

# OFFICE OF THE COUNCILLORS OF THE GHATAL MUNICIPALITY

GHATAL : PASCHIM MEDINIPUR

## TENDER/ QUATATION DOCUMENTS

Ref. :-Tender/ Quatation Reference No.-WBMAD/GHATAL/NIT-2e/2022-23,  
Dated : 18.05.2023

Invited by the Chairman of Ghatal Municipality

Tender/ Quatation Accepting Authority : The Chairman of Ghatal Municipality on recommendation of the Board of Councillors, Ghatal Municipality.

Details Scheme(s)/work(s):

### LIST OF WORKS

| Sl. No. | Name of the Work                                                                                                                                                             | Earnest Money                                       | Time of Supply                                    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------|
| 1.      | <b>Supply of electrical Materials for maintenance of Street light of Ghatal Municipality for one Year.</b><br><br>( <u>Details Requirement are given below of this NIT</u> ) | Fixed Rs. 20,000/-<br>(Rupees Twenty thousand only) | <b>15 (Fifteen ) Days after Issuing of Indane</b> |

### **REQUIREMENT OF STREET LIGHT MATERIALS AS FOLLOWS:**

| Sl No | Description of Materials                                                                           | Unit |
|-------|----------------------------------------------------------------------------------------------------|------|
| 1     | Supplying of Terminal connection PVC Box with all accessories for stand light purpose single phase | No   |
| 2     | Supplying of Operation connection PVC Box with all accessories for mini Hi mast                    | No   |
| 3     | Supplying of Terminal connection PVC Box with all accessories for stand light purpose (3 phase)    | No   |
| 4     | Supplying of 2.5 Alu. wire                                                                         | Coil |
| 5     | Supplying of 2ft. 9 watt LED Tube light                                                            | No   |

|    |                                                                                    |      |
|----|------------------------------------------------------------------------------------|------|
| 6  | Supplying of 100 Amp Cut Out                                                       | No   |
| 7  | Supplying of 15 Amp Cut Out                                                        | No   |
| 8  | Supplying of casing with settings of 2 ft. 9 watt LED Tube light set comp. fitting | No   |
| 9  | Supplying of 30 watt LED fittings with all accessories                             | No   |
| 10 | Supplying of 50 watt LED fittings with all accessories                             | No   |
| 11 | Supplying of 100 watt LED fittings with all accessories                            | No   |
| 12 | Supplying of 200 watt LED fittings with all accessories (mini Hi mast)             | No   |
| 13 | Supplying of 30 watt LED Driver                                                    | No   |
| 14 | Supplying of 50 watt LED Driver                                                    | No   |
| 15 | Supplying of 30 watt LED PCB                                                       | No   |
| 16 | Supplying of 50 watt LED PCB                                                       | No   |
| 17 | Supplying of SPD Serch Protection Device                                           | No   |
| 18 | Supplying of 100 watt Driver                                                       | No   |
| 19 | Supplying of 100 watt PCB                                                          | No   |
| 20 | Supplying of 32 Amp. MCB Single pole                                               | No   |
| 21 | Supplying of 32 Amp. MCB Double pole                                               | No   |
| 22 | Supplying of 32 Amp. MCB Triple pole with Neutral                                  | No   |
| 23 | Supplying of 32 Amp. Relay conductor double pole                                   | No   |
| 24 | Supplying of 32 Amp. Main switch Single phase                                      | No   |
| 25 | Supplying of 32 Amp. Main switch Three Phase                                       | No   |
| 26 | Supplying of Street light Timer                                                    | No   |
| 27 | Supplying of HRC Fuse                                                              | No   |
| 28 | Supplying of HRC Fuse Holder                                                       | No   |
| 29 | Supplying of Black Tape                                                            | No   |
| 30 | Supplying of Steel Tubular pole window pvc cover                                   | No   |
| 31 | Supplying of 1.5 mm copper three core Cable                                        | Mtr. |
| 32 | Supplying of 2.5 sq mm copper 3 core Cable                                         | Mtr. |
| 33 | Supplying of 10 sq mm Aluminium 4 core cable                                       | Mtr. |
| 34 | Supplying of 6 sq mm Aluminium 2 core cable                                        | Ft.  |
| 35 | Supplying of 10 sq mm Aluminium 2 core cable                                       | Ft.  |
| 36 | Supplying of Shackle Insulator                                                     | No   |
| 37 | upplying of Shackle Straps                                                         | Pair |
| 38 | Supplying of D iron clamp                                                          | No   |



