



OFFICE OF THE BOARD OF COUNCILLORS OF KHARDAH MUNICIPALITY
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117

Memo no. – KDHM/17/CON/24-25

Date. – 28.08.2024

NOTICE INVITING e-TENDER NO: KDHM/17/CON/24-25

1. On behalf of the Board of Administrators, The Executive Officer, Khardah Municipality, invites e-Tenders (electronic tender process), to obtain a rate contract from manufacturer / supplier for supply of Lime Stone Powder (As per Annexure-I) for the Financial Year 2024-2025 as and when required basis as per requirement strictly according to the specifications as well as the terms & conditions given in the Annexure-I, for Khardah Municipality. Rate should be quoted inclusive of all taxes & all other charges.

Details of Tender with necessary requirement towards submission/ download of Tender Papers will be available from website:-<http://etender.wb.nic.in> or <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

2. Applicants willing to take part in the process of e-Quotationing 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/ Suppliers can search and download eNIT 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. For participating in the Tender, the Tenderer shall have to pay the Earnest Money as specified in this NleB shall be paid by online Internet Bank transfer or NEFT or RTGS (as per GO No. 3975-F (Y) dated 28.07.2016 of Finance Deptt., Govt. of West Bengal. Every such transfer shall be done on or after the date of publish of NleB. Any bid without such transfer of Earnest Money (Except exemption as per G.O.) shall be treated as informal & shall be automatically cancelled. Online transfers of Earnest Money receipt have to be uploaded as statutory document (Scanned Copy).
5. **Eligibility criteria for participation in Tender:-**
 - i) Bonafied, reliable, resourceful and experience supplier or manufacturer who have successfully completed not less than 40% value of tender amount in similar nature of supply in a single contract within last 5(Five) years from the date of issuing of the NIT under any Govt./ Semi Govt./ under taking organization. Credential means completion certificate as well as payment certificate of a single contract.

Phone: 2553-3060 / 2583-4943, FAX: 2563-1171

Email: khardahmunicipality@yahoo.co.in



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ii) Manufacturers / Suppliers should have Valid Trade License, Valid PAN no., Certificate of Provisional GST Registration/GST Registration Certificate with up to date challan, up to date Professional Tax Receipts.

iii) A declaration in the form of Affidavit in a non-judicial stamp paper of Rs. 100/- duly affirmed before a Notary Public/1st Class Magistrate should be submitted which must include the following declaration

a) That all the documents submitted by me/our/M/S are authentic.

b) That I/We/M/S Has not been /Debarred/Delisted/Blacklisted / Disallowed by any Govt. Deptt. / Gov. Undertaking/ Statutory Body/ Municipality/ Municipal Corporation and of the like Govt. Bodies in Lime Stone Powder (Grade 1), supply tender in India as on date of submission of Tender.

If any such case is declared in the Affidavit or otherwise discovered, the applicant's tender shall be cancelled summarily without assigning any reason whatsoever.

c) Complete history of all litigations regarding Debarment/ De-listing/ Blacklisting/ Disallowance by any Govt. Dep't. / Gov. Undertaking/ Statutory Body/ Municipality/ Municipal Corporation and of the like Govt. Bodies in Conservancy Materials supply tender in India during last three years from the date of submission of tender

Depending on the disclosures, the Tender Inviting Authority shall exercise its sole discretion to accept or not to accept the Technical Bid and qualify the tenderer for opening its Financial Bid. The tenderer will however be given a suitable opportunity to offer its explanation before any such action is taken.

iv) Uploading of scanned copies of Valid Trade License, Pan Card, Income Tax Return receipts, up to date Professional Tax receipts, Certificate of Provisional GST Registration/GST Registration Certificate with up to date challan & scanned copy of Affidavit in the Technical Proposal as Non Statutory Documents.

v) All Suppliers/ Tenderer should have to upload only their self-attested copies of the requisite documents in the website for submitting their Tender.

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TABLE-1

6.DATE, SCHEDULE & DESCRIPTION OF WORK/MATERIAL

A. a)	Description of Material	:	As per Annexure - I
b)	Manufacturers / Suppliers eligible for submission of rate		<ul style="list-style-type: none">Manufacturers / Suppliers should have Valid Trade License, Valid PAN no., Certificate of Provisional GST Registration/GST Registration Certificate with up to date challan & up to date Professional Tax receipt.
c)	Name & Address of the PH & C Department	:	PH & C Department, Khardah Municipality
d)	Price per copy of the set of Tender documents	:	NIL
e)	Documents require to be submitted along with Technical Bid		<ul style="list-style-type: none">i) Valid Trade License, Valid PAN No., Certificate of Provisional GST Registration/GST Registration Certificate with up to date challan, up to date Professional Tax Receipt & Income Tax Return (last 3 FY).ii) Organizational Structure, Annual Report and audited Balance Sheet of last 3 financial years.
f)	Earnest Money		Rs. 7,000.00 (Rupees Seven Thousand Only)
g)	Tender Fees		Rs. 600.00 (Rupees Six Hundred Only)
h)	Rate Contract	:	1 (One) Year from the date of agreement
B:-	Date and Time Schedule as follows :		
i)	Date of uploading of e-NIT, and Tender Documents online (Publishing Date)		29.08.2024 at 12.00 noon

