

**OFFICE OF THE BOARD OF COUNCILORS
KHARAGPUR MUNICIPALITY
Kharagpur, Paschim Medinipur**

QUOTATION NOTICE

NAME OF THE WORK

Supply and delivery at site fitting and fixing of precast RCC seating bench without hand rest under municipal jurisdiction

**OFFICE OF THE BOARD OF COUNCILORS
KHARAGPUR MUNICIPALITY
Kharagpur, Paschim Medinipur**

NOTICE INVITING QUOTATION

Notice Inviting Quotation for Supply and delivery at site fitting and fixing of precast RCC seating bench without hand rest including GST and other taxes under municipal jurisdiction

Memo No:-KM/15thFC(untied)/53QPW

Dated:07.09.24

Quotation Notice No. :WBMAD/KHARAGPUR/NIQ-53e

A. Sealed tender are invited duly super scribed with Quotation Notice No. and the Name of work in prescribed form available from the office of Kharagpur Municipality from experienced, resourceful and appropriate class of contractors with experienced in similar nature and value of work in Govt., Semi-Govt. and Local Bodies for the following works ::

1.	Name of Work:		Notice Inviting Quotation for Supply and delivery at site fitting and fixing of precast RCC seating bench without hand rest including GST and other taxes under municipal jurisdiction as below mention specification a) Each bench should be consist of 2nos I shaped bass support of shade bright yellow /pastel grey smoke white in color of thickness 100 mm back height of 1000 mm front height of 450 mm and base width of 650 mm. b) One no reinforced concrete plank in any dark shade of color (shade:- blue /red/ violet/ brownetc) of size 1500 mm × 400 mm × 50 mm thick. c) One no reinforced concrete plank in any light shade of color (shade:- blue /red/ violet/ brownetc) of size 1500 mm × 425 mm × 50 mm
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		<p>thick.</p> <p>d) All components are to be reinforced suitably for long use and to prevent damage during handling transportation and erection</p> <p>e) All parts are to be joined together with galvanised nuts and bolts of suitable size and all moles are to be sealed after assembly</p> <p>f) Bench top and back planks are to be treated with special anti corrosive waterproof and coating so as to make the surface glossy and waterproof [Shop / factory manufactured precast RCC collar bench without hand rest consist of 2Nos I shaped bass support of thickness 100 mm back hide 1000 mm front height 450 mm based width 650mm and Ben stock and back plans are treated with special anti corrosive waterproof coating to make surface glossy and waterproof. All components are manufactured by using vibro-compaction process.]</p> <p>As per Quoted Rate</p>
1b)	Quantity	300 Nos
1(c),	Earnest Money shall be deposited by bidder	Rs.20000.00 to be paid online with Quotation. (EMD will be 2% of accepted amount, the balance if any beyond the initial EMD Rs.20000/ to be deposited by L1 bidder in the form of DD during acceptance)
1(d)	Defect Liability period	Three years
2.	Location of Work:	Kharagpur, PaschimMedinipur, West Bengal
3.	Manufacturers eligible to participate in the Quotation	<p>Manufactures/Supplier should have Valid PAN No,Valid GST Registration& Professional Tax clearance certificate., Valid Trade License ,They should have valid Certificate from Pollution Control Board.</p> <p style="text-align: center;">AND</p> <p>A <u>declaration in the form of Affidavit</u> in a Non Judicial Stamp paper should be submitted by all applicants participating in above NIQ stating clearly that the Applicant is not barred/delisted/black-listed by any Govt. Deptt./Govt. Undertaking/Statutory Body/Municipality and of like Govt. Bodies in Loading machine, Tender during the last five years and if such incident is found at any point of time, the Bidder will be cancelled summarily without assigning any reasons what so ever.</p>
4.	Documents to be produced in support of Credential for Tender	<p>Indenting tenderers should produce the credential minimum value 40 % of the Quoted amount put to tender during 5(Five) years prior to the date of issue of this tender notice.</p> <p style="text-align: center;">OR,</p> <p>Indenting Tenderers should produce credential of 2(Two) similar nature of work, each of the minimum value of 30% of the Quoted amount put to tender during 5(Five) years prior to the date of issue of this tender notice.</p> <p style="text-align: center;">OR,</p> <p>Indenting Tenderers should produce credential of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will 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 s in</p>

			process satisfactorily and also that no penal action has been initiated against the executed agency, i.e., tenderer (Ref: SI. No. 3 :Eligibility to participate in the Tender).
		a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm
		b.	Copies of valid PAN Card, Professional Tax clearance Certificate
		d.	<u>All documents in original to be produced in due course of time as & when asked by the Tender Inviting Authority</u>

