

## OFFICE OF THE BOARD OF COUNCILORS'

**MAL MUNICIPALITY**POST- MAL, DISTRICT- JALPAIGURI, PH. NO: 03562 – 255731/255284, e-mail – malmunicipality@gmail.com, Website: <http://www.malmunicipality.org>MEMO No. **MM/C/947/2024-2025**DATE: **August 20, 2024.****NOTICE INVITING E-QUOTATION**

Notice Inviting e-Quotation On behalf of The Chairman, Mal Municipality invites e-tender for the work detailed in the table below. (Submission of Bid through online)

TABLE-I

E-QUOTATION REF NO:		<b>MM/C/High Mast Maintenance/947/2024-25</b>					
SL. NO.	NAME OF THE WORK	ESTIMATED AMOUNT PUT TO QUOTATION (RS.) (2)	EARNEST MONEY (RS.) (3)	PRICE OF TECHNICAL & FINANCIAL BID DOCUMENTS AND OTHER ANNEXURES (RS.) (4)	PERIOD OF COMPLETION (5)	NAME OF THE TENDER INVITING AUTHORITY (6)	ELIGIBILITY OF CONTRACTOR (7)
<b>1</b>	Comprehensive Annual Maintenance Contract of High Mast Tower (Height from 12.50 mtr. up to 20.00 mtr.) under Mal Municipality as per attached Annexure – A.	Total amount to be quoted by the bidder. (The rate should be inclusive of all taxes and the quoted rate should be valid up to 12 months from the date of accepting the bid).	Rs. 10,000/- (Rupees Ten Thousand Only) (To be submitted online at the time of uploading the bid by the bidder, exceeding of any @ 2.0 % of bidding amount will be submitted at the time of agreement)	Nil	12 (Twelve) months from the date of commencement.	Chairman, Mal Municipality	Govt. bonafied, resourceful contractor or outsiders or reputed firm having considerable knowledge and experience of Similar Nature of work and also should possess valid PAN card, GST Registration Certificate, Valid Trade License along with the quotation.

**1. Earnest Money:** The amount of Earnest Money is to be submitted **ONLINE** of any nationalised bank/schedule bank guaranteed by R.B.I. drawn in favour of the concerned **CHAIRMAN, Mal Municipality Payable at Mal**. As per G.O. No. i) 3975 F(Y) dt.: - 28.07.2016, ii) 3060 F(Y) dt.11.06.2014 and iii) 3112F(Y) dt.13.06.2014 in case of e tendering / quotationing, EMD/ Bid Security is to be submitted **ONLINE**. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with accordingly legally including blacklisting the bidder.

The EMD will be released after **1 (one) year of Security Period** from the Date of completion only.

2. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>

3. Quotation documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule.

4. Eligibility Criteria for participation in the quotation:-

- The prospective Bidders who are eligible to participate (Bonafide Outsider Contractors /Engineers Co.Op./Labour Co. Op. etc.) should have sufficient resources, financial solvency, sufficient knowledge and experience of Similar Nature of work supported by **completion certificate** in support of the credential. Scanned copy of the Completion Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online. Payment certificate/work order/certificate state in work under progress will not be considered as credential in this respect.
- All Bidders should have to upload only their self attested copies of the requisite documents in the website for submitting their tender.

1. Quotation Documents shall consist of the following documents:

- NIQ
- Municipal Tender Form with Form-I
- Annexure
- EMD
- Corrigendum, if any

2. General Process of Submission:-

Quotations 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-III

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,**

- Notice Inviting Quotation
- OID Folder for Quotation Fee.
- BOQ/Price Schedule

**b. Non-Statutory Technical cover containing,**

- i. **PAN Card** valid up to the date of opening of the tenders.
- ii. **GST Registration Certificate.**
- iii. Registered Deed for Partnership Firm.
- iv. Sufficient knowledge and experience of Similar Nature of work supported by **Completion certificate** in support of the credential.
- 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.

**Note:-**

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii. Bidders 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.
- v. Necessary deduction i.e. **GST, CESS** etc. will be made as per relevant Govt. order.

**NON STATUTORY TECHNICAL COVER FORMAT (TABLE-II)**

SL. NO.	CATEGORY NAME	SUB-CATEGORY NAME	DETAIL(S)
A	Certificate(s)	Certificate(s)	1. <b>GST Registration Certificate.</b> 2. <b>PAN Card.</b> 3. <b>Valid Trade License.</b> 4. <b>Pre-Qualification Certificate ( Form- I)</b>
B	Company Detail(s)	Company Detail	1. Proprietorship Firm ( <i>Trade License</i> ) 2. Partnership Firm ( <i>Partnership Deed, Trade License</i> ) 3. Ltd. Company ( <i>Registration Certificate, Trade License</i> ) 4. Co-operative Society ( <i>Society Registration Certificate, Trade License</i> ) 5. Power of Attorney( Registered)
C	Credential	Credential	1. Sufficient knowledge and experience of Similar Nature of Work.

**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE QUOTATION LIABLE TO REJECT.**

**3. FINANCIAL PROPOSAL:-**

- i. Financial proposal should contain the following documents in one folder i.e. Bill of quantities – (BOQ) the contractor is to quote the rate online and term sheet filled up in all respect.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor

**4. PENALTY FOR SUPPRESSION / DISTORTION OF FACTS :**

If any bidder 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 bidders will be suspended from participating in the quotations 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, Mal Municipality may take appropriate legal action against such defaulting Bidders. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the Bidders 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.

**5. REJECTION OF TENDER**

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

## 6. DATE &amp; TIME SCHEDULE (TABLE -III):-

SL No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	August 21, 2024 at 18:00 Hrs.
2	Documents download/sell start date (Online)	August 22, 2024 at 18:00 Hrs.
3	Bid submission Start date (Online)	August 29, 2024 at 18:00 Hrs.
4	Bid Submission Closing (On line)	September 11, 2024 at 18:00 Hrs.
5	Bid opening date for Technical Proposals (Online)	September 13, 2024 at 18:00 Hrs.

## 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.

  
**CHAIRMAN**  
**MAL MUNICIPALITY**

**MEMO No. MM/C/947/2024-2025**

**DATE: August 20, 2024.**

Copy forwarded for information to-

1. The Sub-Divisional officer, Mal.
2. The Executive Engineer, Jalpaiguri Division, M.E. Dte. Jalpaiguri.
3. The Executive Officer, Mal Municipality.
4. The Finance Officer, Mal Municipality.
5. Sri/Smt. .... Convener/Member Tender/Electric Sub-committee Mal Municipality.
6. Accountant, Mal Municipality.
7. Sri Kunal Karmakar, S.A.E, Mal Municipality.
8. Sri Amit Dey, Store Keeper, Mal Municipality.
9. Sri Sumit Dey, Electric Mistry, Mal Municipality.
10. Office Notice Board, Mal Municipality.

  
**CHAIRMAN**  
**MAL MUNICIPALITY**

# FORM – I

## PRE-QUALIFICATION APPLICATION

To  
CHAIRMAN  
MAL MUNICIPALITY  
MAL, JALPAIGURI

Ref : \_\_\_\_\_

Qoutation for(Name of work): \_\_\_\_\_

E-N.I.Q. 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: Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclosure(s): e-Filling:-** \_\_\_\_\_

Statutory documents - \_\_\_\_\_

Non Statutory Documents:- \_\_\_\_\_

Date: \_\_\_\_\_

Full Signature of the applicant With Seal