



**OFFICE OF THE  
BERHAMPORE MUNICIPALITY**

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Memo No.- 1244/2019/BM.

Date:- 19.09.2019.

**NOTICE INVITING  
QUOTATION NO : 7/Quotation/2019-20**

Sealed Quotations are invited by the Executive Officer, Berhampore Municipality, from Bonafide, resourceful & reliable supplier having experience in similar nature of work for the work detailed below.

Sl. No.	Name of the Work	Quantity
1.	Supply of Ferric Alum for water treatment project at Kunjaghata plant under Berhampore Municipality	4.8 Ton

Bid submission start date: 19.09.2019 after 12 AM  
Last Date of Permission: 27.09.2019 upto 2 PM  
Last Date of Submission: 27.09.2019 upto 2 PM  
Date of Opening: 27.09.2019 after 3 PM  
Date of completion: 30 days from the date of issuing work order.

1.	Location of Supply:	Kunjaghata water treatment plant
2.	Eligibility to participate in the Tender	Bonafide resourceful Supplier i) Having 30% of total given quantity in similar nature at single contract within last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. Or ii) Having 25% of total given quantity in similar nature at each 2(two) similar nature of completed work during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. Or iii) Having quantity not less than the 75 % of physical progress and value of which is not less than the desired value as mention 2(i) above in single running work during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc
		<b>Note:</b> a) Similar nature of works completed successfully will be treated as credential.
3.	Documents to be produced in support of Credential for Tender	A successful performance and completion certificate supplemented 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 (Ref: Sl. No. 2: Eligibility to participate in the Tender). 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 GST Registration up to date return, Professional Tax clearance certificate, PAN Card, Valid Trade License, Last three years Income Tax Return receipts, Valid documents in support of annual Turnover in last 3 year, papers as required.,

		c.	Corresponding address, fax & telephone no., contact mobile,
4	Description of Product		<p>(a) There shall be following grades of the material, namely Grade 1 and 2</p> <p>(b) The material shall essentially be aluminium sulphate octadecahydrate. It shall be in the solid form. The colour of material shall be Grey.</p>
		(i)	Before procurement of any material the same should have approval of the Indian standard
		(ii)	Valid manufacturing license to be submitted for the particular product as per IS standard.
		(iii)	valid agreement and bill/invoice of purchase from the approved source to be submitted
		(iv)	Lifespan of the product must be submitted in years from the date of manufacturing.
			<ul style="list-style-type: none"> <li>• Either manufacturer or their authorized distributors are eligible to participate with tender-specific valid authorization certificate from the manufacturer along with the offer.</li> <li>• The products will be received from the supplier as per requirements of the authority for the year 2019-2020.</li> <li>• Bidder should ensure quality and supply as per specification of item</li> <li>• The agency will be liable to supply the item as specification mentioned satisfaction of EIC and as per IS standard and to produce testing certificate.</li> <li>• Rate quoted by the bidder should include any kind of tax; if any.</li> </ul>
		(vi)	Either manufactures that fulfill the above criteria or their authorized distributors are eligible to participate in the selection process. Production of tender – specific valid authorization certificate or valid Distribution ship agreement from the manufacture is necessary for a distributor.
		(vii)	Test report and guarantee certificate from the manufacture to be submitted at the time of supply.
			All documents in original to be produced in due course of time as & when asked by the Tender Inviting Authority
5	Date of completion		30 Days (The supplier should supply a minimum quantity specified by the authority within 1 or 2 days from the date of issuing work order and the rest quantity of the whole order will be received as per requirements of the authority)
			Payment will be made phase wise against each item of the bid document. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The entire amount of such 10% (ten percent) of Security Deposit (Initial 2% + additional 8%) will be refunded without any interest only after successful completion of the whole work in all respect and full satisfaction of E.I.C.
			May release Security Deposit after Three months from date of supply. Within this period if any defect is found concern agency have to replace that item, failing which his Security Deposit may be forfeited. Concerned agency will have to take care of defect liabilities, if any, during the warranty period
6.	Site inspection & general information		<p>Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities.</p> <p>They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices.</p>
7	Validity of Bid		A Bid submitted shall remain valid for a period of 30 calendar days from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.

