



Office of the  
**Bolpur Municipality**

Phone No. 03463 252 501  
Fax No. 03463 252 501  
Chandidas Road, Bolpur  
P.O. Bolpur, Dist. Birbhum  
West Bengal, Pin - 731204  
E-Mail ID -  
[ae.pwsecbm@gmail.com](mailto:ae.pwsecbm@gmail.com)

**NOTICE INVITING e-QUOTATION**

**NOTICE INVITING e -QUOTATION NO: WBMAD/ULB/ BM/PW/14<sup>th</sup> FINANCE/  
NIQ- 03/2020-21 Dated - 24-09- 2020**

Memo No.-602(13)/BOA/BM/PW/2020-21

Dated. 24-09-2020

The Chairperson, for and on behalf of the Board of Administrators Bolpur Municipality invites e-Quotation from the reputed and bonafide Supplier/distributors/manufacturers for supply of the “**150 w LED flood light for existing high mast under Bolpur Municipality**”

The detailed notice along with Tender Documents and Other forms is available at “e-tender/municipality” link under <http://wbtender.gov.in> website

Sl no		
01	Name of work	Supplying 150w LED flood light for exisisting high mast under Bolpur Municipality area. Location - (i) At Chowrasta more high mast - 12 Nos., (ii) At Bus stand 1st pole high mast - 12 Nos.
02	Location of Supply	Delivery of items to the <b>Store of the Bolpur Municipality</b> with proper Challan and 4 (Four) copies of Tax Invoice in proper format mentioning details to be raised thereafter. Supply must be <b>made within 7 days</b> of the acceptance of supply order
03	Eligibility to participate in the Bid	<ol style="list-style-type: none"><li>1. Intending bidder should produce credentials of a similar nature of completed Supply with valid payment certificate of executing a single contract of value not less than 40% of the quoted price for such supply during last 05 (Five) years prior to the date of issue of the quotation notice.</li><li>2. Bidder must have valid Trade License, PAN, GST, P Tax, P.F &amp; ESI Registration Certificates</li><li>3. The prospective bidder should not been Black Listed from any Government Organization / Statutory Body etc. during the last 5(Five) years. A Self declaration in this respect has to be furnished by the prospective bidder without which the Technical Bid shall be treated as non-responsive.</li><li>4. Joint venture will not be allowed to participate in the above contract.</li><li>5. Bidder can submit only one proposal. If multiple proposals are submitted, all proposal shall be out-rightly rejected.</li></ol>
04	Document to be produced in support of Credentials for	Following documents shall have to be furnished in two separate covers: <ol style="list-style-type: none"><li>1. <b>Cover A : Technical Proposal</b> <b>Statutory folder Containing :-</b><ol style="list-style-type: none"><li>a. Duly filled up Annexure- I to V attached on the letter-head of the</li></ol></li></ol>