  
**Chairman**  
**Ghatal Municipality**  
 Chairman,  
 Ghatal Municipality

# OFFICE OF THE COUNCILLORS OF THE GHATAL MUNICIPALITY

GHATAL : PASCHIM MEDINIPUR

## NOTICE INVITING e-TENDER/ QUATATION

Memo No. -193/PW/GM/2023-24

Dated – 18.05.2023

**Tender/ Quatation Notice No. -WBMAD/GHATAL/NIT-2e/2023-24**

The Chairman on and for behalf of the **Board of Councillors of Ghatal Municipality** invites sealed Tender/ Quatation on Item rate from the reliable and resourceful Companies/Firms/Contractors having experience and acumen in construction work as noted below and the eligibility is depicted hereunder for participating in the Tender/ Quatation.

Details of Tender/ Quatation with necessary requirement towards submission of Tender/ Quatation papers will available online as per particular given below :

1. Eligibility to participate  
In the Tender/ Quatation : Having experience and technical acumen in execution & completion of similar nature of supply of electronics materials or similar nature of works having credential with the value of **40%** and above of the Quatation amount put to Tender/ Quatation in a single Tender/ Quatation during current financial year or in any financial year during the last five years in Govt. Deptt./Board/ Semi-Govt./Corporation/ Statutory Authority/ Undertaking etc. for this work and having valid Electrical License by Govt. Recognized Organisation, PAN, P.T. ,GSTIN & Current IT Return etc.
2. Documents to be  
Produced in support of  
Credential for Tender/  
Quatation : A successful performance and completion certificate supplemented with work order along with payment certificate issued by the competent authority shall have to be uploaded in support of credibility in terms of eligibility criteria depicted in this notice (Ref. Sl. No. 1). Beside this, following documents shall have to be uploaded :

\* Particulars of ownership/ partnership of Board of Directors pertaining to the Organization/ Company/ Firm.

\* Copies of valid PAN Card, GSTIN, P.F. & E.S.I Registration Certificate, Professional Tax clearance Certificate, Current IT Return.

List of Technical personnel employed under the organisation in details with names, qualification, experience and address with contact number

\* Corresponding Address, Fax & Telephone Nos. contact Mobile No. & Email No. of the Organization.

3. Earnest Money : Fixed Rs. 20,000/- for the work in this NIT.
4. Mode of Payment : Make payment of Earnest money (EMD) by net-banking or by RTGS/NEFT through ICICI Bank Payment Gateway.
5. Date and Time Schedule :
- 5a. Publishing Date : 18.05.2023 at 6.00 P.M.
- 5b. Documents download/ Sell start Date (Online) : 19.05.2023 at 10.00 A.M.
- 5c. Tender/ Quotation submission : 19.05.2023 at 2.00 P.M.  
Start Date (Online)
- 5d. Tender/ Quotation submission : 30.05.2023 up to 2.00 P.M.  
Closing Date (Online)
- 5e. Tender/ Quotation : 02.06.2023 at 11.00 A.M.  
opening date for Technical proposals (Online)
- 5f. Scrutiny of credential and : 02.06.2023 at 2.00 P.M.  
Other papers/Documents
- 5g. Date of uploading list for : To be intimated  
Technically qualified Tenderer/ Quotationer (Online)
- 5h. Date and place for : To be intimated  
Opening of Financial Proposal (Online)

- 5i. Date of uploading of list Of Tenderer/ Quotationer along with The offer rates through (Online) : Within 48 (Forty Eight) hours after opening of financial proposal
- 5j. Further negotiation Through offline for final Rate ( if required) : The same will be notified within 48 (forty eight) hours after uploading the offered rates of Tender/ Quotationers.
6. Tender/ Quotation documents : A full set of Tender/ Quotation documents consist of two part.  
**Part – I** - Containing all documents in relation to the name of the firm applied for and credentials possessed by them along with all documents as depicted in Sl. No. – 3  
**Part – II** – Containing following documents :-  
 Bid Price / Price Schedule. (.xls sheet)
7. Validity of Tender/ Quotation : A Tender/ Quotation submitted shall remain valid for a period of 120 calendar days from the date of opening of Tender/ Quotation.
8. Withdrawal of Tender / Quotation : A Tender/ Quotation once submitted shall not be withdrawn within the validity period. If any Tenderer/ Quotationer / Tenderers/ Quotationers withdraw his /her/ their Tender(s)/ Quotation(s) within the validity period then Earnest Money as deposited by him /her /them will be forfeited.
9. Acceptance of Tender/ Quotation : The Chairman, Ghatal Municipality will accept the Tender/ Quotation. He does not bind himself to accept otherwise the lowest Tender/ Quotation and reserves the right to reject any or all of the Tenders/ Quotations received without assigning any reason thereof.
10. Intimation : The successful Tenderer/ Quotationer will be

