Phone : 033-2593-2028, 033-2592-0429
Fax : 033-2592-6004

NORTH BARRACKPORE MUNICIPALITY

PALTA, POST : BARRACKPORE
DIST : NORTH 24 PARGANAS
PIN – 700120

E-TENDER NOTICE (2nd call)

Ref No: 451./NBM/Store

Date : 10.05.2023

On behalf of The **Board of Councillors, The Chairman, North Barrackpore Municipality** invites e-tender for the procurement detailed in the table below. (Submission of Bid through online) [as per specification enclosed in Annexure I]

a) Bonafied resourceful Manufacturer/Suppliers/Agency having experience of execution of similar type of works/ supply in Govt. Organization and with a valid payment certificate of executing a single contract of value not less than 40% of the estimated value of this procurement.

b)

Sl No	Description of work	Token EMD
1	Supply of 65 nos. Stationary items as per Annexure I .	Rs. 2000

[as per specification enclosed in Annexure I]

1. In the event of e-filling intending bidder may downdoad the tender documents from the website http://wbtenders.gov.in directly with the help of Digital Signature Certificate. Necessary Earnest Money may be remitted through oniline also to be documented through e-fllllng.
2. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website http://wbtenders.gov.in.
3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per time Schedule stated in Sl. No.- 02
4. The financial offer of the prospective tenderer will be corsidered only if the TECHNICAL BID of the tenderer is found qualified by the 'Board of Councillors' of North Barrackpore Municipality. The decision of the 'Board of Councillors' of North Barrackpore Municipality' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
5. Eligibility criteria for participation in the tender –
   - i. As per NIT detail table above Income Tax Acknowledgement Receipt for the latest Assesment year, P.T. Deposit Challan for the year 2022--2023, Pan Card, GSTIN Number are to be accompanied with the Technical Bid Documents. (Non-statutory docunrcnts)
   - ii. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Associationand Memorandum. (Non-statutory documents)
   - iii. Joint Ventures will not be allowed.
   - iv. All materials required shall be of specified grade inconlormity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the authority, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost
   - v. No mobilization advance and secured advance will be allowed.
   - vi. Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof
   - vii. . Specimen of articles may be viewed at this office any working day from 11-00 A.M. to 2-00 P.M .before submission of offering rates in order to maintain the total specification of the articles so required by this Municipality.
   - viii. The total requirement will have to be supplied for the year 2023-2024 in installment as and when required.

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6. Date and Time Schedule:

Sl No	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	11/05/2023 at 18.00 hrs.
2	Documents download/Bid start date (Online)	11/05/2023 at 18.00 hrs.
3	Documents download/Bid end date (Online)	26/05/2023 at 17.00 hrs.
4	Bid opening date for Technical Proposals (Online)	29/05/2023 at 12.00 hrs.
5	Date of uploading list for Technically Qualified Bidder(online)	To be notified later.
6	Date for opening of Financial Proposal (Online)	To be notified later.

7. EMD 2.0 % of the estimated amount put to tender to be deposited though online. (Token Earnest Money remitted through online at the time of tenders and Balance amount beyond Rs. 2,000/- if any to fulfil 2% of amount offered. EMD @ 2 % of the offer rate will be deposited by the successful before acceptance of Tender.The EMD for the successful bidder will be converted to Security Deposit and additional amount of 3% will be deducted towards SD from bill. Such deducted amount (SD) will be refunded after necessary Certification by the competent Authority on expiry of Warranty Period.

8. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of North Barrackpore Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
9. Refund of EMD: - The Earnest Money of all the unsuccessful Tenderers deposited through the online will be refunded bythe same methods (through the online)
10. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in Section - 'A' before tendering the bids
11. Conditional/ Incomplete tender will not be accepted under any circumstances.
12. The intending Tenderers are required to quote the rate online.
13. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other Paper found incorrect /manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
14. The Chairman, North Barrackpore Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
15. If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman i.e. Tender inviting Authority within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Inviting Authority.
16. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
17. If any discrepancy arises between two similar clauses on different notificatiory the clause as stated in later notification will supersede former one in following sequence:
    a) N.I.T.
    b) Technical Bid
    c) Financial Bid
18. Qualification criteria:
    i. The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
    a) Firnancial Capacity
    b) Technical Capability comprising of personnel & equipment capability
    c) Experience / Credential
    ii. The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any tenders document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/tenderer will be rejected at any stage without any prejudice.

