

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUPERINTENDING ENGINEER  
PLANNING CIRCLE  
MUNICIPAL ENGINEERING DIRECTORATE  
BIKASH BHABAN, SALT LAKE CITY,  
KOLKATA - 700091**

**QUOTATION DOCUMENTS**

**A NAMAMI GANGA PROJECT**

**NAME OF THE WORKS**

**Preparation of DPR for construction of Electric Crematorium as well as repair / renovation works (both civil and Elctro-Mechnical) of the existing Electric Crematorium (if any) including the main building block and its periphery for different municipal towns. (Berhampur, Nabadwip, Jiaganj-Azimganj, Murshidabad, Jangipur, Dhuliyān, Katwa, Chakdah, Santipur and Diamond Harbour municipal town).**

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BIKASH BHABAN, SALT LAKE CITY,  
KOLKATA - 700091**

**NOTICE INVITING QUOTATION**

**No. MED/SE (PL)/34/1NIQ-39/09**

**Dated:20.04.15**

**Quotation Notice No. : WBMA/SE/PLANNING/NIQ - 02e/2015-16 (2<sup>nd</sup> call)**

The Superintending Engineer Planning Circle on and for behalf of the Governor of West Bengal invites sealed competitive Quotation from the reliable and resourceful Companies/Firms/Contractors having experience and acumen in consultancy work as noted below and the eligibility is depicted hereunder for participating in the Quotation.

<b>1.</b>	Name of Works :		Preparation of DPR for construction of Electric Crematorium as well as repair / renovation works (both civil and Elctro-Mechnical) of the existing Electric Crematorium (if any) including the main building block and its periphery for different municipal towns. (Berhampur, Nabadwip, Jiaganj-Azimganj, Murshidabad, Jangipur, Dhuliyon, Katwa, Chakdah, Santipur and Diamond Harbour municipal town).
<b>2.</b>	Location of Work:		Within the jurisdiction of the concerned ULB.
<b>3.</b>	Eligibility to participate in the Bid		Having experience and technical acumen in preparation of DPR during the last three financial years in Govt. Deptt./Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. <b>AND</b> Having sufficient qualified technical personnel (to be employed under the firm for at least 2 consecutive years) with sound knowledge and experience in preparation of DPR. <b>AND</b> Having VAT/ST, P. Tax clearance Certificates, PAN Card etc.
			<b>Note:</b> <b>a) Preparation of DPR completed and approved from the competent authority will be treated as credential.</b>
<b>4.</b>	Documents to be produced in support of Credential for quotation		The Completion Certificate of preparation of DPR with work order along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice ( <b>Ref: Sl. No. 3 :Eligibility to participate in the quotation</b> ). Besides this, following documents shall have to be furnished:

		a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm
		b.	Copies of valid PAN Card, Sales Tax clearance, Professional Tax clearance Certificate.
		c.	List of Technical Personnel employed under the organization in details with names, qualification, experience and address with contact number.
		d.	Corresponding address, fax & telephone no, mobile no. & Email Id of the Organization.
			<b><u>All documents in original to be produced in due course of time as &amp; when asked by the Quotation Inviting Authority</u></b>
<b>5.</b>	Earnest Money		<p>Rs. 10,000.00 (Rupees ten thousand) only as an initial Earnest Money for each town. Deposit ( scanned copy of EMD) shall accompany with Technical Bid Proposal, in the form of Bank Draft only drawn in favour of "<b>Executive Engineer</b>, 24 Parganas Division-II, M.E.Dte " payable at <b>Kolkata</b>, from any Nationalized Bank. Balance Earnest Money beyond Rs.10, 000.00 (if any to fulfill 2 % of amount offered) shall be deposited at the time of acceptance of tender.</p> <p><b>Note: One can apply for individual or all municipal towns. The earnest money should be deposited accordingly (i.e. for one municipal town, the earnest money should be deposited Rs. 10,000/- and for two municipal towns, two separate drafts of Rs. 10,000/- each should be deposited as earnest money. Similarly for the entire municipal town, i.e. for 10 municipal towns, ten separate drafts of Rs. 10,000/- each should be deposited as earnest money).</b></p> <p><b>Quotationers who are not willing to apply for any particular Municipal Town, they shall have to leave the <u>corresponding 'Rate' cell as a blank</u> which is mandatory.</b></p>

