



# Office of the Kalyani Municipality

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**City Centre Complex : Kalyani : Nadia : West Bengal : PIN-741235**

## e-QUOTATION NOTICE

**Notice Inviting e-Quotation No.: WBMAD/ULB/KM/e-NIQ-07/Canteen/2024-25(2<sup>nd</sup> Call)**

Memo No: 9438..... / K.M.

Dated: 13...../12/2024

**Chairperson**, Board of Administrators on behalf of Kalyani Municipality invites an online "e-quotation" for and on behalf of Kalyani Municipality for the **under mentioned work** from the registered, bone fide reliable and resourceful bonafide and experienced firms / companies / individual having financial capability for the **below mentioned subject**.

Sl No.	Name of Works	Monthly rent in Rs. To be Quoted on / sft. ( including Taxes )	Earnest Money (Rs)	Cost of paper Rs	Duration of Use
1.	Allotment of Canteen of Kalyani Municipality ground floor of building Room Size Approx 230 sft. on long term Licensees (Monthly based rental Basis) of 5 year for commercial purpose Under Kalyani Municipality. <b>(2<sup>nd</sup> Call)</b>	To be Quoted.	5,000.00	1,000.00	5 year.

- In the event of e-filing, intending bidder may download the Quotation documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Quotation Fee and Earnest Money may be remitted through online also to be documented through e-filing.
- Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
- Quotation 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.- 7
- Intending bidders may download the Quotation documents from the website <http://wbtenders.gov.in> and [www.kalyanimunicipality.org](http://www.kalyanimunicipality.org) directly with the help of Digital Signature Certificate.
- Submission of Rate Quotation:**  
Pre-qualification/ Technical Bid and Financial Bid (Rate quoted amount) both will have to be submitted online concurrently duly digitally signed in the website <http://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server clock.
- Quotation will be opened as per scheduled and the decision of the Quotation inviting authority will be final and absolute in this respect. The list qualified bidders will be displayed in the website.
- Time Schedule for Downloading, Uploading and Opening of e-Quotation Documents:-**

Sl.No.	Particulars	Date&Time
01	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	14-12-2024
02	Documents download/sell start date (Online)	14/12/2024 At 18.00 Hrs
03	Documents download/sell end date (Online)	28/12/2024 At 18.00 Hrs
04	Pre-bid meeting to be held at Office of the Chairman, Kalyani Municipality	16/12/2024 At 12.00 Hrs
05	Bid submission start date (On line)	16/12/2024 At 18.00 Hrs
06	Bid Submission closing (On line)	28/12/2024 At 18.00 Hrs
07	Bid opening date for Technical Proposals (Online)	31/12/2024 At 10.00 Hrs
08	Date of uploading list for Technically Qualified Bidder(online)	To be Notified Later
09	Date for opening of Financial Proposal (Online)	To be Notified Later

### 8. Eligibility criteria for the bidders:-

Scanned Copy of 1. PAN Card, 2. P. Tax, 3. Valid Income Tax returns, (for last 3 years,) 4. GST Certificate, 5. Financially turnover, 6. Trade License, etc. upload in the website <http://wbtenders.gov.in>

The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

Scanned copy of one affidavit before Notary will have to be submitted mentioning the correctness of the document and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/ Intuition through on line at desired location and proforma of affidavit before notary in mentioned in the instruction to Bidder.

- A. EMD ₹ 5,000.00 of the fixed amount put to Quotation to be deposited though online.
- B. Refund of EMD: - The Earnest Money of all the unsuccessful Quotationers deposited through the online will be refunded by the same methods (through the online)
- C. Partnership firm should submit necessary deed at described location through online.
- D. Amount of 3 months of quoted rent will be deposited for Security purpose at the time of agreement, it will released at the time of termination of Licensees or at the time of breach of contract of Licensees.
- E. Additional Security deposit of 6 months of quoted rent in advance to be submitted to this end; it will be adjusted each month by on Amount of 30% of one month of quoted rent.

**9. List of common documents shall have to be uploaded by each Quotationer at the time of submission of Quotation through online:**

- i. Income Tax e-return (for last 3years),
- ii. Pan Card
- iii. Professional Tax Enrolment certificate with current year Challan.
- iv. Valid Renewed Trade License.
- v. Financially turnover.

**10. Selection/ Acceptance of the successful Bid / offer:-**

**a) Two stage evaluation system to be followed for evaluation of the bid.**

Stage 1- Qualification proposal, bidder's experience, proposed concept design and implementation proposal.

Stage 2- The bidder submitted document shall be verified with respect to eligible criteria. The bidder who meets all this submission requirements and eligibility criteria shall be allowed for stage- 2 i.e. Financial Part.

In Stage-2, the Highest quoted bidder (H1) will be successful bidder.

