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Memo No.: 745- BM/WD-05/NieQ-5/2023-24

Dated, Barasat, the 14th. March 2024

NOTICE INVITING e- QUOTATION

Tender No. :- *BM/PWD/NieQ- 5 /23-24*

Chairman/ Executive Officer on behalf of the Barasat Municipality invites quotation through electronic quotation (*e-quotation*) for the following listed works (Table-I) from the eligible, resourceful, bonafide & reliable Companies/Contractors/Engineering Firms /Individual engineer having sufficient credential and financial capability and technical man power for participating in this quotation for the works as depicted hereunder.

*****The bidder should submit their quotation along with all kind of taxes, incidental charge, transportation cost, hire charge of man & machinery, Profit & risk and other charges if any. No extra cost will be admissible after finalization of the quotation.**

Table -I

Sl. No.	Name of Work	Scope of work	Earnest Money (Rs.) [Online through e-Procurement System of Govt. of W.B]	Time of Completion	Fund	Place of work /Ward No.
1	Topographical survey work for preparation of drainage scheme From Champadali More(I core)to Hath Khola ,Barasat along Jessore Road Under Barasat Municipality approx Length =800.00 Mtr.	(i)Topographical survey work should maintain Geo-refference (ii) Crossectional drawing should be at every 25mtr. interval with level.(iii) Lay out map with long section indicating command area , population , permanent land mark, out fall position, road level , all branch road/drain., nature/type of road.(iv) details outfall drawing. (v) Existing drain section (vi) Five set of colour drawing & soft copy to be submit.	5000.00	45 days	CDF	25&26



2	Topographical survey work for preparation of drainage scheme from Ganji Mill to Jagadighata Culvert along Jessore Road . Under Barasat Municipality. Approx Length =1100 Mtr.	(i)Topographical survey work should maintain Geo-reference (ii) Cross sectional drawing should be at every 25mtr. interval with level. (iii) Lay out map with long section indicating command area , population , permanent land mark, out fall position, road level , all branch road/drain., nature/type of road. (iv) details outfall drawing. (v) Existing drain section (vi) Five set of color drawing & soft copy to be submit.	5000.00	45 days	CDF	13&2
3	Preparation of DPR for 8 -Beded Mortuary at Barbaria . Under Barasat Municipality.	(i)Details survey of site & preparation of site Plan (ii)Details drawing design & estimate (civil, electrical & mechanical) same tobe submit five set hard cope & soft copy (iii) Draft plan to be submit before finalization of DPR (iv) Model NIT to be prepare. (v) Technical Support at the time of Vetting of DPR	5000.00	45 days	CDF	5
4	Preparation of DPR for Animal Crematorium (Medium Size)at Barbaria , Under Barasat Municipality.	(i)Details survey of site & preparation of site Plan (ii)Details drawing design & estimate (civil, electrical & mechanical) same tobe submit five set hard cope & soft copy (iii) Draft plan to be submit before finalization of DPR (iv) Model NIT to be prepare. (v) Technical Support at the time of Vetting of DPR	5000.00	45 days	CDF	5
5	Preparation of details drawing , design & Estimate for Water Body Rejuvenation of Pioneer Pond ,Ward no. 10. Under Barasat Municipality Approx Area 6200 Sq.m	(i)Details survey of site & preparation of site Plan (ii)Details drawing design & estimate (civil, electrical & mechanical) same to be submit five set hard cope & soft copy (iii) Draft plan to be submit before finalization of scheme (iv) Model NIT to be prepare. (v) Preparation of supporting documents for non schedule Item if any. (vi) Technical Support at the time of Vetting of scheme	5000.00	45 days	CDF	10