**6.Date and Time Schedule :-**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
a)	Date of uploading of N.I.Q. and Quotation Documents online) (Publishing Date)	20/04/2015
b)	Documents download start date	20/04/2015
c)	Date of Pre Bid Meeting with the intending quotationers in the office of the Superintending	04/05/2015. at 1.00 PM

	Engineer, Planning Circle, Municipal Engineering Directorate, Bikash Bhaban, 1 <sup>st</sup> Floor, South Block, Salt Lake City, Kolkata-700091.	
d)	Quotation submission start date (On line)	20/04/2015 at 4.00 PM
e)	Quotation Submission closing (On line)	11/05/2015 up-to 2.00 PM
f)	Quotation Opening (On line)	11/05/2015 at 3.00 PM
g)	Date of uploading list for Technically Qualified Quotationers (online)	To be notified later.
h)	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Quotationers.
i)	Date of uploading of list of tenderers along with the offer rates through (on line),	To be notified later.
j)	Also if necessary for further negotiation through offline for final rate.	To be notified later.
<b>7.</b>	Time of completion	Time of completion of the Contract is 60 days from the date of issue of Work Order.
<b>8.</b>	Site inspection & general information	Intending Quotationers are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of all relevant factors as might affect their rates and prices. They are also acquainted with relevant IS specifications, CPHEEO manuals, Clauses & Sub Clauses of the Quotation documents and to have fully acquainted with all details of work front, communications, underground utility services, existing & proposed site levels, position and diversion of transportation and barricading , if required, electricity and any other general information including topological condition & existing level and level pertaining to and needed for the work to be completed in time properly.
<b>9.</b>	Quotation documents	A full set of quotation documents consists of 2 Parts. These are;
	I)	<b>Part I</b> containing all documents in relation to the name of the firm applied for and credentials possessed by them along with all documents as depicted in Sl. No. 4
		<b>AND</b> RELEVANT SECTION AS MENTIONED IN CONTENT
	II)	<b>Part II</b> containing following documents;
	a.	Bid Price / Price Schedule.(.xls sheet)
<b>10.</b>	Validity of Quotation	A Quotation submitted shall remain valid for a period of 120 calendar days from the date of publication of Quotations. Any extension of this validity period if required will be subject to concurrence of the Quotationers.

11.	Withdrawal of Quotation		A Quotation once submitted shall not be withdrawn within the validity period. If any Quotation/Quotationers withdraw his/their Quotation(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.
12.	Acceptance of Quotation		The Superintending Engineer (Planning Circle) M.E. Directorate will accept the Quotation. He does not bind himself to accept otherwise the lowest Quotation and reserves to himself/herself the right to reject any or all of the Quotations received without assigning any reason thereof.
13.	Intimation		The successful Quotationer will be notified in writing of the acceptance of his Quotation. The Quotationer then becomes the "Consultant" and he shall forthwith take steps to execute Formal Contract Agreement in 2911 Form with the Superintending Engineer (Planning Circle) M.E. Directorate and fulfill all his obligations as required by the Contract.
14.	Escalation of Cost		There will be no escalation in cost and the contract price mentioned in the contract stands valid till completion.
15.	Name & address of the office for submission of DPR		Office of the Superintending Engineer, Planning Circle, Municipal Engineering Directorate.
16.	Payment		Payment will be made by the superintending Engineer, Planning Circle, M.E.Dte. <b>OR</b> By the competent Authority after recommendation of the Superintending Engineer, Planning Circle, M.E.dte.
17.	Influence		Any attempt to exercise undue influence in the matter of acceptance of quotation is strictly prohibited and any quotationer who resorts to this will render his quotation liable to rejection.
18.	<p><b><u>SCOPE OF WORK:-</u></b></p> <p><b>Components of works:</b> - The DPR should be prepared considering the following works.</p> <p><b>a) Civil works:</b></p> <ul style="list-style-type: none"> <li>• Main Electric Crematorium building which will include waiting hall, changing room, toilets, washing room, office cum registration room , catafalque, control room, Ash pond, Pollution control unit room with all its components etc.</li> <li>• WBSEDCL room, VCB room, transformer room and LT panel room with caballing duct and earth pit etc.</li> <li>• Rolling shutter gates, door, windows and sky lights etc</li> <li>• Approach road, surface drain, boundary wall, parking lot, bathing ghat, tube</li> </ul>		

well, water reservoir, sanitary and plumbing works etc.