	Bid Submission	<p>Supplier/distributor/ manufacturer. Letter head should contain full address, telephone no. mobile no. &amp; FAX, e-mail.</p> <p><b><u>Non Statutory folder containing</u> :-</b></p> <p>a. <b>Certificates:</b> GST Registration, PAN, IT Return for last 3 years, EPF &amp; ESI Registration certificate. Annual Report and Audited Balance Sheet of last year.</p> <p>b. <b>Company Certificates:</b> Certificate of incorporation and commencement of business highlighting registration details as is applicable to the legal status of the bidder. Composition of Board of Directors or details of lead partner or governing authority or trust as the case may be, as is applicable depending upon the legal nature of the bidder.</p> <p>c. <b>Credential:-</b></p> <ul style="list-style-type: none"> <li>-LM-79 and LM-80 report or Latest report to be provided conforming to latest BABL</li> <li>- Inbuild potted LED driver should be given and it should be BIS certified</li> <li>- LED driver and Housing should be from the same manufacturer to ensure compatibility</li> <li>- Credentials of a similar nature of completed Supply with valid payment certificate of executing a single contract of value not less than 40% of the quoted price for such supply during last 05 (Five) years prior to the date of issue of the quotation notice.</li> </ul> <p>b. <b>Cover B: Financial Proposal</b></p> <p>a. BOQ ( in Annexure –B)</p> <p><b>Note : All documents in original shall have to be produced in due course of time as &amp; when asked by the authority.</b></p>
05	Earnest Money Deposit	<p>Rs.5,000 (Rupees Five thousand only) or 2% of the quoted amount, whichever is higher as an initial EMD shall be paid through online mode of payment (Payment link will be available in the website)</p> <p>This amount will be converted to Security Deposit for the successful bidder.</p> <p>Balance EMD beyond Rs.5,000 (if any to fulfill 2% of amount offered) shall be deposited by the successful bidder prior to acceptance of bid in the form of a Bank Draft obtained in favour of “Chairman Bolpur Municipality” from any nationalized bank payable at Bolpur Birbhum.</p> <p><b>Note: if any bidder is exempted from payment of EMD, scanned copy of original EMD exemption document needs to be submitted along with the Technical Proposal at the time of submission</b></p>
06	Security Deposit	<p>The EMD of the successful bidder will be converted to Security Deposit and additional amount of 8% will be deducted from the bill towards <b>Security deposit and total will be refunded after 5 (Five) years from the date of completed supply for the work.</b> No interest shall be payable on the deducted amount.</p>
07	Product Specification	<ol style="list-style-type: none"> <li>1. LM-79 and LM-80 report or Latest report to be provided conforming to latest BABL</li> <li>2. Inbuild potted LED driver should be given and it should be BIS certified</li> <li>3.LED driver and Housing should be from the same manufacturer to ensure compatibility</li> <li>4.LED must be supplied in good condition, subject to replacement of faulty pieces and also the items must be having its manufacturing date intact. LED should be supplied with 5 (Five) years warrantee terms and no refurbished/duplicate/second hand components/parts/assembly are being used or shall be used.</li> </ol>
08	Duration of Supply	<p>Supply should be completed preferably within <b>30 days</b> from the date of issue of Supply Order.</p>
09	Inspection	<p>All Supplies will be subject to inspection by the “Assistant Engineer, PW Bolpur</p>

		Municipality”. Items rejected on inspection will have to be back personally by the Supplier at their own cost and replacement of all such rejected items should be supplied immediately by the supplier.
10	Validity of the Bid	120 days from the date of opening of the Financial bid. A Bid once submitted shall not be withdrawn within the validity period.
11	Acceptance of Bid	This office reserves the right to accept or reject any or all proposal without assigning any reasons thereto.
12	Cancellation of Contract	This office reserves the right to cancel the contract and suitable legal actions such as black listing/debarring may be initiated along with forfeiture of security as deemed appropriate on the following circumstances: a) The successful bidder commits a breach of any terms & conditions of the Contract. b) The bidder has made misleading or false representation in forms, statements and attachments submitted in proof of the eligibility requirement. c) The performance regarding execution of the contract made by the selected bidder is found to be unsatisfactory.
13	Cost Price of Bid documents	NIL
14	Execution of Agreement:	Successful bidder whose bid is approved and accepted as lowest will have to execute an agreement with the office of the undersigned in a Standard form on a Non Judicial stamp paper of Rs.10/-only for the proper performance of the contract within 3(three) days of receipt of Letter of Acceptance failing which communication of acceptance shall automatically stand cancelled.
15	Payment terms :	Payment shall be made only after satisfactory delivery and acceptance of the goods. All payment to be in DBT mode after deduction of all statutory dues & taxes. Supplier has to provide necessary bank details for the same.
16	Jurisdiction of Courts in case of dispute	These terms and condition/Contract are governed by laws of West Bengal for the time being in force, irrespective of the place of delivery, place of performance or place of payment under the contract, the contract shall be deemed to have been at the place from which the acceptance of bid have been received.

17	<b>Date and Time Schedule as follows:</b>	
i)	Date of uploading of e-Quotation and other documents online (Publishing Date)	25.09.2020 at 6.00 pm
ii)	Document downloaded / Sale start date (online)	25.09.2020 at 6.00 pm
iii)	Bid Submission start date (online)	25.09.2020 at 6.00 pm
iv)	Bid Submission closing date (online)	12.10.2020 upto 6.00 pm
v)	Opening date of Technical Proposal (Online)	15.10.2020 at 12.00 pm
vi)	Date of uploading list of Technically qualified bidders (Online)	To be notified later
vii)	Date of opening financial Proposal	To be notified later

viii)	Date of issuance of Supply Order / Signing of Agreement	To be notified later
ix)	Supply Order issuing authority	The Chairperson, Board of Administrator Bolpur Municipality
x)	Authority for making payment to the Supplier/Contractor	The Chairperson, Board of Administrator Bolpur Municipality

