

# BALURGHAT MUNICIPALITY



OFFICE OF THE  
SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

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Memo No. 356, /PW(Elec)-2

Date - 03.06.2020

## NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/(ELECTRICAL)01/20-21(2<sup>nd</sup> call) (Through Pre-qualification)

(Submission of Quotation through online)

On behalf of the board of administrators, The Chairperson, Balurghat Municipality, invites e-Quotations electronic quotation process), to obtain rate for Annual maintenance contract for the work inspection, checking, repairing & maintenance of street lights and switching off & on including repairing & maintenance of time switches (including materials) within Balurghat municipal area (including newly added area of Balurghat municipality). 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> directly with the help of Digital Signature Certificate (DSC).

1. Applicants willing to take part in the process of e-Quotations will have to be enrolled & registered with the Government e-Procurement system; through logging on to <http://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 web site. Digital Signature Certificate can be obtained from the authorized certifying agencies, details of which are available in the web site <http://wbtenders.gov.in>
2. Intending Quotationers can search and download NI e-Q and other Quotation documents electronically by logging on to the website <http://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of Quotation documents electronically.
3. For participating in the tender, the earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28<sup>th</sup> July, 2016 (Annexure - A) - a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. b) RTGS/NEFT in case of offline payment through bank account in any bank. Quotation will be declared informal if earnest money is not submitted as directed above.

### 4. Eligibility criteria for participation in quotation:

- i) The prospective quotationers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have govt. electrical contractor license, sufficient resources, financial solvency, sufficient experience during the last 5 (five) financial years prior to the date of issue of this Notice for electrical maintenance work (L.T.O.H. / H.T.O.H.) under WBSEDCL/CESC or street light maintenance work / Street lighting arrangement under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., Scanned copy of Payment certificates or completion certificates including work order issued by the concerned Executing Authority should be uploaded as Non-Statutory Document through online.
- ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, G.S.T. registration certificate valid Trade License in the Technical Proposal as Non Statutory Documents.
- iii) Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(ii) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
- iv) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

### The Quotation Documents shall consist of the following documents:

- i. Tender Form Municipal K Form
- ii. NIQ
- iii) BOQ/ Price Schedule

### 5. Submission of Quotations

#### 5.1 General process of submission

Quotations are to be submitted online through the website, in two folders, at a time for each work, one is Qualifying Bid and the other is Financial Bid, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

**a. Statutory folder containing,**

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no, fax & e-mail.
- ii) Notice Inviting Quotation
- iii) Tender Municipal K Form
- iv) BOQ

**Note:**

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Quotations will be summarily rejected if any item in the statutory cover is missing.
- iii. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- iv. Necessary deduction i.e. G.S.T., S.T. I.T. CESS, Royalty etc. will be made as per relevant Govt. order.

**b. Non-Statutory Technical cover containing,**

- i. Up to date Professional Tax (PT) Clearance receipts, IT PAN Card & Income Tax Return receipts, G.S.T. registration certificate, Provident Fund Receipt Challan valid up to the date of opening of the quotations. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Registered Deed for Partnership Firm, if applicable with notary.
- iii. Certificate during the Last 5 (five) consecutive years as stated in Clauses 6 (i).
- iv. For Registered Unemployed Engineers' Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws*, up to date audited balance sheet.
- v. Experience profile should be furnished as per following table.

Experience profile

List of projects completed for electrical maintenance work (L.T.O.H. / H.T.O.H.) under WBSEDCL/CESC or street light maintenance work / Street lighting arrangement work for the last 5(five) financial years.

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimated amount put to tender (Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

**Note:** Applicant may add necessary column and space, if required from his end.

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

Click the check boxes beside the necessary documents in the —My Documents list and then click the tab —Submit Non Statutory Documents to send the selected documents to Non-Statutory folder. Next, click the tab —Click to Encrypt and upload and then click the —Technical Folder to upload the Technical Documents.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. PAN Card 2. P Tax (CHALLN) 3. Income Tax Return receipts (refer clause 6-ii) 4. Pre-Qualification Application (Form I) 5. Valid Trade license 6. GST registration certificate. 7. Govt. electrical contractor license. 8. Supervisory competency certificate. 9. Current working certificate of the electrical supervisor. 10. Provident Fund Receipt Challan
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Byelaws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. electrical maintenance work (L.T.O.H. / H.T.O.H.) under WBSEDCL/CESC or street light maintenance work / Street lighting arrangement (refer clause 6. i)

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

#### 6. Financial Proposal

- Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rates against each item online filled up in all respect including totaling.
- Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

**7. Penalty for suppression / distortion of facts:** *If any quotationers fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Quotation Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the quotationer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Administrator, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur may/shall take appropriate legal action against such defaulting tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. as uploaded by the tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.*

#### 8. Rejection of Quotation

The employer (Quotation accepting authority) receives the right to accept or reject any quotation and to cancel the quotation process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Quotationers or any obligation to inform the affected quotationers of the ground for employer's Quotation accepting authority) action.

