

**NOTICE INVITING e-Quotation**

**E-Quotation Reference No.: WBMAD/ULB/HM/NIT-18e/2024-25**

**Memo No:-452/HM/2025**

**Date- 25/02/2025**

The Chairman, on behalf of Haringhata Municipality, invites e-quotation from bonafied and resourceful contractors fulfilling the eligibility criteria as mentioned below for the work(s) detailed in the following table.

(Submission of Bid through **online**)

List of Works:

Sl. No.	Name of the work	Earnest Money	Name of the Municipality	Eligibility of Contractor
1	Annual Maintenance Contract (AMC) of 36 nos. of CCTV Camera for jurisdiction of Haringhata Municipality	11000.00	Haringhata Municipality	Bonafide resourceful contractor fulfilling the eligibility criteria as mentioned below

1. In the event of e-Filling, intending bidder may download the quotation document from the website <https://wbquotations.gov.in> directly with the help of Digital Signature Certificate. EMD has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No. 3975-F(Y) dated 28<sup>th</sup> July, 2016 read with Finance Department vide No. 5688-F(Y)dt.03.11.2016. EMD will be refunded after 6 month of successful work continuation.

1.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

1.2. RTGS/NEFT in case of offline payment through bank account in any bank. (Details of which has been narrated in "Instruction to Bidders").

Quotation document may be download from website & submission of Technical Bid / Financial Bid as per Quotation time schedule stated in "Date & Time Schedule".

The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.

1.3.A bidder desirous of taking part in a quotation shall login to the e-Procurement Portal of the Government of West Bengal <https://wbquotations.gov.in> using his login ID and Password and thereafter may download the quotation document consisting of this NIEQ., Instruction to Bidders (Section – A), different Forms & Affidavits (Section - B), Special Terms & Conditions (Section-C), Specification of Work (Section – D) & Schedule of Works (BOQ), W.B. Form No. 2911(ii) and Addenda & Corrigenda (if any) from the website directly with the help of Digital Signature Certificate.

## **2. Eligibility criteria for participation in quotation:**

### **2.1. Requirement of Credentials:(Credential criteria should satisfy as below)**

#### 2.1.1 For 1<sup>st</sup> call of NIEQ:

- 2.1.1.1. Intending bidders should produce credentials of a similar nature of Completed at least one work of the minimum value of 40% (forty percent) of the estimated amount during 5 (five) years prior to the date of issue of the quotation notice; or,
- 2.1.1.2. Intending bidders should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 30% (thirty percent) of the estimated amount during 5 (five) years prior to the date of issue of the quotation notice; or,
- 2.1.1.3. Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of 80% (eighty percent) or more and value of which is not less than the desired value at (2.1.1.1.) above;

In case of running works, only those bidder who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the quotation. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the bidder.

#### 2.2 Validity of the Work Order :

The Period of the work will be valid for 2 years . It may extended for 1 year subject to satisfactory performance of the successful bidder. The extension of the tenure fully depends on discretionary power of TIA .

#### 2.3 Scope of Work :

- a) Regular Maintenance of all the Camera, NVR & switches condition & rectify faults whenever detected.
  - b) Planned Maintenance scheduling to reduce Break Down by trained personnel.
  - c) On requirement Systematic Examination , adjustment will be done by the agency.
  - d) Remove dirt , moisture & other foreign substances from Cameras & from the respective NVR & Switches.
  - e) Checking of footage available in the Internal HDD & taking Back Up Footages.
  - f) Repair/ Replacement of Cable & wiring of CCTV Camera
  - g) Periodical examination of Earthing for entire CCTV System & to make the system in working condition.
- a) The awarded bidder should attend any emergency call in case of Breakdown within 2 (Two Hours)

### **3.1. Other terms and conditions of the credentials:**

3.1.1. Payment certificate will not be treated as credential;

3.1.2. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, on the executed value of completed / running work will be taken as credential.

No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure).

N.B. The credential certificate for completed works should contain (a) Name of work (b) Estimated Amount (c) Tendered amount, (d) Value of executed work (e) Date of Completion of project along with telephone number & detail address for communication of client must be indicated in the Credential Certificate. [Non Statutory Documents]

- 3.1.3. PAN Card, Valid Professional Tax Deposit Challan, Valid Trade Licence, Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s) Valid Income Tax Return and any other(s), if applicable, to be accompanied with the Technical Bid document.