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ii)	Document downloaded / sale start date (on line)		29.08.2024 from 12.00 noon.
iii)	Tender submission start date (on line)		29.08.2024 from 12.00 noon.
iv)	Tender submission closing date (on line)		06.09.2024 till 3.00 pm
v)	Tender opening date for Technical proposals (on line)	:	09.09.2024 at 3.30 pm
vi)	Date of uploading list for Technically Qualified Tenderer(on line)	:	To be notified later on.
vii)	Date and place for opening of Financial proposals (on line)	:	To be notified later on.
viii)	Approximate quantity of Supply	:	As per Requirement
ix)	Supply order issuing authority	:	The Chairman, Khardah Municipality
x)	Authority who will receive the material and make payment of supplied material.	:	The Central store/P.H & C Department of Khardah Municipality

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. B) v) to vii) of Table-1.

7. Submission of Quotations:

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 for 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).



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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) Scanned copy of Online Banking/NEFT, RTGS details towards Earnest Money Deposit (EMD) / Security Deposit as prescribed in the NIT against each serial of work if applicable, against in favour of the Chairman, Khardah Municipality.
- iii) Notice Inviting e-Quotation.
- iv) B O Q /Price Schedule

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. Tenders will be summarily rejected if any item in the statutory cover is missing.

b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, PAN Card & Income Tax Return receipts 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. Certificate of Provisional GST Registration/GST Registration Certificate.
- iii. Balance Sheet of last year.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. Certificate of Provisional GST Registration/GST Registration Certificate with up to date challan 2. PAN Card 3. up to date P Tax (CHALLAN) 4. Income Tax Return receipts 5. Credential certificate 6. 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)



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

9. Financial Proposal

- i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the Tenderer is to quote the rate (for individual item separately) online.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.
- iii) All rates should be quoted including of all taxes and all other charges

10. 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, Khardah Municipality may take appropriate legal action against such defaulting Quotationer. The authority may ask to show hard copies of all 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.

11. Rejection of Tender

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

Chairman
Khardah Municipality

Chairman
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Other Important Terms & Conditions:-

- A) The detailed N.I.T, documents and other relevant particulars may be seen by the intending Tenderer during office hours within the date mentioned above in the office of the BOC, Khardah Municipality. The offered rate, if accepted, should be valid for 1 (one) year from the date of formal agreement in the WBF 2908 form in that regard. Successful agency shall have to make an agreement (in two copies) with the Khardah Municipality on receipt of Letter of Acceptance cum Work Order. Intending Quotationer, if desire may visit the Municipal office on working day to obtain the WBF 2908 form after due application to the authority.
- B) The materials are to be supplied in accordance with the procurement programme of the Khardah Municipality who would issue the supply order as per the terms and conditions as laid down hereunder and the payment will be made by them as per the actual materials supplied with entire satisfaction of those authorities.
- C) Supply order shall be issued by the Executive Officer, Khardah Municipality who will take supply of the materials and 100% payment shall be made by him on prorated supply of materials.
- D) If the agency fails to supply the materials as per the demand placed by the municipality, penal action in the form of forfeiture of earnest money, as decided by the authority, will be imposed on the agency and the decision of the authority will be conclusive and binding. In case of failure of supply of materials (Approved Quality), the Chairman, Khardah Municipality shall be empowered to invoke the Security Money / Earnest Money deposited in favour of him.
- E) Regarding Tenders for Technical & financial The Decision inviting Authority of Khardah Municipality shall be final & binding on the applicants in this regard.
- F) The authority reserves the right to accept or reject any or all offer without assigning any reason.

Successful agency shall have to make an agreement (in two copies) with the Khardah Municipality, in the prescribed pro-forma by depositing @ Rs. 600/- (Rupees Six Hundred only.) for cost of each tender form in cash stating that the agency is agreeable to supply the materials as and when require (as per the rates quoted and terms and conditions laid down in the Tender papers) to the Municipality with in the Municipal/Adjoining areas (as the case may be).


Chairman
Khardah Municipality

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ANNEXURE-I

<u>Supply of Lime Stone Powder</u>			
<u>Sl. No</u>	<u>Product Description</u>	<u>Specification & Size</u>	<u>Rate per Bag with all Taxes</u>
1.	Lime Stone Powder	Grade 1 (50 Kg. per Bag) & CaCO ₃ – Minimum 90% , Brightness – Minimum 92%, Whiteness – Minimum 94% And Testing report of (Chemical analysis & Physical analysis)	

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Signature with seal and date of the tenderer



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FORM – I
SECTION – B
PRE-QUALIFICATION APPLICATION

To
 The Chairman
 Khardah Municipality,
 Khardah, North 24(PGS)
 Kol-700117

Name of Work:

E- tender notice no:

S I. No:.....

Dear Sir, Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalfof 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: 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project. 2) Tender Inviting & Accepting Authority reserve the right to accept full or part of the tender or reject any/or all tender(s) and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. Also the Authority of Khardah Municipality reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

- Enclosure(s): e-Filling -
 1) Statutory Documents.
 2) Non Statutory Documents.

Date :

Seal and Signature of the Tender

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