

# OFFICE OF THE COUNCILLORS OF BISHNUPUR MUNICIPALITY

Memo No- 3668/XI-8

Dated. 06- 11-2023

## **NOTICE INVITING e-QUOTATION (ITEM WISE)**

*e-NIQ No.:* -. NIQ-08/BM/SOTRE/ELECTRICAL/2023-2024

The Chairman, Bishnupur Municipality, on and for behalf of the Board of Councilors of Bishnupur Municipality invite Item Wise e-quotation from reliable, resourceful, bonafide and experienced Agencies/Suppliers having sufficient credential with fulfillment of eligibility criteria mentioned below for supply of different items for below noted work.

**TABLE -A**

SI No	ITEMS DETAILS	CAPACITY/MEASUREMENT	QUANTITY	Earnest Money Rs.	Time of Completion	Price of Agreement Papers consisting of Technical and Financial BID documents and other annexures and WB Form No.WBF2912	Warranty period
1	20 Watt LED B22 TYPE; LUMEN-2000, COLOUR TEMP-6500K, AVG LIFE UP TO 30000 HRS, SURGE PROTECTION >4.0 KV; (BIS MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND- PHILIPS/CROMPTON GREAVES/HAVELLS (or any other approved brand that approved by the Purchase Committee) WITH MINIMUM 2 YEAR WARRANTY).	20 Watt	2000 Nos	Rs. 60,000.00 (Fixed)	Within 20 days of receiving work order	As per norms	Minimum 2 Year
2	200 Watt LED FLOOD LIGHT FOR HIGH MAST; LUMEN-4500, COLOUR TEMP-6500K, AVG LIFE UP TO 50000 HRS, SURGE PROTECTION >5.0 KV TO 10.0 KV, INPUT VOLTAGE RANGE 90-300 V, IP STANDARD IP66, MATERIAL: DIE CASTING ALUMINIUM/GLASS COVER (BIS MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND- PHILIPS/CROMPTON GREAVES/HAVELLS (or any other approved brand that approved by the Purchase Committee) WITH MINIMUM 2 YEAR WARRANTY).	200 Watt	20 Nos				Minimum 5 Years
3	45 Watt LED STREET LIGHT LENS TYPE; LUMEN-4500, COLOUR TEMP-6500K, AVG LIFE UP TO 50000 HRS, SURGE PROTECTION >5.0 KV TO 10.0 KV, INPUT VOLTAGE RANGE 90-300 V, IP STANDARD IP66, MATERIAL: DIE CASTING ALUMINIUM/GLASS COVER (BIS MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND-	45 Watt	50 Nos				Minimum 5 Years

	PHILIPS/CROMPTON GREAVES/HAVELLS (or any other approved brand that approved by the Purchase Committee) WITH MINIMUM 2 YEAR WARRANTY).						
4	65 Watt LED STREET LIGHT LENS TYPE; LUMEN-4500, COLOUR TEMP-6500K, AVG LIFE UP TO 50000 HRS, SURGE PROTECTION >5.0 KV TO 10.0 KV, INPUT VOLTAGE RANGE 90-300 V, IP STANDARD IP66, MATERIAL: DIE CASTING ALUMINIUM/GLASS COVER (BIS MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND- PHILIPS/CROMPTON GREAVES/HAVELLS (or any other approved brand that approved by the Purchase Committee) WITH MINIMUM 2 YEAR WARRANTY).	65 Watt	50 Nos				Minimum 2 Years
5	100 Watt LED FLOOD LIGHT MINI HIGH MAST; LUMEN- 4500, COLOUR TEMP-6500K, AVG LIFE UP TO 50000 HRS, SURGE PROTECTION >5.0 KV TO 10.0 KV, INPUT VOLTAGE RANGE 90-300 V, IP STANDARD IP66, MATERIAL: DIE CASTING ALUMINIUM/GLASS COVER (BIS MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND- PHILIPS/CROMPTON GREAVES/HAVELLS (or any other approved brand that approved by the Purchase Committee) WITH MINIMUM 2 YEAR WARRANTY).	100 Watt	50 Nos				Minimum 2 Years
6	PVC COTED ROUND TYPE SOLID ALUMINIUM CONDUCTOR UNARMOURED SERVICE CABLE; VOLTAGE, 2 CORE 6 sq. mm: - 1.1 KV; LENGTH: - 90 METERS (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND HAVELLS / FINOLEX /POLYCAB) (or any other approved brand that approved by the Purchase Committee).	2 CORE 6 sq. mm	50 Coil				As per clause no- 37 of this NIQ
7	PVC COTED ROUND TYPE SOLID ALUMINIUM CONDUCTOR UNARMOURED SERVICE CABLE; VOLTAGE, SINGLE CORE 10 sq. mm: - 1.1 KV; LENGTH: - 90 METERS (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND HAVELLS / FINOLEX /POLYCAB) (or any other approved brand that approved by the Purchase Committee).	SINGLE CORE 10 sq. mm	50 Coil				
8	PVC COTED ROUND TYPE SOLID ALUMINIUM CONDUCTOR UNARMOURED SERVICE CABLE, 2 CORE 10 sq. mm; VOLTAGE: - 1.1 KV; LENGTH: - 90 METERS (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND HAVELLS / FINOLEX /POLYCAB) (or any other approved brand that approved by the Purchase Committee).	2 CORE 10 sq. mm	50 Coil				
9	PVC COTED ROUND TYPE SINGLE CORE COPPER	3/20 SIZE	50 Coil				