notified in writing of the acceptance of his Tender/ Quotation. The Tender/ Quotation then becomes the Contractor and he shall forthwith take steps to execute Formal Contract Agreement in duplicate in appropriate Form with the Chairman, Ghatal Municipality and fulfill all his obligations as required by the contract.

11. Name & address of EIC : Contact, SAE, PWD Section of Ghatal Municipality after of the work getting the work order.
12. Execution of Work : The Successful quotationer is liable to supply as per direction and instruction of the concerned S.A.E. of Ghatal Municipality
13. Payment : Payment will be made to the contractor by the Chairman, Ghatal Municipality after completion of the work on recommendation of technical personnel and SD, IT, GST & Cess will be deducted as per Govt. Rules since amended. If the agency or his/her workmen cause damage to the work while in progress for any reasons whatever or any imperfections become apparent in it within three years of its completion, he/she will have to make the same good at his/her expense or in default, the undersigned shall make the same good and deduct the expense from any sums at any time thereafter become due to contractor
14. Influence : Any attempt to exercise undue influence in the matter of acceptance of Tender/ Quotation is strictly prohibited and any Tenderer/ Quotationer who resorts to this will render his Tender/ Quotation liable to rejection.

**Following clauses are to be adhered to by the concerned Tenderer/ Quotationer during the process of Tendering/ Quatationing.**

15. In case office faces sudden closure owing to reason beyond the scope and control of the Chairman, Ghatal Municipality, any of last date/dates as schedule in Sl. No. 5 may be extended upto/to next and following working day without issuing further and separate notice should the Chairman feel it to be necessary and exigent.

16. Persons having authenticated and having registered power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Tenderer/ Quotationer.
17. Imposition of any duty/tax/rule etc. owing to change/application in legislations/ enactment shall be considered as a part of the contract and to be adhering to by the Tenderer/ Quotationer strictly.
18. Tender/ Quotation acceptance authority is the Chairman, Ghatal Municipality.
19. **In case of any dispute arising from any clauses of similar nature between Tender/ Quotation documents and Municipal Tender/ Quotation form, the decision of the Chairman, Ghatal Municipality will be final and binding.**
20. **All usual deductions for taxes, cess etc. as applicable will be made from the bills from time to time.**
21. No conditional/ incomplete Tender/ Quotation shall be entertained.
22. In the event of e-Filling intending Tender/ Quotationer may download the quotation document from the website <https://wbtenders.gov.in> directly by the help of Digital Signature Certificate. Financial Tender/ Quotation will be submitted duly digitally signed in the website <https://wbtenders.gov.in> Tender/ Quotation document may be downloaded from website & submission of Financial part as per Tender/ Quotation schedule.

Intending bidders desiring to make payment of earnest money (EMD) online should beforehand read the instructions carefully, particularly in the challan generated by the system of e-Tender/ Quotation/e-procurement, if opted for EMD payment through RTGS/NEFT.

**A. Login by bidder :**

- a. A bidder desirous of taking part in a e-Tender/ Quotation invited by Ghatal Municipality shall login to the e-procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- b. He/she will select the e-Tender/ Quotation to bid and initiate payment of pre-defined EMD for that e-Tender/ Quotation by selecting from either of the following payments modes.
  - i) Net-banking (any of the banks listed in the ICICI Bank payment Gateway) in case of payment through ICICI Bank Payment Gateway.
  - ii) RTGS/NEFT through bank accounts in any Bank approved by RBI in India.

## **B. EMD 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/she will select the Bank through which he/she wants to do the EMD on-line 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 Ghatal Municipality maintained with the Focal Point Branch of ICICI Bank for collection of EMD against unique codes for identification of the Tendering/ Quotationing authority.