11. The Quotation inviting authority reserves the right to accept or reject any or all the Quotations without assigning any reason what so ever.

*Das*  
13/12/24  
Chairman / Executive Officer  
Kalyani Municipality

Memo No: ..... / K.M.

Dated: ..... / 12 / 2024

Copy forwarded for information & necessary action to:-

1. The DM, Nadia District, Krishnagar, Collectorate, Krishnagar, Nadia.
2. The SDO Kalyani Sub-Division, Kalyani, Nadia.
3. The Chairperson Board of Administrators , Gayeshpur Municipality, Kataganj, Nadia
4. The Chairperson Board of Administrators, Kanchrapara, Municipality, Kanchrapara, 24 Pgs (N)
5. The Chairperson Board of Administrators, Halisahar Municipality, Halisahar, 24 Pgs (N)
6. The Executive Engineer P.H.E., Nadia Division, D.C. Building, Kalyani, Nadia.
7. The Executive Engineer, Nadia High way Div. -II, P.W.D., City Centre Complex, Kalyani, Nadia
8. The Estate Manager, U.D. Deptt. Govt. of W.B., D.C. Building, Kalyani, Nadia.
9. Notice Board Kalyani Municipality Kalyani, Nadia.

*Das*  
13/12/24  
Chairman / Executive Officer  
Kalyani Municipality

## INSTRUCTION TO BIDDERS

Instruction/Guidelines for Quotations for electronics for electronic submission of Quotations online have been annexed for assisting the contractors to participate in e-Quotations.

### 1. **Digital Signature Certificate (DSC)-**

Each contractor is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of Quotation from approved service provider of the national information's Centre (NIC) on payment of requisite amount details are available as the website stated in clause 1 of Guidelines to Bidder. DSC is given as a USB e-token.

### 2. **Collection of Quotation documents-**

The contractor can search and download NIT and Quotation documents electronically from computer once he logs on to the website mentioned in clause 1 using Digital Signature Certificate. This is the only mode of collection of Quotation documents.

### 3. **Submission of Quotations-**

#### a. **General process of submission-**

Quotations are to be submitted through online to the website stated in clause 1 in two folders at a time for each work, one is Technical bid and one is Financial bid before the prescribed date and time using the Digital Signature Certificate.

#### b. **Technical Bid-**

Technical Bid contains scanned copies of the following further two cover (folder).

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

- i. NIT
- ii. Declaration as per prescribed format.

**N.B.-** Bidder must download Kalyani Municipality Quotation Form No-1, General Terms and condition, Special Terms and conditions, technical specification, all other addendum, corrigendum etc. whatever documents uploaded by the departments in the web under NIT and must go through carefully before quoting this rate. These documents are not necessarily be uploaded by the bidder.

### A-2. **Non-statutory/ Technical documents cover containing.**

- iii. Income Tax e-return (for last 3yrs)
- iv. Audited Balance sheet (for last 3 years)
- v. Pan Card
- vi. Professional Tax Enrolment certificate with current year Challan
- vii. GST Certificate
- viii. Valid Renewed Trade License

**Note:** Failure of submission of any of the above mentioned documents (as stated in A-1 and A-) will render the Quotation liable to summarily rejected for both statutory and non-statutory cover.

## **4. 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 the Non statutory folder. Next click the tab "Click to Encrypt and upload" and then click the "Technical" folder to upload the "Technical Documents".

#### a. **Financial Bid:-**

- i. The financial bid should contain the following document in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked rate in the quoted BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded, scanned and digitally signed by the contractor.

### 5. **Opening & Evaluation of Quotation:- Opening of Technical Bid:**

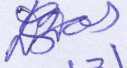
- i. Technical bid will be open first, after opening of the Statutory Cover (folder) will bid found in order and correct Non statutory Cover (folder will be opened). If there is any deficiency in the Statutory and Non Statutory documents the Quotation will summarily be rejected.


SI No	Category Name	Sub-Category Name	Details
A	Certificates	Certificates	i) Pan card ii) Professional Tax clearance certificate iii) Acknowledgement of IT returns (for last 3 years.)
B	Company Details	Company Details-1	i) Valid Trade license ii) Partnership Deed, Society Registration, Power of Attorney
C	Financial Info	Financial Info-1	
D	Credential	Credential-1	last 3 financial years with C.A report

- ii. Decrypted (transformed in the reliable formats) documents of the non-statutory cover will be downloaded for evaluation.
- iii. List of technically qualified Quotationers would be uploaded.

**Declaration:-** Quotationer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract. For any queries related to work, the intending agency may contact the office of the undersigned

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Signature of bidder with address

  
13/12/24  
Chairman / Executive Officer  
Kalyani Municipality

 13/12/24