

OFFICE OF THE BALURGHAT MUNICIPALITY



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Date - 06-08-2020

Memo No - 867/G - 94

NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/COMP/20-21(2nd call)

Name of the Work: Supply of Computer stationeries and accessories for this Office and Matri Sadan for 1(one) year under Balurghat Municipality

1. Applications are invited as specified by the Chairperson, Board of Administrators, Balurghat Municipality on behalf of Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-Quotation (Electronic Quotation) from eligible resourceful & bonafied suppliers as per the enclosed list of Items (Table -1)
2. Applicants willing to take part in the process of e- Quotation will have to be enrolled & registered with the Government e-Portal system through logging on to <https://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 Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
3. Intending Quotationers can search and download NleQ and other Quotation documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of Quotation documents electronically.
4. For participating in the tender, the Quotationers shall have to deposit the Earnest Money as mentioned 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) - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. ii) RTGS/NEFT in case of offline payment through bank account in any bank. Balance Earnest Money Deposit if any shall be deposited after acceptance of Bid Proposal as per direction of TIA/EIC.
Quotation will be declared informal if earnest money is not submitted as directed above.
5. A prospective tenderers shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job..
 - i) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, GST 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.

6. Submission of Quotations

6.1 General process of submission

Quotations are to be submitted online through the website 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) Scanned copy of Earnest Money Deposit (EMD) as prescribed in the NIT, in favour of "Balurghat Municipality,
- iii) Notice Inviting Quotation

Note:

Necessary deduction i.e. GST, I.T, Security Deposit, Royalty etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- i. PAN Card & Income Tax Return receipts valid up to the date of opening of the quotation. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. GST registration Certificate.
- iii. Registered Deed for Partnership Firm, if applicable with notary.
- iv. For Registered Unemployed Engineers'Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of their registration, Bye Laws, up to date audited balance sheet.

7. Penalty for suppression / distortion of facts: *If any quotationer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Quotation 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 Quotationer 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 Administrators, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur may/shall take appropriate legal action against such defaulting tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this Quotation.*

8. Rejection of Quotation


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

9. Date & schedule

(Table-I)

a)	Name of the work:-	Supply of Computer stationeries and accessories for this Office and Matri Sadan for 1(one) year under Balurghat Municipality including all taxes
b)	Name and Address of the Tendering authority	Chairperson , Board of Administrators, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.
c)	Eligibility of the Agency :-	Manufacturer/Authorized dealer preferably having an experience of similar nature work under Government/Semi Government, Public Sector, Government autonomous body Municipality last 5(five) financial years and also should possess valid PAN card., GST registration Certificate, Professional Tax Clearance Certificate and Valid trade license.
d)	Specification of Item: -	As stated in enclosed list of Annexure - I
e)	Earnest money:-	Rs.15, 000.00 (Fifteen thousand) will be deposited by the Quotationers through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016 (Annexure – A) – i) Net banking (any of the

		banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.)
d)	Terms and condition	Security money will be refunded after 1(one) year from the date of completion of the work
i)	<u>Date and Time Schedule as follows :</u>	
i)	Date of uploading of NleQ, and Quotation Documents online (Publishing Date)	07.08.2020
ii)	Document downloaded / sell start date (on line)	08.08.2020 at 11.00 hour
iii)	Quotation submission start date (on line)	10.08.2020 at 11.00 hour
iv)	Quotation submission closing date (on line)	24.08.2020 at 15.00 hour
v)	Tender opening date for Technical proposals (on line)	27.08.2020 at 13-00 hour
vi)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
vii)	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later. (L1 should submit original papers physically before issue of Work Order)
viii)	Also if necessary for further negotiation through offline for final rate	To be notified later.


Chairperson 03/VIII/20

Board of Administrators

 Balurghat Municipality

FORM -I
PRE-QUALIFICATION APPLICATION

To
The Chairperson
Board of Administrators
Balurghat Municipality
Dakshin Dinajpur,

Ref: - Quotation for _____
_____ (Name of work)

NleQ.No.:

Dear Sir,
Having examined the Statutory, Non statutory and NleQ documents, I/we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of _____ In the capacity _____ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
(b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Enclo:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: - Signature of applicant including title
and capacity in which application is made.

Memo No - 867/1(10)/G - 94

Date - 16-08-2020

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

1. The District Magistrate, Balurghat, Dakshin Dinajpur.
2. Smt Arpita Ghosh, Member, Board of Administrators, Balurghat Municipality
3. Sri Shankar Chakraborty, Member, Board of Administrators, Balurghat Municipality
4. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
5. The Executive Officer, Balurghat Municipality.
6. The Finance Officer, Balurghat Municipality.
7. The Assistant Engineer, Balurghat Municipality
8. The Office Superintendant, Balurghat Municipality.
9. The Accountant, Balurghat Municipality.
10. The Cashier, Balurghat Municipality.
11. Smt Jayasree Deb, Staff, Balurghat Municipality.
12. Municipal Notice Board.


Chairperson

Board of Administrators
Balurghat Municipality