

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

NOTICE INVITING QUOTATION

No. MED/SE/PL(S)/ 488 /1NIQ-39/09pt-I

Dated: 16.02.17

Quotation Notice No. : WBMAD/SE/PLANNING(S)/NIQ-07e(2nd call)/2016-17

The Superintending Engineer Planning Circle (South) on and for behalf of the Governor of West Bengal invites sealed competitive Quotation from the reliable and resourceful Companies/Firms/Suppliers as per particulars below:

1.	Name of Works :	Supply and Installation of WATER GEMS V8i (1000 pipes) latest version software with support related to installation and licensing.
2.	Location of Installation:	At the office of The Chief Engineer, M.E. Directorate, Bikash Bhavan, 1 st Floor, South Block, Salt lake, Kolkata - 700 091.
3.	Eligibility to participate in the Bid	Having experience and technical acumen for supply of this software during last 5 (Five) financial year in any Government organization. AND Having VAT/ST, P. Tax clearance Certificates, PAN Card etc. AND Bidders should have authorization certificate from original equipment manufacturer (OEM) to supply this product.
4.	Documents to be produced in support of Credential for quotation	The following documents shall have to be furnished during submission of quotation : Copies of valid PAN Card, VAT/ Service Tax Certificate, Professional Tax Certificate. A successful performance supplemented with work-order and completion certificate have to be furnished in support of credibility in terms with eligibility criteria depicted in sl. No. 3. <u>All documents in original to be produced in due course of time as & when asked by the Quotation Inviting Authority</u>
5.	Earnest Money	Rs. 10, 000.00 (Rupees Ten Thousand only) as an initial Earnest Money.[Initial earnest money is to be deposited either online by net Banking through using ICICI Bank Payment Gateway or through RTGS/NEFT. Please refer Memo No 3975-F(Y) dated 28.07.2016 of the Finance Department, Govt. Of West Bengal. Note :- Balance earnest money in respect of 2% of quoted amount (beyond Rs.10,000.00) is to be deposited after acceptance of bid proposal.

6. Date and Time Schedule :-		
Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.Q. and Quotation Documents online) (Publishing Date)	16.02.2017
b)	Documents download start date	16.02.2017
c)	Quotation submission start date (On line)	16.02.2017 at 5.00 PM
d)	Quotation Submission closing (On line)	27.02.2017 up-to 2.00 PM
e)	Quotation Opening (On line)	27.02.2017 at 3.00 PM
f)	Date of uploading list for Technically Qualified Quotationers (online)	To be notified later.
g)	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Quotationers.
h)	Date of uploading of list of Quotationers along with the offer rates through (on line),	To be notified later.
i)	Also if necessary for further negotiation through offline for final rate.	To be notified later.
7.	Time of completion	Time of completion of the Contract is 10 (TEN) days from the date of issue of Work Order.
8.	Quotation documents	A full set of quotation documents consists of 2 Parts. These are:
	I)	Part I 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
		AND RELEVANT SECTION AS MENTIONED IN CONTENT
	II)	Part II containing following documents;
	a.	Bid Price / Price Schedule.(.xls sheet)
9.	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.
10.	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.
11.	Acceptance of Quotation	The Superintending Engineer, Planning Circle (South), 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.
12.	Intimation	The successful Quotationer will be notified in writing of the acceptance of his Quotation. The Quotationer then becomes the "Supplier" and he / she shall forthwith take steps to execute Formal Contract Agreement in 2908 or 2911(ii) Form whichever is applicable with the Superintending Engineer, Planning Circle (South) M.E.

		Directorate and fulfill all his obligations as required by the Contract.
13.	Escalation of Cost	There will be no escalation in cost and the contract price mentioned in the contract stands valid till completion.
14.	Payment	Payment will be made by South 24 Parganas Division, MED after recommendation of the Superintending Engineer, Planning Circle (South), M.E. Dte.
15.	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.
16.	Mode of Payments & Deductions:- The payment will be made after successful completion of work. All deductions will be made as per usual Govt. norms. Security Deposit @ 10% (including earnest money) deducted from the bill will be released after expiry of security period (as per Govt. norms).	
	Following clauses are to be adhering to by the concerned quotationer during the process of quotation.	
17.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.	
18.	Quotation Acceptance Authority is the Superintending Engineer, Planning Circle (south), M.E. Dte.	
19.	All usual deductions for taxes i.e. ST, IT, Cess and all other incidental charges etc. as applicable will be made from the bills from time to time. The amount to be quoted in BOQ will be including of all type of taxes applicable as per Govt. norms.	
20.	No conditional/ incomplete quotation shall be entertained.	
21.	In the event of e-Filing intending quotationer may download the quotation document from the website http://wbtenders.gov.in directly by the help of Digital Signature Certificate.	
22.	Technical & Financial quotation both will be submitted concurrently duly digitally signed in the Website http://wbtenders.gov.in . Quotation document downloaded from website & submission of Technical /Financial quotation as per Schedule.	
23.	The rate quoted should valid for 12 (Twelve) months from the date of agreement made by the successful quotationer. After 12 months, quotation inviting authority may place the separate work-order with same terms & conditions with prior consent of quotationer.	
24.	Supply order may be issued to the lowest rate offered by the quotationer, whose rate will be found acceptable. The Authority reserves the right to reject any application for Quotation documents and to accept or reject any or all the offered quotation /quotations without assigning any reason whatsoever.	
25.	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.	
26.	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.	
27.	If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one.	

28. 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.

Note : Successful quotationer should give a full demonstration of this software after successful installation of the same.

16/02/17

**Superintending Engineer
Planning Circle (South),
M.E.Dte.**

No. MED/SE/PL(S)/ 488 /1NIQ-39/09pt-I

Dated: 16.02.17

Copy forwarded for information to:

1. The District Magistrate, North 24 Parganas District.
2. The Chief Engineer, M.E. Dte.
3. The Additional Chief Engineer, South / North, M.E. Dte.
4. The Superintending Engineer, East Circle, M.E. Dte.
5. The Executive Engineer, South 24 Parganas Division, M.E. Dte.

*pl. note that
this is an online
tender. Pl. refer
<https://wb.tenders.gov.in>.*

16/02/17

**Superintending Engineer
Planning Circle (South),
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://wbenders.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 Receipt of online payment as depicted in Sl. No. 5 Of this NIEQ towards earnest money (EMD) as prescribed against the work in favour of The Executive Engineer, South 24 Parganas Division, 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 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 Quotationer.

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 (South), 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 31.03.2016	As on 31.03.2015	As on 31.03.2014

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.