

OFFICE OF THE
BALURGHAT MUNICIPALITY



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Memo No. **357** /PW(Elec)-3

Date – 03, 06, 2020

NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/(ELECTRICAL) 03/20-21

(Through Pre-qualification)

(Submission of Quotation through online)

On behalf of the board of administrators, The Chairperson, Balurghat Municipality, invites e-Quotations electronic quotation process), to obtain a rate for supplying electrical articles as per enclosed list and under conditions set forth below for the year 2020-2021 (i.e. from 01.07.2020 to 31.03.2021). Details of quotation with necessary requirement towards submission/download of Quotation Papers will be available from website: - <http://etender.wb.nic.in> or <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

1. Applicants willing to take part in the process of e-Quotations will have to be enrolled & registered with the Government e-Procurement system; through logging on to <http://wbtenders.gov.in> using the option – Click here to Enroll. Possession of a valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Quotation submission activities through this web site. Digital Signature Certificate can be obtained from the authorized certifying agencies, details of which are available in the web site <http://wbtenders.gov.in>
2. Intending Quotationers can search and download NI e-Q and other Quotation documents electronically by logging on to the website <http://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of Quotation documents electronically.
3. For participating in the tender, the earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016 (Annexure – A) – a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. b) RTGS/NEFT in case of offline payment through bank account in any bank. Quotation will be declared informal if earnest money is not submitted as directed above.

4. Eligibility criteria for participation in quotation:

- i) The prospective quotationers who are eligible to participate should have sufficient experience during the last 5 (five) financial years prior to the date of issue of this Notice for supplying electrical articles under Govt. department, Municipality, WBSEDCL will be eligible to participate in the quotation under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., Scanned copy of Payment certificates or completion certificates issued by the concerned Executing Authority should be uploaded as Non-Statutory Document through online.
- ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, G.S.T. registration certificate valid Trade License in the Technical Proposal as Non Statutory Documents.
- iii) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

The Quotation Documents shall consist of the following documents:

- i. Tender Form Municipal K Form
- ii. NIQ
- iii) BOQ/ Price Schedule

5. Submission of Quotations

5.1 General process of submission

Quotations are to be submitted online through the website, in two folders, at a time for each work, one is Qualifying Bid and the other is Financial Bid, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

a. Statutory folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no, fax & e-mail.
- ii) Notice Inviting Quotation
- iii) Tender Municipal K Form
- iv) BOQ

Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Quotations will be summarily rejected if any item in the statutory cover is missing.