



OFFICE OF THE COUNCILLORS

Haldibari Municipality

P.O.-Haldibari Dt.-Coochbehar, Pin: 735122

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Notice Inviting e-Tender

Notice Inviting e-Quotation

NIQ No.: WBMAD/HDBM/21 /15th FC/22-23

Memo. No: 938/15th FC

Dated: 17.10.2022

The Executive Officer, Haldibari Municipality invites e-Quotations from the bonafide Suppliers /Manufacturers of Hydraulic covered Toto Garbage Collector Van as listed in the table below. (Submission of Bid through **online**)

List of Schemes:

Sl. No.	Name of the Item.	Pin code.	Estimated Amount. (Rs.)	Earnest Money (Rs.)
01	Supplying of TOTO BOT (Battery Operated Tipper) Garbage Collector Van (4 Nos.) for Haldibari Municipality	735122	ITEM RATE	Rs. 10,000.00

1) In the event of e-filling, intending bidder may download the tender documents from the website

<http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

A Bidder desirous of taking part in e-tender/quotation invited by The Executive Officer, Haldibari Municipality will login to the eProcurement portal of the Government of West Bengal from the website: <http://wbtenders.gov.in> directly with the help of their Digital Signature Certificate.

B. He will select the tender to bid and initiated payment of pre- defined EMD/Tender fees for that tender by selecting from either of the following payment modes:

(i) Net Banking (any of the listed bank in the ICICI Bank payment Gateway) in case of payment through ICICI Bank Payment Gateway

(ii) RTGS/NEFT is case of offline payment through bank account in any bank.

1. Payment Procedure:

(a) Payment by Net Banking: (any listed bank) through ICICI Bank Payment gateway:

(i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway Webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

(ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

(iii) Bidder will receive a confirmation message regarding success/failure of the transaction.

(iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government Office/PSU/Autonomous Body/Local Body/PRI, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

(v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

(b) Payment through RTGS/NEFT:

(i) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

(ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

(iii) Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

(iv) If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

(v) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

(vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

2. Refund / settlement process of EMD:

i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the portal of bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bids is uploaded to the e-procurement portal by the tender inviting authority.

iii. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process successful.

iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-procurement portal by the tender inviting authority.

v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal-

a) EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L₁ bidder.

b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRI, etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.

In both the above cases, such transfer will take place within T+1 Bank working Days where T will mean the date on which the Award of Contract (AOC) is issued.

vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updating.

vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRI, etc. tenders.