In case of Bundh/strike/holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl No.(i) to (viii)

Memo No. 602 (13)/BOA/BM/PW/2020-21

Dated: - 24-09-2020

Copy Forwarded for information and for favour of wide circulation to:

1. The Sabhadhipati, Birbhum Zilla Parisad.
2. The Chief Engineer, MED, Bikash Bhavan, Salt Lake City , Kol- 91.
3. The Director, SUDA, Ilgus Bhaban, Kol-700106, Sec-IV.
4. The Superintending Engineer, West Circle, M. E Dte, Burdwan.
5. The District Magistrate, Birbhum , Suri , Birbhum.
6. The Executive Engineer, MED, Birbhum Division, Sports Complex , Suri, Birbhum.
7. The Sub-Divisional Officer, Pravat Sarani, Bolpur, Birbhum.
8. The District Information & Cultural Officer, Birbhum , Suri , Birbhum.
9. Block Development Officer, Bolpur – I Development Block-, Bolpur, Birbhum.
10. The Executive officer, Bolpur Municipality.
11. The Finance officer, Bolpur Municipality
12. The Cashier, Bolpur Municipality.
13. The office Notice Board, Bolpur Municipality for wide circulation.

**Chairperson,  
Board of Administrators  
Bolpur Municipality.**

## **INSTRUCTIONS TO BIDDERS**

### **1) General Guidance for e-tendering**

Instructions / guidelines for bidders for electronic submission of the proposal have been enclosed 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 <http://wbtenders.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 for submission of tenders, from the Service provider of the National Informatics Centre (NIC) or any other bonafide provider on payment of requisite amount. Details are available at the Website state in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

The Consultants / Bidders can search and download the Bid Documents electronically from computer by logging on to the website mentioned in Clause II above using the DSC. This is the only mode of collection of Tender Documents.

### **4) Submission of Bid**

Proposal are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the DSC. The documents to be uploaded should be virus scanned copy duly Digitally signed. The documents will get encrypted (transformed into non readable formats)

### **Technical Bid:**

The proposal should contain scanned copies of the following:-

#### **A. Statutory Cover Containing**

1. Duly filed Annexure I to V
2. Notice inviting e-Quotation

#### **B. Non Statutory Cover Containing**

##### **1. Certificates:**

GST Registration No.  
I.T Return for last 3 years  
Valid Trade License  
P. Tax Challan & P Tax Certificate  
PAN Card

##### **2. Organization details :**

Registration details along with the composition of Board of Directors or details of lead partner or governing authority or trust as the case may be. It is to be noted that depending upon the legal nature of the bidder, the corresponding documents need to be submitted.

##### **3. Credentials :**

Intending bidder should produce credentials of a similar nature of completed Supply with valid payment certificate of executing a single contract of value not less than 40% of the quoted price for such supply during last 05 (Five) years prior to the date of issue of the quotation notice.

**Intending bidders should upload above documents as per following folders in My Documents**

**NOTE:** Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned document should not exceed 300.

**Financial Bid:**

The financial proposal should contain the document in one cover (folder)

**1. Bill of Quantity (BOQ) – in Annexure VI**

Only downloaded copies of the above documents are to be uploaded virus Scanned & digitally signed by the contractor

**Table I : List of Documents to be uploaded in My Documents (Non Statutory Folder)**

<b>SI No.</b>	<b>Category Name</b>	<b>Sub Category Name</b>	<b>Sub Category Description</b>
<b>A</b>	<b>CERTIFICATES</b> [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	<b>CERTIFICATES</b>	1. GST Registration No. 2. I.T Return for last 3 years 3. Valid Trade License 4. P. Tax Challan & P Tax Certificate 5. EPF and ESI registration Nos.
<b>B</b>	<b>COMPANY DETAILS</b> [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	<b>COMPANY DETAILS</b>	1. Certificate of incorporation and commencement of business highlighting registration details as is applicable to the legal status of the bidder  2. Composition of Board of Directors or details of lead partner or governing authority or trust as the case may be, as is applicable depending upon the legal nature of the bidder.
<b>C</b>	<b>CREDENTIAL</b> [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	<b>CREDENTIAL</b>	1. Credentials of a similar nature of completed Supply with valid payment certificate of executing a single contract of value not less than 40% of the quoted price for such supply during last 05 (Five) years prior to the date of issue of the quotation notice. <b>2.</b> Annual Report and Audited Balance Sheet of last year. <b>3.</b> Valid Bank solvency certificate.