[Non Statutory Documents]

- 3.1.4. The prospective bidders or any of their constituent partner(s) should not have abandoned more than one work. Not more than one of their contracts should have been rescinded during the last 3 (three) years from the date of publishing of this NIEQ. Such abandonment or rescission will be considered as disqualification towards eligibility (a declaration in this respect through Affidavit will have to be furnished by the prospective bidders without which the technical bid will be treated as non-responsive. Neither prospective bidder nor any of constituent partner(s) should have been debarred to participate in Tenders(s) by the any Department, Government of West Bengal during the last 2 (two) years prior to the date of this NIEQ. Such debarment will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).
- 3.1.5 Wages of Labour engaged in the work including EPF,ESI & all other facilities are to borne by the successful bidder/Agency . Quotation Inviting Authority will not bear any liability regarding any type of claim in the aforesaid issue.
- 3.1.6 In the case of accidents occurred to any labour engaged by the Agency during the time of duty hours in workplace the entire Medical Treatment including hospitalisation will have to made by the successful bidder /Agency . Quotation Inviting Authority will not take any responsibility of the aforesaid issue.
- 3.1.7. In case of Proprietorship and Partnership Firms and Company Balance Sheet and Profit and Loss Account and all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

[Non Statutory Documents]

### 3.2. Requirement of Machineries:

Contractors should arrange all machineries, tools and plants as per direction of EIC in good and workable condition as and when required.

- 3.2.01. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. Valid Professional Tax Deposit Challan, PAN Card, EPF,ESI, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting papers.

[Non Statutory Documents]

- 3.2.02. Joint Ventures will not be allowed for works upto 25 Crores. For work more than 25 Crores in case of a joint venture, Lead Member of such joint venture will be required to meet 60% (sixty percent) of required Bid Capacity and each of the Joint Venture Members will be required to meet at least 30%

(thirty percent) of requirement of BID Capacity. Bid Capacity of all the members in total should be at least 100% (one hundred percent) of required Bid Capacity.

3.2.03. A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally for a single job, all his applications will be rejected for that job, without assigning any reason thereof.

3.2.04. A partnership firm will have to furnish the registered partnership deed and a company will have to furnish the Article of Association and Memorandum.

[Non Statutory Documents]

Where an individual person hold a digital certificate in his / her own name duly issued to him / her against the company or the firm of which he / she happens to be a director or partner, such individual person shall, while uploading any quotation for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his / her favour, by the rest of the directors of such company or the partner of such firm, to upload such quotation. The power of attorney shall have to be registered in accordance with the provision of the Registration Act.1908 as per G.O. no. 61/SPW/12 dated 08/06/2012.

4. The payment will be made as and when fund is available from the concerned source. No claim whatsoever for delay in payment, if any, will be entertained. Retention money towards performance Security amount to 10% (ten percent) of the value of the work will have to be submitted at the time awarding Work Order. No interest will be paid on security deposit.

Successful bidders will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses U/S 7 of West Bengal Building & other Construction Works' Act, 1996 and U/S 12 of Contract Labour Act.

Successful bidders will be required to observe the following conditions strictly:

5.1. Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.

5.2. Minimum wages to the workers shall be paid according to the rates notified and / or revised by the State Government from time-to-time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.

5.3. All liabilities arising out of engagement of workers are duly met before submission of bills for payment.

5.4 Running Account payment will be determined as per provision of Clause 7,8& 9 of Standard Bid Documents as per WB Form no.2911(ii)

If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

**6. No Mobilisation Advance and Secured Advance will be allowed.**

7. Bids shall remain valid for a period not less than 180 (one hundred Eighty) days from the last date of submission of Financial Bid / Sealed Bid. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to conform with the relevant schedule of rates prevailing at the time of floating of quotation and / or technically sanctioned estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained.

