

**BALURGHAT MUNICIPALITY**

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**BALURGHAT : DAKSHIN DINAJPUR**

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**Memo No – 680 /HS-20**

**Date- 09.07.2020**

**NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/S&C/01/20-21**

Name of work: - Hiring of tractors & Non Tripping Truck for sanitary and conservancy department of Balurghat Municipality for 1(one) year.

1. Applications are invited as specified by the Chairperson, Board of Administrators, Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-QUOTATION (Electronic Quotation) from eligible resourceful & bonafide contractors for the year 2020-2021.
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://wbttenders.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://wbttenders.gov.in>
3. Intending quotationers can search and download NIeQ and other tender documents electronically by logging on to the website <https://wbttenders.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 (Bonafide Outsider Contractors / Owner of vehicles/ Engineers Co.Op. / Labour Co. Op. etc.) should have sufficient resources, financial solvency, sufficient experience during the last 3 (three) financial years prior to the date of issue of this Notice for similar nature of works under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc. 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. NIeQ
- ii. Form K
- iii. BOQ



## General process of submission

Quotationers 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) Notice Inviting Quotation

### Note:

- Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- Tenders will be summarily rejected if any item in the statutory cover is missing.
- 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.
- 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,

- 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.
- Registered Deed for Partnership Firm, if applicable with notary.
- 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.
- 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. Up to date Road Tax



## 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)

**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 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 employer (Quotation accepting authority) receives 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-I)

a)	Name of the work:-	Hiring of tractors and Non Tripping Truck for sanitary and conservancy department of Balurghat Municipality
b)	Name and Address of the Quotationing authority	Chairperson, Board of Administrators, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.
c)	Eligibility of the Contractor :-	Quotationers should have sufficient resources, financial solvency, sufficient experience during the last 3 (three) financial years prior to the date of issue of this Notice for similar nature of works under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc
d)	Earnest money:-	Rs.25000.00 (Rupees twenty five 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.



Terms and condition

- i) The vehicle will be midsize with 2(Two) labour and one driver provision.
- ii) The vehicle will have to be provide on monthly hire charge basis (Including fuel)
- iii) All the taxes are to be paid by the owner of the vehicle (i.e. Income Tax, Road Tax, Permit, Insurance, Pollution Certificate etc.)
- iv) All kind of maintenance/repairing works of the vehicles to be borne by the owner and to be done on top priority basis as and when required for smooth running of the sanitary & conservancy section.
- v) The vehicle will be moved within the working jurisdiction of this municipality and the movement must required a minimum service of 8:00 hours and as per direction of the Sanitary and the conservancy department of this municipality and at least 4 trips as and when required basis.
- vi) The hire charge be deducted proportionally for the days & trips on which the vehicle will not be moved.
- vii) The model and brand of the vehicle are to be mentioned in the quotation properly and the catalogue of the vehicle in this respect be attached accordingly at the time of submission of quotation
- viii) The contract shall be valid for 1 (one) year from the date of engagement. The contract may be renewed for further period as mutually agreed upon, subject to satisfactory performance of the vehicle
- ix) The continuation of the work order may be cancelled at any time with 7 (seven) days previous notice.
- x) Due supers scribing are to be done on the body of vehicle regarding service under Balurghat Municipality as per direction in the concerned deployment order which will be issued to the owner of the vehicle.
- xi) The under signed reserve the right to accept or cancel any or all quotation without assigning any reason and not bound to accept the lowest rate.

f)	<b><u>Date and Time Schedule as follows :</u></b>	
i)	Date of uploading of NleQ, and Quotation Documents online (Publishing Date)	10.07.2020
ii)	Document downloaded / sell start date (on line)	11.07.2020 at 11.00 hour
iii)	Quotation submission start date (on line)	13.07.2020 at 11.00 hour
iv)	Quotation submission closing date (on line)	27.07.2020 at 15.00 hour
v)	Quotation opening date for Technical proposals (on line)	30.07.2020 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.
ix)	Also if necessary for further negotiation through offline for final rate	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 has 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. 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.
4. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.

Chairperson

Board of Administrators

Balurghat Municipality

FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Chairperson  
Board of Administrators  
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 \_\_\_\_\_

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.

Enclo:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: - Signature of applicant including title and capacity in which application is made.

Memo No - 680 /1(4)/HS-20

Copy to:-

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Sub Divisional Officer, Balurghat Sadar, Dakshin Dinajpur.
3. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
4. The Executive Engineer, P.W.D., Dakshin Dinajpur, Division, Balurghat.

For information and wide publication through their Notice Board please.

Date - 09.07.2020

Chairperson

Board of Administrators

Balurghat Municipality

Memo No:- 680 /2(11)/HS-20

Copy to:-

1. Smt Arpita Ghosh, Member, Board of Administrators, Balurghat Municipality.
2. Shri Shankar Chakraborty, Member, Board of Administrators, Balurghat Municipality.
3. The Executive Officer, Balurghat Municipality.
4. The Finance Officer, Balurghat Municipality.
5. The Assistant Engineer, Balurghat Municipality
6. The O.S., Balurghat Municipality.
7. The Accountant, Balurghat Municipality
8. Sri Dhiman Basak, Overseer Asst. Balurghat Municipality
9. The Cashier, Balurghat Municipality.
10. Smt. J.Deb, Staff, Balurghat Municipality.
11. Municipal Notice Board for wide publication.

Date - 09.07.2020

Chairperson

Board of Administrators


Balurghat Municipality



**ANNEXURE-I**

Enclosure to this office Tender Notice No. MAD/ULB/BLGT/S & C/01/20-21 & Memo No \_\_\_\_\_ /S & C /HS -  
20, dated –

Sl. No.	Name of the vehicle	Rate (Per month)
1.	Tractor.	
2.	Non Tripping Truck.	

  
Chairperson  
Board of Administrators  
Balurghat Municipality

For having the copy of this tender notice please log on and download [www. balurghatmunicipality.org](http://www.balurghatmunicipality.org)