**5) Qualification Criteria:-**

**The bidder must meet the following criteria**

- a. General Criteria :** As mentioned
- b. Technical Criteria :** As mentioned
- c. Financial Criteria :** As mentioned

## **6) Evaluation of Bid**

### **a) Opening of Bid**

- i) Proposal will be opened electronically from the website using DSC.
- ii) Decrypted (transformed into readable formats) documents will be downloaded and handed over to the officials for evaluation

### **b) Evaluation:**

- i) Cover (Sub folder) of statutory documents shall be opened first and if found in order, Cover Folder for Non Statutory documents will be opened. If there is any deficiency in the statutory folder documents the tender will summarily be rejected.
- ii) Scrutiny of proposal and recommendation thereafter will be made by the Authority / Committee.

### **c) Uploading of summary list of technically qualified bidders-**

- i) Pursuant to scrutiny and decision of the Authority / Committee the summary list of eligible bidders will be uploaded in the web portals.
- ii) During the process of evaluation, Authority / Committee may summon the bidder(s) 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.
- iii) Any documents found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- iv) If any false or misleading or un-acceptable information is received by Authority / Committee after the bidder(s) has/have been qualified to receive the request for proposal, the Authority / Committee reserve the right to reject the Bidder at that time or at any time after such information becomes known to Authority / Committee.

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

If any bidder fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairperson Board of Administrator, Bolpur Municipality may take appropriate legal action against such defaulting bidder(s). The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the bidder and allied papers in connection with this bid as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

## **8) Rejection of Proposal**

The employer (Tender accepting authority) receives the right to accept or reject any Tender and to cancel the quotation process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Tenderer or any obligation to inform the affected tenderer of the ground for employer's (Tender accepting authority) action.

## **9) Typographical Error**

Typographical errors deducted or pointed out are subject to corrections by the Quotation Inviting Authority. No benefit can be derived by any party on account of such error.

## **ANNEXUTRE- I**

### **QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE TENDER**

#### **QUESTIONNAIRE IN GENERAL**

Tenderer shall fill in the questionnaire and upload copy of his offer. This information is required in this form to facilitate tender processing even though it may duplicate the information presented elsewhere in this offer. This data shall form a part of the contract with the successful tenderer.

The questionnaire does not supersede instructions in the tender documents relating to the description and other information to be submitted with the offer for a complete understanding of the items offer.

1.0	General	:	
1.1	Tenderers name and address (Telephone no., fax no., e-mail address)	:	
1.2	Tender no. and date	:	
1.3	Name of contact person	:	
1.4	Previous experience and present workload	:	
1.5	Time schedule of completion of supply work	:	
1.6	Tenderers organization chart (to be enclosed by the Tenderer)	:	
1.7	Details of branch and site offices, divisions etc	:	
1.8	Annual turnover Rs.	:	

...



## **ANNEX II**

### **QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE TENDER**

<b>Financial year</b>	<b>Annual turnover in Indian Rupees</b>		
	<b>Execution of Similar Works</b>	<b>Others</b>	<b>Total</b>
<b>1</b>	<b>2a</b>	<b>2b</b>	<b>3</b>

The following supporting documents should be enclosed:

1. Annual Report
2. Audited Balance Sheet
3. Auditor's certificate indicating Average Annual Turnover
4. Certificate from any authority other than the Auditor shall not be accepted
5. All supporting documents submitted shall be either in original or authenticated.

**ANNEXTURE- III**

**DECLARATION BY THE TENDERER – I**

(Affidavit to be affirmed on a non Judicial Stamp paper of Rs. 10/- and enclosed with the Tender Documents which is required to be mentioned in the forwarded letter of the Tenderers as required to be submitted)

**To**

**The Chairperson,**

**Board of Administrator**

**Bolpur Municipality,**

**Sub.:-**

Dear Sir,

I, ..... Son of ..... aged about

..... years by occupation ..... do hereby solemnly affirm and say as

follows :