- Sinking and repair of deep tube well if required.

**b) Electrical and Mechanical works:**

- Double chamber type cremation furnace ( Dimension of Primary chamber with normal working temperature 750°C and skin temperature Max 30°C above ambient and dimension of secondary chamber with working temperature 850°C and skin temperature Max 40°C above ambient ) along with electro-mechanically operated charging mechanism with provision of manual operation . The heating power will be controlled with thyristor power control. The furnace pressure will be controlled manually operated damper.
- Repair of the existing furnace if any.
- Heating arrangement
- Fresh air injection system with the help of centrifugal blower of design head and capacity. The air injection system will be controlled by the butterfly valve and piping arrangement.
- Ash door with exhaust line
- Thyristor drive control panel with remote operating facilities
- Repair and renovation of the existing Caballing, ducting and earthing arrangement and construction of new one if required.
- Internal wiring system

**c) Pollution control unit**

- Cylindrical type wet scrubber chamber to separate particles from hot air exhaust up to size of 10 microns. To settle down the particles water spray system should be adopted. Selection of dimension of the chamber for discharge 1500 cum/h. and pumping machineries with pipe lines.
- ID fan with venture and other all accessories
- Self-supported chimney with aviation lamp arrangement and lightning arrestor.
- Details dimension of piping and ducting arrangement.

**d) Ash pit**

- Dimension of ash deposition pit for the period as per standard with ash

clearing arrangement.

**e) HT sub station**

If the electrical load demand exceeds permissible limit of the LT consumer

- The HT switch board with protective relay arrangement
- The Dry/Oil cooled transformer of suitable rating
- The LT distribution panel
- Cabling , ducting and earthing arrangement

**f) Painting**

Colouring of the outside and inside walls of the main building block, boundary walls etc

The painting of the whole mechanical works by anticorrosive paint.

**g) Beautification**

- Yard lighting with garden lighting arrangement.

**The work includes-**

- **Field survey:** The land proposed for construction of new Electric Crematorium should be surveyed including level survey as & where necessary. The existing crematorium site should be surveyed in detail locating the necessary repair and renovation works required and also pointing the up gradations necessary. The survey work should be carried out in consultation with the respective ULB. The bench mark should be earmarked at site in suitable position on the permanent structures. All the survey drawings should be submitted in standard size papers as applicable.
- Detailed planning, drawing, design & estimation including structural designing if necessary. All back up papers should have to be submitted along with DPR proposal.
- Estimate should be prepared as per PWD, Govt. of West Bengal current schedule of rates of the concerned circle as applicable to the ULB. Operation & Maintenance cost should have to be furnished as per guideline of NGRBA.
- If the rate is not available in the schedule, the current market rate should be considered. Analysis of rate should be done where necessary.
- All the land required for new construction should be municipal owned land or under the possession of Govt. In case of Govt. land, proper NOC along with land details showing in a site plan certified by the competent authority is required and that should be endorsed by the chairperson of the concerned ULB. In case

	<p>of municipal land, site plan and allied papers should have to be authenticated by the Chairperson.</p> <ul style="list-style-type: none"> <li>• All proposals should be finalized with due consultation &amp; approval of the Chairperson of the respective ULB.</li> <li>• A synopsis of proposal should have to be approved in BOC of the respective ULB and the resolution of BOC should be attached in the DPR.</li> <li>• The DPR should be prepared as per the guidelines of NGRBA.</li> <li>• The draft copy of DPR, both hard as well as soft copy should be submitted before submission of final DPR.</li> <li>• Technical specification not conforming to PWD schedule, Government of West Bengal, should have to be submitted in detail.</li> <li>• All technical data should be as per relevant IS code of Practice, CPHEEO manual or other Government manual or schedule.</li> <li>• Any issues regarding environmental impact should be addressed properly.</li> <li>• Sanction of DPR in all respect from the competent Authority.</li> </ul> <p><b>The above scope of works is indicative in nature and will vary for ULB to ULB depending upon the existing status of E.C. In some cases, up gradation of E.C. is required, e.g., installation of pollution control device or addition of one unit in the existing crematorium or provision of additional unit with separate construction, if required by the ULB. In some cases up gradation is not required but renovation is required e.g., beautification, bathing arrangement, enhancement of existing facilities, landscaping, lighting arrangement, sitting arrangement, boundary wall etc. etc. In some case renovation coupled with up gradation is required.</b></p> <p><b>In some case, complete new construction of E.C. as per requirement of ULB is required.</b></p> <p><b>In all cases, consultant should verify the land requirement of above purposes. All the land will be arranged by the ULB. It is also the responsibility of the Consultant to pursue all NOC required for approval from the respective competent authority to sanction the project.</b></p> <p><b>In view of the above, the consultant should assess the actual requirement of the ULB with due consultation with ULB before quoting their rate which is likely to vary for ULB to ULB.</b></p> <p><b>However in all cases financial viability of the project is mandatory.</b></p>
<p><b>19.</b></p>	<p><b>Mode of Payments &amp; Deductions:-</b></p> <p>The payment will be made as follows:-</p> <ul style="list-style-type: none"> <li>• After preparation and submission of DPR followed by all necessary compliance including</li> </ul>



