

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



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Memo No – 3275/BMUPHC/GT-8

Date – 02/02/2023

**NOTICE INVITING e-Quotation NO: MAD/ULB/BLGT/BMUPHC/01/22-23**

Name of the Work: Supply and Installation of Laparoscopy OT Instruments for Poura Hospital & Matrisadan including all taxes under Balurghat Municipality.

1. Applications are invited as specified by the Chairman, Balurghat Municipality on behalf of Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-Tender (Electronic Quotation) from eligible resourceful & bonafied suppliers as per the enclosed list of Items (Table -1)
2. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Portal system through logging on to <https://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 Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
3. Intending tenderer can search and download NleT and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
4. For participating in the tender, the tenderer shall have to deposit the Earnest Money @ 2% of the estimated amount 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) – 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. Balance Earnest Money Deposit if any shall be deposited after acceptance of Bid Proposal as per direction of TIA/EIC.  
Tender will be declared informal if earnest money is not submitted as directed above.
5. A prospective tenderers 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 applications will be rejected for that job.
6. Eligibility criteria for participation in tender:
  - i) The prospective tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have sufficient resources, financial solvency, sufficient experience during the last 5 (five) financial years prior to the date of issue of this Notice single similar nature work under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a credential of a similar nature of completed work of at least 40% of the estimated amount put to tender or 2 (two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender or one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value i.e, 40% of the estimated amount put to tender, Scanned copy of Payment certificates or completion certificates 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, up to date GST 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 Memorandum as Non Statutory Documents.
- v) Valid challans of minerals have to be submitted at the time of submission of bill, otherwise necessary deduction will be done as per Govt order

vi) Test certificate has to be submitted for new works

The Tender Documents shall consist of the following documents:

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

## 7. Submission of Tenders

### 7.1 General process of submission

Tenders 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) Scanned copy of Earnest Money Deposit (EMD) as prescribed in the NIT, in favour of "Balurghat Municipality payable at Balurghat,
- iii) Notice Inviting Tender
- iv) Tender Municipal K Form
- v) BOQ/Price Schedule

#### Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Tenders 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. GST registration Certificate, I.T, 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, PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Up to date GST registration Certificate.
- iii. Registered Deed for Partnership Firm, if applicable with notary.
- iv. Certificate during the Last 5 (five) consecutive years [as stated in Clauses 6 (i)].
- v. A self declaration must be uploaded by the Bidder whether the Agency is not black listed from any Govt/Semi Govt/Urban local bodies during last 5(five) financial years, otherwise the application will be rejected.
- vi. 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.
- vii. Experience profile should be furnished as per following table.

### Experience profile

List of projects completed of single similar nature work having a credential value as stated in Clauses 6 (i) for the 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. GST registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts (refer clause 6-ii ) 5. Pre-Qualification Application (Form I) 6. Valid Trade license
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) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Payment or Completion Certificate for similar nature of Work Done within last 5(five) financial years (refer clause 6. i )

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

#### 8. 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 all taxes.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

**9. Penalty for suppression / distortion of facts:** *If any tenderer fails to produce the original hard copies of the documents uploaded or 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 or if there is any suppression, the Tenderer 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 Chairman, 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*



2. The Tender Inviting Authority shall have every right to choose the Bidder as he deem fit and proper for good quality of work, in that regard no objection or complain shall be entertained and granted.
3. The contractors shall have to procure all materials including steel and cement as and when necessary as per directive of EIC whose decision is final and binding.
4. 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.
5. Site inspection should be made before submission of tender.
6. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.
7. The work order will be issued after receiving required fund from the competent Authority.

  
Executive Officer  
Balurghat Municipality

FORM - I  
PRE-QUALIFICATION APPLICATION

To  
The Chairman  
Balurghat Municipality  
Dakshin Dinajpur,

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

**NleT.No.:**  
Dear Sir,  
Having examined the Statutory, Non statutory and NleT 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) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- (b) Tender 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 - 3275 /BMUPHC/1(14)/G-8**

Copy Forwarded for information and for wide circulation to:

1. The Chairman, Balurghat Municipality
2. The Vice-Chairman, Balurghat Municipality
3. The MCIC (Health), Balurghat Municipality
4. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
5. The Finance Officer, Balurghat Municipality
6. The Assistant Engineer, Balurghat Municipality
7. The Assistant Engineer, MED, Balurghat Sub-Division, Malda Division
8. The Head Clerk, Balurghat Municipality.
9. The Accountant, Balurghat Municipality
10. The Cashier-in-charge, Balurghat Municipality.
11. Shri Amitabha Chanda, Staff, Balurghat Municipality.
12. The Received Section, Balurghat Municipality.
13. Computer Section, Balurghat Municipality for up loading at Municipal web site
14. Municipal Notice Board.

Date - 02/02/2023

  
Executive Officer  
Balurghat Municipality