

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



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Memo No - 949/AMRUT2/G - 100

Date - 30.06.2023

**NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/AMRUT2/01/23-24**

Name of work: - Supply of Laptop, Desktop, Portable Scanner, Printer cum Scanner and Pen Drive including all taxes and 1(one) year maintenance at Municipal Office under Balurghat Municipality.

1. Applications are invited as specified by the Chairman, Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-QUOTATION (Electronic Quotation) from eligible resourceful & bonafied contractors for the year 2023-2024.

2. Applicants willing to take part in the process of e-Quotation 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 Quotation 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 quotationers can search and download NleQ 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 quotation documents electronically.

4. 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. Tender will be declared informal if Earnest money is not submitted as directed above.

5. A prospective Quotationers 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 Quotation:**

i) The prospective Quotationers who are eligible to participate (Manufacturer / Authorized Dealer of a reputed company/Supplier 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 quoted amount put in quotation or 2 (two) similar nature of completed work, each of the minimum value of 30% of the quoted amount put in quotation 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 quoted amount put in quotation.** 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 and Memorandum as Non Statutory Documents.

**The Quotation Documents shall consist of the following documents;**

- I. NleQ

**7. Submission of Quotations**

**7.1 General process of submission**

Quotationers are to be submitted online through the website, in one folder, 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

**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. Necessary deduction i.e. G.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, GST, 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. Registered Deed for Partnership Firm, if applicable with notary.
- iii. 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.
- iv. Experience profile should be furnished as per following table.

**Experience profile**

Name of Agency	Name location & nature of work	Quotation No. & Work order No.	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. Credential (Completion certificate for supply of similar item)

COMPANY DETAILS

COMPANY DETAILS

1. Proprietorship Firm (Trade License)
2. Partnership Firm (Partnership Deed, Trade License)
3. LTD. Company (Registration Certificate, Trade License)
4. Power of Attorney (Registered)

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

### 8. Financial Proposal

- i) 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.

**9. 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 quotationers will be suspended from participating in the tenders on e-Quotation 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 Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur may/shall take appropriate legal action against such defaulting quotationers. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the quotationer and allied papers in connection with this quotation as and when necessary for verification purpose as per convenience of the authority during processing of this quotation.*

### 10. Rejection of Quotation


*The Authority/Chairman of Balurghat Municipality reserves the right to accept or reject any quotation and to cancel the quotationing process and reject all quotationers 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.*

### 11. Date & schedule

(Table-1)

a)	Name of the work:-	Supply of Laptop, Desktop, Portable Scanner, Printer cum Scanner and Pen Drive including all taxes and 1(one) year maintenance at Municipal Office under Balurghat Municipality
b)	Name and Address of the Quotationing authority	Chairman, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.
c)	Eligibility of the Contractor :-	Quotationers having similar type of experience within last 5 years, sufficient resources and financial solvency..
d)	Earnest money:-	Rs.10000.00 (Rupees ten thousand) only 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. Earnest Money Deposit i.e. 2% of bid amount beyond <b>Initial Earnest Money</b> (if any) shall have to be deposited after acceptance of Bid Proposal. MSME certificate will be granted for exemption of Earnest Money.
e)	Terms and condition	Completion time will be 15 (fifteen) days from the date of issue of Work order and Security Deposit will be refunded after 1(one) year from the completion date. Defect liability period will be 1 (one) year from the date of completion.
f)	<b>Date and Time Schedule as follows :</b>	
i)	Date of uploading of NleQ, and Quotation Documents online (Publishing Date)	01.07.2023 at 17.00 hrs
ii)	Document downloaded / sell start date (on line)	03.07.2023 at 15.00 hour
iii)	Quotation submission start date (on line)	04.07.2023 at 17.00 hour
iv)	Quotation submission closing date (on line)	11.07.2023 at 15.00 hour
v)	Quotation opening date for Technical proposals (on line)	14.07.2023 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.

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 quotationers shall have to execute an agreement with the authority as per usual norms in the K Form within 7 days after the issue of acceptance letter.
3. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.

  
 Chairman  
 Balurghat Municipality

FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Chairman  
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:- 949 /1(12)/PW - 1**

Copy to:-

1. The MCIC, Balurghat Municipality.
2. The Executive Officer, Balurghat Municipality.
3. The Finance Officer, Balurghat Municipality.
4. The Head Clerk, Balurghat Municipality
5. The Assistant Engineer, Balurghat Municipality
6. The Assistant Engineer, MED, Balurghat Sub-Division.
7. The Nodal Officer, AMRUT 2, Balurghat Municipality
8. The Accountant, Balurghat Municipality.
9. The Cashier, Balurghat Municipality.
10. The Received Section, Balurghat Municipality.
11. Municipal Notice Board for wide publication.
12. The Computer Section for up loading to Municipal web site.

Date - 30.06.2023


  
Chairman  
Balurghat Municipality

## ANNEXURE - I

Enclosure to this office Quotation Notice No. MAD/ULB/BLGT/AMRUT2/01//23-24 & Memo No - 949  
/AMRUT2/G - 100, dated - 30.06.2023

### List of articles with specification

Sl. No.	Items	Quantity	Specification
1	Desktop	2	HP Pro Tower 280 G9 PCI Desktop, 12 th Generation Intel Core i3 Processor, 4GB DDR4-2933 MHz RAM, 1 TB 7200 rpm SATA HDD, Intel UHD Graphics 730
2	Laptop	5	MSI Modern 15 B13M-288IN, Intel Core i7-1355U (13th Gen), 15.6" (40 CM) FHDn Display, 60 Hz refresh Rate, 16 GB DDR4 RAM (8 GB+ 8 GB) on board, 512 GB SSD M.2 NVMe PCIe Gen 3X4 SSD, Windows 11 Home with lifetime validity, Intel Iris Xe Graphics
3	Portable Scanner	2	Brother DS640 Compact Mobile Document Scanner
4	Printer Cum Scanner	3	Brother DCP-B7500D
5	Pen Drive	2	32 GB 0.3USB

  
Chairman  
Balurghat Municipality