8. Date & Time Schedule:

Sl. No.	Particulars	Date and Time
1	Date of publishing NleQ & other Documents.(online)(Publishing Date)	25.02.2025
2	Quotation Document download start date and time. (online)	25.02.2025 at 6.30 pm

3	Start Date of Bid Submission.(Technical and Financial) (online)	25.02.2025 at 6.30 pm.
4	Closing date and time of download of Quotation Document (online).	29.03.2025 at 6.30 pm.
5	Closing date and time of Bid submission(Technical and Financial) (online).	29.03.2025 at 6.30 pm.
6	Date and time of opening of Technical Proposals (online).	02.04.2025 at 11.04.2025
7	Date and time of uploading of list of Technically qualified bidders.(online)	To be notified later
8	Date of uploading of final list of technically qualified bidders after disposal of appeals, if any.	To be notified later
9	Date and time of opening of Financial Proposal (online).	To be notified later

**9. There will be no provision of Arbitration.**

10. The Bidder, at the Bidder's 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 Bid and entering into a contract for the work as mentioned in the Notice inviting Quotation, the cost of visiting the site shall be at the Bidder's own expense. Issuance of letter of acceptance / Work Order may be delayed and / or work may be financially restricted upto the limit of existing administrative approval until receipt of administrative approval / revised administrative approval from the competent authority (in applicable cases). Also issuance of letter of acceptance / work Order may be delayed and / or work may be restricted in some stretches till necessary land for the same is made available and / or encroachments are removed (in applicable cases). No claim, whatsoever, for such delay in issuance of Letter of Acceptance / Work Order and / or restriction of work will be entertained. Intending bidders may keep these criteria in mind while participating in quotation and / or while quoting their rates.
11. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
12. **Defect Liability Period:-**Defect liability period of the work will be 2 years or Termination of Contract whichever is later.
13. In case of Ascertaining Authority at any stage of quotation process or execution of work necessary registered irrevocable power of attorney is to be produced. Power of Attorney holders are not allowed to sign Quotation Documents unless otherwise approved by the Government.
14. Intending bidders may be present in the Office of office of the Chairman, Haringhata Municipality during opening of the Quotation as per the dates mentioned in the notice to observe the quotation opening procedure.
15. No CONDITIONAL/ INCOMPLETE QUOTATION will be accepted under any circumstances.
16. In the event of acceptance of lowest quotationed rate, no multiple minimum rate will be considered by the Department.
17. In case of item rate quotation, the technically qualified bidder, whose total offered price considering sum of offered prices of all the items of works taken together, stands lowest, will be considered for acceptance. In no case lowest bidder of individual items of works will be considered for acceptance for the corresponding items of works.
18. The Quotation Inviting Authority reserves the right to cancel the NIEQ due to unavoidable circumstances and no claim in this respect will be entertained.
19. During the scrutiny, if it comes to the notice of the quotation inviting authority that the credential(s) and/or any other paper(s) of any bidder are incorrect / manufactured / fabricated, that quotation will be out rightly rejected and further penal action may be taken against him as per rule.
20. Before issuance of Letter of Acceptance / Work Order, the quotation inviting authority may verify the credentials & other documents of the lowest quotationer if found necessary. After verification, if it is found that such documents submitted by the lowest quotationer are either manufactured or false; in that case Letter of Acceptance / Work Order

will not be issued in favour of that quotationer under any circumstances and further penal action may be taken against him as per rule.

21. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:

- (i) West Bengal Form No. 2911
- (ii) NIEQ
- (iii) Special terms & Conditions
- (iv) Technical bid
- (v) Financial bid

In case of inadvertent typographical mistake in the BOQ / Schedule of Works/ Price Schedule/rates /elsewhere, the same may be treated to be so corrected as to conform with the relevant schedule of rates and / or technically sanctioned estimate.

**22.. Quotation Inviting Authority (TIA):**

The Quotation Inviting Authority (TIA) will do the technical and financial evaluations of the bidders for different types of works and make recommendation to the quotation accepting authority. The bidders will have to meet all the minimum criteria regarding:-

- (a) Financial Capacity
- (b) Technical Capability comprising of personnel & plant & equipment capability
- (c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of his digitally signed documents in support of the minimum criteria as mentioned in (a), (b), (c) above with the help of his DSC and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such case the eligibility of the bidder/ quotationer will be out rightly rejected at any stage without any prejudice and further penal action may be taken against him as per rule.

