

OFFICE OF THE UTTAR DINAJPUR ZILLA PARISHAD

NOTICE INVITING PRE- QUALIFICATION TENDER
(E-Procurement)E-Tender (TWO COVER SYSTEM)

NOTICE INVITING TENDER No: 113 /UDZP/2023-2024

Memo.NO.2785/UDZP.

Data: 11 /09/2023

ITEM RATE TENDER

For and on behalf of the District Magistrate, Uttar Dinajpur, the District Engineer, Uttar Dinajpur Zilla Parishad invites Item Rate Tender for the following work by Two Cover System (E-Procurement) from Resourceful and Bonafide outsider as mentioned in Annexure. The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical Bid & another Financial Bid.

ANNEXURE TO N.I.T

Sl. No.	Name of the Work	Earnest Money	Time of Completion	Participation charge
1.	Pocurement of 5854 nos. of wheeled dusbin & distribution of same along all SSK & MSK under of Uttar Dinajpur district	2%of quoted rate. Initial earnest money will be Rs. 7500000.00(thirty lakh) Only shall accompany with Bid Proposal through online mode of payment (payment link will be available in the website). Balance earnest money deposit beyond Rs. 7500000.00 (if any, to fulfil 2% of amount offered) shall be deposited at the time of Agreement.	Within 60(sixty) days from the date of issuance of Work Order.	Rs .40000/-

Eligibility of Participants

The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years prior to the date of issue of this Notice at least in one supply of materials under authority of State/Central Government/State Government undertaking/Statutory Bodies and having supply order Value of Rs 15000000.00(One Crore fifty Lakh Only). Estimated amount, Tendered Amount, Work order No & Date, Actual date of completion of the project & detail address for communication must be indicated in the Credential Certificate. Completion Certificate from the concerned Executive Engineer and above will be treated as valid credential. Other than, Executive Engineer, in case of rural area, certificate from Block Development officer & above will be treated as valid credential & in case of urban area; Joint certificate from Executive officer & Finance officer & above will be treated as valid credential.

1. The Bid will be rejected due to the following :-
 - i) Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements and/ or
 - ii) Record of poor performance such as abandoning the supply order, not properly completing the contract, delays in completion, litigation history or financially failures etc. and/ or

- iii) Participated in the previous bidding for the same work and had quoted unreasonably high/low bid prices and could not furnish rational justification to the Purchaser.

THE FOLLOWING DOCUMENTS SHALL HAVE TO BE UPLOADED

A) Technical Bid

Folder 1	Notice Inviting Tender (NIT)			
Folder 2	Checklist	1) Valid 15- Digit Goods and Services Taxpayer Identification Number (GSTIN)	3) PAN CARD	4) Upto date Professional Tax Clearance Certificate
		2) Acknowledgement Receipt of Income Tax (sara) for the Current Assessment Year		
Folder 3	Credential	Earnest Money Deposit (EMD) Documents	Authority From Indigenous Manufacturer Letter. (details as stated below)	In case of Partnership Firm/ Registered Company, the intending bidders are requested to submit the copy of the DEED of Partnership/ relevant document in support of proof of so.
	Bank Solvency Certificate of 50% of Value of total quoted amount certified by the Bank Manager of any Schedule Bank. Certificate must be issued before the date of publication of the NIT			
	Checklist should be uploaded stating details of documents contains in different folders. It should be clearly noted that no document shall be scrutinized other than mentioned in the checklist and there will be no responsibility of the undersigned for non-scrutinizing any documents uploaded other than mentioned in the checklist.			
<ol style="list-style-type: none"> 1) Annexure- A :- Pre Qualification Application 2) Annexure- B :- Experience Profile 3) Annexure- C :- Financial Statement 4) Annexure- D :- Power Of Attorney 5) Annexure- E :- Structure And Organization 6) Any other documents. 				

