



MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

NOTICE INVITING-e Quotation

NIQ NO: WBMAD/MM/NIQ-01e/2024-25

Ref No. MM/EO/865/2024-25

Dated: 11/07/2024

Online Tenders are invited by the Executive Officer on behalf of the Madhyamgram Municipality through electronic tendering (e-tendering) for the following listed works from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

Table 1 :- List of works						
Sl. No.	Description of supply of materials	Materials to be delivered with in	Unit	Quantity Supply	Earnest Money (in Rs.)	Rate per Unit
1.	<p><u>Purchase of Mahindra Scorpio Car</u></p> <p>Specification : Model: Mahindra Scorpio Classic S11 (White) with 15 years(lifetime) road tax & warranty as usual.</p> <p>Insurance: B2B including RSA, Engine protection, unknown passenger insurance consumable protection & RSA 1st Party 1st year & 3rd Party 3rd year.</p>	15 days after issuance of work order	No.	01	Initial Earnest Money – Rs. 20,000/- (Rupees Twenty Thousand only) Earnest Money will be deposited by the bidder / supplier through Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway, as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016. Balance earnest money of 2% of quoted amount to be deposited by successful bidder at the time of agreement.	-

Table-2 :-	
Eligibility Criteria & Documents to be produced in support of Credential for tender Part-I(Prequalification Documents):-	<p>i) Having experience and technical acumen in supplying goods or materials during last 5(five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking or any other place. (<i>copies of tax invoice & challan and copies of work order issued by the competent authority shall have to be furnished</i>)</p> <p>ii) Having valid GST registration certificate with up to date GST return.</p> <p>iii) Having valid PAN Card and last year Income tax return.</p> <p>iv) Having valid P. Tax clearance Certificate.</p> <p>v) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>vi) Other certificates if any (<i>Copies of all above mentioned documents shall have to be furnished</i>)<i>All documents in original to be produced in due course of time as & when asked by the TIA.</i></p>
Tender documents:-	<p>A full set of Tender documents consists of 2 Parts. These are</p> <p>PART I :-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>PART II :-Containing the Format of Quotation.(BOQ in MS-excel format)</p>
Earnest Money:-	<p>The Earnest Money, as specified in Table-1, shall be remitted by the Contractor / Supplier through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NIEQ. Any Tender without such online 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>
Security Deposit & other taxes:-	<p>Security Deposit @ 5% (seven percent) will be deducted from the Tax Invoice. The amount of such 5% (five percent) of Security Deposit (Initial 2% EM + additional 3%) will be refunded without any interest only after one year.</p>
Cost of Tender Documents:-	<p>The cost of Tender documents as specified in Table-1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender.</p>
Validity/ Withdrawal/ Acceptance of Tender:-	<p>A Tender submitted shall remain valid for a period of 120calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(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 TIA.</p> <p>The TIA will accept the tender. He/She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p>

Table-3 :- Date and Time Schedule		
Sl No	Particulars	Date & Time
i)	Date of uploading of NIQ and Tender Documents online (Publishing Date)	16/07/2024
ii)	Documents download start date (Online)	16/07/2024 at 16.00 Hrs.
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	N/A
iv)	Tender submission start date (On line)	17/07/2024 at 16.00 Hrs.
v)	Tender Submission closing (On line)	02/08/2024 at 16.00 Hrs.
vi)	Tender opening date for Technical Proposals(Online)	05/08/2024 at 16.00 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.

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

1. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the website. All papers must be submitted in English language with page marking.

3. Eligibility for quoting:

- a) The Manufacturing/authorised agents who are able to supply the assured quantities as per requirement of this local body only eligible for quoting .Failure of submission of declaration of full assured supply to Municipality will lead to cancellation of tender. The Vendors who have been black listed by any Govt. Concern/health Institutions in the Country for particular item(s) are also not eligible for apply.
- b) The Manufacture / authorised agents must have capability to control his appointed manpower and the Madhyamgram Municipality in no circumstances will bear the responsibilities of the manpower to be engaged for this purpose.

4. Submission of the tenders:

The tender / quotation is to be submitted in a Two Bid System. The approved Bidders should have to submit all the technical and financial documents Afresh.

5. Technical BID (Single file multiple page scanned)

The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

Bid A:- Statutory cover containing the following documents:

A	CHECK LIST in the whole prescribed format.
B	Application in the prescribed format given in Annexure I
C	No Conviction Certificate in the prescribed format given in Annexure II

6. Financial Cover

The folder as “Financial Bid” shall contain:

Base Rate per accounting unit inclusive of Entry Tax, Customs Duty (if applicable), Transportation Charges, Insurance Charges, Temporary and Permanent Registration Charges, Delivery Charges, Incidental Charges, Freight Charges, etc. and exclusive of GST and Cess (wherever applicable), etc. To be quoted.

7. The Tenderer are required to submit the hard copies of Technical bid as per schedule more clearly described in the time line in separate packets in the PWD Section of office building Submission of hard copy of Financial Bid is totally prohibited and only be submitted through on line through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently .Those Bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected . The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected on the basis of physical verification. Final selection of the lowest bidders in respect of Financial Bid is subject to further verification the Tenderere quoting the lowest rate will be considered as successful.

THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

9. Cost of Earnest Money :

a. Each Tenderer, unless exempted under the existing orders of the Madhyamgram Municipality must deposit Earnest Money, as specified Table-1, shall be remitted by the Contractor / Supplier through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NleQ. Any Tender without such online 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.

