OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT  
BARASAT MUNICIPALITY  
RISHI BANKIM CHANDRA CHATTERJEE ROAD  
BARASAT, KOLKATA - 700 124.  

Phone 2552 3211/2562 3535  
Fax : 2562 6900  
Email: - info@barasatmunicipality.org  
Website: - www.barasatmunicipality.org

Memo No. 812 / BM/NIeQ. G.store / 2022 - 23  
Date: 22/08/2022

NOTICE INVITING e-Quotation

Online Quotations are invited by the Chairman, Barasat Municipality through electronic quotation (e-quotation) for the listed work from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the e-quotation

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the work</th>
<th>Estimated amount put to quotation (in Rs.)</th>
<th>Earnest Money (in Rs.)</th>
<th>Cost of Quotation Documents(Applicable for the successful Contractor at the time of formal Agreement)</th>
<th>Time for completion of work (in days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply of various electrical materials as attached annexure under Barasat Municipality. (NOTE- All Rates Must be Submitted including all taxes and charges)</td>
<td>NA</td>
<td>5000.00</td>
<td>500.00</td>
<td>15</td>
</tr>
</tbody>
</table>

Table-2 :- Date and Time Schedule

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Date of uploading of NIeQ and Quotation Documents online (Publishing Date)</td>
<td>24/08/2022</td>
</tr>
<tr>
<td>ii)</td>
<td>Documents download start date (Online)</td>
<td>24/08/2022 at 17.00 Hrs.</td>
</tr>
<tr>
<td>iii)</td>
<td>Date of Pre Bid Meeting with the intending Contractors at Municipality</td>
<td>26/08/2022 at 11:00 Hrs.</td>
</tr>
<tr>
<td>iv)</td>
<td>Quotation submission start date (On line)</td>
<td>24/08/2022 at 12.00Hrs.</td>
</tr>
<tr>
<td>v)</td>
<td>Quotation Submission closing (On line)</td>
<td>15/09/2022 at 16:00 Hrs.</td>
</tr>
<tr>
<td>vi)</td>
<td>Quotation opening date for Technical Proposals (Online)</td>
<td>19/09/2022 at 16:30 Hrs.</td>
</tr>
<tr>
<td>vii)</td>
<td>Date of uploading list for Technically Qualified Contractor (online)</td>
<td>To be notified later</td>
</tr>
<tr>
<td>viii)</td>
<td>Date and Place for opening of Financial Proposal (Online)</td>
<td>To be notified later</td>
</tr>
<tr>
<td>ix)</td>
<td>Date of uploading list of qualified Contractor along with the offer rates (on line)</td>
<td>To be notified later.</td>
</tr>
<tr>
<td>x)</td>
<td>Also if necessary for further negotiation through offline for final rate.</td>
<td>To be notified later.</td>
</tr>
</tbody>
</table>

Table 3: :-

**Eligibility Criteria & Documents to be produced in support of Credential for quotation Part-l (Prequalification Documents):-**

- **i)** Having experience and technical acumen in supply of various materials during last 5 (five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc (copies of Completion certificate, work order, price schedule & payment certificate issued by the competent authority shall have to be furnished)
- **ii)** Having valid GST registration certificate with up to date GST return.
- **iii)** Having valid PAN Card and last year Income tax return.
- **iv)** Having valid P. Tax clearance Certificate.
- **v)** Other certificates if any

(Copies of all above mentioned documents shall have to be furnished)

*All documents in original to be produced in due course of time as & when asked by the TIA.*

- **vi)** Balance Sheet: Audited Balance Sheets of last three financial years (2019-2020, 2020-2021 & 2021-2022) with auditors certificate regarding annual turnover from contracting business in each year may be submitted as additional documents.

(If the company was set up less than three years ago, audited balance sheet for the no of years since inception may be submitted)

- **vii)** Copy of up-to-date Certificate for Opening of trade,(Trade license)

**Quotation documents:-**

A full set of Quotation documents consists of 2 Parts. These are

**PART I**: Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda’s.

**PART II**: Containing the Quotation Price / Price Schedule.(BOQ in MS-excel format)

**Earnest Money:-**

The Earnest Money as specified in Table-1 shall be remitted by the Contractor through net banking or NEFT or RTGS (ICICI payment Gateway) in respect of quotation ID. Every such transfer shall be done on or after the date of published of NteQ. Any quotation without such on line payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.

The cost of Quotation documents as specified in Table-1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of
**Validity/ Withdrawal/ Acceptance of Quotation:**

A Quotation submitted shall remain valid for a period of 120 calendar days from the date set for opening of quotations. Any extension of this validity period if required will be subject to concurrence of the Quotations. A Quotation once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their quotation(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA. The TIA will accept the quotation. He/She does not bind himself/herself to accept otherwise the lowest quotation and reserves to him/herself the right to reject any or all of the quotations received without assigning any reason thereof.

