

**OFFICE OF THE BOARD OF COUNCILORS  
Kharagpur MUNICIPALITY  
Kharagpur, Municipality**

QUOTATION DOCUMENTS

**NAME OF THE WORK**

Supply and delivery at site ISI Mark Water Supply materials within Kharagpur Municipality including all taxes ,transportation, loading, unloading and staking at Store with in Kharagpur municipal area

**OFFICE OF THE BOARD OF COUNCILORS  
Kharagpur Municipality  
Kharagpur Municipality, Kharagpur**

**NOTICE INVITING QUOTATION**

**Memo No.:-KM/15thFC(Tied)/30QPW (W&L)      Dated: 20.08.2024**

**Quotation Notice No.: WBMAD/KHARAGPUR/NIQ-30e(W&L)**

The Chairperson on and for behalf of the **Board of Councilors of Kharagpur Municipality** invites e-Quotation on Item rate for six months period for Kharagpur Municipality as stated below from the **Manufacture/Supplier of** Water Supply materials are to be supplied within the Municipal area as asked for and as and when required during six months contract period. Rates quoted should be inclusive of all taxes ,transportation, loading, unloading and staking at site. Time to time supply order will be issued by the said authority as their requirements.

Details of quotation with necessary requirement towards submission of quotation papers will be available online as per particulars given below;

1.	Name of Work:	Supply and delivery at site ISI Mark Water Supply materials within Kharagpur Municipality including all taxes ,transportation, loading, unloading and staking at Store with in Kharagpur municipal area.
2.	Estimated Cost	As per Quoted Rate
3.	Location of Work:	<b>Kharagpur, Kharagpur, West Bengal</b>
4.	Eligible to participate in the Quotation	<p>Manufacture/Supplier should have Valid PAN No, Valid GST Registration &amp; Professional Tax clearance certificate., Valid Trade License</p> <p style="text-align: center;">AND</p> <p>A <b>declaration in the form of Affidavit</b> in a Non Judicial Stamp paper should be submitted by all applicants participating in above NIQ stating clearly that the Applicant is not barred/delisted/black-listed by any Govt. Deptt./Govt. Undertaking/Statutory Body/Municipality and of like Govt. Bodies in Loading machine, Tender during the last five years and if such incident is found at any point of time, the Bidder will be cancelled summarily without assigning any reasons what so ever. And Indenting tenderers should produce the credential minimum value 40 % of the Quoted amount put to tender during 5(Five) years prior to the date of issue of this tender notice.</p> <p style="text-align: center;">OR,</p> <p>Indenting Tenderers should produce credential of 2(Two) similar nature of work, each of the minimum value of 30% of the Quoted amount put to tender during 5(Five) years prior to the date of issue of this tender notice.</p> <p style="text-align: center;">OR,</p> <p>Indenting Tenderers should produce credential of 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 at (i) above;</p> <p>In case of running works, only those tenderers who will submit</p>

			the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work s in process satisfactorily and also that no penal action has been initiated against the executed agency, i.e., tenderer <b>(Ref: SI. No. 3 :Eligibility to participate in the Tender)</b> .
5.	Documents to be produced in support of Credential for Quotation		A successful performance and completion certificate supplemented with work order along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms of eligibility criteria depicted in this Notice <b>(Ref: SI. No. 4: Eligibility to participate in the Quotation)</b> . Beside this, following documents shall have to be furnished.
		a.	Particulars of ownership/ partnership or Board of Directors pertaining to the Organization/ Company/ Firm.
		b.	Copies of valid PAN Card, Valid GST Certificate/ Sales Tax clearance, E.S.I Registration Certificate, Professional Tax clearance Certificate.
		c.	Bank solvency Certificate not less than 2.00Lakhs and Valid documents in support of previous year annual Turnover of 10.00 Lakhsfor DI fittings and/or CI valves.
		d.	List of machines & equipments necessary for laboratory test for all materials.
		e.	List of Technical Personnel employed under the organization in details with names, qualification, experience and address with contact number.
		f.	Corresponding address, fax & telephone nos. Contact mobile no. & Email no. of the Organization.
			<b><u>All documents in original to be produced in due course of time as &amp; when asked by the Quotation Inviting Authority</u></b>
6.	Earnest Money shall be deposited by bidder	.	Rs.30000/- to be paid online withQuotation. ( EMD willbe2% of accepted amount, thebalanceif any beyondthe initialEMD Rs.30000/to Bedeposited byL1 bidderinthe form of DDduring acceptance