	SERVICE WIRE, 3/20 SIZE; VOLTAGE RANGE OF 110-650V; LENGTH: - 90 METERS (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND HAVELLS / FINOLEX / POLYCAB) (or any other approved brand that approved by the Purchase Committee).						
10	PVC COTED ROUND TYPE SINGLE CORE COPPER SERVICE WIRE; VOLTAGE RANGE OF 110-650V, 2.5 SQMM; LENGTH: - 90 METERS (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND HAVELLS / FINOLEX / POLYCAB) (or any other approved brand that approved by the Purchase Committee).	2.5 SQMM	50 Coil				
11	MAIN SWITCH; 220V / 440V; TYPE: -DPIC, 32 AMP; (TWO-PHASE); (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND- HAVELLS / FLORA) (or any other approved brand that approved by the Purchase Committee)	32 AMP	100 Nos				
12	DOUBLE POLE MCB; 220V / 440V; TYPE, 32 AMP; -DPIC; (TWO-PHASE); (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND- HAVELLS / L&T) (or any other approved brand that approved by the Purchase Committee)	32 AMP	100 Nos				
13	SINGLE POLE MCB; 220V / 440V, 16 AMP; TYPE: -DPIC; (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND- HAVELLS / L & T) (or any other approved brand that approved by the Purchase Committee)	16 AMP	100 Nos				
14	PVC/PLASTIC For B 22 Bulb Type - PENDANT HOLDER WITH BRASS PIN (or any other approved brand that approved by the Purchase Committee)	For B 22 Bulb Type	2000 Nos				
15	PVC BATTI; FOR HANGING (GOOD QUALITY) (any other approved brand that approved by the Purchase Committee).	FOR HANGING	2000 Nos				
16	3 POLE AC CONDUCTOR: 32 APM HEAVY DUTY, UP TO 500 V 50/60HZ (ISI MARKED APPROVED MAKE & BRAND (or any other approved brand that approved by the Purchase Committee).	32 APM	100 Nos				
17	ANALOG TIME SWITCH, 16 AMP, OPERATING VOLTAGE 220 V AC - 240 V AC, TIME ACCURACY: ≤1 S/DAY QUARTZ (ISI MARKED, FOR QUALITY PURPOSE, PREFREABLE BRAND- HAVELLS / L&T) (or any other approved brand that approved by the Purchase Committee)	16 AMP	100 Nos				