#### 9. Date & schedule

(Table-1)

a)	Name of the work:-	Annual maintenance contract for the work inspection, checking, repairing & maintenance of street lights and switching off & on including repairing & maintenance of time switches (including materials) within Balurghat municipal area (including newly added area of Balurghat municipality).
b)	Name and Address of the Tendering authority	Chairperson, Board Of Administrators, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.
c)	Eligibility of the Contractor :-	Govt. licensed electrical contractor having supervisory competency certificate Part 1,2,4,6a,7a&11 and having credential for electrical maintenance work (L.T.O.H. / H.T.O.H.) under WBSEDCL/CESC or street light maintenance work / Street lighting arrangement under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc. within last 5(five) financial years and also should possess valid PAN card., G.S.T., Professional Tax Clearance Certificate, Valid trade license and Provident Fund Receipt Challan . MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.(refer clause 6-i)

d)	Earnest money:-	Rs.10000.00 earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28 <sup>th</sup> July, 2016 (Annexure – A) – i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. ii) RTGS/NEFT in case of offline payment through bank account in any bank. Tender will be declared informal if Earnest money is not Submitted as directed above.
e)	<u>Date and Time Schedule as follows :</u>	
i)	Date of uploading of NIEQ, and Quotation documents online (Publishing Date)	04.06.2020
ii)	Document downloaded / sell start date (on line)	05.06.2020 at 11.00 hour
iii)	Quotation submission start date (on line)	08.06.2020 at 11.00 hour
iv)	Quotation submission closing date (on line)	22.06.2020 at 15.00 hour
v)	Quotation opening date for Technical proposals (on line)	25.06.2020 at 12.00 hour
vi)	Date of uploading list for Technically Qualified quotationers (on line)	To be notified later
vii)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of quotationers.
viii)	Date of uploading of list of quotationers along with the offer rates through (on line)	To be notified later.
ix)	Also if necessary for further negotiation through offline for final rate	To be notified later.

#### 10. Terms & Conditions:-

- Govt. licensed electrical contractors having S.C.C. Part- 1,2,4,6A,7A & 11 and having credential for electrical maintenance work (L.T.O.H. / H.T.O.H.) under WBSEDCL or street light maintenance work / street lighting arrangement under municipality during the last 5 (five) financial years prior to the date of issue of this notice will be eligible to participate in the quotation.
- The contractor who will be engaged by the municipality shall be bound to collect the daily programme from the municipal office daily.
- The contractor will engage 4 (four) groups of Govt. licensed electricians for the work as per direction of the undersigned.
- The contractor will comply with the information within 24 hours and report the office accordingly.
- In case of supply of materials by the agency a consolidated statement of towards utilisation of materials to be maintained by the agency and must be checked and certified by the zone supervisors, SAE incharge & A.E. and to be produced alongwith claim bill in original in every month.
- In case of switching off and on the agency will submit written information to Balurghat C.C.C. regarding non-burning of street lights regularly due to short circuit & other problems of street light mains, inform such matter regularly to this office, pursue the complains to Balurghat C.C.C. for speedy recondition and will restore the disordered time switch, cutouts etc. regularly.
- The contractor shall be bound to perform the work with full responsibility. In case of any difficulty the matter should be brought to the notice of the undersigned.
- The municipal authority shall have no responsibility in case of any casualty occurs for carrying this work.
- The contractor will be engaged w.e.f. 01.07.2020 and may continue upto 31.03.2021.
- The contractor will engage 1 (one) licensed electrician for electrical maintenance of municipal office building, kshanika, Matri sadan etc. on the working days regularly as per direction of the undersigned time to time including Sunday & Holidays.
- The agency will inspect the street lights at night and check the same on the next day if any defect found there for burning, repair & maintain the defective parts of the filament lamp, LED lamp, LED tube, sodium light fittings, Metal halide light, C.F.L., T-5 light, L.E.D street light fittings, high mast lights, decorative light poles (trident light) etc. He will collect & submit report from and to the office regularly regarding the daily programme of repairing & maintenance of Street light.
- The agency will comply with the daily programme for repairing and maintenance of street light within 24 hours from the time of receiving the programme positively and inform accordingly to the office.
- The agency will provide 01 (one) mobile number for the purpose of receiving emergency complains for early restoration with regards to various problems of street light switching system & street light mains, which will remain open from 9.00 A.M to 9.00 P.M on every working day & holiday including Sunday.
- The agency will inspect & report regularly regarding non-burning of street lights specially at the P.W.D. roads within this municipal area including the main municipal roads regularly and will take action accordingly towards early restoration of disordered street lights.
- The agency should engage a dedicated team for the above mentioned work and will submit the details of the workmen such as name, address, contact number and technical qualification. He will inform the name of the person who may be contacted during his absence.
- In performing his above duties he will have to work in the dead lines of WBSEDCL as per consent of the Assistant Engineer, Balurghat Customer care Centre and also in consultation with S.A.E. in-charge of the work and A.E. of this office.