.10. Rate:

a. Rates quoted in respect of items shall not exceed the controlled price and/or M.R.P (maximum retail price) fixed by GOI wherever it is applicable.

b. THE BASIC RATE PER ACCOUNTING UNIT should be furnished inclusive of Entry Tax, Customs Duty (if applicable), Transportation cost, Insurance, Temporary and Permanent Registration Charges, Freight etc. But excluding of GST, Cess (if applicable) etc. which shall be quoted separately in the template for Bill of Quantities (BOQ).

11. Order & Supply:

- i. Orders for the supply of the approved products will be placed with the successful Tenderer after the execution of the agreements in phases. The successful Tenderer will have to supply within the specified time schedule that had been assured as prescribed.

12. No- conviction certificate:

The Tenderer will also submit and affidavit in the prescribed Pro-forma attached herewith from Notary/first class Judicial Magistrate/Executive Magistrate (Annexure II)

13. Penalty Clauses:

A) In case of supply of defective item found in respect of packaging or labelling, Tenderer will be asked to replace the same.

B) The tender selection committee reserves the right to declare a manufacturer/authorised agents blacklisted to the following reasons:

- i) If the supplier withdraws from agreement after achieving the "Lowest Quoted Tenderer"
- ii) For supply of Non- standard items as per quality test within tender period as determined by the testing of the item as per discretion of Tender Selection Committee in respect of particulars items only.
- iii) In consequence of submission of false or fabricated documents by any manufacturer/authorised agents for participating in the tender, if proved later on.

14. Penalty for formation of cartel or furnishing of fraudulent /misleading documents:

If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those Tenderer who have submitted false/misleading/fraudulent documents or made incorrect declarations.

The penal measure will be

- i) Forfeiture of Earnest Money
- ii) Cancellation from the approved list of suppliers

15. Payment terms :

Payment will be made, subject to:


1. Supply of the materials as per specification as provided in the tender documents and the catalogue.
2. Supply of the materials within the supplied period as specified in the work orders
3. On being selected, the successful vendors will have to submit one application stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient to the procuring authorities along with Tax Invoice.
4. No advance payment will be allowed.

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

17. The Tender Selection Committee reserves to right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.


18. Arbitration will not be allowed. As per Conditions of Contract of Municipal printed form.

19. Time / cost overrun and consequent cost of escalation for any materials, labour, etc. will not be allowed.


Executive Officer
Madhyamgram Municipality :
Executive Officer
Madhyamgram Municipality
North 24 Parganas

Copy forwarded for information and requested for wide circulation through his office Notice Board to -

- 1) Office Notice Board.
- 2) Office Website.


Executive Officer
Madhyamgram Municipality :
Executive Officer
Madhyamgram Municipality
North 24 Parganas

FORMAT FOR CHECK LIST in respect of ``E-TENDER FOR Machinerics ITEMS / Car

NIQ No.....

Date.....

Name of the Tenderer.....

Full Address of the Tenderer :

.....

.....

E-Mail:.....

Contact person relating to vendor & Mob. No.:.....

Tendering as Manufacturer/Authorized agent (Strike out which is not applicable)

Average Annual Turn Over : Rs.....

SL NO.	Items	PL mark		Remarks (for office use only)
		Yes	No	
1	Application submitted in Annexure I	Yes	No	
2	Affidavit of non conviction affirmed before a First Class Judicial Magistrate/Executive Magistrate or Notary Public (affidavit sworn after 01.12.2021) (Annexure II)	Yes	No	
3	Copy of PAN Card of the authorised Signatory:	Yes	No	
4	Income Tax Returns submitted for the previous financial year	Yes	No	
5	Professional Tax Regn. Certificate	Yes	No	
6	Trade Licence/Enlistment Certificate	Yes	No	
7	GST Registration certificate	Yes	No	

Annexure I APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc.)

To
The Chairman
Madhyamgram Municipality
Madhyamgram, North 24 Parganas
Kolkata-700129

Sub: NIQ for for the Madhyamgram Municipality for the year 2022, dated

Ref: - N.I.Q. No.dated.....

Sir,

Having examined the pre-qualification & other documents published in the N.I.Q, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf ofIn the capacityduly authorized to submit the offer.
2. We accept the terms and conditions as lay down in the NIQ mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items and assured supply to the Madhyamgram Municipality, Madhyamgram.
4. a) We propose that the order and bill should be raised in our name. We have appointed M/S.....Having its office at Mobile No.E mail address.....(Address, contact no and E mail address).

OR

b) We propose that order and bill should be raised in favour of our authorized distributor, For that purpose, we have appointed M/SHaving its office atMobileNo.....Email address.....(Address, contact no and E mail address) as authorized Distributor who will receive order and payment in his name on our behalf.

5. We are the existing vendors in the MCH/we are not the existing vendor in the MCH (strike out whichever Is not not applicable).
6. In the event of being selected, I will make the supply within the stipulated period excepting the condition Which is beyond our control.
7. We understand that:
 - a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
 - b) Tender Selection Committee reserves the right to reject any application without assigning and reason.

Date:-

Signature of applicant
Contact no:

ANNEXURE II
Draft Affidavit Proforma

I, Sri/Smt.

The Managing Director/ Proprietor (etc.) of the Firm.....(Name of the firm)

At

(address).....P.O.....P.S.....

.....Dist.....do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply ofto any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against me or against my firm in any criminal count of law to Supply ofto the Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States(If any case is pending, state the details.)
3. That, I also declare that if any information subsequently found incorrect or false will it automatically Render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the Country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent (S).