As per clause  
no- 37 of this  
NIQ

1	Name of Work	Supply and delivery of materials within Bishnupur Municipality, Bishnupur, Bankura (Electrical Parts)
2	General Information	<p>The bidder shall have to supply materials and deliver them to the municipal Office, and the bidder shall also have to install different items as per requirement. The quantity as mentioned in the sheet may be increased or decreased if required. Specifications of the respective items specifically mentioned in the BOQ will have to be procured and supplied by the agency at his or her own cost, including all taxes. A bidder desirous of taking part in a tender shall login to the e-Procurement Portal of the Government of West Bengal at <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> using his login ID and password and thereafter may download the tender document consisting of this N.I.Q., Instruction to Bidders (Section A), different forms and affidavits (Section B), Schedule of Works (BOQ), W.B. Form No. 2912, and Addenda and Corrigenda (if any) from the website directly with the help of a digital signature certificate. Intending bidder will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the documents of five (five) sets at the price mentioned in the list of schemes of NIQ during the purchase of tender documents for the execution of the agreement as per notification no. 199-CRC/2M-10/2012 dated December 21, 2012, of the Secretary, Public Works Department, CRC Branch, Government of West Bengal. In the event that any contractor (L1 successful lowest bidder) will have to pay the cost of the tender and express his or her willingness to have an extra copy of the standard contract forms, only one spare copy of the standard contract form may, on payment of the prescribed price, be supplied to a contractor or firm of contractors, eligible to tender in a specific work on receipt of a written requisition well in advance for the same. In the case of the works in the open tenders, earnest money amounting to Rs. 19000 shall have to be deposited by all intending tenderers. In any case, a fixed permanent security deposit will not be entertained as earnest money, as per notification no. 24-A/2D-13/2010 dated January 31, 2014. Enlistment of contractors has been abolished as per Govt. Order No. 1177-F(Y) dated February 28, 2014. Tender Fees: Nil</p>
3	Location of Supply:	Bishnupur Municipality Godown, Bankura District.
4	Earnest Money	<p>As per the respective column of <u>Table A</u> an initial earnest amounting to Rs 60000.00 for which a quotationer has been called for shall have to be deposited by all intending quotationers. In any case, a fixed permanent security deposit will not be entertained as earnest money. As per G.O. No. 3975-F(Y) dated July 28, 2016 of the Secretary, Audit Branch, Finance Department, a bidder should initiate payment of the pre-defined EMD for the tender by selecting from either of the following payment modes: The amount of pre-defined earnings money is to be submitted online in the following payment modes: 2.1. Net banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through the ICICI Bank Payment Gateway 2.2. RTGS/NEFT in case of offline payment through a bank account in any bank (Details of which have been narrated in "Instruction to Bidders"). Refund of EMD: As per Finance Order No. 3975-F(Y) dated July 28, 2016 (Annexure B),</p>

5	Eligibility criteria for participation in tender:	<p>a) Intending quotationers should produce credentials of a similar nature of completed work of the minimum value of 40% of the quoted amount during the five years prior to the date of the tender notice. OR</p> <p>b) Intending quotationers should produce credentials of a two-number similar nature of completed work, each of the minimum value of 30% of the quoted amount, during the five years prior to the date of issue of the tender notice. OR</p> <p>c) Intending quotationers should produce credentials of one single running work of similar nature that has been completed to the extent of 80% or more and whose value is not less than the desired value of the quoted amount during the five years prior to the date of the tender notice. in any government municipality, board, semi-government corporation, statutory authority, or undertaking NOTE: In the case of running works, only those bidders who submit 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 is in satisfactory progress and that no penal action has been initiated against the executed agency, i.e., the bidder. [Non-statutory documents]</p> <p>N.B. :-</p> <p>1) Completion certificate, obtained from the work-in The charge should contain: (a) the name of the work; (b) the name and address of the client; (c) the amount put to tender or quoted amount; (d) the date of commencement of work; (e) the date of completion of work; and (f) the final bill value.</p> <p>2) A credential certificate issued by the Executive Engineer/Executive Officer or equivalent competent authority of a state or central government undertaking, statutory body, or autonomous body constituted under the central or state statute on the executed value of completed or running work will be taken as a credential. Note: (a) Only works of nature depicted above completed successfully will be treated as credentials. Payment certificates will not be treated as credentials (Vide Ref No. 04A/PW/O/10C-02/14). Dated-18.03.2015)</p> <p>A successful performance and completion certificate shall have to be furnished in support of credibility in terms of the eligibility criteria depicted in this notice (Ref: Sl. No. 5: Eligibility to Participate in the Quotation). Besides this, the following documents shall have to be furnished:</p>				
		<p>PAN Card, Valid Professional Tax Deposit Chalan, earnest money deposited Chalan, Valid Trade License, valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act 2017 with relevant document(s), last three-year income tax return, and any other(s) if applicable to be accompanied with the Technical Bid document. Annual turnover (if any) Registered Unemployed Engineers' Co-operative Societies and Unemployed Labour Co-operative Societies are required to furnish a valid Bye Law, a Certificate of Registration, and a Valid Clearance Certificate from A.R.C.S. for the year 2019/2020 Professional Tax Deposit Chalan for the last financial year, a PAN card, a valid 15-digit Goods and Service Tax Payer Identification Number (GSTIN) under the GST Act, 2017 and the last three years income tax return with relevant documents and an up-to-date return along with other relevant supporting papers (if required). Pre-Qualification Application (Letter Head)</p>				
6	Cost of Tender Documents:	The intending quotationers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering. Notification No. 199-CRC/2M-10/2012, dated December 21, 2012, of the Secretary, Public Works Department, Government of West Bengal				
7	Date and Time Schedule: -	<table><tr><th>Particulars</th><th>Date and Time</th></tr><tr><td>Date of uploading of NIQ. and Quotation Documents online) (Publishing Date)</td><td>07-11-2023</td></tr></table>	Particulars	Date and Time	Date of uploading of NIQ. and Quotation Documents online) (Publishing Date)	07-11-2023
Particulars	Date and Time					
Date of uploading of NIQ. and Quotation Documents online) (Publishing Date)	07-11-2023					