6	Preparation of details drawing design & Estimate for Beautification of Pioneer Park around Pond , ward no.-10. Of Barast Municipality. Approx Area 800 Sq.m.	(i)Details survey of site & preparation of site Plan (ii)Details drawing design & estimate (civil, electrical & mechanical) same to be submit five set hard cope & soft copy (iii) Draft plan to be submit before finalization of scheme (iv) Model NIT to be prepare. (v) Preparation of supporting documents for non schedule Item if any. (vi) Technical Support at the time of Vetting of scheme	5000.00	45 days	CDF	10
7	Preparation of details drawing , design & Estimate for side Beautification & artificial Rock at near Subarnapattan Kalimandir Ward no .-19 Under Barasat Municipality Area =15 Satak.	(i)Details survey of site & preparation of site Plan (ii)Details drawing design & estimate (civil, electrical & mechanical) same to be submit five set hard cope & soft copy (iii) Draft plan to be submit before finalization of scheme (iv) Model NIT to be prepare. (v) Preparation of supporting documents for non schedule Item if any. (vi) Technical Support at the time of Vetting of scheme	5000.00	45 days	CDF	19
8	Preparation of details drawing , design & Estimate for Nature Butterfly Park at Rathala Dighir Par, in ward no. - 30. Under Barasat Municipality. Approx area 124 Satak	(i)Details survey of site & preparation of site Plan (ii)Details drawing design & estimate (civil, electrical & mechanical) same to be submit five set hard cope & soft copy (iii) Draft plan to be submit before finalization of scheme (iv) Model NIT to be prepare. (v) Preparation of supporting documents for non schedule Item if any. (vi) Technical Support at the time of Vetting of scheme	5000.00	45 days	CDF	30



Table-2 :- Date and Time Schedule

Sl No	Particulars	Date & Time
i)	Date of uploading of NleQ and Quotation Documents online (Publishing Date)	15/03/2024.
ii)	Documents download start date (Online)	15/03/2024 from 14.00 Hrs.
iii)	Date of Pre Quotation Meeting with the intending bidders at Municipality	22/03/2024 at 14.00 Hrs.
iv)	Quotation submission starting date (On line)	15/03/2024 from 14.00 Hrs.
v)	Quotation Submission closing (On line)	15/04/2024 at 14.00. Hrs.
vi)	Quotation opening date for Technical Proposals(Online)	17/04/2024 at 14.00 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 (on line)	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 tender Part-I (Prequalification Documents):-	<p>i) Having experience and technical acumen in Executing & Completion of similar nature of work of any amount during last 7(seven) years. The credential should be issued from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. <i>copies of Completion certificate, work order, price schedule(if any) & payment certificate issued by the competent authority shall have to be furnished</i></p> <p>ii) Having valid GST registration certificate</p> <p>iii) Having valid PAN Card</p> <p>iv) Income Tax Return (For last yrs).</p> <p>v) Having up to date Professional Tax clearance Certificate.</p> <p>vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>vii) Having up to date Trade Permission</p> <p>viii) Other certificates if any <i>(Copies of all above mentioned documents shall have to be furnished)</i></p>
	<p><u>All documents in original to be produced in due course of time as & when asked by the OIA.</u></p>
Quotation documents:-	<p>A full set of Quotation documents consists of 2 Parts. These are</p> <p><u>PART I</u> :-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><u>PART II</u> :-Containing the quotation Price / Price Schedule.(BOQ in MS-excel format)</p>
Earnest Money:-	<p>The initial Earnest Money as mentioned in Table-I shall be remitted by the Contractor through net</p>

	<p>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 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.</p> <p>After acceptance of the quotation the lowest quotationer (L-1) should have to deposit rest earnest money(if required) over the initial earnest money to fulfill @ 2% of quotation amount through Bank Draft from a nationalized Bank issued in favour of “ CHAIRMAN BARASAT MUNICIPALITY”</p>
<p>Security Deposit & other taxes:- (G.O.No-5784-PW/L&A/2M-175/2017 date. 12.09.17)</p>	<p>All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills time to time. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) will be refunded without any interest after one year from the date of completion of the work.</p>
<p>Formal Agreement</p>	<p><i>The successful bidder (L-1) Shall have to make a formal agreement with the Quotation inviting authority (QIA) by depositing Rs. 500/- as the cost of quotation documents after acceptance of quotation and issuance of the work order.</i></p>
<p>Validity/ Withdrawal/ Acceptance of Tender:-</p>	<p>A quotation submitted shall remain valid for a period of 120calendar 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 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 QIA.</p> <p>The QIA will accept the quotation. He/She does not bind himself/herself to accept otherwise the lowest quotation and reserves to himself/herself the right to reject any or all of the quotation received without assigning any reason thereof.</p>

Other terms & conditions:-

1. The quotation shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the quotation shall be in English.
2. The quotation Notice along with other documents like Form 2911, Technical Specification, Special Terms and Conditions, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the quotation
3. Quotation must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.
4. Successful bidder can collect hard copy for respective work from this Municipal office, P.W. Deptt. At the time of formal agreement.
5. All taxes will be deducted as per order of Govt. of West Bengal. Time to time.



