



OFFICE OF THE RAIGANJ MUNICIPALITY

RAIGANJ, UTTAR DINAJPUR

Phone No. - 03523-242542, Fax No. - 03523-242542

NOTICE INVITING e-TENDER

N.I.e.T. No.: RM/STORE/0004/16-17 (2nd Call)

Memo No: 225/RM/Store

Dated- 26.09.16

On behalf of Raiganj Municipality Separate tenders are invited by the **Chairman, Board of Administrators, Raiganj Municipality** for the works mentioned in the list given below, through electronic tendering (e-Tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Sl. no	Name of Work	Amount put to Tender (in Rs.)	Earnest Money Deposit (in Rs.)	Cost of Tender Paper (in Rs.)	Time allowed for completion	Source of fund	Physical requirements to match credential in terms of quantity executed in previous work (*)
1	Supply of various stationary items	Nil	Rs 10,000.00 as initial earnest money in the form of Bank Draft only drawn in favour of The Raiganj Municipality, payable at Raiganj from any Nationalized Bank. Balance earnest money against quoted amount (if any) should be submitted at the time of formal agreement.	Rs.400/- (Per Set) to be deposited by the successful Bidder during formal agreement after issuance of LOA. Cost of Tender document is not required during participation in NIT.	365 Days From the Date of issuance of work order	Will be allocated later	Bonafied, Resourceful suppliers / Co. Op. etc. having credential of Rs 2,00,000.00 in similar types of works during the last 3 (three) years prior to the date of issue of this Notice.

1. Intending bidders have to download the tender document from the website <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate & necessary Earnest money remitted through demand draft/ pay order issued from any Nationalized bank in favour of , Raiganj Municipality, Raiganj, Uttar Dinajpur & also to be documented through e-filling (scan copy is to be submitted). **Only lowest bidder has to submit the hardcopy of the demand draft / pay order in original against EMD to The Chairman, Board of Administrators, Raiganj Municipality, Raiganj, Uttar Dinajpur, within 7(seven) days from the date of issuance of Acceptance Letter.** Failure to submit the hardcopy of the **original EMD** with the acceptance letter may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder. **This clause is also applicable for all categories of applicants.**

2. **Eligibility criteria for participation in tender:**

- (i) Technical Bid Documents should be accompanied with copies of tenderer's Pan Card, Valid upto date clearance of Income Tax return / Professional Tax Clearance Certificate/ P.T.(Deposit Challan)/ VAT Registration Certificate.

(ii) The partnership firms are required to furnish copy of **Registered Partnership Deed**.

3. Payment of bill on its production will be made after successful execution of the work subject to availability of fund and no claim, whatsoever, will be entertained for any delay of payment. No escalation charge will be entertained against any N.I.e.T./any accepted tender. Deduction of Income tax, V.A.T.(if required) etc. will be made at Source in accordance with the existing rules/orders.

4. Neither any Mobilization Advance nor any Secured Advance will be allowed.

5. Bids shall remain valid for a period of 365 days (Three hundred sixty five) from the date of opening of Financial Bid. If the bidders withdraw the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited Earnest Money shall be allowed if the said bid is cancelled.

6. Date and Time Schedule:-

Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.T. and Tender Documents (online) (Publishing Date)	27.09.2016
b)	Date of Start of downloading the documents (online)	28.09.2016 from 10:00 A.M.
c)	Last date of downloading of documents (online)	22.10.2016 up to 10:00 A.M.
d)	Start date of submission of bid(online)	28.09.2016 from 12:00 NOON onwards
e)	Last date of submission of bid (online)	22.10.2016 upto 06:00 P.M.
f)	Opening Date of Technical Bid(on line)	24.10.2016 at 12:00 NOON.
h)	Opening date of Financial Bid(online)	To be notified later

7. Financial bids of those tenderers who qualify in technical bid will only be opened. Dates, if changed, due to un-avoidable circumstances, will be published in the said websites and the office notice board only **without any individual intimation.**

8. No cost of Bidding shall be reimbursable by the Raiganj Municipal Authority. Raiganj Municipal Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might that have been incurred by a Bidder.

9. The Earnest Money deposited by a successful Tenderer will be converted into Security deposit and the balance amount for security deposit @ 8% of the bill value will be deducted from the bill at the time of payment to retain 10% of bill value of the total work done (final bill value) to form Security Money for performance of work. No interest on Security Deposit will be paid by the Raiganj Municipal Authority.

10. The willing tenderers may remain present at the time of opening of Tender.

11. The Raiganj Municipal Authority reserves the right to cancel the N.I.e.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

12. A tenderer's bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other papers of a tenderer are manufactured/ fabricated, etc.

