

OFFICE OF THE BOARD OF COUNCILORS

KHARAGPUR MUNICIPALITY

Jhapetapur ,Kharagpur,Paschim Medinipur

Memo No. :- KM/GEN/45 QPW

Dated:- 16.08.24

**NOTICE INVITING e- Quotation**

**NIQ No: WBMAD/ULB/KHARAGPUR/NIT/45e**

Online Item rate for one year period(including GST and other Taxes) Quotation is invited by the Chairperson, Kharagpur Municipality on behalf of Board of Councillors, through e-Quotation for the following listed items for infrastructure and refreshment for upcoming **various Social and Cultural Programme** within **Kharagpur Municipality** in Paschim Medinipur District from eligible and resourceful Suppliers/Contractors having sufficient credential and financial capability for supplying of similar items as depicted hereunder for participating in the quotation.

1. Name of Work:- Supply following items in rent basis for infrastructure and refreshment for upcoming **various Social and Cultural Programme** within **Kharagpur Municipality** at different location as desired

2. Rs.75000/- to be paid online with Quotation. ( EMD will be 2% of accepted amount, the balance if any beyond the initial EMD Rs.0.00 to be deposited by L1 bidder in the form of DD during acceptance)

**List of items**

SI No.	Name of Work	Place of Supply	Quantity	Date of Completion
1	Lunch Packet Type-1 <i>Mineral Water-500ml, Sal ad-50gms, Alu Bhaja-50gm, Plain Rice-200gm, Veg Mug Dal-100gm, Sabji one Type-100gm, Fish-1pc, Chatni-25gm, papad-1pcs, Sweet-2pcs</i>	At Different location as desired within Kharagpur Municipality	1	365 Days

2	<p>Lunch Packet Type-2  <i>MineralWater-500ml, Sal ad-50gms,AluBhaja-50gm,PlainRice-200gm,VegMugDal-100gm, Sabji one Type-100gm, Chicken Curry-200gm, Chatni-25gm, papad-1pcs,Sweet-2pcs</i></p>	<p>At Different location as desired within Kharagpur Municipality</p>	1	365 Days
3	<p>Lunch Packet Type-3  <i>MineralWater-500ml, Sal ad-50gms,AluBhaja-50gm,PlainRice-200gm,VegMugDal-100gm, Sabji one Type-100gm, Mutton Kasa-200gm, Chatni-25gm, papad-1pcs,Sweet-2pcs</i></p>	<p>At Different location as desired within Kharagpur Municipality</p>	1	365 Days
4	<p>Lunch Packet Type-4  <i>MineralWater-500ml, Sal ad-50gms,AluBhaja-50gm,PlainRice-200gm,VegMugDal-100gm, Sabji one Type-100gm, Egg Curry-2pcs, Chatni-25gm, papad-1pcs,Sweet-2pcs</i></p>	<p>At Different location as desired within Kharagpur Municipality</p>	1	365 Days

5	Lunch Packet Type-5 <i>MineralWater-500ml, Sal ad-50gms,Chicken Biryani-150gm, Chicken Kasa-200gm,Onion Raita-25gm, Sweet-2pcs</i>	At Different location as desired within Kharagpur Municipality	1	365 Days
6	Lunch Packet Type-6 <i>MineralWater-500ml, Sal ad-50gms,Mutton Biryani-150gm, Chicken Chup-1pc,Onion Raita-25gm, Sweet-2pcs</i>	At Different location as desired within Kharagpur Municipality	1	365 Days
7	Tiffin Packet type-1 Sweet Two Types -2pcs, Khasta Kachori-1pc, Singara-1pc, Bhujia-1pkt, <i>MineralWater-500ml</i>	At Different location as desired within Kharagpur Municipality	1	365 Days

8	Tiffin Packet type-2 <i>MineralWater-500ml,Tea-30ml, Biscuit-2pc</i>	At Different location as desired within Kharagpur Municipality	1	365 Days
9	Sound System for Programme	At Different location as desired within Kharagpur Municipality	1	365 Days
10	Green Mat	At Different location as desired within Kharagpur Municipality	1	365 Days
11	Iron Stage(area-50Sqft, Height-4ft)	At Different location as desired within Kharagpur Municipality	1	365 Days
12	Fiber Chair	At Different location as desired within Kharagpur Municipality	1	365 Days
13	VIP Chair	At Different location as desired within Kharagpur Municipality	1	365 Days
14	White Sofa	At Different location as desired within Kharagpur Municipality	1	365 Days

15	Red Sofa Steel	At Different location as desired within Kharagpur Municipality	1	365 Days
16	Water proof Pandal	At Different location as desired within Kharagpur Municipality	1	365 Days
17	Table with Cover	At Different location as desired within Kharagpur Municipality	1	365 Days
18	Samiyana 15ff/30ft	At Different location as desired within Kharagpur Municipality	1	365 Days

