

OFFICE OF THE
BALURGHAT MUNICIPALITY



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NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/(ELECTRICAL)02/23-24

(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 rate for annual maintenance contract of 45 (forty five) nos. air-conditioner machines of Balurghat Municipality for the period from 01.09.2023 to 31.08.2024. 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-Quotating 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 Nle-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 tenderers who are eligible to participate (Bonafide Outsider firm/ Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have sufficient resources, sufficient experience during the last 5 (five) financial years prior to the date of issue of this Notice for works in a single tender under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a credential of a completed work at least 40% of the estimated amount put to tender or 2 (two) nos. of completed work, each of the minimum value of 30% of the estimated amount put to tender or one single running work which has been completed to the extent of 80% or more and value of which is not less than the desired value i.e. 40% of the estimated amount put to tender. Scanned copy of Payment certificates or completion certificates including work order 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) Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(ii) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
- iv) 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.
- iii. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- iv. Necessary deduction i.e. G.S.T., S.T. I.T. CESS, Royalty etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, IT PAN Card & Income Tax Return receipts, G.S.T. registration certificate valid up to the date of opening of the quotations. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Registered Deed for Partnership Firm, if applicable with notary.
- iii. Certificate during the Last 5 (five) consecutive years as stated in Clauses 6 (i).
- 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.
- v. Experience profile should be furnished as per following table.

Experience profile

List of projects completed for similar nature of work for the last 5(five) financial years.

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimated amount put to tender (Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

Note: Applicant may add necessary column and space, if required from his end.

THE ABOVE STATED NON-STATUTORY TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the —My Documents list and then click the tab —Submit Non Statutory Documents to send the selected documents to Non-Statutory folder. Next, click the tab —Click to Encrypt and upload and then click the —Technical Folder to upload the Technical Documents.