#### 8. Date and Time Schedule :-

SI. No.	Particulars	Date and Time
a)	Publishing Date	20.08.24
b)	Documents download/sell start date (Online)	23.08.24 At 5.00 .P.M.
c)	Seek Clarification start date	N/A
d)	Seek Clarification end date	N/A

e)	Date of Pre Bid Meeting with the intending tenderers in the office of the Assistant Engineer /UIE, Kharagpur Municipality	<b>27.08.24 at 2.00 P.M.</b>
f)	Quotation submission start date (On line)	<b>25.08.24at2.00 PM</b>
g)	Quotation Submission closing date (On line)	<b>10.09.24Upto4.00PM</b>
h)	Quotation opening date for Technical Proposals (Online)	<b>12.09.24 at 5.00 PM</b>
i)	Date of uploading list for Technically Qualified Quotationers (online)	To be intimated
j)	Date and Place for opening of Financial Proposal (Online)	To be intimated
k)	Date of uploading of list of Quotationers along with the offer rates through (on line),	Within 48 (Forty Eight) hours after opening of financial proposal
	Also if necessary for further negotiation through offline for final rate.	If required, will be notified within 48 (Forty Eight) hours after uploading the offered rates of Quotationers.
9.	Time of completion	Time of completion of the Contract is 180 (One hundred and eighty) days from the date of issue of Work Order.
10.	Site inspection & general information	Intending Quotationers are required to inspect the works site with particular reference to location and infrastructure facilities. They are to make a careful study with regard to all relevant factors as might affect their rates and prices. They are also acquainted with relevant IS specifications, Clauses & Sub Clauses of the Quotation documents and to have fully acquainted with all details of work front, communications, underground utility services, seasonal weather and its variation, labours, water supply, existing & proposed site levels, position and diversion of transportation and barricading etc.
11.	Quotation documents	A full set of Quotation documents consists of single Part.
12.	Validity of Quotation	A Quotation submitted shall remain valid for a period of 120 calendar days from the date of opening of Quotation.
13.	Withdrawal of Quotation	A Quotation once submitted <b>shall not be withdrawn</b> within the validity period. If any Quotationer/ Quotationers withdraw his/ their Quotation(s) within the validity period then Earnest Money as deposited by him/ them will be forfeited.
14.	Acceptance of Quotation	The Chairperson, <b>Kharagpur</b> Municipality will accept the Quotation on recommendation of the Executive Engineer, West Midnapur Division, M.E. Dte. or his appropriate authority. He does not bind himself to accept otherwise the lowest Quotation and reserves to himself the right to reject any or all of the Quotations received without assigning any reason thereof.
15.	Intimation	The successful Quotationer will be notified in writing of the acceptance of his Quotation. The Quotationer then becomes the

