



**OFFICE OF THE BOARD OF COUNCILLORS
ENGLISHBAZAR MUNICIPALITY**

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Memo. No. 388/IV-2/18-19

Dated:-17.05.2018

Notice Inviting e-Tender No.- MAD/ULB/EBM/PW/22/17-18(3rd Call)

DETAILED NOTICE INVITING e-TENDER

1. On behalf of the Board of Councillors, The Chairman, Englishbazar Municipality, invites e-Tenders (electronic Tenders) from eligible, resourceful & bonafide contractors as per the enclosed list of works (Table -1)
2. Applicants 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> 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 Tender 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 tenderer can search and download NIT and other tender 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 tender documents electronically.
4. Earnest Money, as specified in this NIT shall be paid online through ICICI Bank payment gateway or NEFT/RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Every such Transfer shall be done on or after the date of publish of NIT. Any Bid without EMD (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. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.

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.

6. Eligibility criteria for participation in tender:

- i) The prospective Tenderers who are eligible to participate (Manufacturer, Authorised Dealer / Supplier) should have sufficient resources, financial solvency, sufficient experience in supplying similar vehicle to Govt, Semi-Govt, ULB, Reputed Private Organizations. Supply order/certificate stating supply under progress will not be considered as credential in this respect. Credential in the form of MOU, Joint Venture, Consortium etc. will not be allowed at all.
- ii) Uploading of scanned copies of Pan Card, up to date Professional Tax receipts, GST registration certificate 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(i) 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 Tender Documents shall consist of the following documents:

- i. NIT
- ii. BOQ /price Schedule

7. Submission of Tenders

7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, 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 Technical 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) Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.
- iii) Notice Inviting Tender
- iv) BOQ/Price Schedule

Note:

- i. Only downloaded copies of the documents are to be uploaded, virusscanned and digitally signed by the contractor.
- ii. If any supplier is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iv. 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.

b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, PAN Card valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. G.S.T Registration Certificate, TAN no, TIN no.
- iii. Registered Deed for Partnership Firm.
- iv. Completion Certificate during the last 5(Five) consecutive years [as stated in Clauses 6 (i)] for one similar nature of work.
- v. Bank solvency certificate.
- vi. 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.
- vii. Experience profile should be furnished as per following table.

Experience profile

List of similar nature of work completed having value as per sl. No. 12, Table-1, item-c in the last 5(Five) financial years i.e. from FY 2012-2013 to FY 2016-2017

| 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.

| Sl. No | Category Name | Sub Category Description | Details |
|--------|---------------|---|---|
| A. | CERTIFICATES | CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE) | 1. GST Registration Certificate 2. PAN Card 3. P Tax (CHALLAN) 4. TAN NO 5. TIN NO 6. Manufacturer's Authorization Certificate(In Case of Dealer) 7.Pre Qualification Application (Form I) |

| | | | |
|----|-----------------|-----------------|---|
| B. | COMPANY DETAILS | COMPANY DETAILS | 1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered) |
| C. | CREDENTIAL | Credential | 1. Completion Certificate for similar nature of Work Done (refer clause 6. i) 2. Experience profile [refer 7.1(b) Item No. (vii)] |

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO BE REJECTED.

8. Financial Proposal

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the supplier is to quote the rate item wise online.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the supplier.

9. Penalty for suppression / distortion of facts: If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender 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 Tenderer 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 Chairman, Englishbazar Municipality may 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 tender.

10. Rejection of Tender

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.

11. Release of Security Deposit will be as per WBF 2911, latest amendment of clause 17

12. Date & schedule

(Table-1)

| | | |
|-------|---|--|
| a) | Name of the work:- | Procurement of Ambulance Car fitted with basic health care equipments at Englishbazar Municipality, Malda.(3rd Call) |
| c) | Eligibility of the Supplier:- | Manufacturer, Authorised Dealer / Supplier should have sufficient resources, financial solvency, sufficient experience in supplying similar vehicle to Govt, Semi-Govt, ULB, Reputed Private Organizations. Supply order/certificate stating supply under progress will not be considered as credential in this respect. Credential in the form of MOU, Joint Venture, Consortium etc. will not be allowed at all. |
| d) | Cost Price of Tender documents :- | Rs. NIL |
| e) | Earnest money:- | Rs. 14,000.00 (Rupees Fourteen Thousand) only. Earnest Money, as specified in this NleT shall be paid online through ICICI Bank payment gateway or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Refer instruction in this regard as stated earlier. Balance Earnest Money beyond Rs. 14,000.00 (if any to fulfil 2% of amount offered) shall have to be deposited at the time of agreement by the successful tenderer. *Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document. |
| f) | Time of completion | 30 days from the date of issue of work order. |
| g) | <u>Date and Time</u> <u>Schedule as follows :</u> | |
| i) | Date of uploading of NleT, and Tender Documents online (Publishing Date) | 17/05/2018 |
| ii) | Document downloaded / sell start date (on line) | 18/05/2018 at 10:00 Hrs. |
| iii) | Tender submission start date (on line) | 24/05/2018 at 10:00 Hrs. |
| iv) | Tender submission closing date (on line) | 04/06/2018 at 17:00 Hrs. |
| v) | Tender opening date for Technical proposals (on line) | 07/06/2018 at 11:00 Hrs. |
| vi) | Date of uploading list for Technically Qualified Tenderers (on line) | To be notified later. |
| vii) | Date and place for opening of Financial proposals (on line) | To be notified during uploading of Technical Evaluation Sheet of Tenderers. |
| viii) | Date of uploading of list of Tenderers along with the offer rates through (on line) | To be notified later. |
| ix) | Also if necessary for further negotiation through offline for final rate | To be notified later |

CATALOGUE CONTAINING DETAIL SPECIFICATION & EQUIPMENTS SUPPLIED INSIDE AMBULANCE MUST BE SUBMITTED IN TECHNICAL BID. THE SPECIFICATIONS SHOULD QUALIFY THE BASIC REQUIREMENTS MENTIONED BELOW.

