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OFFICE OF THE COUNCILLORS OF

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RAGHUNATHPUR MUNICIPALITY

Tarani Bauri
Chairman

P.O. – Raghunathpur, Dist-Purulia

Ref-RM/Civil/SWM/446

Date-10/08/2022

SUB: NOTICE INVITING TENDER FOR SUPPLY OF SWM MATERIALS.

Quotations in sealed covers are invited from reputed Agency / OEMs and/or Authorized dealers for the ABOVE NOTED PURPOSE at Raghunathpur Municipality, At, PO & PS- Raghunathpur,Dist.-Purulia, Pin -723133

SI No	Item Name	Specifications	Tentative quantity
1.	Apron Type Dress	Green (XL size-44CM) with cotton cloth	100 Pieces
2.	Apron Type Dress	Navy Blue (XL size-44CM) with cotton cloth	20 Pieces
3.	Tracking Register	Legal Size consisting 100 pages not below 75GSM(matter to be collected from office)	200 Pieces
4.	Attendance Register	Legal Size consisting 100 pages Legal Size consisting 100 pages not below 75GSM(matter to be collected from office)	20 Pieces
5.	Identity Card	Standard Size with plastic lamination and ribbon(matter to be collected from office)	120 Pieces
6.	Banner	6ft X 3 Ft not below 200GSM(matter to be collected from office)	2 Piece
7.	Hoarding	3Ft X 2Ft not below 200 GSM fitted with metal frame(matter to be collected from office)	150 Pieces
8.	Kitchen Sticker	With Self Adhesive A4 size 130GSM (matter to be collected from office)	16000 Pieces
9.	BUCKET	13 LTR CAPACITY not below 3.20mm thick	10,000 TO 12,000 Pieces
10.	Whistle	Good Sound quality as used in official game with a cushioned mouth grip for comfort(3 chamber pea-less)	100 Pieces
11.	Cap	Free Size (Green and Navy Blue) with size adjustment facility	150 Pieces
12.	Mask	6 Layer Protection preferably N95 (Free Size)	150 Pieces
13.	Gloves	Full Size Non slip/grip	150 Pair
14.	Hand Cleaning Soap	Good Quality	200 Pieces
15.	Announcing Cordless Mice	Good quality and range with box	16 Pieces
16.	Sanitizer	100 MI Gel type	50 Pieces
17.	Cess Pool Machine	Storage capacity 1000Ltr	1 Nos.

GST will be adding and deduction as per latest Govt. Rules

- i) (Authenticated documents in respect of qualification and engagement shall be furnished for Technical-Evaluation). [Non Statutory Documents]
 - ii) Trade license, Pan Card, Professional Tax certificate with up to date receipt Challan for the last year, GST registration Certificate, Certificate of Enrollment of the Proprietor/Agency, Income Tax Acknowledgement Receipt for assessment year last years to be submitted. [Non Statutory Documents]
 - iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by the under this office during the last 4 (three) years prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated non-responsive).
 - iv) Credential must be 40 % similar nature of work.(**Similar nature of work**)
 - v) No relation with any member or any employee of Govt. Statuary body, GP,PS,ZP shall directly or indirectly participate in bidding process or execution of work(A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated non-responsive.)
 - vi) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD Form to be furnished along with balance sheet and profit and loss account and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant name, in such enclose will be entertained. [Non Statutory Documents]
 - vii) Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the year 2013 along with other relevant supporting papers. [Non Statutory Documents] Joint Ventures will not be allowed.
 - viii) A prospective bidder shall be allowed to participate in the 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.
 - ix) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]
 - x) If extra ordinary document which is not related under this eNIT ,the BIDDER will be informal.
2. The agency (successful bidder) may not get running bill upto Rs,500000.00
 3. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from every Bill of the selected agency, GST will be paid after submitted their original GST Return, Royalty & all other Statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.
 4. **Arbitration will not be allowed in any case**,Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have: (i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s). (ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc. (iii) Participated in the previous bidding for the same work and had quoted,unreasonably high or low bid prices and could not furnish rational justification for it to the Employer
 5. **No Mobilization Advance and Secured Advance** will be allowed.
 6. **Bids shall remain valid** for a period not less than 30 days (thirty days) from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

7. All materials required for the purpose shall be of specified grade & approved brand in conformity with relevant code of practice (latest revision) & manufacture accordingly & shall be procured & supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase are to be submitted along with challan and test certificate. In the event of further testing opted by the Engineer-in-Charge, then such testing from any approved Testing Laboratory shall have to be conducted by the agency at their own cost.