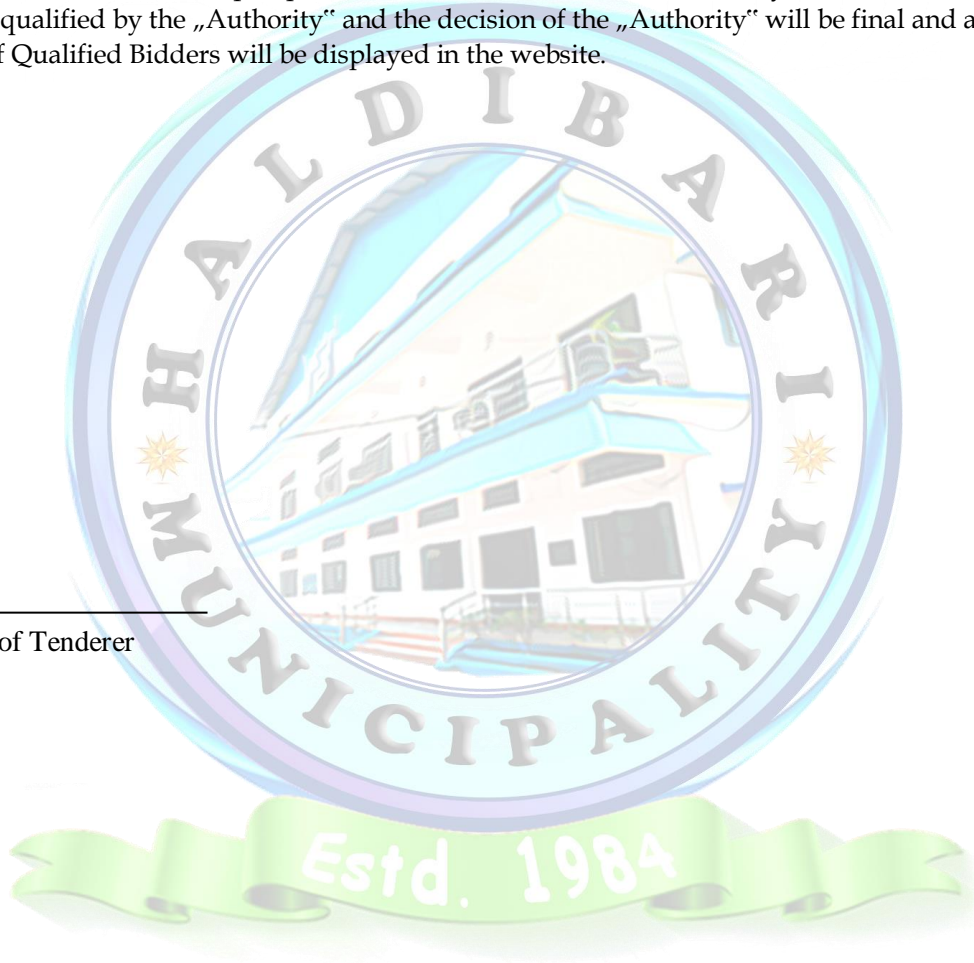
All refunds will be made mandatorily to the Bank A/c from which the payment of EMD were INIQiated.

3) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

4) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No.-6.

5) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the „Authority“ and the decision of the „Authority“ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

Seal & Signature of Tenderer



6) Eligibility Criteria & Product Specification for participation in the tender -

- a) Up to date P.T. Deposit Challan ,
- b) Valid PAN issued by IT Dept. ,
- c) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) “Tax invoice(s) needs to be issued by the supplier for raising claim under the Contract showing Separately the tax charged in accordance with the provisions of GST Act, 2017”,
- d) Trade License obtained from the competent authority,
- e) Pre-qualification application (Section B, Form I)

[Non-statutory documents]

In case of Proprietorship, Partnership Firms and Company, Authenticated Balance Sheet and Profit & Loss Account in favor of applicant are to be furnished. No other name along with applicants name in such enclosure will be entertained.

[Non-statutory documents]

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.



Joint Ventures will not be allowed.

A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

No mobilization advance and secured advance will be allowed.

Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, Labour shed, laboratory etc. at their own cost and responsibility.

All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

Seal & Signature of Tenderer



Bid shall remain valid for a period not less than 180 (*one Eighty*) days from the last date of submission of Financial Bid /Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

8) Date & Time Schedules:

Sl. No.	Particulars	Date & Time
01	Date of uploading of NIQ & other Documents (online) (Publishing Date)	18.10.2022
02	Documents download/sell start date (Online)	19.10.2022 at 11:00 hrs
03	Documents download/sell end date (Online)	04.11.2022 at 11:00 hrs
04	Bid submission start date (On line)	19.10.2022 at 11:30 hrs
05	Bid Submission closing (On line)	04.11.2022 Upto 11:00 hrs
06	Bid opening date for Technical Proposals (Online)	07.11.2022 At 11:00 hrs
07	Date of uploading list for Technically Qualified Bidder(online)	Declared Later
08	Date for opening of Financial Proposal (Online)	Declared Later

9) For Construction Works Only: The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of the Authority. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 1 (One) year from the date of completion of the work.

10) Earnest Money Rs 10,000.00/- to be submitted through online payment method as mentioned earlier.

11) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works/sample of the goods to be supplied and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

12) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of Haldibari Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer up to the stage of Bidding.

13) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in **Instructions to Bidders** stated in **Section - A** before tendering the bids.

14) **Conditional / Incomplete tender will not be accepted under any circumstances.**

15) **The intending Tenderers are required to quote the rate *online*.**

Seal & Signature of Tenderer

16) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect /manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

17) The **Under Signed** reserves the right to cancel the NIQ due to unavoidable circumstances and no claim in this respect will be entertained.

