

Memari Municipality

Memari, Burdwan.

NOTICE INVITING E-Tender/E-Quotation

WBBURDWAN/MEMARI MUNICIPALITY/NIQ_01/2015-2016

Memo No.- 1324/XVI/9

Dated:- 09/12/2015

Sealed quotation are hereby invited by the undersigned from the bonafide and experienced Contractors, Registered Co-Operative formed by unemployed Engineers and labour Co-Operatives having credential of similar type of work and they have to abide by the following Conditions and item of works as mentioned in the enclosed schedule for Quoting rates of supply of different materials as per Annexure.

(Submission of Bid through *online*)

ANNEXURE/ SCHEDULE OF WORKS:-

Sl No.	Name of Works	Location/ G.P.	Head of Fund	Earnest Money (2%)	Time of Completion
1	"supply of 1 st class bricks(Kiln burnt), Coarse sand(Ajoy), Coarse Sand (Damodar net) ,Stone chips [20mm size of PakurVariety] for construction of Urban Haat(1 st floor) at New Bus stand under Memari Municipality".	Memari Municipality	Urban Haat	2% of total cost	1 month from the date of issue of work order

- 1 Lowest Quotationer shall have to deposit Earnest Money @ 2% of total cost by Bank Draft in favour of Chairman , Memari Municipality through Nationalized Bank at Memari physically and they have to purchase Two (2) sets of printed tender paper from Municipal Office on payment of requisite cost thereof.
- 3 Eligibility criteria for participation in tender:
 - i) The prospective bidders shall have satisfactorily completed as prime agency one similar work equal to at least one third value for which bid is invited during the last 5(five) years prior to the date of issue of this notice under Memari Municipality.
 - ii) a) Pan Card b) Current Professional Tax Receipt Challan c) VAT Registration Certificate d) Current Income Tax acknowledgement Receipt.e)Trade License [Non Statutory Documents].
 - iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Govt. Deptt. during the last 5 (five) years prior to the date of this e-NIT. Such debar will be considered as disqualification towards eligibility . (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non- responsive) .
 - iv) Registered Unemployed Engineers' co-operative Societies/ Unemployed Labour co-operative Societies are required to furnish Valid Bye Law, Valid Register Certificate issued by the Co-operative Department, Current Audit Report, Annual General Meeting along with other relevant supporting papers. [Non Statutory Documents].
 - v) A prospective Quotationer shall be allowed to participate in the 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 applicants will be rejected for the job.
 - vi) A prospective Quotationer (including his participation in partnership) shall be allowed to participate in single work as mentioned in the list of schemes. (Not Applicable)
 - vii) The Partnership firm shall furnish the registered partnership deed and the company shall furnish

Handwritten notes and signatures:

PS / A. W. B. ...
5043-55 (Me)
28/12/15

the Article of Association and Memorandum. [Non Statutory Documents].

- viii) Where there is a discrepancy between the rate in figures & words, the rate in words will govern.
ix) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.
x) Any change of BOQ will not be accepted under any circumstances.
- 4 A) Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every bill of the selected agency. Vat, Royalty & all other Statutory levy/ cess will have to be borne by the contractor. The rate in the schedule of rates is inclusive of all taxes & cess stated above.
B) Necessary deduction as per govt. rule will be deducted from the bill amount.
- 5 The Agency shall quote their rates in Itemwise (Both in figures as well as in words) in the given space of Financial Bid Documents only.
- 6 a) No Mobilization Advance and Secured Advance will be allowed. b) No Price Variation will be allowed.
- 7 Agency shall have to arrange land for staking the supply materials at their own cost and responsibility.
- 8 Quotations shall remain valid for period not less than 120 (one hundred twenty) days from the date of opening of Financial Bid. "Bid valid for a shorter period shall be rejected by 'Chairman, Memari Municipality' as non response".

9 Date & Time Schedule :-

Sl No	Particulars	Date & Time
1	Date of Uploading of NIT, Tender Documents (online)	16.12.2015 at 16.00 IST
2	Date of start of downloading the documents etc.	17.12.2015 at 10.00 IST
3	Date of start of submission of Technical Bid & Financial Bid.	18.12.2015 at 10.00 IST
4	Date of closing downloading the documents etc.	28.12.2015 at 14. 00 IST
5	Date of closing of submission of Technical bid & Financial Bid.	28.12.2015 at 16.00 IST
6	Date of submission of Original Demand Draft/Pay Order/ Banker's Cheque against cost of Tender Documents/Earnest money to the office of the Chairman, Memari Municipality, Memari	11.01.2016 upto 16.30 IST After 7 days from issue of work order.
7	Date of opening of Technical Bid	29.12.2015 at 11.00 IST
8	Date of opening of Financial Bid	To be Notified Later