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19. The articles (enclosed in separate sheets) must be supplied strictly according to the specification as mentioned.
20. The supply order will be placed time to time as per requirement and materials must be supplied within 10(ten) days from the date of supply order and quality of materials is to be ensured at delivery.
21. In case of failure to supply of our yearly requirement by installment(s) at accepted rate, the work order will be liable to be cancelled and the earnest money so deposited will be forfeited.
22. No.price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.
23. A declaration for warranty of items, if any, to be submitted by the bidder through an affidavit.
24. The OEM authorisation Letter should be included with in Technical Bid and OEM should have service by the bidder and /UN, CE/FCC.
25. Supply, Testing, commissioning fully certified then the payment will be made by the authority concerned.

Chairman
North Barrackpore Municipality

Chairman
North Barrackpore Municipality

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NORTH BARRACKPORE MUNICIPALITY
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SECTION – A
INSTRUCTION TO BIDDERS

A) General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to particiPate in e-Tendering.

i. **Registration of Contractor :-**
Any supplier willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-procurement system, through logging on to https://wbtenders.gov.in (the web portal of North Barrackpore Municipality" North Barrackpore the tenderer is to click on the link for e-Tendering site as given on the web portal)'

ii. **Digital Signatue certificate (DSC) :-**
Each supplier is required to obtain a Class-II or Class-III Digital signature Certificate (DSC) for submission of tenders 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.

III. **The Tenderer can search & download NIT & Tender Document(s):-**
The tenderer can search & download NIT & Tender Document(s) electronically from computer once he logs on the website mentioned in clause A.1 uslng the Digital signature ceitificate. This is the only mode of collection of Trender Documents',

iv. **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 allhis applications will be rejected for that job.

v. Submission of Tenders:
Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work' one in 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 scanned copy duly Digitally Signed' The documents will get encrypted (transformed into non readable formats)'.

B) BID Submission of Tenders :

i) **Technical Proposal:**
The Technical Proposal should contain scanned copies of the following in two covers (folders).
(a) Statutory Cover containing the following documents:
1) NIT
2) Form I to III (on company's Letter Head)
3) EMD of the tenders will be deposited through online Payment Statement copy.
(NIT & corrigendum downloded properly and upload the -same-Digitatly signed)' The rate will be quoted in the B.O.Q. quoted rate will be encrypted in the BOQ under Financial Bid.

C) Financial Proposal:-

5 (b). The rate will be quoted in the BOQ.
Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

5 (c). Non-Statutory Document :

THE ABOVE STATED NON-STATUTORY/ TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOW1NG 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 up load" and then click the "Technical" Folder to upload the Technical Documents.

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Sl No	Category Name	Sub- Category Description	Details(s)
A.	Certificate (s)	Certificate (s)	1. GST. 2. PAN 3. P.F, 4. P Tax (Challan) (Latest). Latest IT Receipt. 5. IT-Saral for Assessment year 2022-23
B.	Company Details (s)	Company Details	Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade Li cense) Society (Society Registration Copy, Trade License) Power of Attomey, Memorandumof Associahun and Articles of Association of the Company.
C.	Credential	Credential	Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form -IV Section -B.
D.	Financial Info		Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be coruideredas year - I)
E.	Man Power		List of Technical Staffs with Qualifications & Experience.

N.B.: Failure of submission of any of the above mentioned documents as stated in S1. No.S. (a). and Sl. No.: .5.(b). and Sl. No. : 5 (c). will render the tenderer liable to be rejected for both statutory & non statutory cover.
If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening of Technical Proposal:
Technical proposals will be opened by the Concerned Tender Certificate. Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC). IntendingTenderers may remain present if they so desire. Cover (folder) for Statutory Documents (Ref. S1. No. A.5.(a).) will be opened first and it found in order, cover (folder) for Non- Statutory Documents (Ref. S1. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee. Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Board of Councilors' the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & 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 reiection.

1. 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 (Presenting Above/Below/Atper 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 information furnished in Section - B.

Penalty for suppression / distortion of facts:-

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriateauthority for prosecution as per relevant IT Act.

Rejection of Bid:-

North Barrackpore Municipality Employer 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 action.

