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OFFICE OF THE BOARD OF COUNCILLORS

# BUDGE BUDGE MUNICIPALITY

71, Mahatma Gandhi Road, Budge Budge, South 24 Pagans, Pin-Kolkata-700137

Visit Us: [www.budgebudge municipality.org](http://www.budgebudge municipality.org)

Memo No.-

Date:

Ref No: BBM/Con/e-Qtn/03/2024-25

Dated: 10-09-2024

e-Tender ID: 2024\_MAD\_748029\_1

e-Quotation/Tender for repairing old hand trolley of Conservancy items of Budge Budge Municipality for Conservancy services under 15<sup>th</sup>F.C Fund.

Executive Officer on behalf of Budge Budge Municipality invites e-Quotation/Tender for the work detailed in the table below. (Submission of Bid throughonline)

List of Scheme:

Sl No. (1).	Name of the work				Rate (Rs.) (2)	Earnest Money (Rs.)(3)	Period of Delivery (4)	Name & Address of the Executing Wings(6)	Eligibility of Contractor (7)
01	Item No.	Name of Item	Unit	Item Specification / Remarks	Each (Rate should be quoted including G.S.T. and other all taxes).	Rs. <u>20,000.00</u> (Rupees Twenty Thousand) only to be deposited online (NEFT/RTGS/Net Banking) through ICICI payment gateway.	Delivery must be made within 15 days from the date of issue of work order.	Executive Officer Budge Budge Municipality	CREDENTIAL  PAN  GST  I T R (Current)  TRADE LICENSE (Current)  P.TAX (Current)
	I	Old Hand Trolley	40 pc.	Refurbished					

  
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- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov>. in directly with the help of Digital Signature Certificate. Necessary Earnest Money may be remitted online (NEFT/RTGS/Net Banking) through ICICI paymentgateway.
- 2) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in SI No. –15.
- 4) The Financial Officer of the prospective tender will be considered only if the TECHNICAL BID of the tenderer is found qualified by the Budge Budge Municipality. The decision of the Chairman, of Budge Budge Municipality will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

(Rate should be quoted including G.S.T. and other all taxes) .

- 5) Eligibility criteria for participation in the tender–

(1) Asper NIQ detail table (SI No. – 7) above.

Income Tax Acknowledgement Receipt & P.Tax for the latest Assessment year, Pan Card, GST Registration are to be accompanied with the Technical Bid Documents.

[Non – statutory documents] The prospective bidders or any of their constituent partner shall neither have abandoned anywork nor any oftheircontracthavebeenrescindedduringthelast5(five) years. Such abandonmentorrescission will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated asnon-responsive).

Registered partnership Deed for partnership Firm only along with power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

[Non – statutory documents]

Joint Ventures will not be allowed.

A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a partner of a firm. If any bidder is found to have applied repeatedly in a single job, all his applications for that job will be rejected, without assigning any reason thereof.

No mobilization advance and secured advance will be allowed.

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All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Periodical quality test of material supplied by the agency and final products are to be made as per guideline of schedule of PWD/ I.S at Contractor's cost. Normally qualify control test of supplied materials/final products will be done in the Dept. Laboratory. Other wise testing of materials/final products will be done from the outside recognize laboratory at the discretion of Engineer-in-Charge. In both the case necessary cost of testing charges will be borne by the agency.

Bid 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. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

6) Date and Time Schedule:

Sl no	Particulars	Date & Time
1	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	10/09/2024 at 5.00 PM
2	Documents download/sell start date (Online)	11/09/2024 at 10:00 AM
3	Documents download/sell end date (Online)	24/09/2024 at 06.00 PM
5	Bid submission start date (On line)	11/09/2024 at 10.00 AM
6	<b>Bid Submission closing date (On line)</b>	<b>24/09/2024 at 06.00 PM</b>
7	Bid opening date for Tender (Online)	27/09/2024 at 11.00 AM
8	Date of uploading list for Technically Qualified Tenderers (online)	To be notified later.
9	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet.
10	Date of uploading of list of Bidders along with the offer rates through (on line),	To be notified later.

Memo No.-

Date:

Quotation No: BBM/Con/e-Qtn/03/2024-25

Dated: 10-09-2024

Copy forwarded for Information & wide circulation to:


1. The District Magistrate South 24 Parganas, Alipore,
2. The Sub-Divisional Officer, South 24 Parganas, Alipore, .
3. The Chairman, Pujali Municipality.
4. The Chairman, Maheshtala Municipality
5. The Executive Engineer, Municipal Engineering Directorate, Govt. of West Bengal.
6. News Paper (Bengali, English & Hindi)
7. Office Notice Board.
8. Official website of Budge Budge Municipality <https://www.budgebudgemunicipality.org>

  
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7. The prospective Bidders shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 1 (ONE) month from the date of successful completion of the work to the entire satisfaction of the Authority. If any defect /damage are found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deemed fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the works as mentioned above for 1 (One) month from the date of completion of the work. Provision in Clause No. 17 of Form No. – 2911 ii (of Budge Budge Municipality) shall be treated as superseded.

8. Rs. 20,000.00 (Rupees Twenty Thousand) only to be deposited online (NEFT/RTGS/Net Banking) through ICICI payment gateway

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9. 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 Department. The tender accepting authority of Budge Budge 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 been incurred by any Tenderer at the stage of Bidding.
10. Refund of EMD: - Not applicable
11. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in section – 'A' before tendering the bids.
12. Conditional/Incomplete tender will not be accepted under any circumstances.
13. The intending Tenderers are required to quote the competent rate online.
14. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
15. The Executive Officer, Budge Budge Municipality reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
16. If there be any objection regarding pre-qualifying the Agency that should be lodged online to the Chairmani.e. Quotation Inviting Authority within 2 (two) days from the date publication of list of qualified agencies and beyond that time scheduled no objection will be entertained by the Tender Inviting Authority.

