

**Office of the Board of Councillors of Ranaghat Municipality**

**P.O.: RANAGHAT, DIST.: NADIA, WEST BENGAL**

**Ph. No. 03473-210030, Fax No.: 03473 210029**

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**Notice Inviting e-Quotation**

**Notice Inviting e-Quotation No.: WBMAD/ULB/RANAGHAT/NIQ-4e/2019-20/2<sup>nd</sup> call**

**Memo. No.: 2164/RM**

**Dated: 25/10/2019**

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

**Details of supply & installation:**

Sl. No	Name of the work	Earnest Money (Rs.)	Price of Tender (Rs.)	Period of Completion	Eligibility of Contractor
(1)	(2)	(3)	(4)	(5)	(6)
01.	Supply & installation of 1 no 250 KVA capacity DG set with standard installation including appropriate civil foundation for Intake Structure at Mukundanagar under UIDSSMT.	Initial Earnest Money Rs 30000.00	NIL	90 days	Bonafied resourceful Manufacturer/Dealers/Distributors having an experience for supply and installation of DG Set as per enclosed specifications executed under Govt/Semi Govt, Public Sector, Govt autonomous body within last 5 financial years and also should possess valid PAN Card, GST Registration, Professional Tax Clearance Certificate and valid Trade License.

Note: Rate should be inclusive of all taxes as applicable including transportation cost.

1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website

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 Sl. 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**'. The decision of the '**Tender Committee**' 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 –**

**As per NIT detail table (Sl. No. – 1) above**

- 1) 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 2014-15 to FY 2018-19). 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.
- 2) The Tenderer/Manufacturer must have at least 2 (Two) years experience in manufacturing/trading same types of DG Set and certificate of satisfactory performance of minimum one year is to be furnished.
- 3) Tenderer must have valid Trade License, PAN, P.T Deposit Challan and GST Certificate of registration with the

department of Industries in the state where the manufacturing plant/showroom is located.

4) The Tenderer must have service center with requisite available spares in within 120 KM of Ranaghat. Proper address and location must be mentioned in the bid.

5) The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive).

6) Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

7) A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

**6) Payment terms:** Payment will be made by the Chairman, Ranaghat Municipality after satisfactory completion of the supply & installation work. 8 (Eight)% of Bill amount will be deducted from the Bill(s) as Security Deposit and total 10% Security Deposit (including 2% EMD which is to be converted to Security Deposit) will be refunded after completion of one year warranty period. However, if deemed fit the Chairman, Ranaghat Municipality may release the security deposit in lieu of updated Bank Guarantee from a nationalized Bank valid throughout warranty period.

**7) Supply should be made as per Specification attached**

**8) Bid shall remain valid for a period not less than 120 (one hundred twenty) days** from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

**9) Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
01	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	25/10/2019 at 5.00PM
02	Documents download/sell start date (Online)	25/10/2019 at 5.30 PM
03	Documents download/sell end date (Online)	08/11/2019 at 5.00 PM
04	Prebid meeting to be held at Office of Chairman Ranaghat Municipality.	Nil
05	Bid submission start date (On line)	25/10/2019 at 6.00PM
06	Bid Submission closing (On line)	08/11/2019 at 5.00 PM
07	Last Date of submission of Earnest Money	Online at the time of upload
08	Bid opening date for Technical Proposals (Online)	11/11/2019 at 11.00 AM
09	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
10	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
11	Date for opening of Financial Proposal (Online)	To be notified later

**10) Earnest Money:** An initial Earnest Money shall be paid by selecting from either of the following payment modes (refer Finance 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 the initial EMD (if any, to fulfill 2 % of amount offered) shall be deposited by the successful Quotationer after acceptance of tender.

**EMD exemption are not allowed.**

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 tender accepting authority ('**Tender Committee of 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 up to the stage of Bidding.

**13)** Prospective applicants are advised to note carefully the **minimum qualification criteria** as mentioned in '**Instructions to Bidders**' stated in Section – 'A' 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 WORK/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 work 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) Form No. 2911 (Municipal Tender Form) | 2) N.I.T.        | 3) Special Terms & Conditions |
| 4) Technical Bid                         | 5) Financial Bid |                               |

**21) Qualification Criteria:**

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

- 1) Financial Capacity
- 2) Experience / Credential

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.

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

**23)** No. price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.

**24)** Payment will be made as and when the fund will be available.

**Ranaghat Municipality**

**Chairman**

**Memo.No.:2164/RM/(7)**

**Dated :25/10/2019**

Copy forwarded for information to:-

(01) The D.M. Nadia, Krishnagae, Nadia.