### **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/her own Bank account.
- iii. Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund get credited to the respective pooling account of the Ghatal Municipality maintained with the Focal Point Branch of ICICI Bank for collection of EMD.
- v. Thereafter, the bidder will go to e-procurement portal for final e-submission of his/her bid within pre assigned last date of submission of e-Tender/ Quotation.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

**Note :** EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-Tender/ Quotation final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of

**submission of e-Tender/ Quotation is completed with last date of online submission of his/her Tender/ Quotation. However, net-banking transaction through ICICI bank payment Gateway would be on real time basis.**

- vii. Approved documents for availing exemption of EMD should be uploaded as per scheduled time.

**c. Refund/ Settlement process for EMD :**

- i. After opening of his/her bids and technical evaluation of the same by the Tender/ Quotation Inviting Authority through electronic processing in the e-procurement portal of the State Government, the Tender/ Quotation inviting authority will declare the status of the bid 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 on-line EMD transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the Tender/ Quotation 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/ Quotation inviting authority. However, the L2 bidder should not be rejected till the LOI process is 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/her bank account from which he/she had 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/ Quotation Inviting Authority.
- v. As soon as the L1 bidder is awarded the contract (AOC) the same is processed electronically in the e-Procurement portal for transfer credit to Ghatal Municipality receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.

- vi. If the e-Tender/ Quotation is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender/ Quotation Inviting Authority.
23. The Tenderer/ Quotationer, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Tender/ Quotation and entering into a contract for the work as mentioned in the NIT. The costs of visiting the site shall be at the Tender/ Quotationer's own expense. Traffic management and execution shall be the responsibility of the Supplier at his/her/ their risk and cost.
24. The Chairman, Ghatal Municipality reserves the right to accept or reject any or all the offered Tender/ Quotation without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer/ Quotationer at any stage of Tender/ Quotation.
25. **Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in Instructions to Tenderer/ Quotationer before Tender/ Quotation.**
26. During scrutiny, if it comes to the notice to Tender/ Quotation inviting authority that the credential or any other papers found incorrect/manufactured/ fabricated, that Tenderer/ Quotationer will not be allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.
27. On the date of scrutiny, the bidder himself or his/her authorized representative shall remain present with originals of credentials and other papers at this office, and in presence of him/her scrutiny shall be made. If the bidder or his/her authorized representative shall remain absent during scrutiny it will be presumed that the bidders is unable to make his/her credential and other papers scrutiny and the bidder will not be allowed to participate in the Tender/ Quotation and that application will be out rightly rejected without any prejudice.
28. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act 1970 (b) Apprentice Act 1961 an (c) minimum wages Act 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
29. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading the Tender/ Quotation for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company

or the partners of such firm, to upload the Tender/ Quotation. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908 since amended.

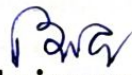
Memo No.193 / 8 /PW/GM

Dated – 18.05.2023

Copy forwarded for wide circulation through :

- 1) The Sub-Divisional Officer, Ghatal, Paschim Medinipur.
- 2) The Executive Officer, Ghatal Municipality.
- 3) The Finance Officer, Ghatal Municipality
- 4) All the Councillors, Ghatal Municipality.
- 5) S.A.E, Ghatal Municipality
- 6) Head Clerk, Ghatal Municipality
- 7) Accountant- In- charge, Ghatal Municipality
- 8) Office Notice Board/ Office Website.



  
**Chairman**  
**Ghatal Municipality**  
Chairman,  
Ghatal Municipality

## **INSTRUCTION TO TENDER/ QUATATIONERS**

### **SECTION – A**

Instructions/Guidelines for Tender/ Quatationer for electronic submission of the Tender/ Quatations have been annexed for assisting them to participate in e-Tender/ Quatationing.

#### **1. Registration of Tender/ Quatationer**

Any Tender/ Quatationer willing to take part in the process of e-Tender/ Quatationing will have to be enrolled and registered with the Government e-procurement system, through logging on to [https://wbTender/ Quatations.gov.in](https://wbTender/Quatations.gov.in) The Tender/ Quatationer is to click on the link for e-Tender/ Quatationing site as given on the web portal.

#### **2. Digital Signature Certificate (DSC)**

Each Tender/ Quatationer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) submission of Tender/ Quatations, from the service provider of the National Information's Centre (NIC) or any other bonafied service provider on payment of requisite amount. Details are available at the website stated in Clause 2 of Guideline to Tender/ Quatationer. DSC is given as a USB e-Token.