		Documents download start date (Online)	08-11-2023 At 11.00 AM
		Pre-Bid Meeting: (A sample of supplied material will be submitted by the bidders at the time of the pre-bid meeting for quality verification by the purchase committee). In case of specified Item Brand will be finalized at this time.	11.11.2023 at 01.00 P.M. at Bishnupur Municipality Office
		Quotation submission start date (On line)	08-11-2023 At 11.00 AM
		Quotation Submission closing (On line)	25-11-2023 At 06:00 PM.
		Quotation opening date for Technical Proposals (Online)	28-11-2023 At 11:00 AM.
		Date of uploading list for Technically Qualified Quotationers (online)	To be notified later
		Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of quotationers.
		Date of uploading qualified Quotationers (on line),	To be notified later
		Also, if necessary for further negotiation Through offline for final rate.	To be notified later
8	Time of completion	The time of completion of the contract shown in the respective column of Table A is from the date of issue of the work order.	
9	Detail Specification for Material	As per BOQ (Item Wise)	
10	Tender documents to be uploaded	<p>Both the technical bid and the financial bid are to be submitted concurrently, duly digitally signed, on the website <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a>, as per the date and time schedule stated in Sl. No. 6. The documents submitted by the bidders should be properly indexed and should also be according to the firm name. The earnest money has to be deposited by the bidder through the following payment mode as per the memorandum of the Finance Department, vide No. 3975-F(Y), dated July 28, 2016.</p> <p>Documents not related to this NIQ should not be uploaded.</p> <p>Part I: Containing all documents in relation to the name of the firm applied for and credential possessed, along with all documents as depicted in Sl. No. 4, along with this NIQ and its all corrigenda's.</p> <p>Section A: Special Terms and Conditions.</p> <p>Section B: ANNEXURES Annexure under Section B:</p> <p>A. Tender for the supply of materials (Condition of Contract), i.e., WBF 2912, as applicable.</p> <p>B. Online Receipt and Refund of e-Tender through State Govt. e-Tender Portal (G.O. No. 1526-F(Y) dt. 18.03.2014 of Finance Dept., Govt. Of WB)</p> <p>C. Online Receipt &amp; Refund of EMD of e-Procurement through State Govt. E-Procurement Portal (G.O. No. 3975-F(Y) dt. 28.07.2016 Of Finance Dept., Govt. Of WB)</p> <p>PART II: Containing the Following Document Tender Price/Price Schedule (.xls) format)</p>	
11	Validity of Tender	Bids shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of the financial bid or sealed bid. In the event of an inadvertent typographical mistake found in the specified schedule of rates or BOQ, the same will be treated as being so corrected as to conform with the relevant schedule of rates prevailing at the time of floating the quotation and/or the technically sanctioned estimate. No claim whatsoever for such an inadvertent typographical mistake will be entertained.	