The contractor will submit his rate taking into consideration that no maintenance work will be undertaken in Sunday & holidays (except Durga Puja Holidays).

The rate should be quoted on monthly basis separately for Sl. A and Sl. B

Consolidated rate of Sl. no. A & B will be considered towards fixation of lowest rate. The undersigned reserves the right to cancel or accept any quotation or all quotations without assigning any reason. The continuation of the work order may be cancelled at any time with 7 (seven) days previous notice.

Encl :- List of approved electrical articles.

**Note:**

1. In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No. h) (v) to (x) of Table-1 unless otherwise notified through Net (e-PORTAL)
2. The successful quotationer shall has to execute an agreement with the authority as per usual norms in the K Form and a formal agreement on a non-judicial stamp of Rs.10/-.
3. Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act 1996.
4. Site inspection should be made before submission of quotation.
5. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.
6. Payment will be made as per availability of fund.

Chairperson

Board of Administrator  
Balurghat Municipality

01-06-2020

FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Chairperson  
Board Of Administrators  
Balurghat Municipality  
Dakshin Dinajpur,

Ref: - Quotation for \_\_\_\_\_  
(Name of work)

NleQ.No.:

Dear Sir,

Having examined the Statutory, Non statutory and NleQ 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 bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Quotation Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.

(b) Quotation Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Encl:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

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

Memo No- 356 /1(8)/PW(Elec) -2

Copy to:-

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Sub Divisional Officer, Balurghat Sadar, Dakshin Dinajpur.
3. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
4. The Executive Engineer, P.W.D., Dakshin Dinajpur, Division, Balurghat.
5. The Executive Engineer, P.W.D. Electrical, Dakshin Dinajpur, Division, Balurghat.
6. The Divisional Manager WBSEDCL, Dakshin Dinajpur, (D) Division, Balurghat.
7. The Assistant Engineer, P.W.D., Balurghat Electrical Sub Division, Balurghat, Dakshin Dinajpur.
8. The Assistant Engineer, WBSEDCL, Balurghat Customer Care Centre, Balurghat, Dakshin Dinajpur

For information and wide publication through their Notice Board please.

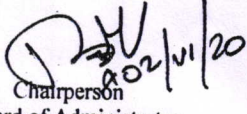
Date:-

03.06.2020

Memo No:- 356 /2(12)/PW(Elec)-2

Copy to:-


1. Smt. Arpita Ghosh, Member, Board of Administrators, Balurghat Municipality.
  2. Sri. Shankar Chakraborty, Member, Board of Administrators, Balurghat Municipality.
  3. The Executive Officer, Balurghat Municipality.
  4. The Finance officer, Balurghat Municipality.
  5. The Assistant Engineer, Balurghat Municipality.
  6. Sri Agnibha Dey, S.A.E. Electrical (contractual), Balurghat Municipality.
  7. The O.S., Balurghat Municipality.
  8. The Accountant, Balurghat Municipality.
  9. The Cashier, Balurghat Municipality.
  10. Smt. J. Deb, Staff, Balurghat Municipality.
- For information and necessary action
11. Sri Mrinmoy Das, Computer Section, Balurghat Municipality. He is requested to upload the N.I.e.Q. on municipal website.
  12. Municipal Notice Board for wide publication.

  
Chairperson  
Board of Administrator  
Balurghat Municipality

A.D. 21  
03.06.2020

Date:-

03.06.2020

  
Chairperson  
Board of Administrator  
Balurghat Municipality

A.D. 21  
03.06.2020