8. Date & Time Schedule :

Sl. No.	Particulars	Date & Time
1	Date of NIT Documents publish	12/08/2022 from 10.30 A.M.
2	Documents sell start date	12/08/2022 from 2.00 P.M.
3	Date of start of submission of Technical & Financial Bid.	12/08/2022 from 2.00 P.M.
4	Date of closing of submission of Technical Bid & Financial Bid	26/08/2022 up to 6.00 P.M.
5	Bid opening date & time for Technical Bid	29/08/2022 from 12.00 P.M.
6	Bid opening date & time for Financial Bid	After finalized Technical Bid

8. There shall be no provision of Arbitration clauses.

9. Cost of Bid processing Fee & Earnest Money: The process of deposit of Earnest Money through offline instruments like bank Draft, pay Order etc. will be stopped for e-tender procurement of this Department w.e.f. 31.08.2016 as per G.O. Finance Department vide Memo No. 3975-F(Y) dt. 28.07.2016 Necessary earnest Money @ 2% (Rs. 20,000/- as as an initial Earnest Money, Balance Earnest Money beyond Rs.20, 000.00 (if any to fulfill 2 % of amount offered shall be deposited at the time of acceptance of tender). Initial Earnest Money of Rs. 20,000/- will be deposited by the bidder electronically online through his net banking enabled bank account, maintained at any bank or offline through any bank by generation NEFT/RTGS challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per Beneficiary Name & Account No., Amount, Beneficiary Bank Name (ICICI Bank) & IFSC Code and e-Procurement Reference Number. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from e-Procurement site.

10. Bidders are also advised to submit EMD of their bid, at least 3(three) working days before the bid submission closing date as it requires time for processing of Payment of EMD. **Bidders eligible for exemption of EMD as per Govt.** Rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary Bid Documents.

11. The Authority reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever

12. The Bidder, at the Bidder's own responsibility and risk is encouraged to submitted 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 Tender, the cost of visiting the site shall be at the Bidder's own expense.

13. 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 Municipality. The Chairman, Raghunathpur Municipality reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.

14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

15. All intending bidders are requested to be present in the chamber of the Chairman, Raghunathpur Municipality during opening of the Tender, to observe the tender opening procedure.

16. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances. a. Technical Bid
b. Financial bid

17. *Qualification Criteria*

The Tender Inviting & 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 :

a) Financial Capacity

b) Technical Capability comprising of personnel & equipment capability

c) Experience

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned in a, b, c 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 manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of Chairman, Raghunathpur Municipality for a minimum period of 3(three) year or more as deemed fit by the tender Inviting authority.

If any documents / Formats / B.O.Q. are found in altered / tempered shape other than the shape supplied by the authority, their participation in the tender will be treated as cancelled and participation in other tender in future may not be considered too.

INSTRUCTION TO TENDERDERS/TENDERDERS
SECTION – A-I

1. General guidance for e-Tendering

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

2. Registration of Tenderder

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 NIeT 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, 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 readable formats).

A. Technical proposal

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

A-1. Statutory Cover Containing

1. Prequalification Document

- i. As per Sl. No. 4
- ii. Prequalification Application (Sec-B, Form – I)
- iii. Scanned Copy online Transaction of earnest money (EMD) as prescribed in the NIeT against each of the serial of work in favour of "The Chairperson, Raghunathpur Municipality," payable at Raghunathpur.

2. NIeT (download and upload the same Digitally Signed)

3. Technical Document (To be filled, scanned & digitally signed)

- i. Financial Statement (Section – B, Form – II).
- ii. Affidavits (Ref:-Declaration Of The Tenderder)
- iii. Bank Solvency Certificate.
- iv. Form III & IV Of Section B.
- v. Declaration by the Tenderder.