18) If there be any objection regarding prequalifying the Agency that should be lodged on line to the **Executive Officer** of Tender Evaluation Committee within 2 (*two*) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

19) Before issuance of the **WORK/SUPPLY ORDER**, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

20) If any discrepancy arises between two similar clauses on different notification, the clauses as stated in later notification will supersede former one in the following sequences:

- 1) Form No. 2911
- 2) NIQ
- 3) Special Terms & Conditions
- 4) Technical Bid
- 5) Financial Bid

21) Qualification Criteria:

The tender inviting and Accepting Authority through a “**Tender Evaluation Committee**” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false in such cases the eligibility of the bidder /tenderer will be rejected at any stage without any prejudice.

22) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any Circumstances. Rates should be quoted accordingly.



Seal & Signature of Tenderer

SECTION - A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

I. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of the contractor is to click on the link for e-Tendering site as given on the web portal).

II. Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause (i) above. DSC is given as a USB e-Token.

III. The contractor can search & download NIQ & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause (I) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

IV. Participation in more than one work:

A prospective bidder 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.

V. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause (i) in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(23). Statutory Cover Containing the following documents:

1) PREQUALIFICATION DOCUMENTS:

i) Prequalification Application (Sec-B, Form - I)

ii) Online payment towards Earnest Money (EMD) as prescribed in the NIQ against each of the serial of work in favour of the Executive Officer, Haldibari Municipality.

2) Form 2911.

3) Tender (Work content details) Document.

4) NIQ

(NIQ, Tender Document and 2911 downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911, the tender is liable to be summarily rejected.)

(24). Non-statutory Cover Containing the following documents:

- i. Up to date P.T. Deposit Challan ,
- ii. Valid PAN issued by IT Dept. ,
- iii. Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) "Tax invoice(s) needs to be issued by the supplier for raising claim under the Contract showing Separately the tax charged in accordance with the provisions of GST Act, 2017",
- iv. Trade License obtained from the competent authority,
- v. Registration Certificate under Company Act. (if any).

- vi. Pre-qualification application (Section B, Form I)
For Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative
- vii. The Intending tenderers should produce credentials of similar nature of work of Supply or Manufacturing.

N.B.: Failure of submission of any of the above mentioned documents as stated will render the tenderer liable to be rejected for both statutory & non statutory cover.



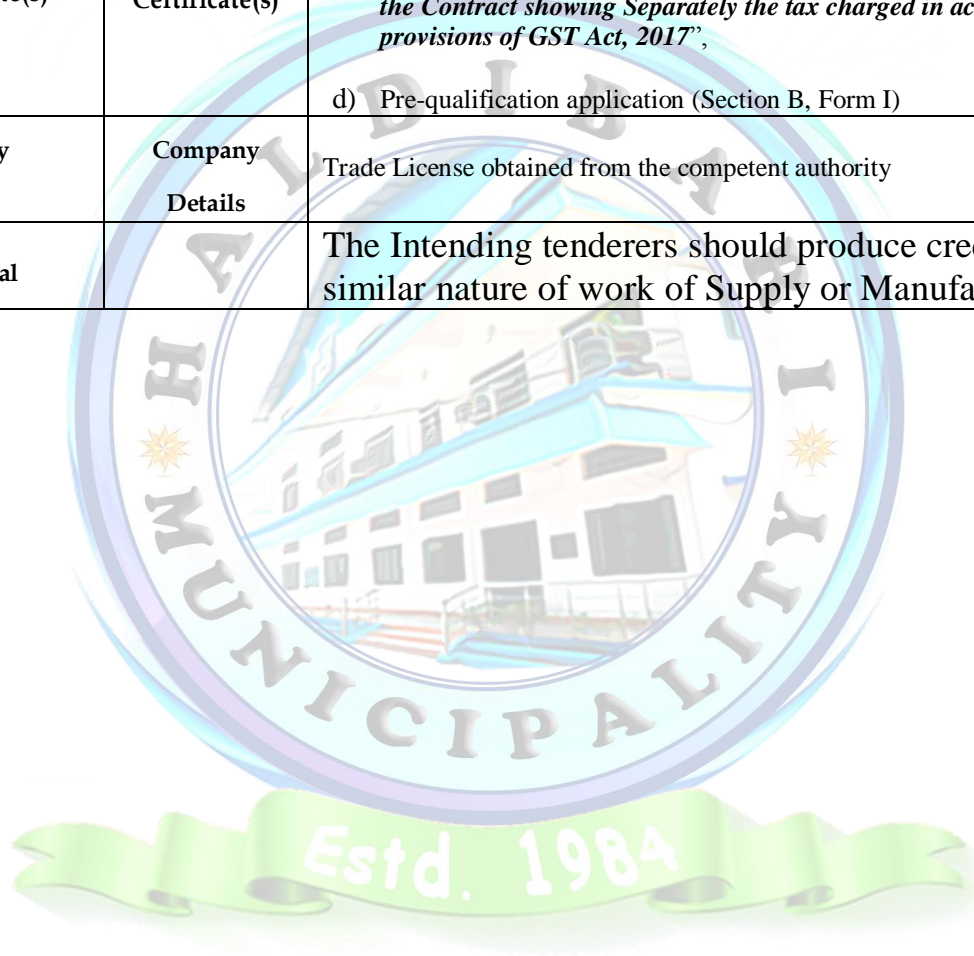
**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document 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.