13. SPECIFICATIONS(MINIMUM REQUIREMENTS) :

1. ENGINE : 2523 cc, 195 NM @ 1500-1800 rpm
2. MAXIMUM TORQUE : 195 NM @ 1440-2200 rpm
3. BRAKES : Front - Disc and calliper type. Rear - Drum type.
4. TRANSMISSION : NGT 520
5. FUEL TANK CAPACITY : 60 litres
6. STEERING : Manual
7. SUSPENSION : Front - Independent with Coil Spring and Anti Roll Bar.
Rear - Parabolic Leaf Springs.
8. Electricals (battery) : 65 Ah, Rear
9. Wheels and Tyres : 185/85 R 16
10. Seating Capacity : First row - 1+1 1 patient (in lying condition) Attendant seat - 3 persons.
11. Compliant (emission norms) : BS4 only
12. Vehicle Length : 4494 mm
13. Vehicle Width : 1745 mm
14. Vehicle Height- unladen : 1977 mm
15. Vehicle Wheelbase : 2794 mm
16. Vehicle Wheel Track Front : 1443 mm
17. Vehicle Wheel Track Rear : 1346 mm
18. Vehicle GVW : 2580 kg
19. Ambulance should be equipped with a superior quality stretcher cum trolley.
20. Ambulance should be designed to comfortably seat three adults, these seats are well-cushioned and can sustain long journeys.
21. Ambulance should be equipped with a stainless steel wash basin which enables the attendant to carry out all emergency tasks with ease.
22. Ambulance should be equipped with a convenient medical aid storage that provides ample space to store the essential materials and equipment that are used during emergencies.
23. Ambulance should be equipped with factory-fitted Roof-top rotating blue light that emits a blue light beam and ensures high performance and durability.
24. Warranty period : 1 year with provision of warranty extension.

Note:

1. In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. h) v) to x) of Table-1.
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by The Chairman, Englishbazar Municipality, Malda. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines.
3. Scan copy of Earnest money should be submitted separately in separate cover as stated earlier.
4. The successful tenderer will have to purchase 3 sets of agreement i.e municipal 'K' form each @ Rs 2000 for a total Rs 6000(sample of which is available at PW section of Municipal Office in working hours) within 7 days after the issue of acceptance letter.
5. Site inspection should be made before submission of tender.
6. It is likely that the Authority, if desire may ask the applicant to show original of all documents as uploaded by them and other documents in connection with the tender, if deem to be necessary for verification purpose.

Chairman,
Englishbazar Municipality, Malda

PRE-QUALIFICATION APPLICATION

To
The Chairman
English Bazar Municipality, Malda

Ref: - Tender for _____

_____ (Name of work) _____

N.I.e.T.No.:

Dear Sir,

Having examined the Statutory, Non statutory and NIeT 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.

AFFIDAVIT "Y" (Form II)

Declaration of the Bidder

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value and Duly Notarized)

I,, son of
....., aged about
..... years by occupation do hereby solemnly affirm
and confirm as follow:

1. That, I am the Of
Haveduly authorized by and competent to affirm this affidavit on behalf of the said Bidder.
2. That, I have Read the conditions mentioned under NleT (NleT No) circulated through
Office memo bearing No ----- dated ----- and have made myself fully acquainted with
the conditions laid in . I have also carefully and meticulously gone through the Bid documents. Bid of the above
named Bidder is offered and submitted upon due consideration of all factors and if the same is accepted, I on and
for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide by all the covenants,
conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction
of the Bid accepting Authority of the Work.
3. That I declare that, no relevant information as required to be furnished by the Bidder has been
suppressed in the Bid documents.
4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....

before me.

.....

(1st class Judicial Magistrate / Notary Public)

SECTION - B
FORM- III
STRUCTURE AND ORGANISATION

A.1 Name of applicant:

A.2 Office Address:

Telephone No. and Cell Phone No. :

Fax No. :

E mail:

A.3 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

Note:Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

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

Copy forwarded for information to-

1. The District Magistrate, Malda.
2. The Vice-Chairman, Englishbazar Municipality.
3. The CIC, Health, Englishbazar Municipality.
4. The Executive Officer, Englishbazar Municipality.
5. The Finance Officer, Englishbazar Municipality.
6. The Assistant Engineer, UIDSSMT Project, Englishbazar Municipality.
7. The Junior Engineer-I, II & III, Englishbazar Municipality.
8. The Accountant, Englishbazar Municipality.
9. The In-Charge, General Section, Englishbazar Municipality.-*with instruction to publish the matter in newspaper.*
10. Office Notice Board.

Chairman,
Englishbazar Municipality, Malda