A-2. Non statutory Cover Containing/My Documents

i. Professional Tax (PT) deposit receipt Challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, VAT 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. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- vi. List of laboratory Instrument.
- vii. List of technical staff along with structure and organization (Section – B, Form – III).
- viii. Credential: Scanned copy of Original Credential Certificate as stated in NleT (Under sl. no -3)

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

Intending Tenderders should upload Non-Statutory documents as per following folders in My Document:

E-Tendering system of Government of West Bengal			
Tenderer	Document	Sub Category	Master
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	1. West Bengal VAT Registration / ST Registration/ P.F/PAN / P. Tax Clearance Certificate 2. Income Tax Acknowledgement Receipt (Latest) 3. Valid Electrical License 4. E.S.I Registration Certificate.
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	1. Proprietorship Firm (Trade License). 2. Registered Deed of partnership Firm 3. Registration Certificate under Company Act. (if any). Ltd. Company (Incorporation Certificate , Trade License) 4. Power of Attorney (For Partnership Firm/ Private Limited Company, if any) 5. Society (Society Registration copy, Trade License)
C	CREDENTIAL	C1. CREDENTIAL1	Similar nature Work & Completion Certificates along with work order and payment certificate issued by competent authority (as per SI No. 4 of NleT)
E	FINANCIAL INFO		
		E1. PAYMENT CERTIFICATE 1	Payment Certificate in support of valid credential only to be submitted(as per NleT)
		E2. PAYMENT CERTIFICATE 2	

F	DECLARATION	DECLARATION 1	1. Bank Solvency Certificate (if required as per NleT)
		DECLARATION 2	2. Audited Valid Document in support of annual Turnover (As per NleT)
		DECLARATION 3	3. Corrigendum and additional document (if any).

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will

render the Tender liable to summarily rejected for both statutory & non statutory cover. All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the contractor in the Declaration Folder of My Documents.

B. Tender Evaluation

i. Opening and evaluation of Tender: - If any Tenderder 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 Tender 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 Tender 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 Tender Evolution Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Tender Evolution Committee.

v. Uploading of summary list of technically qualified Tenderders.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Tenderder and for which their proposal will be considered and uploaded in the web portals.

vii. While evaluation, the committee may summon the Tenderders 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. 11 , Tender Price / Price Schedule. To be uploaded digitally signed by the Tenderder.

6. Financial capacity of a Tenderder will be judged on the basis of working capital and available Tender capacity as mentioned in the NleT 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 Tenderder, the Tenderder 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 Tender capacity etc. are to be submitted which must demonstrate the soundness of Tenderder 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 Tenderder is strictly prohibited and in case of such act by the Tenderder 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 Tenderder or Tenderders or any obligation to inform the affected Tenderder or Tenderders of the ground for Employer's (Tender accepting authority) action.

The Tenderder whose Tender has been accepted will be notified by the Tender 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. NleT., all addenda-corrigendum, different filled-up forms (Section -B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Tenderder.

Chairperson
Raghunathpur Municipality

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 construction works undertaken :

Work in hand i.e. Work order issued	As on 31.03.2017	As on 31.03.2016	As on 31.03.2015	As on 31.03.2014	As on 31.3.2013	As on 31.03.2012

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date_____

Declaration of the Tenderder

(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)

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 Tenderder.

2. That, I have inspected the site of work covered under NIeT (NIeT 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 Tender documents. Tender of the above named Tenderder is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Tenderder, being lawfully and duly authorized, promise to aTendere by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Tender accepting Authority of the Work and aTendere by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to aTendere 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 Tender Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Tenderder has been suppressed in the Tender 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 - 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.

SECTION - B

FORM – IV

C. DEPLOYMENT OF MACHINERIES (in favour of owner / lessee):-

(Original document of own possession arranged through lease deed to be annexed)

(If engaged before Certificate from E.I.C. to be annexed in respect of anticipated dated of release of Machineries.)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release If Engaged
						Idle	Engaged	

For each item of equipment the application should attach copies of

(i) Document showing proof of full payment, (ii) Receipt of Delivery,

(iii) Road Challan from Factory to delivery spot is to be furnished.

Signature of applicant including title

and capacity in which application is made.

Copy forwarded for information to-

1. The District Magistrate, Purulia
2. The S.D.O., Raghunathpur, Purulia.
3. The Executive Officer/Finance Officer/Assistant Engineer/Head Clerk, Raghunathpur Municipality
4. The Media Officer, Municipality of Information and Cultural Affairs, Writers Buildings, Kolkata- 700001.
5. Departmental Website.
6. Notice Board.
7. Respective File.

Chairperson
Raghunathpur Municipality