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Award of Contract :-

The Bidder whose Bid has been accepted will be notlfied by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formationof the Contract.
The Agreement in will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender 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 downloading from the website stated in Sl. No,- 02 of N.I.T. along with requisite cost through Demand Dtalt / Pay Order/DCR issued from any bank in favour of the Chairperson, Board of Administrators, North Barrackpore Municipality within time limit to be set in the letter of acceptance.

Chairman
North Barrackpore Municipality

Chairman
North Barrackpore Municipality

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SECTION – B
Form-II
(To be furnished on Company's Letter Head)

1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed the application may be rejected and no objection/ claim will be raised by the under-signed.

2) The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in any tender by any Govt.Organasation/ under taking during the last 5 (five) years prior to the date of this NIT.

3) The-under-signed 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 under-signed 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 tender in the capacity of individual / as a partner of a firm and I have not applied severally for the same job.

.....
Signed by an authorized officer of the firm

.....
Title of the officer

.....
Name of the Firm with Seal

Date : ...../...../ 2023

Seal and Signature of the Tenderer

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NORTH BARRACKPORE MUNICIPALITY

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SECTION – B
Form-III
STRUCTURE AND ORGANISATION

1. Name of Applicant: .....
2. Office Address :
   .....
   .....
   .....
   .....
   .....
3. Telephone/ Mobile No : .....
4. Fax No / Email id . .....
5. Name and Address of Bankers:
   .....
   .....
   .....
   .....
   .....
6. 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.

.....
Signature of applicant including title and
Capacity in which application is made

Seal and Signature of the Tenderer

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Copy forwarded to:

1. SDO, Barrackpore
2. Vice-chairman
3. Members, CIC
4. All councillors
5. E.O.
6. F.O
7. O.S.
8. Cashier (acting)
9. IT-Co-ordinator with request to upload in Govt. and Official websites
10. Accounts Deptt.
11. Office & J.B.M.M Hospital Notice Boards

Chairman
North Barrackpore Municipality

Chairman
North Barrackpore Municipality

email id : northbarrackporemunicipality@gmail.com , nbm@northbarrackporemunicipality.org
Website : www.northbarrackporemunicipality.org

Annexure - 1

North Barrackpore Municipality

Palta ,P.O. Barrackpore , 24 Pgs (N)

Ref: **Date:**

STATIONARY ITEMS

Sl. No	Name of Articles	Rate Per	Rate
1	CARBON PAPER (BOTH SIDE) KORES	12 BOX	
2	COVER FILE (WITH NAME)	1 GROSS	
3	TWO FOLDER FILE (WITH NAME)	1 GROSS	
4	CARBON PAPER FOR TYPINPING (SUPERIOR) KORES	1 BOX	
5	DOTPEN (GLOBE) DOUBLE ACTION	1 DOZ	
6	DRINKING GLASS (HINDUSTAN BRAND, SUPERIOR0)	1 DOZ	
7	DUSTER (CLOTH) [2 X 2] SIZE	1 DOZ	
8	EXERCISE BOOK NO 6 (RULLED)	1 DOZ	
9	EXERCISE BOOK NO 8 (RULLED)	1 DOZ	
10	ERAZER FLUID (TYPING WORK) KORES	1 DOZ	
11	GUM LIQUID - 24 EUROPA 600 MI / 750ML	12 BOTTLE	
12	GUM POT WITH GUM - EUROPA	1 DOZ	
13	GEMS CLIP (100 NO. EACH BOX) NOVEX	10 BOX	
14	NOTE BOOK (ORDINARY NO. 8)	1 DOZ	
15	SMALL NOTE BOOK (ORDINARY NO. 6)	1 DOZ	
16	PIN (FINE) KING BRAND	1 DOZ	
17	FULL SIZE - REGISTER RULLED NO. 4	1 DOZ	
18	FULL SIZE - REGISTER RULLED NO. 6	1 DOZ	
19	FULL SIZE - REGISTER RULLED NO. 8	1 DOZ	
20	FULL SIZE - REGISTER WHITE NO. 4	1DOZ	
21	FULL SIZE - REGISTER WHITE NO. 6	1DOZ	
22	FULL SIZE - REGISTER WHITE NO. 8	1DOZ	
23	STAMP INK (SPECIAL QUALITY) EUROPA BRAND	12 BOTTLE	
24	STAMP PAD (FABER-CASTELL) SMALL	1 DOZ	
25	STAMP PAD (FABER-CASTELL) BIG SIZ	1 DOZ	
26	THICK PAPER (WHITE PLANE) BEST QUALITY [BIG SIZE]	1 RIM	
27	THICK PAPER (RULLED) BRAND BEST QUALITY [BIG SIZE]	1 RIM	
28	WOOD PENCIL (H.S) NOTARAJ	1 DOZ	