**\*N.B-Rates to be quoted are inclusive of all tax.**

Table-1 :- Date and Time Schedule		
Sl No	Particulars	Date & Time
i)	Date of uploading of NleQ and Quotation Documents online (Publishing Date)	16.08.24 at 2.00 P.M.
ii)	Documents download Starting date (Online)	20.08.24 at 2.00 P.M.
iii)	Date of Pre Tender Meeting with the intending Contractors	22.08.24 at 2.00P.M.
iv)	Tender submission Starting date (On line)	20.08.24 at 2.00 PM
v)	Tender Submission closing (On line)	05.09.24 upto 16.00 PM
vi)	Tender opening date for Technical Proposals(Online)	07.09.24 at 3.00 PM
vii)	Date of uploading list for Technically Qualified Contractor (online)	To be notified latter
viii)	Date and Place for opening of Financial Proposal (Online)	To be notified latter

<p><b>Table-2 :-</b></p> <p><b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):</b></p>	<p>i) Having experience and technical acumen in supply of similar nature of item with a minimum value of <b>Rs.1000000.00</b> in a single contract during last 5(five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc (copies of Completion certificate, supply order, price schedule &amp; payment certificate issued by the competent authority need to be submitted)</p> <p>ii) Having valid GST registration certificate</p> <p>iii) Having valid PAN Card and Income tax return for last 3 A.Y.</p> <p>iv) Having upto date P.Tax deposit Challan</p> <p>v) Having valid up to date Trade License.</p> <p>vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Last Financial year (2019-2020) Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the last Financial Year and resolution of A.G.M. mentioning the authority of using D.S.C. along with other relevant supporting papers.</p>
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<p><b>Tender documents :-</b></p>	<p>A full set of Tender documents consists of 2 Parts. These are</p> <p><b>PART I :-</b> Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.</p> <p><b>PART II :-</b> Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
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**Security Deposit & other taxes:-**

Necessary deduction will be made from bill as per prevailing govt. norms.

**Defect Liability Period: -** as per govt. norms

**Earnest Money:-**

Initial EMD Rs75000/- to be paid online with quotation through etender payment gateway. (EMD will be 2% of accepted amount, the balance if any beyond the initial EMD Rs.0.00 to be deposited by L1 bidder in the form of DD during acceptance). Any tender without such on line payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.

**Payment Authority** – Bill will be checked & passed by Kharagpur Municipality .

**Engineer in Charge:-** The Assistant Engineer, Kharagpur Municipality

**Cost of Tender Documents:** NIL

**Validity of Bid:** 120 days from the Tender Submission closing date (On line)

**Scope of the works:-** As per Annexure 1

### **Other terms & conditions if any:-**

1. Successful bidder can collect hard copy for respective work from the Kharagpur Municipality, at the time of formal agreement.
2. All taxes will be deducted as per order of Govt. of West Bengal time to time.
3. Successful agency shall have to execute formal agreement with the Executive Officer, Kharagpur Municipality . In the Revised West Bengal Form No-2908 free of cost within the time period mentioned in the LOA/ supply order.
4. Among all the workers engaged with the firm, those who will be working at the site of the said tender must be use safety measures. If any casualty occurs then the total responsibility will go to the contractors end.

### **Instructions/guidance to the contractors for e-tendering:-**

#### **1. General Guidance for e-tendering:**

Intending tenderers desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

#### **2. Registration of Contractors :**

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India.

(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT ) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

#### **3. Eligibility for participation :**

Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate.

#### **4. Collection of Tender Documents:**

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website as stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

### **5. Submission of Tenders**

#### **5.1 General process of submission**

Tenders are to be submitted online through the website as stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The Tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (Tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

#### **5.2 Addenda/Corrigenda: if published.**

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIQ till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIQ in the NIQ folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIQ.

**5.3** Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

**5.4 Penalty for suppression / distortion of facts**

If any Tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee 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 of the for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to may take appropriate legal action against such defaulting tenderer.

**5.5** If more than one Bidder quoted same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder.

**5.6** The Earnest Money may be forfeited if:-

- a) If the Bidder withdraws the Bid during the period of Bid validity.
- b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
- c) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other Document which were uploaded & digitally signed by the Bidder are incorrect / manufactured / fabricated.

**5.7** The eligibility of the Bidder will be ascertained on the basis of document submitted / uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted / uploaded by the Bidder is either manufactured or false the eligibility of Bidder will be out rightly rejected at any stage without prejudice and action will be taken as per stipulation of IT Rules in force.

**5.8** For any typographical mistake in case of UNIQ, Rate, Quantity, Amount, any type of nomenclature in items of Works / item itself including description etc. whatsoever as stated in BOQ, that can't be claimed during agreement or so. In that case sanctioned estimate will be binding criteria.

Chairperson  
Kharagpur Municipality



APPLICATION FORM FOR TENDER

To.

Executive Officer  
Kharagpur Municipality

NIQ No: - .....

Serial No of Work applied for: -.....

Amount put to tender: ` .....

Dear Sir,

Having examined the Statutory, Non statutory &NIQ documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIQ no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No:

Copy Forwarded for information and wide circulation through notice board to:

1. The Vice-Chairman, Kharagpur Municipality
2. The Executive Officer, Kharagpur Municipality
2. The Finance Officer, Kharagpur Municipality
3. The Assistant Engineer, Kharagpur Municipality
4. The Accountant, Kharagpur Municipality
5. Office Notice Board

Chairperson,  
Kharagpur Municipality

