

# Notice Inviting e-Tender Purulia Municipality

**Tender Reference No : WBMAD/PURULIA/NIQ-15e/2017-18(2nd call)**


Circulation Memo. No.7201(M.G)

Date -02/01/2018

Sealed quotations are hereby invited from reputed manufacturers/distributors for supply of Truck & Tractors on item rate basis by the Chairman Purulia Municipality on behalf of Board of Councillors. All rates must be quoted inclusive of GST & other taxes, if any. The Truck & Tractors are to be supplied at Purulia Municipality.

The rate should be quoted on the basis of on road price. The registration of truck & tractors are to be made in the name of Chairman, Purulia Municipality

Truck & Tractor open to all manufacturer & supplier

Name of work	Earnest Money (Rs.)	Mode of Payment
<p>(1) Supply of Truck suitable for fitting, fixing and capable of carrying 20000 liters capacity water tanker.</p> <p>(2) Supply of Tractors capable of pulling 1000/2000 liters capacity water tankers.</p>	<p><b>2% of the quoted rate</b></p> <p><b>Initial Rs. 50000.00 (Rupees fifty thousand) only and the rest amount relating to 2% of the total rate quoted have to be submitted during Deed of Agreement</b></p>	<p>The bank details for submission of Earnest Money online or offline through RTGS/NEFT is given below</p> <div style="text-align: center;">  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">I-Gov Tatkaal Current Account Kit</div> <p style="margin-left: 100px;">Confidential</p> </div> <p>Branch :0904 PURULIYA Branch Customer ID : 550075070 A/c no.: 090405500188 ✓</p> <p style="text-align: center; font-size: 1.2em;">IFSC - ICIC0000904</p> <p>▪ Welcome letter Bank - ICICI Bank Branch - PURULIA MICR CODE - 723229002</p> <p>Verified contents as above Branch code - 0904</p> <p>[ Initial earnest money is to be deposited either online by net Banking through using ICICI Bank Payment Gateway or offline through RTGS/NEFT. Please refer Memo No 3975-F(Y) dated 28.07.2016 of the Finance Department, Govt. Of West Bengal]</p>

- 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.
- 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.
- 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 Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

5) **Engineer-in-Charge**:- Executive Engineer, MED, Purulia Divn., Purulia.

6) **Date of Completion**:- Within 30 days from the date of issue of the order.

7) **Eligibility criteria for participation in the tender.**

- i. Govt. bonafide contractor or outsiders or reputed firm having an experience of similar nature of work having value of at least Rs. 20 lakh in a single work executed under Government/Semi Government, Public Sector, Government autonomous body within last 3 (three) financial years. 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 05 (five) years experience in manufacturing Truck & Tractor.
  - iii. Tenderer must have valid Trade License, PAN, and GST. Certificate of registration with the department of Industries in the state where the manufacturing plant is located.
  - iv. 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.
  - v. 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.
  - vi. 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.
- 8) **Payment term:** Payment will be made by Chairman, Purulia Municipality on recommendation of Executive Engineer, MED, Purulia Divn., Purulia
- 9) **There shall be no provision of Arbitration.**
- 10) Bid shall remain valid for a period not less than 90 (*Ninety*) 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.

**11) Date and Time Schedule:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of N.I.T. & other Documents (online)	02/01/2018
2	Documents download/sell start date (Online)	02/01/2018 5:00 P.M.
3	Pre-Bid Meeting Date.	NA
5	Bid submission start date (On line)	02/01/2018 5:00 P.M.
6	Bid Submission closing (On line)	17/01/2018 5:00 P.M.
7	Bid opening date for Technical Proposals (Online)	20/01/2018 11:00 A.M.
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later on
9	Date for opening of Financial Proposal (Online)	To be notified later on
10	Date of submission of original copies for the cost of Tender Documents , Earnest Money Deposit & Technical bid along with credential (Offline) to the Municipal Office	To be notified later on

- 12) **Earnest Money:** In the event of e-Filing intending bidder may download the Bid document from the website <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate & necessary cost of Bid document (if any) may be remitted either online by net Banking through ICICI Bank Payment Gateway or offline by RTGS/NEFT. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website <http://etender.wb.nic.in>. Bid document may be downloaded from website & submission of Technical Bid/Financial Bid as per Bid Schedule.

Financial Tender will be submitted duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be downloaded from website & submission of Financial part as per Tender Schedule.

The requisite cost of Bid documents and Earnest Money, as specified in this NIEB shall be paid either online by net Banking through ICICI Bank Payment Gateway or offline by RTGS/NEFT. If the status of deposition of earnest money is found unsuccessful, any such Bid (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled.

- 13) 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.
- 14) 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, Purulia 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.
- 15) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in before tendering the bids.
- 16) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 17) **The intending tenderers are required to quote the rate *online*.**
- 18) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- 19) 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.
- 20) The Chairman, Purulia Municipality, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 21) Before issuance of the WORK 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.

- 22) 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 of Purulia Municipality
  - 2) N.I.T.
  - 3) Tender Document.
- 23) Qualification criteria:  
The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
- 1) Financial Capacity
  - 2) Experience / Credential
- 24) 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.
- 25) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 26) No. price preference and other concession will be allowed.**

CHAIRMAN  
Purulia 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 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 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.
- vi. Certificate of Bank Guarantee by any Nationalized Bank (if required).
- vii. Bank Solvency Certificate.

c) In the event of e-Filing intending bidder may download the Bid document from the website <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate & necessary cost of Bid document (if any) may be remitted either online by net Banking through ICICI Bank Payment Gateway or offline by RTGS/NEFT. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website <http://etender.wb.nic.in>. Bid document may be downloaded from website & submission of Technical Bid/Financial Bid as per Bid Schedule.

Financial Tender will be submitted duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be downloaded from website & submission of Financial part as per Tender Schedule.

The requisite cost of Bid documents and Earnest Money, as specified in this NleB shall be paid either online by net Banking through ICICI Bank Payment Gateway or offline by RTGS/NEFT. If the status of deposition of earnest money is found unsuccessful, any such Bid (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled.

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

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

- i. Professional Tax(PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, GST Registration Certificate(up to date).
- 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. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the last five years(year just preceding the current Financial Year will be considered as year – I)

- vi. 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)
- vii. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- viii. List of laboratory Instrument.
- ix. List of technical staff along with structure and organization (Section – B, Form – III).
- x. Credential: Scanned copy of Original Credential Certificate as stated in NIB (under sl. no -3).
- xi. Electrical Supervisory competency certificate (as required in NIB, SI-3) from Directorate of Electricity, Govt. of W.B./ competent authority of other Govt. as applicable.

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.

### ***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 Municipal Engineering Directorate, under the Deptt. of Municipal Affairs, 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.
- 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 and uploaded in the web portals.
- vii. While evaluation, the committee 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. 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  
Purulia Municipality**



SECTION – B

FORM –I

**PRE-QUALIFICATION APPLICATION**

To  
Chairman  
Purulia Municipality

Ref: -

for \_\_\_\_\_

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

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**N.I.T.No.: MAD/ULB/PURULIA/**

Dear Sir,

Having examined the Statutory, Non statutory and NIT 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.

**Encl:- e-Filing:-**

1. Statutory Documents
2. Non Statutory Documents

Date: -

**Signature of applicant including title**

and capacity in which application is made.

**SECTION – C**

**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 31.03.2015	As on 31.03.2014	As on 31.03.2013	As on 31.03.2012	As on 31.3.2011

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, West Bengal Sales Tax Act, VAT Act, 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 works having more than 40% (*forty percent*) of the project cost executed during the last 3 (*three*) 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.