12	Withdrawal of Tender	A tender, once submitted, shall not be withdrawn within the validity period. If any bidder withdraws his or her tender(s) within the validity period, then the earnest money deposited by him or her will be forfeited, and even legal action may be taken.
13	Acceptance of Tender	The "Chairman, Bishnupur Municipality" will accept the bid on recommendation of the Purchase Committee. He or she does not bind himself or herself to accept, otherwise, the lowest bid and reserves to himself or herself the right to reject any or all of the bids received without assigning any reason thereof. Work Order will be given to item-wise Successful L1 bidder as recommended by TIA.
14	Intimation	The successful bidder will be notified in writing of the acceptance of his quote. The quotationer then becomes the "contractor," and he shall forthwith take steps to execute the formal contract agreement in the appropriate "WBF 2912" with "the chairman, Bishnupur Municipality," and fulfil all his obligations as required by the contract.
15	Escalation of Cost	There will be no escalation in cost for materials or labor, and the contract price mentioned in the contract will remain valid till completion of the O&M of the contract and any other obligations, if any.
16	Name& address of concerned department	Store Keeper, Store Department, Bishnupur Municipality, Bishnupur, Bankura.
17	Payment	Payment will be made to the successful bidder by the "Chairman, Bishnupur Municipality" periodically on the progress of work as per the availability of funds. Any attempt to exercise undue influence in the matter of the acceptance of tender is strictly prohibited, and any bidder who resorts to this will render his tender liable to rejection.
18	Influence	Any attempt to exercise undue influence in the matter of acceptance of a tender is strictly prohibited, and any bidder who resorts to this will render his tender liable to rejection.
<b><u>Following clauses are to be adhering to by the concerned Tenderder during the process of Tendering.</u></b>		
19	In the event that the office faces sudden closure owing to reasons beyond the scope and control of "The Chairman, Bishnupur Municipality," any of the last dates as scheduled in Sl. No. 7 may be extended up to or following the next working day without issuing further and separate notice should "The Chairman, Bishnupur Municipality" feel it to be necessary and exigent.	
20	Persons who have authenticated and registered a power of attorney may be considered, lawfully, to be acting on and on behalf of the tenderer.	
21	If any discrepancy arises between two similar clauses on different notifications, the clause as stated in the later notification will supersede the former one in the following sequence: West Bengal Form No. 2912; (ii) E-NIQ; (iii) Special Terms & Conditions; (iv) Technical bid (v) Financial bid in the event of an inadvertent typographical mistake in the BOQ, Schedule of Works, Price Schedule/Rates, or otherwise, the same may be treated as being so corrected as to conform with the relevant schedule of rates and/or technically sanctioned estimate.	
22	The imposition of any duty, tax, rule, etc. owing to a change or application in legislation or enactment shall be considered a part of the contract and to be strictly adhered to by the bidder or contractor.	
23	The Tender Acceptance Authority is the "Chairman, Bishnupur Municipality."	
24	In case of any dispute arising from any clauses of similar nature between tender documents and the tender form, the decision of the chairman, Bishnupur Municipality, will be final and binding.	

25	All usual deductions for taxes as applicable, i.e., IT, GST, etc., will be made from the bills from time to time.
26	No conditional Tender shall be entertained.
27	Any tender without earnest money, as specified in this N.I.Q. (except exemption as per G.O.), shall be treated as informal and shall be automatically cancelled. In cases of exemption, a proper document has to be uploaded.
28	The bidder, at their 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 participating in the tender and entering into a contract for the work as mentioned in the notice inviting the tender. The cost of visiting the site shall be at the tenderer's own expense. Traffic management and execution shall be the responsibility of the agency at his or her own risk and cost.
29	Prospective applicants are advised to carefully note the minimum qualification criteria as mentioned in 'Instructions to Tenderers' before submission of a tender.
30	During the scrutiny, if it comes to the notice of the tender inviting authority that the credential(s) and/or any other paper(s) of any bidder are incorrect, manufactured, or fabricated, that tender will be rightly rejected, and further penal action may be taken against him as per rule.
31	Before issuance of a letter of acceptance or work order, the tender-inviting authority may verify the credentials and other documents of the lowest quotationer if found necessary. After verification, if it is found that such documents submitted by the lowest quotationer are either manufactured or false, a letter of acceptance or work order will not be issued in favour of that quotationer under any circumstances, and further penal action may be taken against him as per rule.
32	A successful quotationer will be required to obtain a valid registration certificate and labourlicence(If applicable) from the respective regional labour offices where construction work is proposed to be carried out as per Clauses U/S 7 of the West Bengal Building and Other Construction Works' Act, 1996, and U/S 12 of the Contract Labour Act.
33	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 any tender 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 such tender. The power of attorneys shall have to be registered in accordance with the provisions of the Registration Act, 1908.
34	Any legal matter will be settled within the jurisdiction of the Hon'ble Sub-divisional Court at Bishnupur, Dist. Bankura, West Bengal.
35	The bidder would be at liberty to point out any ambiguities, contradictions, omissions, etc. seeking clarifications thereof or interpretation of any of the conditions of the tender documents before the tendering authority in writing 48 hours prior to the pre-tender meeting; beyond such a period, no representation in that behalf will be entertained by the tendering authority.
36	The successful bidder will remain liable for following the West Bengal Contract Labour (Regulation and Abolition) Act 1970 and the necessary certificates from appropriate authorities to be submitted within seven (seven) days from the date of the work order; otherwise, the work order may be cancelled.
37	Period of Defect Liability or Guarantee Period: See Vide Notification No. 5784-PW/L&A/2M-175/2017 dated September 12, 2017, and the materials should be warranted for the mentioned or specified year (security money will be deducted from the bill, which, as per rules, will be one year to be recovered in subsequent equal installments) or as per the applicable BOQ specification as per Government Rules.
38	<b>Bid Evaluation Committee (BEC):</b> A Bid Evaluation Committee (BEC) has been constituted under the Executive Engineer (Bankura Division), Municipal Engineering Directorate, Government of West Bengal, who is the tender inviting authority for all works beyond the tender accepting power of the Executive Engineers. The members of the bid evaluation committee would be as per the Purchase Committee, Bishnupur Municipality. The Bid Evaluation Committee will do the technical and financial evaluations of the bidders for different types of works and make recommendations to the tender-accepting authority.



