

OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT

RISHI BANKIM CHANDRA CHATTERJEE ROAD

BARASAT, KOLKATA – 700 124.



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Memo No. 261-BM/Electric/NleQ-3/2024-2025

Date: 11-03-2025

From : Sri Asani Mukherjee,
Chairman, Barasat Municipality

NOTICE INVITING e- QUOTATION

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

Table I :- List of works

Sl. No.	Name of the work	Estimated amount put to Quotation (in Rs.)	Earnest Money (in Rs.)	Cost of Quotation Documents (Applicable for the successful Contractor at the time of formal Agreement)	Time for completion of work (in days)
1	Routine maintenance of Electric poles at regular intervals (NOTE – All rates must be submitted including all charges and excluding GST.	NA	5000.00	00.00	15 (Fifteen) Days

Table-2 :- Date and Time Schedule

Sl No	Particulars	Date & Time
i)	Date of uploading of NleQ and Quotation Documents online (Publishing Date)	12-03-2025 at 14.00 Hrs.
ii)	Documents download start date (Online)	12-03-2025 at 14.00 Hrs.
iii)	Date of Pre Bid Meeting with the intending Contractors at Municipality	13-03-2025 at 14.00 Hrs.
iv)	Quotation submission start date (Online)	12-03-2025 at 14.00 Hrs.
v)	Quotation Submission closing (Online)	22-03-2025 at 14.00. Hrs.
vi)	Quotation opening date for Technical Proposals (Online)	24-03-2025 at 10.00 Hrs.
vii)	Date of uploading list for Technically Qualified Contractor (Online)	To be notified later
viii)	Date and Place for opening of Financial Proposal (Online)	To be notified later
ix)	Date of uploading of list of qualified Contractor along with the offer rates (Online)	To be notified later.
x)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

Table-3 :-

Eligibility Criteria & Documents to be produced in support of Credential for quotation Part-I (Prequalification Documents):-	<p>i) Having experience and technical acumen in Executing, Electrical & Completion of similar nature of work all credential should be from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.</p> <p>ii) Having valid GST registration certificate with up to date GST return (GSTR- 3B/1, whichever applicable)</p> <p>iii) Having valid PAN Card and last assessment year Income tax return i.e.- AY-2024-2025</p> <p>iv) Having valid P. Tax clearance Certificate & up to date Challan Copy.</p> <p>v) Having up to date Trade Permission.</p> <p>vi)Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>vii) Having last year Audited Balance Sheet i.e. 2024-2025</p> <p>viii) Other certificates if any.</p> <p><i>(Copies of all above mentioned documents shall have to be furnished)</i> All documents in original to be produced in due course of time as & when asked by the TIA.</p>
Quotation Documents:-	<p>A full set of Quotation documents consists of 2 Parts. These are</p> <p>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.</p> <p>PART II:- Containing the Quotation Price / Price Schedule.(BOQ in MS-excel format).</p>
Earnest Money:-	<p>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 tender ID. Every such transfer shall be done on or after the date of published of NleQ. Any tender 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.</p>
Validity/ Withdrawal/ Acceptance of Quotation:-	<p><i>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 quotation.</i></p> <p>A Quotation submitted shall remain valid for a period of 120 calendar days from the date set for opening of quotation. Any extension of this validity period if required will be subject to concurrence of the Quotation.</p> <p>A Quotation once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(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.</p> <p>The TIA will accept the quotation. He / She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the quotations received without assigning any reason thereof.</p>

Scope of the works:- As per Annexure/BoQ

Other terms & conditions if any:

The following requirements if necessary and if not produced then the quotation will be rejected:

- 1 All taxes will be deducted as per order of Govt. of West Bengal. Time to time.
- 2 Among all the workers engaged with the firm, those who will be working at the site of the said tender must be use safety measures. If any casualty occurs then the total responsibility will go to the contractors end.
- 3 The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.
- 4 The intending bidders must provide Valid Electrical Contractors License & Valid Electrical Supervisor Competency Certificate
- 5 Tenderer must upload and submit duly digital signed a declaration as per prescribed format for confirmation of his awareness of the contract.

Instructions/guidance to the contractors for e-quotationing:-

1. General Guidance for e-quotationing:

Intending quotationers desirous of participating in the quotation are to log on to the website <https://wbttenders.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-quotationing are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India.

(viz. nCode Solution, Safes crypt, e-Mudhra, TCS, MTNL, IDBRT) 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. Eligibility for participation:

Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate.

4. Collection of Tender Documents:

Quotations are to be submitted online and intending quotationers are to download the tender documents from the website as stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

5. Submission of Quotations:

5.1 General process of submission.

Quotations are to be submitted online through the website as stated above. All the documents uploaded by the Quotation Inviting Authority form an integral part of the contract. Quotationers are required to upload all the tender documents along with the other documents, as asked for in the tender, 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 tender till the bid submission ends. Quotationers should in general upload the latest documents as part of the tender, 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.

5.2 Addenda/Corrigenda: if published.

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (Quotationer) 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 NIT.

5.3 Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

5.4 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**

QUOTATION APPLICATION

To
The Chairman,
Barasat Municipality,
Barasat, Kolkata- 700 124.

NIQ No: - , Date:

Serial No of Work applied for: - As per Annexure/BoQ.

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 _____ 202__

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: _____

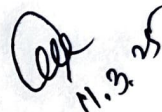
Fax No: _____

E mail ID: _____

Signature of Quotationer with seal

Copy forwarded for necessary information to the:

1. Vice-Chairman, Barasat Municipality,
2. CIC (Water), Barasat Municipality,
3. Executive Officer, Barasat Municipality,
4. Finance Officer, Barasat Municipality,
5. Office Superintendent, Barasat Municipality,
6. Assistant Engineer, Barasat Municipality
7. Accountant, Barasat Municipality,
8. Office Notice Board, Barasat Municipality,
9. Municipal Website: www.barasatmunicipality.org.
10. Bangla Sahayata Kendra(BSK), Barasat Municipality,



Chairman
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