Chairman
North Barrackpore Municipality

Chairman
North Barrackpore Municipality

Annexure - 1

North Barrackpore Municipality

Palta ,P.O. Barrackpore , 24 Pgs (N)

Ref: **Date:**

STATIONARY ITEMS

Sl. No	Name of Articles	Rate Per	Rate
29	TAG (BEST QUALITY)	1 BUNDLE(100 NOS. PER BUNDLE	
30	BATTERY EVEREADY (950)	12 NOS	
31	PENCIL BATTERY (NOVINO/EVEREADY/NIPPO GOLD)	12 NOS	
32	COMPUTER CARTIDGE FOR DOTMATIX PRINTER	1 DOZ.	
33	XEROX PAPER A - 3 TRUST/b2b/copy power	PER RIM	
34	XEROX PAPER LEGAL SIZE TRUST/b2b/copy power	PER RIM	
35	XEROX PAPER A -4 TRUST/b2b/copy power	PER RIM	
36	CALCULATOR MACHINE 12 DIGIT ORPAT	PER DOZ.	
37	NOVTAL 5 LIVEWR	PER NO	
38	NOVTAL 7 LIVER	PER NO.	
39	PAD LOCK SMALL SIZE GOOD QUALITY	PER NO.	
40	PAD LOCK BIG SIZE GOOD QUALITY	PER NOS.	
41	WATER JUG MEDIUM (POLLYTHIN)	PER DOZ.	
42	PAPER WEIGHT	PER KG.	
43	NEPTHALENEE	PER KG.	
44	DETERGENT POWDER SUNLIGHT 500 gm each packet	PER NO	
45	STEPLER MACHINE - SMALL (Kangaroo-HD 10-D)	PER NO	
46	STEPLER MACHINE - BIG (Kangaroo-HP- 45)	PER NO.	
47	STEPLER MACHINE - BIG (Kangaroo-HD-45) 24/6-26/6	PER BOX.	
48	STEPLER PIN - SMALL (10)	PER BOX.	
49	STEPLER PIN -BIG (24/6)	PER DOZ.	
50	PLATIC FILE - FULL SCAPE SIZE	per 1000 nos	
51	COMPUTER PAPER SIZE - 15 / 12 (SINGLE PART), 60 GSM	per 1000 nos	
52	COMPUTER PAPER SIZE - 15 / 12 (SINGLE PART) 75 GSM	per 1000 nos	
53	COMPUTER PAPER SIZE - 15 / 12 (SINGLE PART) 80 GSM	per 1000 nos	
54	COMPUTER PAPER SIZE - 10 / 12 (SINGLE PART), 60 GSM	per 1000 nos	

Chairman
North Barrackpore Municipality

Chairman
North Barrackpore Municipality

Annexure - 1

North Barrackpore Municipality

Paita ,P.O. Barrackpore , 24 Pgs (N)

Ref: 451/NBM/Store Date: 10.05.2023

STATIONARY ITEMS

Sl. No	Name of Articles	Rate Per	Rate
55	COMPUTER PAPER SIZE - 10 / 12 (SINGLE PART) 75 GSM	per 1000 nos	
56	COMPUTER PAPER SIZE - 10 / 12 (SINGLE PART) 80 GSM	1000 NOS	
57	COMPUTER PAPER 10/12 SINGLE PART MIDDLE PER FORATION 60 GSM	1000 NOS	
58	COMPUTER PAPER 10/12 SINGLE PART MIDDLE PER FORATION 75 GSM	1000 NOS	
59	COMPUTER PAPER 10/12 SINGLE PART MIDDLE PER FORATION 80 GSM	DOZEN	
60	COMPUTER FILE 10/12	DOZEN	
61	COMPUTER FILE 15/12	PER PC.	
62	FEROSPEED NO- 10 (IOL)	12 NOS	
63	PENCIL BATTERY (Duracell) for A.C remote	PER PC.	
64	Trimax gel pen	PER PC.	
65	Trimax gel rifil	PER PC.	

Chairman
North Barrackpore Municipality

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