23. The Bid Evaluation Committee reserves the right to ignore minor deficiencies at their discretion in case of first call and no challenge whatsoever against such decision of the said committee will be entertained. In case of re quotation, the Bid Evaluation Committee reserves the right to ignore some deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained. In case of third and subsequent calls, the Bid Evaluation Committee reserves the right to ignore some more deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained.

24. Bidders should upload their documents from original copies. Uploading Photocopy & illegible copies will not be accepted. TIA may call for any document at any stage of quotationing process through online shortfall notice. The document(s) in possession of bidder on the date of submission of original quotation only can be placed to the TIA. Any type of generation of document after the date of original quotation submission shall not be allowed.

25. Quality Monitoring: Third Party quality audit may also be conducted for quality monitoring as per sole discretion of the Engineer-in-Charge.

- 26.. This NIEQ shall form a part of the contract document. The successful bidder on acceptance of

his bid by the Accepting Authority, shall have to sign the contract consisting of NIEQ, all quotation documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any

correspondence leading thereto and standard West Bengal Form No. 2911(ii).

27. As per memorandum no. 4608-F(Y) dated.18.07.2018 of Finance Department Govt. of West Bengal, the successful bidder will have to submit Additional Performance Security @10%of the quotationed amount, if the accepted bid value is 80%orless of the Estimated amount put to quotation.

The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIEQ like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered/affected by provision of this Additional Performance Security.

28. **Cost of Quotation Documents:** The intending Bidders shall not have to pay the cost of quotation documents for the purpose of participating in e-quotationing vide Notification No. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, Government of WestBengal

  
Chairman  
Haringhata Municipality  
Chairman  
Haringhata Municipality

**Memo No. :- 452(4)/HM/2025**

**Date- 25/02/2025**

Copy forwarded for information and for forwarded wide circulation through his Office Notice Board to:-

- (01) The D.M. Nadia, Krishnagar, Nadia.
- (02) The S.D.O., Kalyani Sub-division, Kalyani, Nadia.
- (03) The Executive Officer/ Finance Officer/Head Clerk/ Accoutant/Store Keeper/SAE, HaringhataMunicipality, Haringhata, Nadia.
- (04) The Notice Board, HaringhataMunicipality,Haringhata, Nadia.

  
Chairman  
Haringhata Municipality  
Chairman  
Haringhata Municipality

## INSTRUCTION TO BIDDERS

**General guidance for e-Quotation:**

Instructions / Guidelines for electronic submission of the quotations have been annexed for assisting the contractors to participate in e-Quotation.

**Registration of Contractor:**

Any contractor 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://equotation.wb.nic.in> (the web portal of Public Works Department). The contractor is to click on the link for e-Quotationing site as given on the web portal.

**Digital Signature Certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of Quotations, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

The contractor can search and download NleQ, Quotation Document(s) and Addenda & Corrigenda (if any) electronically from computer once he/she logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

**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 a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

Provided that in a particular NleQ, having multiple work, a bidder can participate in more than one work, provided the bid capacity permits and the bidder is capable to arrange and deploy separate set of required machineries for multiple works and complete the work in specified time.

**Submission of Quotation:**

General process of submission:

Quotations are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded Virus free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**Technical proposal:**

The Technical proposal should contain scanned copies of the following in further two covers (folders):

**Statutory Cover Containing:**

A. 6.2.0.1. Prequalification Application

(Section – B, Form – I)

A. 6.2.0.2. Earnest Money has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No. 3975-F(Y) dated 28PthP July, 2016.

(a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

(b) RTGS/NEFT in case of offline payment through bank account in any bank.

A. 6.2.0.3. Financial Statement

(Section – B, Form – II)

A. 6.2.0.4. Affidavit

A. 6.2.0.5. West Bengal Form No. 2911 & NleQ with all agenda & corrigendum (download & upload the same digitally signed, quoting rate will only be encrypted in the BOQ under Financial Bid. In case quoting any rate in West Bengal Quotation Form No. 2911(ii) the Quotation liable to summarily rejected)

A. 6.2.0.6. Special Terms, conditions & specification of works.

**Non statutory Cover Containing:**

A. 6.2.1.1. Updated Professional Tax (PT) deposit receipt challan, PAN Card, valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s) and any other(s) if applicable. Trade Licence, Income Tax return.