			“Supplier” and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Govt. Form with the Chairperson, <b>Kharagpur Municipality</b> and fulfill all his obligations as required by the Contract.
16.	Escalation of Cost		There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract.
17.	Name & address of Engineer-In-Charge (EIC) of the Work		Assistant Engineer/UIE, <b>Kharagpur Municipality</b>
18.	Execution of Work		The Supplier is liable to supply the whole work as per direction and instruction of the Assistant Engineer/UIE, <b>Kharagpur Municipality</b> who is the Engineer in Charge of the work, Tender quantities as shown in the BOQ for any item or items may increase or decrease on the basis of actual need.
19.	Payment		<b>Payment will be made to the Supplier by the Chairperson, Kharagpur Municipality after supplying materials and as per availability of Fund</b>
20.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Quotation is strictly prohibited and any Quotationer who resorts to this will render his Quotation liable to rejection.
<b>Following clauses are to be adhered to by the concerned Quotationer during the process of Quotation.</b>			
21.	In case office faces sudden closure owing to reason beyond the scope and control of the Chairperson, <b>Kharagpur Municipality</b> , any of last date/ dates as schedule in Sl. No <b>8</b> may be extended up-to/ to next and following working day without issuing further and separate notice should the Chairperson feel it to be necessary and exigent.		
22.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Quotationer.		
23.	Imposition of any duty/ tax/ rule etc. owing to change/ application in legislations/ enactment shall be considered as a part of the contract and to be adhering to by the Quotationer/ Supplier strictly.		
24.	Quotation acceptance authority is the Chairperson, <b>Kharagpur Municipality</b> on recommendation of the Executive Engineer, West Midnapur Division, M.E. Dte or his appropriate authorities.		
25.	In case of any dispute arising from any clauses of similar nature between Quotation documents and Municipal tender form, the decision of Executive Engineer, West Midnapur Division, M.E. Dte, will be final and binding.		
26.	All usual deductions for taxes i.e. ST, IT and Labor welfare cess etc. as applicable will be made from the bills from time to time (please refer cl.57 of section C)		
27.	No conditional/ incomplete Quotation shall be entertained.		

28.	<p>In the event of e-Filing intending Quotationer may download the Quotation document from the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> directly by the help of Digital Signature Certificate. Pay Order in support of Earnest Money Deposit shall have to be up-loaded through e-Filling, (scanned copy to be submitted) (Details of which has been narrated in "Instruction to Quotationer").</p> <p>Financial Tender will be submitted duly digitally signed in the Website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> Tender document may be downloaded from website &amp; submission of Financial part as per Tender Schedule.</p>
29.	<p>The Quotationer, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Quotation and entering into a contract for the work as mentioned in the Notice inviting Quotation. The costs of visiting the site shall be at the Quotationers own expense. Traffic management and execution shall be the responsibility of the Supplier at his/her/their risk and cost.</p>
30.	<p>The Chairperson of <b>Kharagpur</b> Municipality reserves the right to reject any application for purchasing Quotation documents and to accept or reject any or all the offered Quotation /Quotations without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Quotationers at any stage of Quotations.</p>
31.	<p>Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Quotationers before Quotation.</p>
32.	<p>During scrutiny, if it comes to the notice to quotation inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Quotationers will not be allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.</p>
33.	<p>Before issuance of the work order, the quotation inviting authority may verify the credential &amp; other documents with the original of the lowest Quotationers, if found necessary. After verification, if it is found that such documents submitted by the lowest Quotationer is either manufactured or false, in that case, L.O.A./ work order will not be issued in favour of the Quotationer under any circumstances.</p>
34.	<p>Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.</p>
35.	<p>Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading the quotation for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload the quotation. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.</p>
36	<p>Maximum three(03) no's Technical person from this Office may visit the manufacture from where the materials will be supplied by the manufacture/supplier after issuing work order to the Agency for inspection purpose. Total cost will be borne by the Agency</p>

37.	The materials shall be conforming to relevant I.S. Codes and shall be from reputed manufactures. The contractor shall submit the test certificates of all items from the NABL accredited institutes or manufacturers. Any damaged items shall be replaced immediately without any extra cost.
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**Chairperson  
Kharagpur Municipality,**

**Memo No.:-KM/15thFC(Tied)/30/1(6)QPW(W&L)      Dated:-20.08.24**

**Copy forwarded for wide circulation through:**

1. Executive Officer, Kharagpur Municipality.
2. The Finance Officer, Kharagpur Municipality
3. The Assistant Engineer /UIE, Kharagpur Municipality
4. The Accountant, Kharagpur Municipality.
5. Office Notice Board

**Chairperson  
Kharagpur Municipality,**

**INSTRUCTION TO QUOTATIONERS**  
**SECTION – A**

**1. General guidance for e-tendering**

Instructions/ Guidelines for Quotationer for electronic submission of the quotations have been annexed for assisting them to participate in e-tendering.

**2. Registration of Quotationer**

Any Quotationer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in> The Quotationer is to click on the link for e-tendering site as given on the web portal.