	<p>verification of project proposal at site by the quotation inviting authority - <b>40% of offered rate.</b></p> <ul style="list-style-type: none"> <li>• After submission to SPMG and followed by necessary compliance from the SPMG - <b>20% of offered rate.</b></li> <li>• After necessary approval from the competent authority (NMCG, MoEF, Govt. of India) – balance <b>40% of offered rate.</b></li> </ul> <p>All deductions will be made as per usual Govt. norms. Security Deposit @ 10% (2% from earnest money and balance 8%) deducted from each bill will be released after expiry of security period (6 months from the release of final payment). It is also to be noted that even after approval, minor technical and administrative compliance should have to be made by the consultant, if desired by the tender inviting authority within security period.</p>
	<b>Following clauses are to be adhering to by the concerned quotationer during the process of quotation.</b>
<b>20.</b>	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.
<b>21.</b>	Quotation Acceptance Authority is the Superintending Engineer, Planning Circle, M.E.Dte.
<b>22.</b>	All usual deductions for taxes i.e. ST, IT, and Labour welfare Cess etc. as applicable will be made from the bills from time to time (please refer cl.57 of section C)
<b>23.</b>	No conditional/ incomplete quotation shall be entertained.
<b>24.</b>	In the event of e-Filing intending quotationer may download the quotation document from the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> directly by the help of Digital Signature Certificate. The earnest money deposited through e-Filing, (scanned copy to be submitted and details of which has been narrated in "Instruction to Quotationer"). issued from any nationalized bank in favour of "Executive Engineer, 24 Parganas Division – II, M.E.Dte." payable at Kolkata.
<b>25.</b>	Technical & Financial quotation both will be submitted concurrently duly digitally signed in the Website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> . Quotation document downloaded from website & submission of Technical /Financial quotation as per Schedule.
<b>26.</b>	The Quotation, at the quotationer'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 quotation 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 Quotationer's own expense.
<b>27.</b>	The intending Quotationers shall clearly understand that whatever may be the outcome of the present invitation of Quotations, no cost of Quotation shall be reimbursable by the Superintending Engineer, Planning Circle, M.E.Dte. The Superintending Engineer, Planning Circle, M.E.Dte. reserves the right to reject any application for purchasing Quotation documents and to accept or reject any or all the offered quotation /quotations without assigning any reason whatsoever and is not liable for any cost that might have incurred by any quotationer at any stage of Quotation.
<b>28.</b>	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Quotationers' before Quotation.
<b>29.</b>	During scrutiny, if it is come to the notice to quotation inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that quotationer will not be allowed to participate in the quotation and that application will

	be out rightly rejected without any prejudice.
<b>30.</b>	Before issuance of the work order, the quotation inviting authority may verify the credential & other documents with the original of the lowest quotationer if found necessary. After verification, if it is found that such documents submitted by the lowest quotationer is either manufacture or false, in that case, L.O.A. / work order will not be issued in favour of the quotationer under any circumstances.
<b>31.</b>	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:
<b>32.</b>	Consultant shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
<b>33.</b>	Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading 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 favour, by the rest of the directors of such company or the partners of such firm, to upload such quotation. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

