

OFFICE OF THE
BALURGHAT MUNICIPALITY



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Memo No. **1230** /PW(Elec)-2

Date:- 12,08,2021

NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/(ELECTRICAL)04/21-22 (2nd 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 operation & maintenance of the electric crematorium within khidirpur burning ghat for the period from 01.09.2021 to 31.08.2022. 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 Nle-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 28th 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 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-I.

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 works 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. Govt. licensed electrical contractors having S.C.C. Part-1.2.4.6A.7A.7B.11 & 12 and having credential of electrical maintenance works during the last 5 (five) financial years prior to the date of issue of this notice will be eligible to participate in the quotation. |

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

6. Financial Proposal

- i) 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.
- ii) 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 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-I)

| | | |
|----|---|--|
| a) | Name of the work:- | Operation & maintenance of the electric crematorium within khidirpur burning ghat for the period from 01.09.2021 to 31.08.2022 |
| b) | Name and Address of the Tendering authority | Chairperson, Board Of Administrator, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur. |