6. 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 tender documents (mentioned in the Table-I) plus cost of tender form , for each individual work by cash at the municipal cash counter within the time period mentioned in the LOA/ work order.
7. 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.
8. Place of work may change at the time execution within the jurisdiction of Barasat Municipality if required.
9. Topographical survey work is to be followed by permanent Bench Mark carried from nearest Administrative building, Railway station, or national High way.
10. Payment will be released after successful completion of work duly checked/vetted by the competent authority and proper certification from the work in charge.
11. All men and machineries , engineering equipments should be arrange by the bidder and traffic safety also should be maintain by the bidder during survey work.
12. Five set of original drawing/DPR/ other documents (hard copy) should submit along with the bill and soft copy is also to be submit.
13. Bidder should attend to this office / to the vetting authority at the time of checking/vetting of project/drawing and should rectify all types of correction if required.

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

1. General Guidance for e-tendering :

Intending bidders desirous of participating in the tender are to log on to the website <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 :

Bidders willing to take part in the process of e-quotation are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India.

(viz. n Code Solution, Safe script, 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. 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 Quotation Documents:

Tenders are to be submitted online and intending Bidders are to download the quotation 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 quotation



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. Bidders 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. Bidders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. Bidders 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). Bidders should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Bidders should in general upload the latest documents as part of the tender, along with the application letter in the prescribed format given in Appendix –A ,however, in case of failure in uploading such documents, it will be deemed that they (Bidders) 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 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 (Bidders) 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 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 Bidders fails to produce the original hard copies of the documents (especially Completion Certificates), 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 Bidders will be suspended from participating in the quotation 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 Bidders

NOTE: (i) All the bidders are strictly directed to submit all the relevant documents as per NIEQ and no other documents will be entertained and will be treated as strongly objectionable.

(ii) Payment will be made as per availability of Fund from concerned department for the specific works only.



Al
Chairman
Barasat Municipality
Chairman
Barasat Municipality

Appendix-A

APPLICATION FORM FOR QUOTATION

To
The Chairman,
Barasat Municipality,
Barasat, Kolkata – 700124.



NIQ No: -

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

Dear Sir,

Having examined the Statutory, Non statutory & NIQ documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIQ 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, 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 Applicant / Bidder

Copy forwarded for necessary information to the:

1. Addl. Secretary, UD & MA department Additional Director SUDA , Govt. of West Bengal, Ilgus Bhawan, HC Block, Sector-III, Kolkata-700106.
2. The joint Secretary, Urban Development & Municipal affairs department , Govt. of West Bengal, Nagarayan Bhawan, Kolkata-7000064.
3. District Magistrate, North 24 Parganas, Barasat.
4. Subdivisional Officer, Barasat, North 24 parganas.
5. District Planning Section(DPLO)-North 24 parganas,
6. Vice Chairman, Barasat Municipality,
7. All C.I.C Barasat Municipality,
8. Executive Officer , Barasat Municipality,
10. Finance Officer, Barasat Municipality,
9. Executive Engineer(civil) Barasat Head quarter
11. Executive Engineer, 24 Parganas Division, M.E.Dte.7, K.B. Bose Road, Barasat,
12. Office Superintendent, Barasat Municipality
13. Head Clerk, Barasat Municipality,
14. Members of Tender Committee, Barasat Municipality,
15. Assistant Engineer, Barasat Municipality,
16. Accountant, Barasat Municipality,
17. Cashier, Barasat Municipality,
18. Receive & Dispatch section, Barasat Municipality,
19. Office Notice Board, Barasat Municipality,
20. Municipal Website : www.barasatmunicipality.org.
21. O C. I.T. Deptt , Barasat Municipality.
22. Bangla Sahayata Kendra(BSK), Barasat Municipality.




Chairman
Barasat Municipality
Barasat Municipality