Special conditions:-

Schedule	1	The detailed estimates of DPR's are to be prepared following general specifications of WB PWD Schedule of rates(current schedule) for different circles as applicable for related ULB's or any approved schedule of W.B. Govt. and / or Semi-Govt. Organization with all corrigenda and addenda operative on the last date of dropping of the quotation if not available within PWD Schedule of rates.
General condition	2	Intending quotationers are required to see the proposed sites of town at their own cost for the identified schemes for which DPR is to be prepared and get them thoroughly acquainted with local conditions and all factors which may affect their rates.
Tools and Plants	3	All instruments and equipments required for the work will have to be supplied by the successful quotationer at his own cost.
Rate to cover enhancement etc.	4	Rates quoted by the agency will cover all the requirements said earlier.
Rates include royalties, S. Tax	6	Quoted rates shall be inclusive of cost of collection of necessary information, sales tax, transport charge, handling and all other incidental charges, other miscellaneous charges stipulated in the priced schedule.
Appropriation of Bidders	7	Any sum of money due and payable to the agency (including earnest money returnable to him) under this Quotation may be appropriated

due		by the Govt. and set off against any claim of Govt. for the payment of a sum of money arising out of or under any other quotaion made by the agency with the Government.
Idle Labour	8	No claim for idle labour will be entertained under any circumstances what so ever.
Diversion etc.	9	The traffic and other emergency services of the towns for which DPRs are to be prepared, should not be disturbed or suspended without written approval of the Chairperson of the concerned municipal town.
Extension of time	10	Time is the essence of Offer, if however a quotationer desires an extension of time for no fault on his part, he should apply in writing to the tender inviting authority who shall grant it in writing.
bundh/strike	11	In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time.

**Superintending Engineer  
Planning Circle, M.E.Dte.**

**No. MED/SE (PL)/34/1NIQ-39/09**

**Dated:20.04.15**

Copy forwarded for information to:

1. The Chairperson, Berhampur / Nabadwip / Jiaganj-Azimganj / Murshidabad / Jangipur / Dhuliyani / Katwa / Chakdah / Santipur / Diamond Harbour Municipality: He is requested to discuss with the intending bidders during their visit to his ULB regarding the scope of work.
2. The Director General, KMDA, Gap Sector, Unnayan Bhaban, Salt Lake City, Kolkata - 700091.
3. The Project Director, SPMG, Nagarayan, 6<sup>th</sup> Floor, Salt Lake City, Kolkata-700091.
4. The Chief Engineer, M.E.Dte.

**Superintending Engineer  
Planning Circle, M.E.Dte.**

INSTRUCTION TO QUOTATIONERS  
SECTION – A

**1. General guidance for e-quotation**

Instructions/ Guidelines for quotationer for electronic submission of the quotations have been annexed for assisting them to participate in e-quotation.

**2. Registration of Quotationer**

Any Quotationer willing to take part in the process of e-quotation will have to be enrolled and registered with the Government e-procurement system, through logging on to <http://wbtenders.gov.in>. The Quotationer is to click on the link for e-quotation site as given on the web portal.

### **3. Digital Signature certificate (DSC)**

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

4. The consultant can search and download NIQ and Quotation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

### **5. Submission of Quotations.**

General process of submission, Quotations are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and 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).

#### **A. Technical proposal**

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

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

- i. Prequalification Application (Sec-B, Form - I)
- ii. Scanned Copy of Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIQ against each of the serial of work in favour of The Executive Engineer, 24 Parganas Division - II, M.E.Dte.
- iii. Financial Statement (Section - B, Form - II).
- iv. Affidavits (Ref:- format for general affidavit shown in "Y" Part "B". )
- v. Printed Quotation Form and NIQ (Sl. 9; Part I) with all addenda and corrigendum (**download and upload the same Digitally Signed, quoting rate will only encrypted in the Price Schedule under Financial Bid. In case quoting any rate in Printed Quotation Form the Quotation will be summarily rejected**).

##### **A-2. Non statutory Cover Containing**

- i. Professional Tax (PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, VAT Registration Certificate(up to date).

- ii. Registration Certificate under Company Act. (If any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the Last three years (year just preceding the current Financial Year will be considered as year - I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vii. List of technical staff along with structure and organization (Section - B, Form - III).
- viii. Credential: Scanned copy of Original Credential Certificate as stated in NIQ (under sl. no -3).