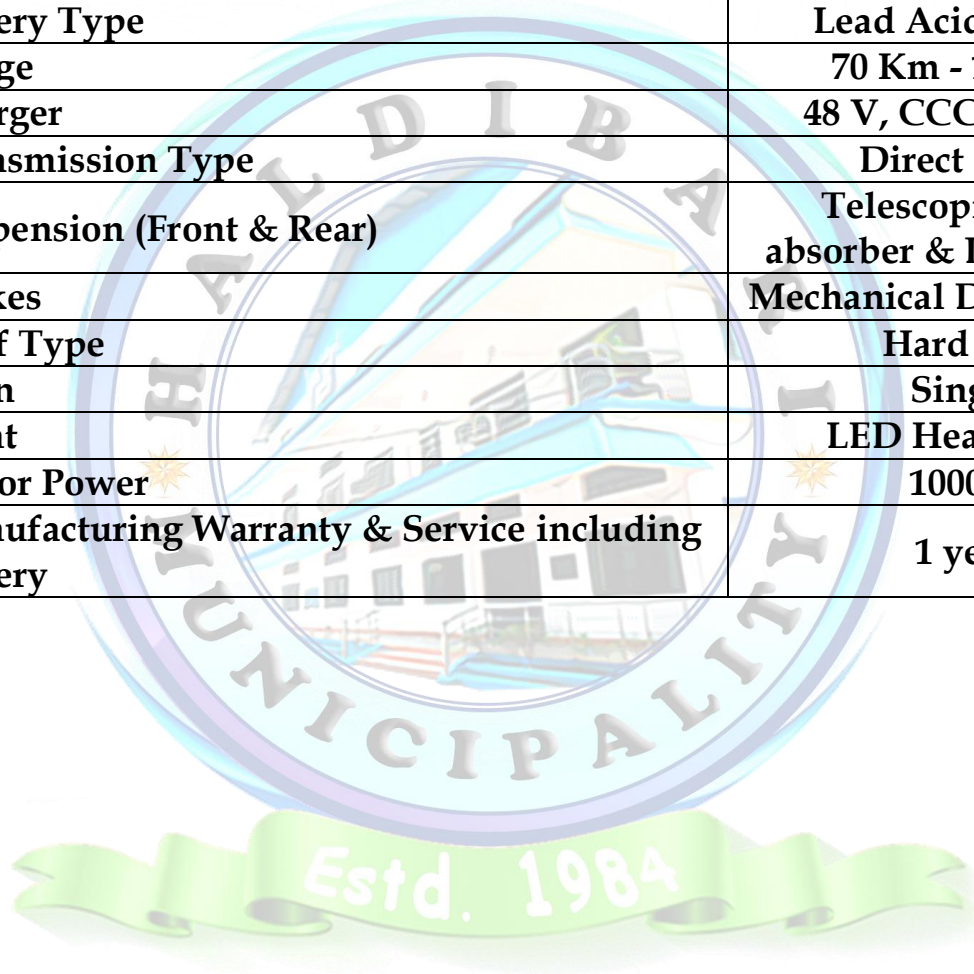
25) LIST OF DOCUMENTS REQUIRED:

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	a) Up to date P.T. Deposit Challan , b) Valid PAN issued by IT Dept. , c) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) <i>"Tax invoice(s) needs to be issued by the supplier for raising claim under the Contract showing Separately the tax charged in accordance with the provisions of GST Act, 2017"</i> , d) Pre-qualification application (Section B, Form I)
B.	Company Details	Company Details	Trade License obtained from the competent authority
C.	Credential		The Intending tenderers should produce credentials of similar nature of work of Supply or Manufacturing.



SPECIFICATION OF TOTO BOT (BATTERY OPERATED TIPPER) GARBAGE VAN:

Sl. No.	Items	Type
1	Tyre	3.75-12 TVS Durapro
2	Chasis	Single Type
3	Electric Wiring	6mm Wire
4	Colour	Blue & Green
5	Gause	2mm
6	Controller	48V
7	Battery	48 V
8	Battery Type	Lead Acid Battery
9	Range	70 Km - 110 Km
10	Charger	48 V, CCCV-SMPS
11	Transmission Type	Direct Drive
12	Suspension (Front & Rear)	Telescopic shock absorber & Leaf Spring
13	Brakes	Mechanical Drum Brakes
14	Roof Type	Hard Top
15	Horn	Single
16	Light	LED Head Light
17	Motor Power	1000W
18	Manufacturing Warranty & Service including Battery	1 year



RESPONSIBILITIES OF THE TENDERER:

- Once the tender is opened, no objection from any tenderer shall be entertained about the mistake and / or omission in the specification / Manufacturers Eligibility Criteria, it will be deemed that his offer, if accepted, will fulfill the system objective without any problem, even if there is genuine mistake in the specification.
- If any tenderer withdraws his tender within the validity of tender period without giving any satisfactory explanation for such withdrawal, he shall be disqualified for participation in any tender to this Municipality for minimum period of one year.
- The earnest money will be forfeited if a tenderer resorts to any unethical activity, canvassing and / or withdraws his offer before expiry of the tender validity.
- Successful Tenderer shall have to enter into an Agreement / Deed of Contract with this Municipality within Ten (10) days from the date of acceptance of offer for execution of the work.
- Submission of any document after the tender opening will be deemed as violation of instruction of the tender and offer of such tenderer will be rejected. Also prayer for delay submission of any documents / credentials shall not be entertained.
- All the materials that are needed for the work to be done should be provided by the Tenderer itself.
- The work should be executed by skilled and qualified workmen (having workman permit in requisite parts granted by licensing Board, West Bengal – in case of Electrical Works only) under proper guidance and direct supervision of such a qualified Electrical Supervisor and Engineer.
- Financial Proposal: The rate will be quoted in the B.O.Q . Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

Seal & Signature of Tenderer

Opening & evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents [Ref. Section A.(a)] will be opened first and if found in order, cover (folder) for Non-Statutory Documents [Ref. Section A.(b)] will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