5. Date and Time Schedule :-

SI. No.	Particulars	Date and Time
a)	Publishing Date	07.09.24
b)	Documents download/sell start date (Online)	07.09.24 at 5.00P.M.
c)	Seek Clarification start date	N/A
d)	Seek Clarification end date	N/A
e)	Date of Pre Bid Meeting with the intending Quotationers' In the office of the Chairperson, Kharagpur Municipality	10.09.2024at 2.00 P.M.
f)	Quotation submission start date (On line)	09.09.24 at 2.00PM
g)	Quotation Submission closing date (On line)	25.09.24 up-to 4.00 PM
i)	Quotation opening date for Technical Proposals (Online)	27.09.24 at 5.00PM
j)	Date of uploading list for Technically Qualified Quotationers (online)	To be intimated
k)	Date and Place for opening of Financial Proposal (Online)	To be intimated
l)	Date of uploading of list of Quotationers along with the offer rates through (on line),	Within 48 (Forty Eight) hours after opening of financial proposal
	Also if necessary for further negotiation through offline for final rate.	If required, will be notified within 48 (Forty Eight) hours after uploading the offered rates of tenderers.

6.	Time of completion		N/A
7.	Site inspection & general information		Intending Quotationers are required to inspect the works site with particular reference to location and infrastructure facilities. They are to make a careful study with regard to all relevant factors as might affect their

			rates and prices. They are also acquainted with relevant IS specifications, Clauses & Sub Clauses of the Quotation documents and to have fully acquainted with all details of work front, communications, underground utility services, seasonal weather and its variation, labours, water supply, existing & proposed site levels, position and diversion of transportation and barricading etc.
8.	Quotation documents		A full set of Quotation documents consists of single Part.
9.	Validity of Quotation		A Quotation submitted shall remain valid for a period of 90 calendar days from the date of opening of Quotation.
12.	Withdrawal of Quotation		A Quotation once submitted shall not be withdrawn within the validity period. If any Quotationer/ Quotationers withdraw his/their Quotation(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.
13.	Acceptance of Quotation		The Chairperson, Kharagpur Municipality will accept the Quotation on recommendation of the Executive Engineer, West Midnapore Divn, M.E Dte or his appropriate authority. He does not bind himself to accept otherwise the lowest Quotation and reserves to himself the right to reject any or all of the Quotations received without assigning any reason thereof.
14.	Intimation		The successful Quotationer will be notified in writing of the acceptance of his Quotation. The Quotationer then becomes the "Supplier" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Govt. Form with the Chairperson, Kharagpur Municipality and fulfill all his obligations as required by the Contract.
15.	Escalation of Cost		There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract.
16.	Name & address of Engineer-In-Charge (EIC) of the Work		Assistant Engineer, Kharagpur Municipality .
17.	Execution of Work		The Supplier is liable to supply the whole work as per direction and instruction of the Assistant Engineer, Kharagpur Municipality.
18.	Payment		Payment will be made to the Supplier by the Chairperson, Kharagpur Municipality periodically.
19.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Quotation is strictly prohibited and any Quotationer who resorts to this will render his Tender liable to rejection.
	Following clauses are to be adhered to by the concerned Tenderder during the process of Tenderding.		