Note: - 1) Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the quotation liable to be summarily rejected for both statutory and non statutory cover.  
2)The 'L1' quotationer shall submit the hard copy of the documents along with original copy of Earnest Money Deposit to the quotation inviting authority with his acceptance letter of the LOI. failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the quotation process and dealt with accordingly legally including blacklisting of the quotationer.

### ***B. Quotation Evaluation***

- i. Opening and evaluation of quotation: - If any quotation is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii. Opening of Technical proposal: - Technical proposals will be opened by the Quotation Inviting Authority electronically from the website using his/ her Digital Signature Certificate.
- iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non statutory documents (vide Cl. No. - 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Quotation Evolution Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the Dept. of Municipal Affairs, Govt. of

West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms.

v. Uploading of summary list of technically qualified Quotationers.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible quotationer and for which their proposal will be considered and uploaded in the web portals.

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

### ***C. Financial proposal***

As per Sl. 10, Part II. To be uploaded digitally signed by the Quotationer.

**6.** Financial capacity of a quotationer will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.Q. to be derived from the information furnished in **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. **This letter of guarantee should be addressed to the Quotation Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Quotationer, the Quotationer will be provided with a revolving line of credit.** Such revolving line of credit should be maintained until the works are taken over by the Authority.

**The audited Balance sheet for the last five years,** net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Quotationer's financial position, showing long term profitability including an estimated financial projection of the next two years.

### **7. Penalty for suppression / distortion of facts**

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

### **8. REJECTION OF Quotation**

**The Employer (quotation accepting authority) reserves the right to accept or reject any Quotation and to cancel the Quotation processes and reject all Quotations at any time prior to the award of Contract without thereby incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Quotationer or Quotationers of the ground for Employer's (quotation accepting authority) action.**

The Quotationer who's Quotation has been accepted will be notified by the Quotation Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Quotation Form will incorporate all necessary documents e.g. N.I.Q., all addenda-corrigendum, special terms and condition, different filled-up forms (Section -B), Price Schedule and the same will be executed between the Quotation Accepting Authority and the successful Quotationer.

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

**To**  
**Superintending Engineer**  
**Planning Circle, M.E.Dte.**

Ref: - Quotation  
for \_\_\_\_\_

(Name of work)

**N.I.Q. No.:**

Dear Sir,

Having examined the Statutory, Non statutory and NIQ documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / we on behalf of \_\_\_\_\_ in the capacity

\_\_\_\_\_ duly 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 and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- (b) Quotation Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

**Enclose: - e-Filling:-**

- 1. Statutory Documents
- 2. Non Statutory Documents

Date: -

**Signature of applicant including title**

and capacity in which application is made.



**SECTION – B**  
**Form - II**  
**FINANCIAL STATEMENT**

**B.1** Name of Applicant:

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

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

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)			
b) Current liabilities : (It should include bank over draft)			
c) Working capital : (a) – (b)			
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus )			
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)			

Work in hand i.e. Work order issued	As on 31.03.2014	As on 31.03.2013	As on 31.03.2012

Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date \_\_\_\_\_

**AFFIDAVIT "Y"**

**Declaration of the Quotationer**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value And Duly Notarized)

I, ....., son of .....  
....., aged about ..... years by occupation  
..... do hereby solemnly affirm and confirm as follow:

1. That, I am the ..... Of ..... have duly authorized by and competent to affirm this affidavit on behalf of the said Quotationer.

2. That, I have inspected the site of work covered under NIQ (NIQ No ) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Quotation documents. Quotation of the above named Quotationer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Quotationer, being lawfully and duly authorized, promise to abide by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Quotation accepting Authority of the Work and abide by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to abide by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, Income Tax Act as would be applicable to the Consultant upon entering into formal Contract / agreement with the Quotation Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Quotationer has been suppressed in the Quotation documents.

4. That the statement above made by me is true to my knowledge.

Deponent  
Solemnly affirmed by the said  
.....

Before me.  
.....  
(1st class Judicial Magistrate / Notary Public)

**SECTION - B**  
**FORM- III**  
**STRUCTURE AND ORGANISATION**

**A.1** Name of applicant:

**A.2** Office Address :

Telephone No. and Cell Phone No. :

Fax No. :

E mail id :

**A.3** 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.