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17. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
- a. Form No. – 2911 (ii) (of Budge Budge Municipality)
  - b. N.I.T
  - c. TechnicalBid
  - d. FinancialBid

18. Qualification criteria:

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- a. FinancialCapacity
- b. Technical Capability comprising of personnel & equipmentcapability
- c. Experience /Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duty notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.

19. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Feasible rates should be quoted accordingly.

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(SECTION – A) INSTRUCTION TO BIDDERS

General guidance for E- Tender :

Instructions/Guidelines forelectronicsubmissionoftheTenderhavebeenannexedforassistingthecontractors to participate in e-Tender.

i. Registration of Contractor:

Any contractor willing to take part in the process of e-Tender will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> ( the web portal of Budge Budge Municipality the contractor is to click on the link for e-Tender as given on the web portal).

ii. Digital Signature certificate (DSC):

Eachcontractorisrequiredtoobtainaclass-IIorClass-IIIDigitalSignatureCertificate(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 stated in Clause A.1 .above. DSC is given as a USB e- Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If any bidder is found to have applied repeatedly in a single job, all his applications for that job will be rejected without assigning any reason thereof.

v. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work one in 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)

Technical Proposal :

The Technical proposal should contain scanned copies of the following in two covers (folder)

5(a) Statutory Cover containing the following documents :

- 1) Form No. – 2911 ( of Budge Budge Municipality)
- 2) N.I.Q.
- 3) Form 1,3&4 ( on company's letter head) and Form No. 2 should be Affidavit.

(NIQ, 2911 Corrigendum downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Budge Budge Municipality 2911, the tender is liable to be summarily rejected.)

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**Financial Proposal :-**

5(b). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid Downloaded properly and upload digitally signed.

5(c). Non- Statutory Document:-

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

Click the checkboxes 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 Technical Documents.

SL. NO	Category Name	Sub- Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	G.S.T, PAN, P Tax Certificate & P. Tax Challan-Current. Latest IT Receipt, I'T- Saral for Assessment year 2023-24
B	Company Detail(s)	Company Detail(s)	Proprietorship Firm (Valid Trade License), Partnership Firm (Partnership Deed, Current Valid Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C	Credential	Credential	Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form -IV Section - B.
D	Financial Info		Balance Sheet & profit & Loss A/c. for the last 2 (two) years (year just preceding the current Financial Year will be considered as year - 1)
E	Man Power	Technical Personnel	List of Technical Staff with Qualifications & Experience.

N.B. : Failure of submission of any of the above mentioned documents as stated in SI No. 5. (a). (b). and (c) will render the tenderer liable to be rejected for both statutory & non statutory cover.

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### Opening of Technical Proposal :

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC). Intending Tenderers may remain present if they desire. Cover (folder) for Statutory Documents (Ref.Sl.A.5.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref.Sl.No.A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected. Decrypted (transformed into readable format) documents of the non-Statutory cover will be downloaded & handed over to the Tender Evaluation Committee. Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Board of Councillors' the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification/ information of 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.

#### 1. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At par) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded. Virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section-B. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of falsified documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Rejection of Bid :

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the ground for Employer's action.

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SECTION – B FORM - I  
PRE – QUALIFICATION APPLICATION

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To  
The Chairman,  
BudgeBudgeMunicipality  
71, M.G.Road, Kol., - 700 137

Ref: Tender for.....

(Name ofwork).....

E-NIQ NO.:

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.

Theapplicationismadebyme/usonbehalfof.....

Inthecapacity.....duly authorized to submit theorder.

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:

- 1) Tender Inviting & Accepting Authority / Engineer –in-Charge can amend the scope & value of the of the contract bid under thisproject.
- 2) TenderInviting&AcceptingAuthority/Engineer-in-chargereservetherighttorejectanyapplicationwithout assigning anyreason.

Enclosure(s) : e-Filling-

- 1) StatutoryDocuments.
- 2) Non StatutoryDocuments.

Date:

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Notice Inviting Quotation/Tender

SECTION – B FORM - II  
[Forms to be submitted by the tenderer]

AFFIDAVIT – “A”  
(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/N----- nor any of constituent partner had been debarred to participate in any Govt. Organization/Undertaking during the last 5 (five) years prior to the date of this N.I.T.
  - 3) The under-signed would authorized 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-singed understand 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 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 :

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SECTION – B FORM –III  
STRUCTURE AND ORGANISATION

1) NameofApplicant : \_\_\_\_\_

2) OfficeAddress : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TelephoneNumber : \_\_\_\_\_

FaxNumber : \_\_\_\_\_

3) Name and Address of Banker : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) AttachanOrganizationChart ,Chartshowingthestructureofthecompanywithnamesofkeypersonneland 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

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**SECTION – B FORM –IV  
EXPERIENCE PROFILE**

1) Name of the Firm.....

List of projects completed that are similar in nature to the work having more than 40% (forty percent) of the project cost executed during the last 5 (five) years.

	Name of Employer
	Name, Location & nature work
	Name of Consulting Engineer responsible for supervision
	Contract price in India Rs.
	Percentage of Participation of company
	Original Date of start of work
	Original date of completion of work
	Actual Date of starting The work
	Actual date of completion of work
	Reasons for delay in completion (if any)

Note :

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

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