**3. Digital Signature Certificate (DSC)**

Each Quotationer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of quotations, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Quotationer. DSC is given as a USB e-Token.

4. The contractor can search and download NIQ and Quotation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

**5. Submission of Quotations.**

General process of submission of Quotations are to be submitted through online to the website stated in Cl. 2 in Item rate folder at a time for work, before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**A-1. Statutory Cover Containing**

- i. Prequalification Application (Sec-B, Form – I)
- ii. Scanned Copy of Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT in favour of the **Chairperson, Kharagpur Municipality**, payable at **Kharagpur**.
- iii. Financial Statement (Section – B, Form – II).
- iv. Affidavits (Ref: - format for general affidavit shown in “Y” Part “B”.)
- v. Printed Quotation Form and NIQ with all addenda and corrigendum (**download and upload the same Digitally Signed, quoting rate will only encrypted in the Price Schedule under Financial Tender. In case quoting any rate in Printed Quotation Form the quotation will be summarily rejected**).
- vi. Certificate of Bank Guarantee by any Nationalized Bank (if required).
- vii. Bank Solvency Certificate.

**A-2. Others Important Document (My Space)  
Certificates**



1. Professional Tax (PT) Clearance Certificates and IT & PAN valid up to the date of opening of the quotations. Application for such clearance addressed to the competent authority may also be considered.
  2. VAT Return Certificate of the last quarter of the previous financial year.
- i. Company Details.**
1. Registered Deed for Partnership Firm /Joint Ventures from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
  2. Trade License for Proprietorship Firms.
  3. Memorandum of Articles for Limited Companies.
  4. Society Registration and Bye-Laws for Co-operative Societies.
- ii. Credential**
1. Completion Certificate of completed (100%) work(s) supported by Bill of Quantities (BoQ's) as detailed in Form-3 executed during the current financial year and the last three years. Also refer to Clause 4.
  2. Audited Balance Sheet of last three financial years or of such period, if the company was set up less than three years ago, with auditor's certificate regarding annual turnover from contracting business in each year.
- iii.** Equipment and manpower (if required, to be sought for in a separate standardized format).
- iv.** Other

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the quotation liable to be summarily rejected for both statutory and non statutory cover.

## **B. Quotation Evaluation**

- i. Opening and evaluation of quotation: - If any Quotationer is exempted from payment of EMD, copy of relevant Government order needs to be furnished.
- ii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for **My space** (vide Cl. No. 5.A-2) will be opened. If there is any deficiency in the statutory documents the quotation will summarily be rejected.
- iii. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- iv. While evaluation, the committee may summon the Quotationers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

## **C. Financial proposal**

As per SL -5 the financial proposal to be uploaded digitally signed by the Quotationer.

**6.** Financial capacity of a Quotationer will be judged on the basis of working capital and available Tender capacity as mentioned in the N.I.Q. to be derived from the information furnished in **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class

Bank to supplement the applicant. **This letter of guarantee should be addressed to the Quotation Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Quotationer, the Quotationer will be provided with a revolving line of credit.** Such revolving line of credit should be maintained until the works are taken over by the Authority.

**The audited Balance sheet for the last three years**, net worth Tender capacity etc. are to be submitted which must demonstrate the soundness of Quotationers financial position, showing long term profitability including an estimated financial projection of the next two years.

#### **7. Penalty for suppression / distortion of facts**

Submission of false document by Quotationer is strictly prohibited and in case of such act by the Quotationer the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

#### **8. REJECTION OF QUOTATION**

**The Employer (Quotation accepting authority) reserves the right to accept or reject any Quotation and to cancel the Quotation processes and reject all Quotation at any time prior to the award of Contract without thereby incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Quotationer or Quotationers of the ground for Employer's (Quotation accepting authority) action.**

The Quotationer, whose Quotation has been accepted will be notified by the Quotation Inviting and Accepting Authority through acceptance letter.

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.Q., all addenda-corrigendum, special terms and condition (Section –C), different filled-up forms (Section –B), Price Schedule and the same will be executed between the Quotation Accepting Authority and the successful Quotationer.

**Chairperson  
Kharagpur Municipality,**