A. 6.2.1.2. Registration Certificate under Company Act. (if any).

A. 6.2.1.3. Registered Deed of partnership Firm / Article of Association & Memorandum.

A. 6.2.1.4. Registered Power of Attorney

(For Partnership Firm/ Private Limited Company, if any).

A. 6.2.1.5. Tax Audited Report along with Balance Sheet & Profit & Loss A/c for the last three years

(year just preceding the current Financial Year will be considered as year – 1).

A. 6.2.1.6. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op (S) (ARCS).

A. 6.2.1.7. Bye laws are to be submitted by the Registered labour Co-Op (S) & Engineers' Co.-Opt.(S).

A. 6.2.1.8. List of machineries possessed by own/lease along with authenticated copy of tax invoice, delivery challan and Section –B, Form - IV of this NleQ.

A. 6.2.1.10. List of Technical staffs along with structure & organization (Section – B, Form – III).

A. 6.2.1.11. Requisite Credential as per Cl. No. 3(i) and Section – B, Form – V of this NleQ. Scanned copy of Original Credential Certificate as stated in Cl. No. 3(i) of NleQ is to be submitted.

Note: Failure of submission of any of the above mentioned documents (as stated in A. 1.& A. 2.) will render the quotation liable to be summarily rejected for both statutory & non statutory cover.

**Opening & evaluation of quotation:**

Earnest money as per NleQ of work for which quotation has been called for, will have to be submitted online by all intending Bidders.

**Opening of Technical proposal:**

Technical proposals will be opened by Chairman, Haringhata Municipality. Intending bidders may remain present if they so desire.

Cover (folder) statutory documents (vide Cl. No. 6.A-1) will be opened first & if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 6.A2) will be opened. If there is any deficiency in the statutory documents, the quotation will summarily be rejected.

Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the quotation evaluation committee.

Pursuant to scrutiny & decision of the Bid Evaluation Committee, the summary list of eligible bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

While evaluation the committee may summon the bidders(s) & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**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 Document 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	Detail(s)
A.	Certificate(s)	Certificate(s)	<ol style="list-style-type: none"> <li>Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s) and any other(s) if applicable.</li> <li>PAN Card.</li> <li>Valid P. Tax Deposit Challan.</li> <li>Valid Trade License.</li> <li>Valid Income Tax Return</li> </ol>
B.	Company Detail(s)	Company Detail - 1	<ol style="list-style-type: none"> <li>Proprietorship Firm (Trade License)</li> <li>Partnership Firm (Partnership Deed, Trade License)</li> <li>Ltd. Company (Incorporation Certificate, Trade License)</li> <li>Co-Operative Society (Society Registration Certificate Copy, Trade License)</li> <li>Registered Power of Attorney.</li> </ol>
C.	Credential	Credential-1 Credential - 2	Similar nature of work done and completion certificate with Price Schedule or BOQ which is applicable for eligibility in this NleQ.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
		Work in hand	<ol style="list-style-type: none"> <li>Affidavits - X and Declaration - Y.</li> </ol>

		Profit & Loss A/c. and Balance Sheet for the financial year 2022-2023	Profit & Loss A/c. and Balance Sheet (with Annexure and 3CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2021-2022	Profit & Loss A/c. and Balance Sheet (with Annexure and 3CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2020-2021	Profit & Loss A/c. and Balance Sheet (with Annexure and 3CD form in case of Tax Audit)
L.	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization (as per NIEQ.)
		Technical Personnel on Contract	List of Technical Staffs along with Structures & Organization (as per NIEQ.)

**Opening of Technical Proposal:**

Technical proposals will be opened by the Chairman ,Haringhata Municipality and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

**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 rate (percentage Excess / Less / At par) 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.

Financial capacity of a bidder will be judged on the basis of net worth and available bid capacity as mentioned in the NIEQ to be obtained from the information furnished in Form – II (Section–B), i.e., Financial Statement.

The Audited Balance Sheet for the last 3 (three) years, Net Worth, Bid Capacity etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection for the next 2 (two) years.

