenderder. DSC is given as a USB e-Token.

### **4. The contractor can search and download NIEB and Tender Documents**

Electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **5. Submission of Tenders.**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and 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).

#### **A. Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

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

##### **1. Prequalification Document**

- i) Pre-qualification Application (Sec-B, Form – I)
- ii) Receipt of Earnest Money deposited by the bidder through e-tender portal (<https://wbtenders.gov.in>)
- iii) Affidavit (Ref:- format for general affidavit shown in “Y” )
- iv) Tender form No. 2908 & NIEQ with all Addenda & corrigenda, Special Conditions of Contract.

##### **2. NIEQ(download and upload the same Digitally Signed)**

##### **3. Technical Document (To be filled, scanned & digitally signed)**

- i. Affidavits (Ref:-Declaration Of The Bidder )
- ii. Form III & IV Of Section B.
- iii. Financial Statement.

#### **A-2. Non statutory Cover Containing/My Documents**

- i. Professional Tax (PT) deposit receipt Challan (up to date), PAN Card, IT Return for the Current Assessment year, GST registration Certificate.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)



v. Clearance Certificate for the Current Year issued by the Assistant Registrar of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)

vi. List of technical staff along with structure and organization (Section – B, Form – III).

vii. Credential: Scanned copy of Original Credential Certificate as stated in NIEB (Under sl. no -5)

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the Tender liable to be summarily rejected for both statutory and non statutory cove

### ***B. Tender Evaluation***

i. Opening and evaluation of Tender :- If any Tenderder is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).

ii. Opening of Technical proposal :- Technical proposals will be opened by the Tender Inviting Authority electronically from the website using his/ her Digital Signature Certificate.

iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the Tender will summarily be rejected.

iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evolution Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the Deptt. of Urban Development & Municipal Affairs, Govt. of West Bengal.

v. Uploading of summary list of technically qualified Tenderders.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Tenderder and for which their proposal will be considered and uploaded in the web portals.

vii. While evaluation, the committee may summon the Tenderders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### ***C. Financial proposal***

As per Sl. 8, Tender Price / Price Schedule. To be uploaded digitally signed by the Tenderder.

**6.** Financial capacity of a Tenderder will be judged on the basis of working capital and available Tender capacity as mentioned in the NIEB to be derived from the information furnished in Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Tenderder, the Tenderder will be provided with a revolving line of credit Such revolving line of credit should be maintained until the works are taken over by the Authority.

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

Submission of false document by Tenderder is strictly prohibited and in case of such act by the Tenderder the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

## 8. REJECTION OF TENDER

The Employer (Tender accepting authority) reserves the right to accept or reject any Tender and to cancel the Tendering processes and reject all Tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderder or Tenderders or any obligation to inform the affected Tenderder or Tenderders of the ground for Employer's (Tender accepting authority) action.

The Tenderder whose Tender has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Tender Form will incorporate all necessary documents e.g. NIEB., all addenda-corrigendum, different filled-up forms (Section -B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Tenderder.

### 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 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

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	1. Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s and any other(s) if applicable (upto date GST return certificate.) 2. PAN Card. 3. Valid P. Tax Deposit Challan.
B.	Company Detail(s)	Company Detail - 1	1. Proprietorship Firm ( <i>Trade License</i> ) 2. Partnership Firm ( <i>Partnership Deed, Trade License</i> ) 3. Ltd. Company ( <i>Incorporation Certificate, Trade License</i> ) 4. Co-Operative Society ( <i>Society Registration Certificate Copy, Trade License</i> ) 5. Registered Power of Attorney.
C.	Credential	Credential - 1 Credential - 2	Similar nature of work done and completion certificate with Price Schedule or BOQ which is applicable for eligibility in this NIEQ.
E.	Financial Information		1. Financial Statement 2. Affidavits - Y

**Executive Engineer  
Birbhum Division**

SECTION – B  
FORM –I  
**PRE-QUALIFICATION APPLICATION**

**To**

**The Executive Engineer,  
Birbhum Division,  
Birbhum,  
West Bengal,  
(Correct address should be write down)**

Ref: - Tender for \_\_\_\_\_

\_\_\_\_\_ (Name of work) \_\_\_\_\_

\_\_\_\_\_ **NIEB No.:**

Dear Sir,

Having examined the Statutory, Non statutory and NIEB 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 herewith.

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

We understand that:

- (a) Tender Inviting and Accepting Authority can amend the scope and value of the contract Tender under this project.
- (b) Tender Inviting and Accepting Authority reserves the right to reject any Application without assigning any reason.

**Enclose:- e-Filling:-**

- 1. Statutory Documents
- 2. Non Statutory Documents

Date: -

Signature, Name and designation of authorized signatory For and on behalf of .....

(name of the applicant)

**SECTION – B**  
**AFFIDAVIT “Y”**

**Declaration of the Quotationer**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Tender documents which is required to be submitted in time duly affirmed by 1st class Judicial Magistrate / Notary Public)

I, ....., son of .....

....., aged about ..... years by occupation

..... do hereby solemnly affirm and confirm as follow:

1. That, I am the ..... Of ..... have duly authorized by and competent to affirm this affidavit on behalf of the said Quotationer.
2. That, I have inspected the site where supply to be given covered under NIeB (NIeB No ) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions and local conditions in and around the site of work. I have also carefully and meticulously gone through the bid documents. Quotation of the above named Quotationer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Quotationer, being lawfully and duly authorized, promise to a Quotationer by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Bid accepting Authority of the Work and a Quotationer by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to a Quotationer by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Bid Inviting/Accepting authority.
3. That I declare that, no relevant information as required to be furnished by the Quotationer has been suppressed in the bid documents.
4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....

before me.

.....

(1<sup>st</sup> class Judicial Magistrate / Notary Public)

**SECTION - B**  
**FORM- III**

**STRUCTURE AND ORGANISATION**

**A.1** Name of applicant :

**A.2** Office Address :

Telephone No. and Cell Phone No. :

Fax No. :

E mail :

**A.3** Attach an organization chart showing the structure of the company with names of

Key personnel and technical staff with Bio-data. :

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

**Signature of applicant including title**

and capacity in which application is made.

**FORM – IV**  
**COMPLETION CERTIFICATE**

**(100 % PHYSICAL COMPLETION)**

1	Name of the work and W.O. & date.	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion/ Status of running work.	:	
8	Final gross value of the bill .	:	

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

**(Signature of the Technical**

**Personnel with seal)**

**(Signature of the bidder)**

Note:

1. While calculating the amount, i.e, money value of the major item stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Credential of Completion Certificate (s) should be supported by BOQ(s).