(02) The Director, SUDA, ILGUS BHAVAN, Salt Lake.

(03) The Chief Engineer, M.E.Dte., Bikash Bhavan, Kolkata.

(04) The Superintendent Engineer, M.E.Dte., Profuullya Kanan, Kestopur.

(05) The Executive Engineer, M.E.Dte., Nadia Division, Nadia.

(06) The Head Clerk/Accountant/Store Keeper/SAE, Ranaghat Municipality, Ranaghat, Nadia.

(07) The Notice Board, Ranaghat Municipality, Ranaghat, Nadia

**Chairman**  
**Ranaghat Municipality**

**Specification of 250 KVA DG Set**

1	Engine- Max Gross Power	310±5 HP @ 1500 rpm
2	K.W	200 KW
3	Frequency	50 Hz
4	Voltage	415 Volt
5	No of cylinder	6
6	Lube oil change period	500 Hrs
7	Lube oil sump capacity	27 ± 3Ltrs
8	Alternator	Class H
9	Fuel Consumption	
	i) At 100 % Load	56 ± 1Ltrs
	ii) At 75% Load	42 ± 1Ltrs
	iii) At 50% Load	27 ± 5Ltrs

**Chairman  
Ranaghat Municipality**

## SECTION - A INSTRUCTION TO BIDDERS

### **General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

#### **i. Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbidders.gov.in> (the web portal of Ranaghat Municipality, Ranaghat the contractor is to click on the link for e-Tendering site as given on the web portal).

#### **ii. Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause (i) above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause (i) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **iv. Participation in more than one work:**

A prospective bidder 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.

#### **v. Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause (i) in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & 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).

### **Technical Proposal:**

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

#### **A. Statutory Cover Containing the following documents:**

- i) N.I.T.
- ii) Form No-2911 (Ranaghat Municipal Tender Form)
- iii) Form-I to IV (On company's letter head, Given in Sec.-B)
- iv) EMD SCAN COPY

*(NIT and Tender Document downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid*

#### **B. Non statutory Cover Containing the following documents:**

- 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.

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

## **Financial Proposal:-**

**The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under FinancialBid.Downloaded properly and upload digitally signed.

## **Opening of Technical Proposal:**

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents [Ref. Section A] will be opened first and if found in order, cover(folder) for Non-Statutory Documents [Ref. Section B] will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or 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.

□□A

## **1. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

## **Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

## **Rejection of Bid:**

**Chairman, Ranaghat Municipality** 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 **Chairman's action**.

## **Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement in Form No. 2911 (Municipal Tender Form) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to execute agreement by depositing cash towards the cost of agreement paper within time limit to be set in the letter of acceptance.

Seal and Signature of the Tenderer

**Chairman  
Ranaghat Municipality**

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

To  
The Chairman,  
Ranaghat Municipality,  
Ranaghat, Nadia-741201.

Ref. :Tender for \_\_\_\_\_

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

N.I.T. No.: WBMAD/ULB/RANAGHAT/NIQ-4e/2019-20/2<sup>nd</sup> Call under Memo No.-2164/RM Dt.-25.10.2019

Sir,  
Having examined the Statutory, Non-statutory & N.I.T. 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:

- 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority reserve the right to accept full or part of the tender or reject any/or all tender(s) and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. Also the Authority reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

**Enclosure(s) : e-Filling -**

- 1) Statutory Documents.
- 2) Non Statutory Documents.

**Date :** \_\_\_\_\_

**Seal and Signature of the Tenderer**



**SECTION - B**  
**Form-II**  
**[To be furnished on Company's Letter Head]**

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1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.

2) The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization/ Undertaking during the last 5 (*five*) years prior to the date of this N.I.T.

3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish particular information as deemed necessary and/or as requested by the Department to verify this statement.

4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date : \_\_\_\_\_

**Seal and Signature of the Tenderer**

**SECTION - B**  
**FORM - III**  
**STRUCTURE AND ORGANISATION**

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1) Name of Applicant : \_\_\_\_\_

2) Office Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

3) Name and Address of Bankers : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) 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

**Seal and Signature of the Tenderer**

**SECTION – B**  
**FORM – IV**  
**Experience Profile**

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Name of the Firm : \_\_\_\_\_

List of projects completed that are similar in nature to the works having more than 40% (Forty percent) of the project cost executed during the last 5 (five) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting The work	Actual Date of completion of work	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.

**Seal and Signature of the Tenderer**