

# Notice Inviting e-Quotation

## Ranaghat Municipality

**Tender Reference No: WBMAD/ULB/RANAGHAT/NIQ-1e/2019-20**

Memo. No. 718/RM

Date -19.06.2019

The Chairman, Ranaghat Municipality, invites e-Quotation for supply of following items from eligible and resourceful Manufacturer / Authorised Dealers / Authorised Distributors at Ranaghat Municipality as detailed in the table below. (Submission of Bid through **online**)

Detail of Supply:

Name of work	Earnest Money (Rs.)	Time of Delivery	Price of Tender
Supply of 1(one) no TATA make winger Ambulance BS IV Note: Rate should be inclusive of all taxes as applicable including transportation cost.	Initial earnest money will be Rs. 20,000.00 shall accompany with Bid Proposal through Net Banking or RTGS/NEFT balance earnest money beyond Rs.20,000.00 (if any to fulfill 2% of amount offered) shall be deposited by the lowest tenderer after getting letter of acceptance.	7 Days from the date of issuance of wok order	Nil

1) In the event of e-filling, intending bidder may download the tender documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted through Net Banking or RTGS/NEFT and also to be documented through e-filling.

2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://etender.wb.nic.in>

3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in SI No 9.

4) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the Tender Committee, Ranaghat Municipality. The decision of the Tender Committee, Ranaghat Municipality' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

### 5) Eligibility criteria for participation in the tender.

i. The prospective bidders shall have credential of similar case in a single supply order under authority of Government/Semi Government, Public Sector, Government autonomous bodies, Government undertaking, local bodies within last 5 (five) financial years (FY 2014-2015 to FY 2018-2019). Work order(s) with Completion Certificate(s)/Payment Certificate(s) should be submitted in support of Credential. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.

ii. The Tenderer/Manufacturer must have at least 3 (three) years experience in manufacturing/selling same types of vehicles and certificate of satisfactory performance of minimum one year is to be furnished.

iii. Tenderer must have valid Trade License, PAN, P.T Deposit Challan and GSTIN with the department of Industries in the state where the manufacturing plant is located.



10	Date of uploading list for Technically Qualified Bidder(online)	<i>To be notified later</i>
11	Date for opening of Financial Proposal (Online)	<i>To be notified later</i>

10) Earnest Money: Rs.20,000.00 (Rupees twenty thousand) only as an initial Earnest Money Deposit shall be paid by selecting from either of the following payment modes (refer Fiancé Order no. 3975-F(Y) dated 28/07/2016):

- 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. This amount will be converted to security deposit for the successful bidder.

Balance Earnest Money beyond Rs.20,000.00/- (if any, to fulfill 2 % of amount offered) shall be deposited by the successful Quotationer prior to acceptance of tender.

The EMD for the successful Quotationer will be converted to Security Deposit and additional amount of 8% will be deducted towards SD from bill(s). Such deducted amount will be refunded after necessary certification by the competent Authority on expiry of 12 months from the completion date.

11) The Bidder, 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 Bid and entering into a contract for the work as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

12) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Chairman, Ranaghat Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

13) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in before tendering the bids.

**14) Conditional / Incomplete tender will not be accepted under any circumstances.**

**15) The intending tenderers are required to quote the rate *online*.**

16) 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 thereto and the rules made and order issued there under from time to time.

17) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

18) The Chairman, Ranaghat Municipality, reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

19) Before issuance of the SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the

lowest tenderer is either manufactured or false in that case supply order will not be issued in favour of the said Tenderer under any circumstances.

20) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

- 1) Tender Form : Municipal Tender form
- 2) N.I.Q. 3) Special Terms & Conditions
- 4) Technical Bid 5) Financial Bid

21) Qualification criteria:

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity
- 2) Experience / Credential

22) The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.

23) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

24) Price preference applicable as per present G.O

25) Quoted rate should be inclusive of all types of taxes, duties etc. No extra payment will be made in this regard in any circumstances.

Chairman  
Ranaghat Municipality

Technical Specification of **TATA Winger Ambulance**

1	Engine Stage	BS-IV
2	Engine Type	1948 cc TCIC Engine
3	Power	90 hp @ 4300 rpm
4	Torque	190 Nm @ 2000-3000 rpm
5	Clutch	Clutch-215 Dia Friction
6	Gear Box	5 fwd+1 reserve, Manual
7	Front Axle	Independent with CV Shaft
8	Steering	Power Assisted Rack with Pinion
9	Dimension: Length	4920 mm
10	Width	1905 mm
11	Height	2445 mm
12	Tyre	185 R14 LT, 8PR Radial
13	Fuel Tank	60 L
14	Battery	12 volt, 80 AH
15	Attendant Seats	5
16	Co Driver Seating	2

Chairman  
Ranaghat Municipality

# INSTRUCTION TO TENDERERS/BIDDERS

## SECTION – A

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

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

### **2. Registration of Bidder**

Any Bidder 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://wbidders.gov.in>. The Bidder is to click on the link for e-tendering site as given on the web portal.