13. The Tender Inviting Authority may verify the original credential & other original documents of the lowest tender, if found necessary, before issuance of the work order and the work order will not be issued in favor

of the tenderer if it is found on verification that such document submitted by him is either manufactured or fabricated etc.,

14. A clause stated in the later notification will supersede the corresponding one mentioned in former notification in following sequence:-
- Tender Form as prescribed.
 - N.I.e.T.
 - Special terms & Conditions.
 - Technical bid.
 - Financial bid.

INSTRUCTION TO BIDDERS

- 1. General Guidance for e-Tendering:** Instructions/ Guidelines for electronic submission of the tenders have been annexed for guidance/assistance of the tenderers to participate in e- Tendering.
- 2. Registration of Tenderer:** Any Tenderer willing to participate in e- Tendering will have to get himself enrolled & registered with the government e-procurement system by logging on to <http://etender.wb.nic.in> The tenderer is to click on the link for e-Tendering site as given on the web portal.
- 3. Digital Signature Certificate (DSC):** For submission of tenders, each tenderer is required to obtain a Digital Signature certificates (DSC) from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount, the details of which are available at the web site.
4. A tenderer can search & download N.I.e.T. & tender documents electronically, the only mode of collection of tender documents, from computers once he logs on to the website using his Digital Signature Certificate.
- 5. Submission of tenders:** General process of submission:-
Both the Technical bid and the Financial bid in separate folders will have to be submitted online in the website at a time for each work before the notified date & time using the Digital Signature Certificate (DSC) and virus scanned and duly digitally signed copies of documents should also be uploaded in the website. (These documents will get encrypted i.e. transformed into non- readable formats.

Cover "A".

(Technical Bid should contain scanned copies of the followings in two cover)

A-1. Statutory Cover/ Technical Bid Containing

- Scanned Copy of Bank Draft / Receipt against electronic mode of transfer towards earnest money (E.M.D) as prescribed in the N.I.e.T. against each of works in favour of the Raiganj Municipality.
- Municipal Tender Form K (Vide rule 160) (Properly upload the same Digitally Signed). In case quoting any rate in Municipal Tender Form K (Vide rule 160) the tender liable to summarily rejected).
- N.I.e.T.(Properly upload the same Digitally Signed).

A-2. Non Statutory Cover/ Technical Bid Containing

- Scanned Copies tenderer's Pan Card, Valid upto date clearance of Income Tax return / Professional Tax Clearance Certificate/ P.T.(Deposit Challan)/VAT Registration Certificate.
- Scanned Copy of Proper Credential Certificate (Completion Certificate/Payment Certificate).

- III. Scanned Copy of Registration Certificate under the Companies Act. (if any)
- IV. Scanned Copy of Registered Deed of Partnership Firm/Article of Association & Memorandum.
- V. Scanned Copy of Power of Attorney (For Partnership Firm/Private Limited Company, if any)
- VI. Scanned Copy of up to date "No Objection Certificate" issued by the Assistant Registrar of Co-operative Societies (ARCS).

N.B: Original copies of all documents have to be produced on demand for checking otherwise tender Will summarily be rejected.

Cover "B". Financial Bid

The financial proposal should contain the following documents in one cover (folder) i.e. The contractor is to quote the rate (per unit) online through computer in the space marked for quoting rate in Bill of quantities (BOQ). Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

1. Rejection of BID.

The Employer (Tender Accepting 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 Employer's (Tender Accepting Authority) action.

2. Tender Selection Committee.

- i) The Committee will act for recommendation of technically and subsequently financially qualified bidders.
- ii) Intending Tenderers may remain present during evaluation of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will summarily be rejected.


**Chairman
Board of Administrators
Raiganj Municipality**

26/09/16

Memo No: 225/1(11)/RM/store

Dated- 26.09.16

Copy forwarded for information to:

1. The Sabhadhipati, Uttar Dinajpur Zilla Parishad, Karnojora, Raiganj, Uttar Dinajpur with a request for its display in his office notice board.
2. The District Magistrate, Uttar Dinajpur, Karnojora, Raiganj, Uttar Dinajpur with a request for its display in his office notice board.
3. The Sub-Divisional Officer, Raiganj, Karnojora, Raiganj, Uttar Dinajpur with a request for its display in his Office notice board.
4. The Block Development Officer, Raiganj, Uttar Dinajpur with a request for its display in his office notice board.
5. The Executive officer, Raiganj Municipality is requested to remain present at the time of opening positively.

6. The Finance Officer , Raiganj Municipality is requested to remain present at the time of opening positively.
7. The Accountant, Raiganj Municipality is requested to remain present at the time of opening positively and take steps for preparation of bid evaluation sheet.
8. The Cashier, Raiganj Municipality.
9. Office Notice Board, Raiganj Municipality.
10. Office website - www.raiganjmunicipality.com
11. The Nova Advertising Agency, for publication in -
 - (i) Sambad Pratidin, Bengali Daily News paper.
 - (ii) The Statesman, English Daily News paper.




Chairman
Board of Administrators
Raiganj Municipality

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