1. That I am the ..... of ..... (designation) (Name of Tenderer) and duly authorized by a competent to affirm this affidavit on behalf of the said Tenderer.
2. that I am fully aware of the sites of the work covered under NIQ No..... and have made myself fully acquainted with the local conditions in or around the site of work, I have also carefully gone through the Notice Inviting Quotation and Documents mentioned therein. Tender of the above named tenderer is offered upon due consideration of all factors and if the same is accepted, I, on behalf of the aforesaid tenderer being duly authorized promise to abide by all the covenants, conditions and stipulations of the contract documents and to carryout & complete the supply work to the satisfaction of the Engineer-in-Charge of the work and abide by his instructions as may be given by him from time to time in that behalf. I also undertake to abide by the provisions of law including the provisions of contract labour (Regulation & Abolition) Act, 1970, Apprentice Act, 1961, west Bengal Sales Tax Act, Income Tax Act as would be applicable to the Tenderer upon entering into formal contract with Municipal Authority.
3. That I declare that no relevant information as required to be furnished by the tenderer has been suppressed in the tender documents.
4. That the statement made in paragraph no. 1 to 3 is true to my knowledge.

Solemnly affirmed by the

Said .....

Deponent Before me

**ANNEXURE- IV**

**DECLARATION BY THE TENDERER – II**

To  
The Chairperson,  
Board of Administrator  
Bolpur Municipality,

**Sub.:-**

Dear Sir,

We offer our Tender for the above project, in the capacity of the tenderer for the project we declare that we are interested in earnestly accomplishing the project, should you select us for this purpose.

If selected, we understand that it is on the basis of the organizational, technical, financial capabilities and experience of us as specified in the tender document. We understand that the basis of our qualification proposal, and that any circumstance affecting our continued eligibility under the Qualification Proposal, or any circumstance which would lead or have lead to our disqualification under the Qualification Proposal, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all proposal(s) you received.

We declare that we have neither entered into nor are party to (whether by conduct or by acquiescence) any restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other tenderer for the Project, in connection with the preparation and / or submission of the proposal for the Project.

We undertake that, in competing for (and, if we are selected, in working ) the Project Agreements, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We declare that we have disclosed all material information, facts and circumstances to you, which would be relevant to and have a bearing on the evaluation of our proposal and selection.

We declare that in the event that you discover anything contrary to our above declarations, it is empowered to forthwith disqualify us and our proposal from further participation in the process.

Yours faithfully,

**Authorized Signature**

Name & Title of Signatory

**Name of Quotationer** :

**Address** :

**Annexure V**

**FORMAT OF BANK GUARANTEE**

In consideration of Corporation/Municipality represented by the Mayor/Chairperson/Chief Executive Officer/Executive Officer, having agreed to accept, under the terms and conditions of an agreement dated made between and for -----

for the due fulfillment by the said Tenderer of the terms and conditions contained in the said agreement a bank guarantee for Rs. (Rupees ) only, we (indicate the name of Bank and branch) (hereinafter referred to as the "Bank") do hereby undertake to pay to ..... Corporation/Municipality an amount not exceeding Rs. (Rupees ) only against any loss or damage cause to or suffered or would be caused to or suffered by ..... Corporation/Municipality and / or the users of the said works (hereinafter collectively called as "Beneficiaries") by reason of any breach by the said tenderer of any of the terms or conditions contained in the said agreement, inclusive of failure on the part of the tenderer for replacement of defective pipes within the time limit.

2. we (indicate the name of Bank and branch) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from MED stating that the amount claimed is due by way of loss or damaged cost to or would be caused to or suffered by ..... Corporation/Municipality/beneficiaries by reason of any branch by the said tenderer of any of the terms and/or conditions contained in the said agreement inclusive of failure of the part of the tenderer for replacement of defective works within the time limit. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this to pay guarantee shall be restricted to an amount not exceeding Rs. (Rupees ) only.
3. we undertake to pay ..... Corporation/Municipality any amount so demand notwithstanding any dispute or disputes raised by tenderer in any suit or proceedings pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this guarantee shall be a valid discharge of our liability for payment there under and the tenderer shall have no claim against us for making such payment.
4. we (indicate the name of Bank and branch) further agree the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of

..... Corporation/Municipality under or by virtue of the said agreement has been fully paid and its claim satisfied or discharged or till ..... Corporation/Municipality certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said tenderer and accordingly discharges this guarantee.

Signature of Bidder

Signature of Tender  
Accepting Authority

Signature of Tender  
Accepting Authority