B) For Financial Bid ; FINANCIAL BID DOCUMENT : BOQ

- Intending bidders may download tender documents from e-procurement portal of our website: www.wbtenders.gov.in from Dated 12-09-2023, 18.00 Hours to 04-10-2023 upto 17.00 Hours. The prequalification bid documents duly filled in all respect may be submitted online before 17.00 hrs (as per server clock) on 04-10-2023
- Both technical Bid & Financial Bid are to be submitted concurrently duly signed digitally in the above mentioned portal. The financial offer of the prospective bidder will be considered only if the tender qualifies in the technical bid.

- The pre-qualification (Technical Bids) documents will be opened on 06-10-2023 at 12.00 hours by the District Engineer, Uttar Dinajpur Zilla Parishad.
- Technical Bid Summary of qualified bidders will be displayed in the portal and this office notice board.
- The financial bid document of the technically qualified bidders will be opened for evaluation and selection and the bid documents of non-qualified bidders will remain unopened.

METHODOLOGY FOR SUBMISSION OF EMD

[As per order no- 3975-F(Y) Dated-28/07/2016 of Finance Dept, Govt of W.B.]

For all bidders required to submit the requisite EMD as mentioned in above table using the online payment mode, Accordingly, the net banking option shall have to be availed with any of the Banks listed in the ICICI Bank payment gateway & the option of RTGS/ NEFT through Bank A/C in any Bank have to with the payment gateway of ICICI Bank by the e-procurement portal through web service. As a pre-qualification documents, the EMD amount paid by the bidder will get credited to the respective pooling A/C maintained by the Focal point Branch of ICICI Bank Refund/ settlement process of EMD [as per order no- 3975-F(Y) Dated-28/07/2016 of Finance Dept, Govt of W. B i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the portal of bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.

i) On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation on the respective bidders bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bids is uploaded to the e-procurement portal by the tender inviting authority.

ii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and 12 bidders will be refunded, through an automated process, to the respective bidders bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process successful.

iii) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e Procurement portal) EMD of the L1 bidder for tenders of the Uttar Dinajpur Zilla Parishad will automatically get transferred from the pooling account to their respective linked bank account along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take place within T+1 Bank working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- 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 this Zilla Parishad Authority. The Zilla Parishad Authority reserves the right to reject any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
 - Uttar Dinajpur Zilla Parishad, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
 - Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.
- Conditional/ Incomplete tender will not be accepted.

The intending Bidders are required to quote the rate online (both words & figures) as p prescribed format within the row.

➤ **Credential:** Proper Completion Certificate from any Govt. or Quasi Govt. Department Signed by the competent authority (Not Below the rank of Executive Engineer). Payment certificate in lieu of credentials will not be accepted.

➤ **Authorization :** Tenderers who may be the suppliers of wheeled dustbin & distribution use on behalf of Manufacturer shall submit self —certified copy of the Letter of Authority of the concerned manufacturer, as per proforma at Annexure-F of the tender document, specifically authorizing the said supplier to make an offer in response to this tender.

➤ **Agreement :** The Successful L1 Bidder , herein after called the Contractor, will have to execute Agreement within 7 (seven) days on a Non Judicial Stamp as per rules, and shall have to be purchased two set of Tender Document from this office. Price per set of tender document is Rs. 40000.00 (forty thousand) only. The same documents are to be submitted to this Office duly signed by the tenderer. This will be treated as part of the Agreement.

➤ **Punishment •**

a) Submission of false document by bidder is strictly prohibited & if found, bid will be considered as nonresponsive and out rightly rejected with forfeiture of Earnest Money and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

b) In the event of failure to execute formal tender agreement within the allotted time or failure to execute proportionate work within proportionate time, the agency will be liable of punishment as per rules.

c) **Acceptance :**

This Zilla Parishad authority does not bind himself to accept the lowest offer and reserves the right to accept any offer and to reject any/ all the offers without assigning any reason.

d) **G.S.T.**

Quoted Price should be inclusive of G.S.T.

1. **Terms and Conditions**

➤ The Security Deposit Money of Successful bidders will be released after expiry of 1 year from the date of completion of the work.

➤ All hard copies of the uploaded documents should have to be submitted by the successful bidder before issuing of Acceptance Letter.