**Penalty for suppression / distortion of facts:**

Submission of false document, by quotationer is strictly prohibited & if found the matter may be referred to the appropriate authority for prosecution as per relevant IT Act / other relevant Acts and further penal action may be taken against him as per rule.

**REJECTION OF BID**

The Employer (quotation 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 (quotation accepting authority) action.

**AWARD OF CONTRACT**

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through Letter of Acceptance. Refusal to accept an award after issuance of "Letter of Acceptance" or refusal to enter into contract with the Government without justifiable cause will lead to forfeiture of EMD of the said bidder in favour of the Government and appropriate penal action as per rule / as stated elsewhere in this NIEQ will be taken against him.

All the quotation documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite cost (Ref:

of this N.I.T.) through Demand Draft / Pay Order /RTGS/NEFT issued from any nationalized / scheduled bank in favour of the Chairman, Haringhata Municipality of the concerned work within time limit to be set in the letter of acceptance.

The Letter of Acceptance will constitute the formation of the Contract. Issuance of Letter of Acceptance / Work Order may be delayed due to non-receipt of clear site for the work and no claim, whatsoever, for delay in issuance of Letter of Acceptance / Work Order will be entertained.

The Agreement in West Bengal Form No. 2911 will incorporate all necessary documents e.g. NIEQ, all addenda & corrigendum, special terms & conditions (Section – C), different filled-up forms (Section –B), BOQ, prevailing P.W. Directorate Schedule of Rates at the time of floating of NIEQ, and the same will be constituted between the Quotation Accepting Authority and the successful Bidder.

#### **Online receipt and refund of EMD of e-procurement through State Government e-procurement portal.**

##### **Login by bidder:**

A bidder desirous of taking part in a quotation invited by a State Government Office / PSU / Autonomous Body / Local Body / PRIs, etc. shall login to the e-procurement portal of the Government of West Bengal <https://wbquotations.gov.in> using his login ID and password.

He will select the quotation to bid and initiate payment of pre-defined EMD / Quotation Fees for that quotation by select from either of the following payments modes:

- A. 11.0.1.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
- A. 11.0.1.2. RTGS/NEFT in case of offline payment through bank account in any bank.

##### **Payment procedure:**

##### **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

- A. 11.1.0.1. 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 will select the Bank through which he wants to do the transaction.
- A. 11.1.0.2. Bidder will make the payment after entering his UNIQUE ID and password of the bank to process the transaction.
- A. 11.1.0.3. Bidder will receive a confirmation message regarding success/failure of the transaction.
- A. 11.1.0.4. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government / PSU / Autonomous Body / Local Body / PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD / Quotation Fees.
- A. 11.1.0.5. If transaction is failure, the bidder will again try for payment by going back to the first step.

##### **Payment through RTGS/NEFT:**

- A. 11.1.1.1. 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.
- A. 11.1.1.2. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

- A. 11.1.1.3. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- A. 11.1.1.4. If verification is successful, the Fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD.
- A. 11.1.1.5. Hereafter, the Bidder will go to e-procurement portal for submission of his bid.
- A. 11.1.1.6. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**Refund/Settlement Process:**

- A. 11.1.3.1. After opening of the bids and technical evaluation of the same by the quotation inviting authority through electronic processing in the e-Procurement portal of the State Government, the quotation inviting authority will declare the status of the bids 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.
- A. 11.1.3.2. 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 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 bid is uploaded to the e-Procurement portal by the quotation inviting authority.
- A. 11.1.3.3. 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 refund, 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 quotation inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- A. 11.1.3.4. 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 bank account from which he 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 quotation inviting authority.
- A. 11.1.3.5. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal.  
  
EMD of the L1 bidder for quotations of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L1 bidder.  
  
In Such transfer will take place within T±1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- A. 11.1.3.6. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the e-Procurement portal for updation.

A. 11.1.3.7. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Quotation fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government quotations.

A. 11.1.3.8. All refunds will be made mandatorily to the Bank A/c. from which the payment of EMD & Quotation Fees (if any) were initiated.