#### **3. Collection of Tender/ Quatation Documents**

The contractor can search and download NIT and Tender/ Quatation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender/ Quatation Documents.

#### **4. 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 partner of a firm if found to have applied severally in a single job all his application will be rejected.

#### **5. Submission of Tender/ Quatations**

General process of submission of Tender/ Quatations are to be submitted through online to the website stated above in two folder at a time for each work, one in **Technical Proposal** & the other is **Financial Proposal** in view of the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be

uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

## **A. Technical Proposal**

### **A-1. Statutory Cover Containing**

- i) Prequalification Application (Section – B, Form – I)
- ii) Financial Statement (Section – B, Form II)
- iii) Tender/ Quotation Form No. 2911
- iv) Affidavits (Ref. :- format for general affidavit shown in Y Part B)
- v) Printed Tender/ Quotation Form and NIT (Sl. No. 8 Part I) with all agenda and corrigendum (Download and upload the same Digitally signed, quoting rate will only encrypted in the Price Schedule under Financial Tender/ Quotation. In case quoting any rate in Printed Tender/ Quotation Form the Tender/ Quotation will be summarily rejected).
- vi) Certificate of Bank Guarantee by any Nationalised Bank (if required)
- vii) Bank Solvency Certificate (if required)

### **A-2. Non statutory cover containing**

- 1. Professional Tax (PT) Clearance Certificates and IT & PAN valid up to the date of opening of the Tender/ Quotations. Application for such clearance addressed to the competent authority may also be considered
- 2. GSTIN Registration Certificate.
  - i) **Company Details**
    - a) Registered Deed for Partnership Firm/ Joint Ventures from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
    - b) Trade License for Proprietorship Firms.
    - c) Memorandum of Articles for Limited Companies.
    - d) Society Registration and Bye-Laws for Co-operative Societies.
  - ii) **Credential**
    - a) Completion Certificate of completed (100%) work(s) supported by Bill of Quantities (BoQ's) as detailed in Form-3 executed during the current financial year and the last five years. Also refer to Clause 4.
    - b) Audited Balance Sheet of last five financial years or of such period, if the company was set up less than five years ago, with auditor's certificate regarding annual turnover from contracting business in each year.

**iii) Equipment and manpower (if required, to be sought for in a separate standardized format)**

**iii) Other**

Note :- Failure of submission of any of the above mentioned documents will render the Tender/ Quotation liable to be summarily rejected for both statutory and non statutory cover.

**B. 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 per unit 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.

**6. Opening & Evaluation of Tender/ Quotation**

- i) Opening and evaluation of Tender/ Quotation :- If any Tender/ Quotationer is exempted from payment of EMD, copy of relevant Government order needs to be furnished.
- ii) Cover (folder) of statutory documents should be opened first and if found in order, cover (folder) for non statutory documents will be opened. If there is any deficiency in the statutory documents the Tender/ Quotation will summarily be rejected.
- iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender/ Quotation Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Chairman, Ghatal Municipality.
- iv) Uploading of summary list of technically qualified Tender/ Quotationers.
- v) Pursuant to scrutiny and decision of the screening committee the summary list of eligible Tender/ Quotationer and for which their proposal will be considered and uploaded in the web portals.
- vi) While evaluation, the committee may summon the Tender/ Quotationers and seek

clarification information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**Opening and evaluation of Financial Proposal :**

- i. Financial proposals of Tender/ Quotationers declared technically eligible by the Tender/ Quotation Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

**7. Acceptance of Tender/ Quotation**

The Bidder who's Bid has been accepted will be notified by the Tender/ Quotation Inviting &

Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the contract. The Agreement in W.B.F. No. 2911 will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms & condition, specification of work, different filled up forms, B.O.Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

8. Financial capacity of a Tenderer/ Quotationer will be judged on the basis of working capital and available Tender/ Quotation capacity as mentioned in the N.I.T. to be derived from the information furnished in FORM – 1 and II (Section B) i.e. application for pre-qualification and financial statement. If an applicant feels that his/their working capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender/ Quotation Inviting/Accepting Authority and should guarantee duly specifying the name of the project that incase of contract is awarded to the Tenderer/ Quotationer, the Tender/ Quotationer will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Authority. The audited Balance Sheet for the last five years, net worth Tender/ Quotation capacity etc. are to be submitted which must demonstrate the soundness of Tender/ Quotationer's financial position, showing long term profitability including an estimated financial projection of the next two years.