➤ Payment will depend on availability of fund and no claim whatsoever will be entitled for delay of payment, if any.

➤ In case of any day, meant for this tender (Only Bid Opening), appears to be an unscheduled holiday, the next working day will be treated as scheduled/ prescribed day for the same purpose.

➤ Bid validity 180 days after submission of bid.

➤ No preconditioned tender will be accepted.

➤ The above quoted rates are inclusive of all taxes, transportation, loading, unloading, stacking, etc including all others incidental charges therein.

➤ Escalation claimed by the Agency will not be entertained by Authority.

➤ The authority reserves the right to accept or rejects any or all the tenders without assigning any reason. And the right to all alters or deletes any of the conditions & terms, laid above, is also reserved.

➤ Uttar Dinajpur Zilla Parishad does not take any responsibility for the delay caused due to non-availability of internet connection traffic jam etc. for the online bids.

➤ If any tenderer withdraws his offer before acceptance or refuse without a reasonable time without giving any satisfactory explanation for such withdrawals, his earnest money shall liable for forfeiture and shall be disqualified from submission tender in this office for a minimum period of 1 (one) year.

- In the name & style of any employee/ member of Uttar Dinajpur Zilla Parishad or his/ her family members or his near relation shall not be eligible for participating in the aforesaid tender.

The specification of wheeled dustbin & distribution unit may be as follows:

SPECIFICATIONS	SUB-SPECIFICATIONS	VALUES
Generic Parameters	Type of dustbin Capacity	120 Ltrs
	Model Number	Pack of 2, Green & Blue
	Colour Of Dustben	Green & Blue (Green-2927 Nos & Blue-2927 Nos.)
	The dustbin from Good Quality plastic properly Painted longevity for more than 5 years.	Dustbin with wheels , Outdoor garbage cans , Big dustbin with lid outdoor , Large dustbin for outdoor
	Size	740X570X1015 MM
	Anti-Rust Treatment	Manufactured using quality assured material and advanced techniques, which make them up to the standard in this highly challenging field.
	Material	HDPE
	Weight	8 Kg
	Material	Polyethylene (PE)
	Capacity	120 Ltr
Service facility	Service facility availability	At every Dustbin unit of the respective SSL & MSK under Uttar Dinajpur District.

LIST OF IMPORTANT DATES OF BIDS

01	Period and time for download of Bidding Documents	From 12-09-2023 To 04-10-2023	Time 18.00 Hours Time 17.00 Hours
2	Date & Time of submission Bids	From 12-09-2023 To 04-10-2023	Time 18.00 Hours Time 17.00 Hours
3	Date & Time for opening	As follows;	
a)	Technical Bids	Date: 06-10-2023	Time 12.00 Hours
b)	Date of Publication of Technically Qualified Bidder	After completion of technical bid evaluation	
c)	Date & Time of opening Financial Bids:	Uttar Dinajpur Zilla Parishad	
5	Bid Validity	180 days	
6	Officer inviting Bids	District Engineer, Uttar Dinajpur Zilla Parishad P.O. & Dist. Uttar Dinajpur, PIN-733130, West Bengal	


 District Engineer,
 Uttar Dinajpur Zilla Parishad.

Memo No. /1(19)/UDZP.

Dated : /09/2023

Copy forwarded for kind information and with the request of wide circulation to:

Memo No. 2785 /1(19)/UDZP.

Dated : 11/09/2023

Copy forwarded for kind information and with the request of wide circulation to:

1. The Sabhadhipati, Uttar Dinajpur Zilla Parishad.
2. The Sahakari Sabhadhipati, Uttar Dinajpur Zilla Parishad.
3. The Mentor, Uttar Dinajpur Zilla Parishad.
4. The Co- Mentor, Uttar Dinajpur Zilla Parishad.
5. The District Magistrate, Uttar Dinajpur and Executive Officer Uttar Dinajpur Zilla Parishad.
6. The Addl. District Magistrate & Addl. Executive Officer, Uttar Dinajpur Zilla Parishad.
7. The Karmadakhya.. Sthayee Samity, Uttar Dinajpur Zilla Parishad.
8. Sri/Smt..... . Member, Uttar Dinajpur Zilla Parishad.
9. The Financial Controller & Chief Accounts Officer, Uttar Dinajpur Zilla Parishad
10. The Secretary, Uttar Dinajpur Zilla Parishad.
11. The Executive Engineer (R.D.) Uttar Dinajpur Zilla Parishad
12. The Sub-Divisional Officer, Uttar Dinajpur Islampur/ Raiganj, Uttar Dinajpr
13. The Asstt. Register Co-Operative Societies, Uttar Dinajpur
14. The Asstt. Engineer, Uttar Dinajpur Zilla Parishad, Uttar Dinajpur Z. P.
The Block Development,...../ Uttar Dinajpur
15. The District Information and cultural Officer, Uttar Dinajpur.
16. The DIA, Uttar Dinajpur Zilla Parishad he is requested to upload the same in this Zilla Parishad Website.
17. The Sub- Asstt. Engineer, Uttar Dinajpur Zilla Parishad.....
18. The Office Superintendent, Uttar Dinajpur Zilla Parishad
19. Notice Board Uttar Dinajpur Zilla Parishad



District Engineer
Uttar Dinajpur Zilla Parishad

ANNEXURE-A

PRE-QUALIFICATION APPLICATION

To
The District Engineer
Uttar Dinajpur Zilla Parishad
Uttar Dinajpur, West Bengal

(Name of Work:

N.I.T No:

Dear Sir,

Having examined the Statutory and NIT documents, I/we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me/us on behalf of

.....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:

Bid Inviting and Accepting Authority/District Engineer can amend the scope and value of the contract bid under this project.

Bid Inviting and Accepting Authority/ District Engineer reserves the right to reject any application without assigning any reason.

Encl. : e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date:

Signature of applicant including title
And capacity in which application is made

ANNEXURE -B

Experience Profile

Name of the Firm:

List of projects completed that are similar in nature to the supply executed during the lasts 5(five) years

Sl. No.	Financial Year	Organization with full address, Name of the contact person and Phone Number	Supply/ work order No. and Date	Total Value of the Order	Copy of the work order enclosed (Yes or no)	Satisfactory Certificate issued by the client enclosed (Yes or no)
a	b	c	d	e	f	g

Note:

Certificate from the Employers to be attached

Non-disclosure of any information in the Schedule will result in disqualification of the firm

ANNEXURE -C

FINANCIAL STATEMENT

B.I. Name of Applicant:

Summary of assets and liabilities on the basis of the audited financial statement of the last five (5) financial years.

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

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th 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					
d) Net Worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus)					
Bank loan/ Guarantee					

Signed by an authorized officer of the firm
Name of the Firm with Seal Date Title of the Officer

ANNEXURE -D

POWER OF ATTORNEY

Declaration of the Bidder

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

I,.....Son of.....

.....aged aboutyears by occupation do hereby solemnly affirm and confirm as follow:

1. That, I am the.....of..... have duly authorized by the competent to affirm this affidavit on behalf of the said Bidder.
2. That, I have carefully and meticulously gone through the Bid documents of work covered under NIT
3. (NIT No) circulated through Office memo bearing No dated.....and have made myself fully acquainted. Bid of the above named Bidder is offered and submitted upon due consideration of all factors and if the same is accepted, on and for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide by all the covenants, and stipulations of the Contractual documents and to carry out and complete the works to the satisfaction of the Bid accepting Authority of the Work and abide by all instructions as may give by the Uttar Dinajpur Zilla Parishad Authority 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, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Bid Inviting/Accepting authority.
4. That I declare that, no relevant information as required to be furnished by the Bidder has been suppressed in the Bid documents.
5. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said.....

Before me.

ANNEXURE -E

STRUCTURE AND ORGANISATION

A. 1. Name of applicant:

A. 2. Office Address:

Telephone No. and Cell Phone No.:

Fax No..

E mail:

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