**Refund/Settlement Process:**

A. 11.1.4.1. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of the transactions on daily basis.

A. 11.1.4.2. The Quotation inviting Authority of the Government Offices will be using their respective e-procurement User ID and Password to view the EMD and Quotation Fees deposited by the bidders in the pooling accounts.

A. 11.1.4.3. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Quotation Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the quotation process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.



Chairman

Haringhata Municipality

Chairman

Haringhata Municipality

**To**  
**The Chairman**  
**Haringhata Municipality**

Ref :Quotationfor .....(name of  
.....  
work).....  
NleQ No..... Sl. No..... of The Chairman, Haringhata  
Municipality

Dear Sir,

Having examined the Statutory, Non-statutory &NleQ 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) Quotation Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- (b) Quotation Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclosure(s): e-Filing:-**

1. Statutory Documents.
2. Non Statutory Documents.

Date.....

Signature, Name and designation of authorized signatory

For and on behalf of .....

(Name of the Applicant/Firm with Seal)

**AFFIDAVIT – “X”**

(To be furnished in Non-Judicial Stamp Paper of appropriate value duly notarized)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm.....nor any of its constituent partners have failed to executed more than one works contract under any directorate of Govt. of West Bengal and that neither our firm..... nor any of its constituent partners was terminated by any sub-rule under Clause 3 of Quotation Form No. 2911 and that neither our firm ..... nor any of its constituent partners was terminated under any clause of Standard Bidding Documents by the Engineer-in-Charge / Employer during last 3 (three) years.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the quotation vide **NleQ bearing No.....** of the Chairman ,Haringhata Municipality in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job and also not applied more than two works anywhere per set of required machineries.
6. The undersigned also hereby certifies that the Bid shall remain valid for a period not less than 120 (one hundred twenty) days, after the dead line date for Bid submission.
7. I / we do hereby certify that I shall bring all requisite technical personnel and /or plants/ testing machineries / equipment for all the items of works as per relevant IS / IRC codes of practice and as per BOQ and as per direction of the Engineer-in-Charge at the time of execution of work at site even if upon technical evaluation I am declared as “qualified” without having all the requisite technical personnel and /or plants/ testing machineries / equipment at the time of submission of quotation.

Date:

Signature, name and designation of Authorised Signatory.

For and on behalf of-----  
(Name of the Applicant/Firm with Seal)

SECTION – B

FORM – III

STRUCTURE AND ORGANISATION

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A. 1 Name of Applicant

:

-----

A. 2 Office Address

:

Telephone No.

:

Mobile No.

:

A. 3 Name and address of Banker

:

A. 4 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.

Date:

Signature, name and designation Of Authorised Signatory.

For and on behalf of -----  
(Name of the Applicant/Firm with Seal)

**DECLARATION "Y"**

(To be submitted in non-judicial stamp paper of appropriate value, duly notarised)

- I, the undersigned, declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct.
- Certified that required specified machineries for the works under this NleQ will be installed at the working site within 45 (forty five) days (maximum) from the date of LOA / work Order.
- The undersigned also hereby certifies that neither our firm nor any constituent firm had been debarred to participate in quotation by Public Works Department, UD&MA Deptt. Or other Govt. deptt. during the last 5(five) years prior to the date of this NleQ.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- Certified that I have applied in the Quotation **videin the quotation vide NleQ bearing No..... of the Chairman, Haringhata Municipality** in the capacity of individual / as a partner of a firm and that I have not applied severally for the same job.
- Certified that I have applied in the quotation in the capacity of individual / as a partner of a firm.
- Certified that I have access to or have available liquid assets (aggregate of working capital, Cash-in-Hand, uncommitted Bank Guarantees) and / or credit facilities not less than 10% of the estimated cost put to quotation. In this respect, I have attached necessary documents with this application.
- I, the under-signed, do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc., accordingly quotation will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to be prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section- 71 & section -73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date: .....

Signature, name and designation Of Authorised Signatory.

For and on behalf of-----  
(Name of the Applicant/Firm with Seal)

## SECTION - B

## FORM - V

## Experience Profile

Name of the Firm:

List of projects completed that are similar in nature to the work applied for executed during the last 5 (five) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Date:

Signature, name and designation Of Authorised Signatory.

For and on behalf of

(Name of the Applicant/Firm with Seal)