**9. Penalty for suppression/distortion of facts**

Submission of false document by Tender/ Quotationer is strictly prohibited and in case of such act by the Tender/ Quotationer the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

#### 10. Rejection of Tender/ Quotation

The Employer (Tender/ Quotation Accepting Authority) reserves the right to accept or reject any Tender/ Quotation and to cancel the Tender/ Quotationing processes and reject all Tender/ Quotations at any time prior to the award of contract without thereby incurring any liability to the affected Tender/ Quotationer or Tender/ Quotationers or any obligation to inform the affected Tender/ Quotationer or Tender/ Quotationers of the ground for Employer's (Tender/ Quotation Accepting Authority) action.



  
**Chairman**  
**Ghatal Municipality**  
Chairman,  
Ghatal Municipality

**SECTION – B**  
**FORM – I**  
**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chairman**  
**Ghatal Municipality,**  
**Ghatal , Paschim Medinipur.**

Ref. :- N.I.T. No. :- WBMAD/GHATAL/NIT-2e/2023-24, Dated -18.05.2023

For

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Name of the Work)

Dear Sir,

Having examined the Statutory, Non Statutory and NIT documents, I/we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me/we on behalf of \_\_\_\_\_ in the capacity \_\_\_\_\_ duly authorised 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/ Quotation Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.
- b) Tender/ Quotation Inviting and Accepting Authority reserves the right to reject any application without assigning and reason.

Enclosed :- e-filling :-

1. Statutory Documents
2. Non Statutory Documents

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

**SECTION – B**  
**FORM – II**  
**FINANCIAL STATEMENT**

B. 1 Name of the Applicant :-

B. 2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

| Description                                                                                       | 1 <sup>st</sup> .<br>Year | 2 <sup>nd</sup> .<br>Year | 3 <sup>rd</sup> .<br>Year | 4 <sup>th</sup> .<br>year | 5 <sup>th</sup> .<br>year |
|---------------------------------------------------------------------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| a) Current Assets: (It should not include investment in any other firm)                           |                           |                           |                           |                           |                           |
| b) Current liabilities : ( It should include bank over draft)                                     |                           |                           |                           |                           |                           |
| c) Working capital : (a) – (b)                                                                    |                           |                           |                           |                           |                           |
| d) Net Worth : (Proprietors Capital or Partners Capital or paid up Capital + Reserve and surplus) |                           |                           |                           |                           |                           |
| e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)                               |                           |                           |                           |                           |                           |

|                                        |                     |                     |                     |                     |                     |
|----------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Work in hand i.e.<br>Work order issued | As on<br>31.03.2023 | As on<br>31.03.2022 | As on<br>31.03.2021 | As on<br>31.03.2020 | As on<br>31.03.2019 |
|                                        |                     |                     |                     |                     |                     |

Signature by an authorised office of the firm

\_\_\_\_\_

Title of the Officer

\_\_\_\_\_

Name of the Firm with Seal

Date :-

**AFFIDAVIT "Y"**

**Declaration of the Tender/ Quatationer**

(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 .....  
have duly authorised by and competent to affirm this affidavit on behalf of the said  
Tender/ Quatationer.
2. That, I have inspected the site of work covered under NIT ( NIT No. ....)  
circulated through Office memo bearing no. .... dated .....  
and have made myself fully acquainted with the site conditions existing level/proposed  
level and local conditions in and around the site of work. I have also carefully and  
meticulously gone through the Tender/ Quatation documents. Tender/ Quatation of the  
above named Tender/ Quatationer is offered and submitted upon due consideration of  
all factors and if the same is accepted, I on and for behalf of the aforesaid Tender/  
Quatationer, being lawfully and duly authorised, 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 Tender/ Quatation accepting authority of the work and  
abide by all instructions as may given by the Engineer in Charge of the work time to  
time. I also hereby undertake to abide by the provisions of law including the provisions  
of contract Labour (Regulation & Abolition) Act. Apprentice Act 1961. West Bengal  
Sales Tax Act, GST Act, Income Tax Act as would be applicable to the consultant  
upon entering into formal contract/ agreement with the Tender/ Quatation Inviting /  
Accepting Authority.
3. That I declare that, no relevant information as required to be furnished by the Tender/  
Quatation has been suppressed in the Tender/ Quatation documents.
4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....

Before me.

.....

(1<sup>st</sup> class Judicial Magistrate/ Notary Public)