- 10 There shall be no provision of Arbitration.
11. **Earnest Money** : The amount of Earnest Money lowest quotationer shall have to deposit E/M @ 2% of total cost will be in the shape of Bank Draft/Pay Order/ Banker's Cheque of any Nationalized Bank drawn in favour of "**Chairman, Memari Municipality**" payable at Memari.
12. The Quotationer, at the Quotationer'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 all the Bidder's own expense.
13. The intending Quotationers shall clearly understand that whatever may be outcome of the present invitation of Quotations, no cost of Quotating shall be reimbursable by the Chairman, Memari Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of bidding.
14. Prospective applications are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Quotationers" before Quoting.
15. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
16. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
17. In case of quoting rates, no multiple lowest rate will be entertained by the Department.
18. The Chairman, Memari municipality reserves the right to cancel the e-N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.

19. During scrutiny, if it is come to the notice to quotation inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenders will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
20. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer, if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer, is either manufactured or false, in that case work order will not be issued in favour of the tenderer under any circumstances.
21. Bid from Joint Venture are not allowed.
22. In case of any change of date, corrigenda, addenda, due intimation will be given in web site.
23. 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:-
 - i) E.O. Form No. 2D
 - ii) NIQ
 - iii) Technical Bid
 - iv) Financial Bid .

Chairman
Memari Municipality

Memo. No:- 1324/XVI/9

Date:- 09/12/2015

Copy of Tender Notice (Sl. No. 1 of 2014 - 2015) forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:-

- 1) D.M. Burdwan.
- 2) S.D.O. Burdwan South.
- 3) Municipal Affairs Department.
- 4) S.U.D.A.
- 5) B.D.O. Memari-I Block Office.
- 6) Memari Municipal E-Mail.
- 7) Minority Section.

Chairman
Memari Municipality

INSTRUCTION TO QUOTATIONERS

SECTION – A

1. *General guidance for e-Tendering*

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

2. *Registration of Contractor*

Any contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbetenders.gov.in>. (the web portal of P & R.D. Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

3. *Digital Signature certificate (DSC)*

Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information Centre(NIC) on payment of requisite amount, details are available at the Web Site.

4. The Contractor can search & download e-NIT & 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. *Participation in more than one work*

A prospective bidder shall be allowed to participate in the job for one work in e-NIT 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.

A prospective bidder (including his participation in partnership) shall be allowed to participate in single work as mentioned in the list of schemes.

6. *Submission of Quotations.*

General process of submission :- Quotations are to be submitted online through online the website in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & 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 Bid*

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

A-1. Statutory cover containing documents

- i. Prequalification Application (Sec-B, Form-I) .
- ii. STRUCTURAL AND ORGANISATION (Section-B, Form-II)
- iii. Experience Profile (Section-B, Form-III)
- iv. Tender Form –No. 2D & e-NIQ (*properly filled in & upload the same Digitally signed except quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2D, the tender is liable to summarily rejected*).

A-2. Non statutory cover containing documents

- i. a) Pan Card b) Current Professional Tax receipt Challan c) VAT Registration Certificate d) Current Income Tax Acknowledgement Receipt. e) Trade License.
- ii. Registration Certificate under Company Act(if any)
- iii. Registered Deed to partnership Firm/Article of Association & Memorandum (if applicable)
- iv. Power of Attorney (For Partnership Firm /Private Limited Company(if any)
- v. Registered Unemployed Engineers' Co-operative Societies /Unemployed Labour Co-operative Societies are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report , Annual General Meeting along with relevant supporting papers.

Note:- Failure of submission of any of the above mentioned documents as stated in as 'A-1' & 'A-2' will render the tender liable to summarily rejected.

Sl No	Category Name	Sub- Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. Vat Registration Certificate & Acknowledgement 2. Pan Card 3. Professional Tax Challann 4. Latest IT Return Acknowledgement. 5. Trade License
B	Company Details	Company Details	1. Proprietorship firm (Trade License) 2. Partnership firm (Partnership deed, Trade license) 3. LTD. Company (Incorporation certificate , Trade license) 4. Society (Trade License) 5. Power of Attorney 6. Valid Bye Law 7. Valid Registration Certificate issued by the Co-operative Department . 8. Current Audit Report 9. Annual General Meeting.
C	Credential	Credential	Satisfactorily completed as prime agency one similar work equal to at least one third value for which bid is invited during the last 5(five) years prior to the date of issue of this notice under Panchayet Samity ZP, P.W.D., C.P.W.D., & similar other Govt. Dept.

B. Tender Evaluation Committee (TEC)

- i) Opening & Evaluation of Tender :-
Exemption of Earnest Money Deposit (EMD) is allowed.
- ii) Opening of Technical proposal :
Technical proposals will be opened by the Chairman, Memari Municipality or his authorized representative electronically from the web site.
- iii) Decrypted (transformed in to readable formats) documents of the statutory/ non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- iv) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible tenders will be uploaded in the web portals before opening of financial bid.