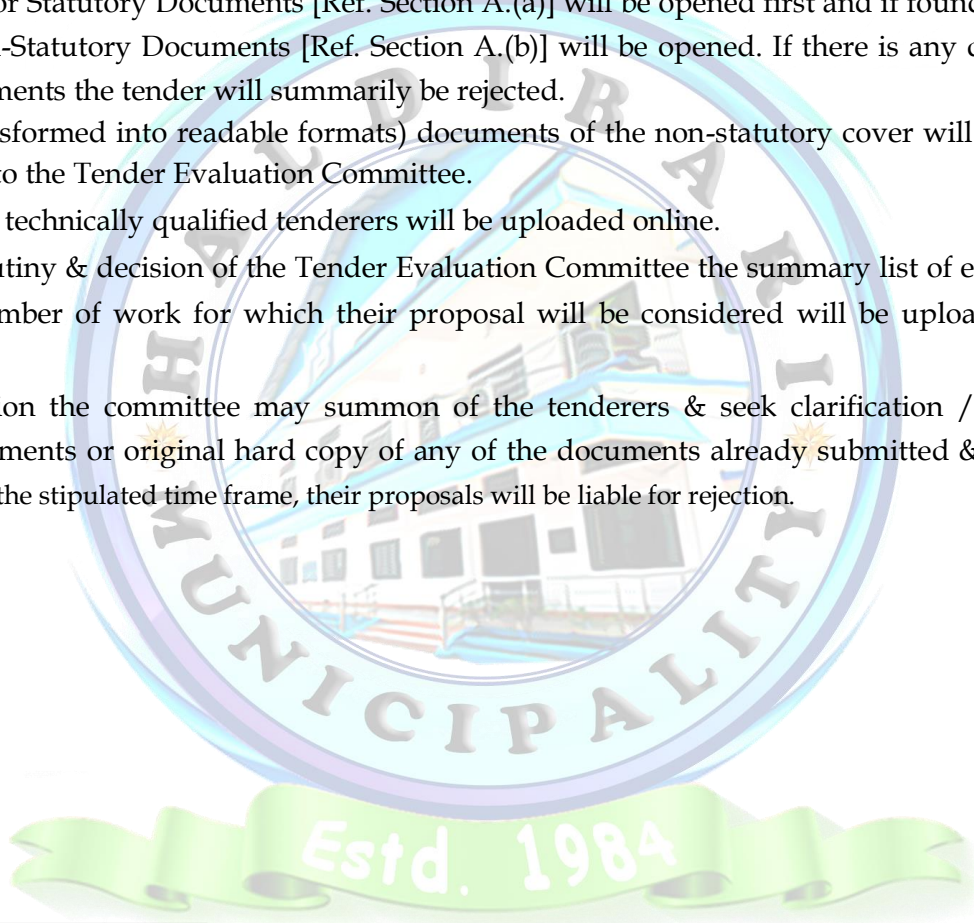
Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Seal & Signature of Tenderer



1. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ).

The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished by the Bidder.

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Rejection of Bid:

The Authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Authorities action.

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement in Form No. 2911-II will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NIQ & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of NIQ along with requisite cost through Demand Draft / Pay Order issued from any nationalized bank/Co-operative Bank in favour of the EXECUTIVE OFFICER, HALDIBARI MUNICIPALITY within time limit to be set in the letter of acceptance.

Seal & Signature of Tenderer

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To
The Executive Officer,
Haldibari Municipality,
P.O.-Haldibari, Dt. - Coochbehar,
West Bengal, Pin: 735122

Ref. : Tender for _____
(Name of Work) _____

e-NIQ No.: _____

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.Q. 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:

- 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority reserve the right to accept full or part of the tender or reject any/or all tender(s) and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. Also the Authority of Haldibari Municipality reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

Enclosure(s): e-Filing -

1. Statutory Documents.
2. Non Statutory Documents.

Date: _____

Seal & Signature of Tenderer

Copy forwarded to for information requesting for wide publicity:

1. Chairman, Haldibari Municipality.
2. Executive Engineer, MED, Jalpaiguri District.
3. Executive Officer, Haldibari Municipality.
4. Finance Officer, Haldibari Municipality.
5. Head Clerk, Haldibari Municipality.
6. Concerned S.A.E., Haldibari Municipality.
7. Sanitary Inspector, Haldibari Municipality.
8. The Accountant-in-charge, Haldibari Municipality.
9. IT CO-ORDINATOR, Haldibari Municipality.
10. Municipality Official Website.