**Scope of the works:** As per BOQ

**Other terms & conditions if any:** The following requirements if necessary and if not produced then the quotation will be rejected:

1. Successful agency shall have to execute a formal agreement with the Barasat Municipality. In the Revised West Bengal Form No-2911 (As per memo no-1005/MA/C-10/Misc-14/2018 dated 11/11/2019) by depositing the cost of quotation documents (mentioned in the Table-I) plus cost of quotation form, for each individual work by cash at the municipal cash counter within the time period mentioned in the LOA/ work order.

2. All taxes will be deducted as per order of Govt. of West Bengal. Time to time.

3. Failing to Deliver requisition material within stipulated time period for more than 3 times will not be entertained and strict action will be taken against that agency including Black listing from this office.

**Instructions/guidance to the contractors for e-quotatoning:**

1. **General Guidance for e-quotatoning:** Intending quotationers desirous of participating in the quotation are to log on to the website [https://wbtenders.gov.in](https://wbtenders.gov.in). The quotation can be searched by typing the First Four Letters in the search engine provided in the website.

2. **Registration of Contractors:** Quotationers willing to take part in the process of e-quotatoning are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

3. **Collection of Quotation Documents:** Quotations are to be submitted online and intending quotationers are to download the quotation documents from the website given in clause 1 above, directly with the help of the e-Token provided. This is the only mode of collection of quotation documents. Details of submission procedure are given below.

4. **Submission of Quotations**
4.1 General process of submission
Quotations are to be submitted online through the website stated as above. All the documents uploaded by the Quotation Inviting Authority form an integral part of the contract. Quotationers are required to upload all the quotation documents along with the other documents, as asked for in the quotation, through the above website within the stipulated date and time as given in the Quotation. Quotations are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The quotationer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Quotationers should specially take note of all the addendum/corrigendum related to the quotation till the bid submission ends. Quotationers should in general upload the latest documents as part of the quotation, however, in case of failure in uploading such documents, it will be deemed that they (quotationers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

4.2 Addenda/Corrigenda: if published.
Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIQ till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIQ in the NIQ folder. , however, in case of failure in uploading such documents, it will be deemed that they (quotationers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIQ

5.3 Average annual turnover from contracting business as stated in should be at least 60% of the amount put to quotation of the works in which the contractor intends to participate.

5.6 Penalty for suppression / distortion of facts
If any quotationer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Quotation Evaluation Committee 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 quotationer will be suspended from participating in the quotations on e-Quotation platform of the Barasat Municipality for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Barasat Municipality may take appropriate legal action against such defaulting quotationer.

Chairman
Barasat Municipality

Chairman
Barasat Municipality
FORM-1

APPLICATION FOR QUOTATION

To,
Sri Asani Mukherjee
Chairman
Barasat Municipality

NIQ No: - ..................................................

Serial No of Work applied for: .................

Amount put to quotation: ' ........................................

Dear Sir,

Having examined the Statutory, Non statutory & NIEQ documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIEQ no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this ______ day of ______________ 201____

Full name of applicant: ________________________________

Signature: ________________________________

In the capacity of: ________________________________
Duly authorized to sign bids

For & on behalf of (Name of Firm): ________________________________
(In block capitals or typed)

Office address:
Telephone no(s) (office): ________________________________

Mobile No: ________________________________
Fax No: ________________________________
E mail ID: ________________________________
FORMAT FOR BANK SOLVENCY CERTIFICATE

This is to certify that M/s ------------ is a reputed company with a good financial standing. If the contract for the work, namely, ________, NIQ No. ____________, Sl. No. ___ is awarded to the above firm, we shall be able to provide overdraft / credit facilities to the extent of Rs. ______ to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager

Name of the senior Bank Manager

Address of the Bank

Stamp of the Bank

Note: Certificate should be on the letter head of the bank.

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(Signature of the Bidder)
Copy forwarded for wide circulation through:

2. Executive Officer, Barasat Municipality
3. Finance Officer, Barasat Municipality
4. The Head Clerk, Barasat Municipality
5. The SAE (Electric) Barasat Municipality
6. The Accountant, Barasat Municipality
7. The Cashier, Barasat Municipalit
8. The O.C General Store, Barasat Municipality
9. Municipal Website: www.barasatmunicipality.org
10. Office notice board, Barasat municipality.

Chairman
Barasat Municipality

Chairman
Barasat Municipality