	<p>The bidders will have to meet all the minimum criteria regarding:</p> <p>(a) Financial Capacity;</p> <p>(b) Technical Capability</p> <p>(c) Experience or Credential The eligibility of a bidder will be ascertained on the basis of his digitally signed documents in support of the minimum criteria as mentioned in (a), (b), and (c) above with the help of his DSC and the declaration executed through the prescribed affidavit on non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such a case, the eligibility of the bidder or tenderer will be rightly rejected at any stage without any prejudice, and further penal action may be taken against him as per rule.</p> <p>In case there is any objection regarding prequalifying an agency, that should be lodged with the chairperson and convener of the bid evaluation committee.</p>
39	Before issuance of a letter of acceptance or work order, the tendering authority may verify the credentials and other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer are either manufactured or false, a letter of acceptance or work order will not be issued in favour of that tenderer under any circumstances, and further penal action may be taken against him as per rule.
40	Under the Consumer Goods (Mandatory Printing of Cost of Production and Maximum Retail Price) Act, 2006, specific guidelines have been provided so that the consumer cannot charge over the maximum price printed on the goods by the manufacturer. (Note: This municipality will take legal action if the Consumer Goods Act is violated.)
41	The Tender Inviting Authority reserves the right to cancel the E-NIQ due to unavoidable circumstances, and no claim in this respect will be entertained.
42	All bidders are instructed to quote all items in this NIQ; otherwise, the bidder has been disqualified from the financial bid for a blank or null (zero) value.

Sd/-  
Chairman  
Bishnupur Municipality

*E-NIQ No.:* -. NIQ-08/BM/SOTRE/ELECTRICAL/2023-2024

**Memo No: 3668/XI-8**

**Dt. – 06.11.2023**

Copyforwarded for information and wide circulation to:

1. The Executive Engineer, M.E. Dte, Bankura Division.
2. The Executive Officer, Bishnupur Municipality
3. The Finance Officer, Bishnupur Municipality
4. Store Clark, Bishnupur Municipality.
5. Website:-<http://wbtenders.gov.in>
6. Office Notice Board.
7. Oneleading daily newspaper for wide circulation (Bengali, Hindi & English).

Sd/-  
Chairman  
Bishnupur Municipality

## INSTRUCTION TO BIDDERS SECTION – A-I

### **1. General guidance for-Tendering**

Instructions/ Guidelines for Tenderders for electronic submission of the Tenders have been annexed for assisting them to participate in e-Tendering.

### **2. Registration ofTenderder**

Any Tenderder 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://wb.tender.gov.in> The Tenderder is to click on the link for e-Tendering site as given on the web portal.

### **3. Digital Signature certificate(DSC)**

Each Tenderder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of Tenders, 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 tenderder. DSC is given as a USB e-Token.