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

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

4. The contractor can search and download NIB and Bid 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 Bid Documents.

### **5. Submission of Bids.**

General process of submission : Bids are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one for Technical Proposal and the other for 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 readable formats).

#### **A. Technical proposal**

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

##### **A-1. Non statutory Cover Containing**

- a) **Notice Inviting e-Tender (NleB)**, all Corrigendum & Addendum should be properly downloaded & uploaded the same Digitally Signed.
- b) **Prequalification & others documents** (To be download, filled, scanned and upload the same digitally Signed in a single PDF file in sequence)
  - i. Prequalification Application (Section-B, Form – I).
  - ii. Financial Statement (Section – B, Form – II).
  - iii. Affidavits (Ref:- format for general affidavit “Y”)
  - iv. Structure and organisation (Section-D, Form-III)
  - v. Special Terms, condition and specification of works/supply.

**N.B:** Successful bidder needs to make contract in printed Municipal Tender Form of Ranaghat Municipality (offline contract).

### **A-2. Non statutory Cover Containing**

- i. Professional Tax(PT) deposit receipt challan (up to date), PAN Card, IT Return for the Current Assessment year, GST Registration Certificate (up to date), Trade Licence.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vi. Credential: Scanned copy of Original Credential Certificate as stated in NIB (under sl. no -3).

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

### **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.

### **B. Bid Evaluation**

- i. Opening and evaluation of Bid: - If any Bidder is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii. Opening of Technical proposal: - Technical proposals will be opened by the Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate.
- iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the Bid will summarily be rejected.
- iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Bid Evolution Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the respective offices of Municipal Engineering Directorate, Deptt. of UD&MA, Govt. of West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under UIDSSMT programme as mentioned in Govt. order no. 922/MA/O/C-10/1G-7/2012 dated 20.09.2013 and subsequent relevant GOs.
- v. Uploading of summary list of technically qualified Bidders.
- vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Bidder and for which their proposal will be considered will have to be uploaded in the web portals.
- vii. While evaluation, the committee respective office of MED may summon the Bidders 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. 10 , Part II. To be uploaded Digitally signed by the Bidder.

6. Financial capacity of a Bidder will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. 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 Bid Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder 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 five years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder's 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 Bidder is strictly prohibited and in case of proof of such act by the Bidder 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 BID**

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

The Bidder whose Bid has been accepted will be notified by the Bid Inviting and Accepting Authority through acceptance letter/ 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. N.I.T., 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 Bid Accepting Authority and the successful Bidder.

**Chairman,  
Ranaghat Municipality**



SECTION – B

FORM –I

**PRE-QUALIFICATION APPLICATION**

To  
Chairman  
Ranaghat Municipality

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

\_\_\_\_\_ (Name of work)  
\_\_\_\_\_

**N.I.T.No.: WBMAD/ULB/RANAGHAT/NIQ-1e/2019-20**

Dear Sir,

Having examined the Statutory, Non statutory and 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 bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Bid Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- (b) Bid 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.

**SECTION – B**  
**Form - II**  
**FINANCIAL STATEMENT**

**B.1** Name of Applicant :

**B.2** Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)					
b) Current liabilities : (It should include bank over draft)					
c) Working capital : (a) – (b)					
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus )					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

**B.3** Annual value of works undertaken :

Work in hand i.e. Work order issued	As on 31.03.2019	As on 31.03.2018	As on 31.03.2017	As on 31.03.2016	As on 31.3.2015

Signed by an authorized officer of the firm

\_\_\_\_\_

Title of the officer

\_\_\_\_\_

Name of the Firm with Seal

Date\_\_\_\_\_

**AFFIDAVIT "Y"**

**Declaration of the Bidder**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value And Duly Notarized)

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 Bidder.

2. That, I have inspected the site of work covered under NIB (NIB No ) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Bid documents. Bid of the above named Bidder is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Bid accepting Authority of the Work and abide by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to abide by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, GST, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Bid Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Bidder 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.

.....

(1st class Judicial Magistrate / Notary Public)

**SECTION - D**  
**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.**

## Experience Profile

Name of the Firm: .....

List of projects completed that are similar in nature to the supply executed during the last 5 (*five*) years.

Name of Employer	Name, Location & nature of work/ Supply	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work/ Supply	Original Date of completion of work/ Supply	Actual Date of starting the work /Supply	Actual Date of completion of work/ Supply	Reasons for delay in completion (if any)

Note:

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

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