- v) While evaluation the Committee may summon of the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vi) Intending tenderers may remain present, if they so desire.

C. *Financial Bid*

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The Bidder is to quote the rate (at different item separately) online through computer in the space marked for quoting rate in the BOQ.
 - ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
 - iii. Intending tenderer may remain present, if they so desire.
7. *Penalty for suppression/distortion of facts*
Submission of false document by tendered is strictly prohibited and if found action will be taken as per clause -19 of this NIQ.
8. *Rejection of Bid*
The Chairman, Memari Municipality reserves the right to accept or reject any bid and to cancel the bid process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Municipal action.
9. *Award of contract*
The Bidder whose bid has been accepted will be notified by the Tender Inviting Authority through.(LOI) as per format.
The Letter of Intent will be constitute the formation of the Contract . The Agreement in Form No.-2D will incorporate all agreements
Between the Tender Accepting Authority and the successful Bidder. All the tender documents including e-NIQ & BOQ will be the part of the contract document.

Chairman
Memari Municipality

SECTION -B
FORM- I
PRE-QUALIFICATION APPLICATION

To
Chairman
Memari Municipality

Quotation for (Name of Work)-----

Reference :- e-NIQ.No-1 (SI No-----) of 2015-2016

Dear Sir,

Having examined the Statutory, Non statutory & e-NIQ documents, I/we hereby submit all necessary information and relevant documents for evaluation.

The application is made by me / us on behalf ofin
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 in Enclosure to this letter.

We understand that :

- (a) NIQ Inviting & Accepting Authority/Chairman, Memari Municipality can amend the scope & value of the contract bid under this Quotation.
- (b) NIQ Inviting & Accepting Authority/Chairman, Memari Municipality reserve the right to reject any application without assigning any reason.

Enclo : e-Filling :-

- 1. Statutory Documents
- 2. Non Statutory Documents Date :-

.....

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

SECTION -B
FORM-JI
STRUCTURE AND ORGANISATION

- A.1 Name of Applicant : _____
- A.2 Office Address : _____

- Telephone No. : _____
- Fax No. : _____
- A.3 Name and address of Bankers : _____
- A.4 Attach one 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.

SECTION -B
FORM-III
EXPERIENCE PROFILE

Name of agency/ firm:- _____

List of supply works completed as a prime agency during the last 5 years at least one work of similar in nature having value of work at least 1/3(one third) of estimated amount put to tender .

Name of Agency	Name , Location & Nature of work	Name of E-I-C responsible for supervision of work	Estimated Amount put to Tender (Rs.)	Contractual Rate	Date of Commencement	Schedule of date of completion of work	Actual date of completion of work	Reasons for delay in completion (if any)

Note -a) Certificate from the Employers to be attached.

b) Non - disclosure of any information in the schedule will result in disqualification of the firm.

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

AFFIDAVIT –“Y”

(To be furnished in Non Judicial stamp paper of appropriate value duly notarized)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, provided to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under signed.
2. The undersigned also hereby certify that neither our firm M/S -----
----- nor any of constituent partner had been debarred to participate in Tender by any Govt. Departments during the last 5 (five) years period to the date of this e- NIQ.
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 to the Department.
5. Certified that I have applied in the tender in the capacity of individual / as 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-----

N.B:- Affidavit “y” is to be submitted in original along with formal prior to agreement.

Memari Municipality
Memari ,Burdwan.

Memo No.- 1324/XVI/9

Date:-09.12.2015

LETTER OF INTENT

To

(Name of Contractor & Address) :

Sub:- -----

Estimated amount as per lowest Quotationer :- Rs. -----

Ref:- This office e-N.I.Q. No - -----, work SI .No. ----- vide
Memo No.----- Dated:-.....

This is to inform you that your offer for the above noted supply work @..... as per the specification and rates in the schedule of probable items of the work has been accepted by the Chairman, Memari Municipality. You are now requested to execute an agreement in non -Judicial Stamped paper worth Rs 10/- (ten) only as per terms and conditions of the contract with all tender documents along with Security deposit of Rs. 2% of lowest Quotation within Seven days positively .If this is not complied with, the L.O.I. placed with you will be withdrawn and the work will be distributed to other agency and your earnest money will be forfeited.

You may also go ahead with necessary preliminary arrangement towards commencement of the work in consultation with the under signed. Formal order will be issued in due course when all formalities as stated above are complied with. You should however, note that this letter does not authorise you take up the work.

Chairman
Memari Municipality

Office of the Board of Councilors

Memari Municipality

Memari, Burdwan.

Bidding Document

For

Supply of materials as per Schedule

REF:- NIQ- 01 OF 2015-2016

(Memo. No. 1324/ XVI/9. Dated- 09/12/2015)

**END
OF
TECHNICAL BID**

Memari Municipality
Memari , Burdwan