20.	In case office faces sudden closure owing to reason beyond the scope and control of the Chairperson, Kharagpur Municipality, any of last date/dates as schedule in Sl. No 7 may be extended up-to/to next and following working day without issuing further and separate notice should the Chairperson feel it to be necessary and exigent.
21.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Quotationer.
22.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Quotationer/Supplier strictly.
23.	Quotation acceptance authority is the Chairperson,Kharagpur Municipality or his appropriate authorities.
24.	In case of any dispute arising from any clauses of similar nature between Quotation documents and Municipal tender form, the decision of Chairperson,Kharagpur Municipality, will be final and binding.
25.	All usual deductions for taxes i.e. ST, IT, and Labour welfare cess etc. as applicable will be made from the bills from time to time (please refer cl.57 of section C)
26.	No conditional/ incomplete Quotation shall be entertained.
27.	The Quotationer, 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 Quotation and entering into a contract for the work as mentioned in the Notice inviting Quotation. The cost of visiting the site shall be at the Quotationers own expense. Traffic management and execution shall be the responsibility of the Supplier at his/her/their risk and cost.
28.	The Chairperson of Kharagpur Municipality reserves the right to reject any application for purchasing Quotation documents and to accept or reject any or all the offered Quotation /Quotations without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Quotationers at any stage of Quotations.
29.	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Quotationers before Quotation.
30.	During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Quotationers will not be allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.
31.	Before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the lowest Quotationers, if found necessary. After verification, if it is found that such documents submitted by the lowest Quotationer is either manufactured or false, in that case, L.O.A./ work order will not be issued in favour of the Quotationer under any circumstances.

32.	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.
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 the 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 the tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

**Chairperson
Kharagpur Municipality,**

Memo No:-KM/15thFC(untied)/53/1(6)QPW Dated:07.09.24

copy forwarded for information and take necessary action please to :-

1. The Executive Officer, Kharagpur Municipality
2. The Finance Officer/Accountant, Kharagpur Municipality.
3. The Assistant Engineer, Kharagpur Municipality
4. Office Notice Board.

**Chairperson
Kharagpur Municipality,**

INSTRUCTION TO TENDERERS

SECTION – A

1. General guidance for e-tendering

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

2. Registration of Tenderer

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

3. Digital Signature Certificate (DSC)

Each tenderer 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 Tenderer. DSC is given as a USB e-Token.

4. The contractor can search and download NIT and Tender 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 Tender Documents.

5. Submission of Tenders.

General process of submission of Tenders are to be submitted through online to the website stated in Cl. 2 in percent (above/ below) folder at a time for work, before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A-1. Statutory Cover Containing

- i. Prequalification Application (Sec-B, Form – I)
- iii. Financial Statement (Section – B, Form – II).
- iv. Affidavits (Ref: - format for general affidavit shown in “Y” Part “B”.)
- v. Printed Tender Form and NIT (Sl. 10; Part I) with all addenda and corrigendum **(download and upload the same Digitally Signed, quoting rate will only encrypted in the Price Schedule under Financial Tender. In case quoting any rate in Printed Tender Form the tender will be summarily rejected).**
- vi. Certificate of Bank Guarantee by any Nationalized Bank (if required).
- Vii. Bank Solvency Certificate.

A-2. Others Important Document (My Space) Certificates

1. Professional Tax (PT) Clearance Certificates and IT & PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.

2. Valid GST Certificate.

i. Company Details.

1. Registered Deed for Partnership Firm /Joint Ventures from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.

2. Trade License for Proprietorship Firms.

3. Memorandum of Articles for Limited Companies.

4. Society Registration and Bye-Laws for Co-operative Societies.

ii. Credential

1. Completion Certificate of completed (100%) work(s) supported by Bill of Quantities (BoQ's) as detailed in Form-3 executed during the current financial year and the last three years. Also refer to Clause 4.

2. Audited Balance Sheet of last three financial years or of such period, if the company was set up less than three years ago, with auditor's certificate regarding annual turnover from contracting business in each year.

iii. Equipment and manpower (if required, to be sought for in a separate standardized format).

iv. Other

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 cover.

B. Tender Evaluation

i. Opening and evaluation of tender: - If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished.

ii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for **My space** (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

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

iv. While evaluation, the committee may summon the tenderers 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 the financial proposal to be uploaded digitally signed by the Tenderer.

6. Financial capacity of a tenderer will be judged on the basis of working capital and available Tender capacity as mentioned in the N.I.Q. 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 Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Tenderer, the Tenderer 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 three years, net worth Tender capacity etc. are to be submitted which must demonstrate the soundness of Tenderer'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 tenderer is strictly prohibited and in case of such act by the tenderer 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 TENDER

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 Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.

The Tenderer whose Tender has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter.

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 Tender Accepting Authority and the successful Tenderer.

**Chairperson
Kharagpur Municipality**