### **4. The contractor can search and download E-NIQ and TenderDocuments**

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 TenderDocuments.

### **5. Submission ofTenders.**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readableformats).

### **A. Technicalproposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

#### **A-1. Statutory Cover Containing**

#### **1. PrequalificationDocument**

- i) Pre-qualification Application (Sec-B, Form – I)
- ii) Receipt of Earnest Money deposited by the bidder through e-tender portal (<https://wbtenders.gov.in>)
- iii) Affidavit (Ref:- format for general affidavit shown in “Y” )
- iv) Tender form No. 2912& e-NIQ with all Addenda & corrigenda, Special Conditions of Contract.

#### **2. E-NIQ(download and upload the same DigitallySigned)**

##### **3. Technical Document (To be filled, scanned &digitallysigned)**

- i. Affidavits (Ref:-Declaration Of The Bidder)
- ii. Form III & IV Of SectionB.
- iii. Financial Statement.

#### **A-2. Non statutory Cover Containing/My Documents**

- i. Professional Tax (PT) deposit receipt Challan (up to date), PAN Card,IT Return for the Current Assessment year, GST registration Certificate.
- ii. Registration Certificate under Company Act. (ifany).
- iii. Registered Deed of partnership Firm/ Article of Association andMemorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, ifany)
- v. Clearance Certificate for the Current Year issued by the Assistant Registrarof Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.- Opt.(S)
- vi. List of technical staff along with structure and organization (Section – B, Form –III).
- vii. Credential: Scanned copy of Original Credential Certificate as stated in NIeB (Under sl. no-5)

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

## **B. TenderEvaluation**

- i) Opening and evaluation of the tender: If any tenderder is exempted from payment of the EMD, a copy of the relevant government order needs to be furnished (applicable in the case of a registered labour cooperative society).
- ii) Opening of Technical Proposal: Technical proposals will be opened electronically by the Tender Inviting Authority from the website using his or her digital signature certificate.
- iii) The cover (folder) of statutory documents (see Cl. No. 5.A-1) should be opened first, and if found in order, the cover (folder) for non-statutory documents (see Cl. No. 5.A-2) will be opened. If there is any deficiency in the statutory documents, the tender will be summarily rejected.
- iv) Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evolution Committee. The scrutiny of technical proposals and recommendations thereafter and the processing of comparative statements for acceptance, etc. will be done by the Municipal Engineering Directorate, under the Dept. of Urban Development and Municipal Affairs, Govt. of West Bengal.
- v) Uploading of a summary list of technically qualified tenders
- vi) Pursuant to the scrutiny and decision of the screening committee, the summary list of eligible tenders and their proposals will be considered and uploaded to the portals.
- vii) During evaluation, the committee may summon the tenderers and seek clarification, information, additional documents, or the original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, their proposals will be liable for rejection.

## **C. Financialproposal**

As per Sl. 8, tender price/price schedule to be uploaded digitally, signed by the tenderer.

6. The financial capacity of a tenderder will be judged on the basis of working capital and available tender capacity, as mentioned in the e-NIQ, to be derived from the information furnished in the application (for pre-qualification) and financial statement. If an applicant feels that his or her working capital beyond their own resources is insufficient, he or she 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 tendering or accepting authority and should guarantee duly specifying the name of the project. In the event a contract is awarded to the tenderer, the tenderer will be provided with a revolving line of credit. Such a revolving line of credit should be maintained until the work is taken over by the authority.

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

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

## **8. REJECTION OFTENDER**

The Employer (Tender accepting authority) reserves the right to accept or reject any tender and to cancel the tendering processes and reject all tenders at any time prior to the award of a contract without thereby incurring any liability to the affected tenderder or tenderders or any obligation to inform the affected tenderder or tenderders of the grounds for the Employer's (Tender accepting authority) action. The tenderer whose tender has been accepted will be notified by the tender inviting and accepting authority through an acceptance letter or letter of acceptance. The letter of acceptance will constitute the formation of the contract.

The Agreement in Printed Tender Form will incorporate all necessary documents, e.g., NIEB, all addenda-corrigenda, different filled-up forms (Section-B), Price Schedule, and the same will be executed between the Tender Accepting Authority and the successful Tenderder.

**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 Document list, and then click the tab "Submit Non-Statutory Documents" to send the selected documents to the non-statutory folder. Next, click the tab "Click to Encrypt and Upload," and then click the "Technical" folder to upload the

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s and any other(s) if applicable. PAN Card. Valid P. Tax Deposit Challan& IT Return. Valid Trade License.
B.	Company Detail(s)	Company Detail - 1	1. Proprietorship Firm ( <i>Trade License</i> ) 2. Partnership Firm ( <i>Partnership Deed, Trade License</i> ) 3. Ltd. Company ( <i>Incorporation Certificate, Trade License</i> ) 4. Co-Operative Society ( <i>Society Registration Certificate Copy, Trade License</i> ) 5. Registered Power of Attorney.
C.	Credential	Credential – 1 Credential – 2	Similar nature of work done and completion certificate with Price Schedule or BOQ which is applicable for eligibility in this e-NIQ.
E.	Financial Information		Financial Statement Affidavits – Y

N.B.- Any other documents as per need.

Sd/-  
**Chairman**  
**Bishnupur Municipality**

SECTION – B  
FORM –I  
**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chairman**  
**Bishnupur Municipality**  
**Bishnupur, Bankura**  
**West Bengal,**  
**(correct address should be write down)**

Ref: - Tender for \_\_\_\_\_

\_\_\_\_\_ (Name of work) \_\_\_\_\_  
\_\_\_\_\_ **NIQ**

**No.:**

Dear Sir,

Having examined the Statutory, non statutory and e-NIQ 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 Tendering for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting and Accepting Authority can amend the scope and value of the contract Tender under this project.

(b) Tender Inviting and Accepting Authority reserves the right to reject any Application without assigning any reason.

**Enclose:- e-Filling:-**

1. Statutory Documents

2. Non Statutory Documents

Date: -

Signature, Name and designation of authorized signatory For and on  
behalf of .....

(name of the applicant)

**SECTION – B**  
**AFFIDAVIT “Y”**

**Declaration of the Quotationer**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Tender documents which is required to be submitted in time duly affirmed by 1st class Judicial Magistrate / Notary Public)

I, ....., son of .....

....., aged about ..... years by occupation

..... do hereby solemnly affirm and confirm as follow:

1. That, I am the ..... Of ..... have duly authorized by and competent to affirm this affidavit on behalf of the said Quotationer.

2. That is, I have inspected the site where supplies to be given are covered under e-NIQ circulated through an office memo bearing No. NIQ/08/BM/STORE/2023-2024 dated Novembor3, 2022, and have made myself fully acquainted with the site conditions and local conditions in and around the site of work. I have also carefully and meticulously gone through the bid documents. The quotation of the above-named quotationer is offered and submitted upon due consideration of all factors, and if the same is accepted, I, on behalf of the aforesaid quotationer, being lawfully and duly authorized, promise to a quotationer all the covenants, conditions, and stipulations of the contractual documents and to carry out and complete the works to the satisfaction of the bidder, accepting authority for the work, and a quotationer by all instructions as may be given by the engineer in charge of the work from time to time. I also hereby undertake to quote under the provisions of the law, including the provisions of the Contract Labour (Regulation and Abolition) Act, Consumer Goods Consumer Goods Act 2006, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, and Income Tax Act, as would be applicable to the contractor upon entering into a formal contract or agreement with the bid-inviting or accepting authority.

3. I declare that no relevant information, as required to be furnished by the quotationer, has been suppressed in the bid documents.

4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....

before me.

.....

(1<sup>st</sup> class Judicial Magistrate / Notary Public)

**SECTION - B**  
**FORM- III**

**STRUCTURE AND ORGANISATION**

**A.1** Name of applicant :

**A.2** Office Address :

Telephone No. and Cell Phone No. :

Fax No. :

E mail :

**A.3** Attach an organization chart showing the structure of the company with names of

Key personnel and technical staff with Bio-data. :

**Note:** Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

**Signature of applicant including title**

and capacity in which application is made.

**FORM – IV**  
**COMPLETION CERTIFICATE**  
**(100 % PHYSICAL COMPLETION)**

1	Name of the work and W.O. & date.	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion/ Status of running work.	:	
8	Final gross value of the bill.	:	

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

**(Signature of the bidder)**

Note:

1. While calculating the amount, i.e, money value of the major item stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Credential of Completion Certificate (s) should be supported by BOQ(s).