8	Withdrawal of Bid		A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.
9	Acceptance of Bid		Executive Officer, of Berhampore Municipality will accept the Bid. He does not bind himself to accept otherwise the lowest Bid and reserves to herself the right to reject any or all of the Bids received without assigning any reason thereof.
10	Escalation of Cost		There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the O&M of the contract.
11	Name & address of Engineer- In-Charge (EIC) of the Work		SAE, Water Works Department, Berhampore Municipality.
12	Execution of Work		The Contractor is liable to execute the whole work as per direction and instruction of the SAE, Water Works Department, Berhampore Municipality, who is the Engineer in Charge of the work.
13	Payment		Payment will be made to the Contractor/Agency by the Authority of Berhampore Municipality as per availability of fund.
14	Influence		Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.

**Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.**

15	In case office faces sudden closure owing to reason beyond the scope and control of the Executive Officer any of last date/dates as schedule in may be extended up-to/to next and following working day without issuing further and separate notice the Administrator feels it to be necessary and exigent.
16	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.
17	Bid Acceptance Authority is the Executive Officer, Berhampore Municipality.
18	In case of any dispute arising from any clauses of similar nature between bid documents and Municipal tender form, the decision of Executive Officer, Berhampore Municipality, will be final and binding.
19	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.
20	No conditional/ incomplete Bid shall be entertained.
21	(i) The Ferric- Allum will be delivered at the site including loading and unloading as per direction of Berhampore Municipal Authority. (ii) The material will be supply as per specification directed by authority of Berhampore Municipality.
22	The Bidder, at the Bidder'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 Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
23	The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the ULB. The Executive Officer, , Berhampore Municipality reserves the right to reject any application for purchasing Bid documents and to accept or reject any or all the offered bid /bids without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.
24	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

25	During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Quotatoner will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
26	Before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A. / work order will not be issued in favour of the bidder under any circumstances.
27	Contractor 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.

**(1) Eligibility criteria for participation in the bidding: -**

- (i) The contractor who have been delisted or debarred by any Government Department shall not be eligible in any way.
  - (ii) Valid upto date, self-attested photocopies of Trade License, Income Tax return for latest assessment year, Upto date Professional Tax Deposit Challan, Pan Card, GSTIN/ Certificate of Registration/ Certificate of Provisional Registration, Voter ID Card for self-identification to be accompanied with the Application seeking permission for participation in tender. Permission will be given after scrutinizing the said documents. It will be the binding on the intending bidder to produce the original papers, mentioned above, on demand of the Quotation inviting authority, failing which his/ their bid will be liable for rejection at any stage, even after awarding of contract, if selected.
  - (iii) Schedule of specification of works and other allied papers and drawing may be seen and copies thereof may be available from the office of aforesaid Sub Assistant Engineer on any working days between 11-30 a.m. to 4-00 p.m. day before the date fixed for opening of the Quotations. The Specification shall be procured from this office on working all days.
- (2) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted, shall govern.
  - (3) The work will be treated as a Measured Work. *Quantity of any work item may be reduced/ increased, even some items may not be required to be executed*, as per direction of Engineer-in-Charge. However, the payment will be made as per actual quantity executed. No claim will be entertained for reduced quantity and/or non-execution of any item(s).
  - (4) No mobilization / secured advance will be allowed.
  - (5) Bids shall remain valid for a period not less than 120 (One Hundred Twenty) days from the last date of submission of Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
  - (6) Labour Welfare Cess @ 1(one) % of Gross Bill Value will be deducted from every Bill of the selected agency. Labour Welfare Cess @1(one) % is included in each of the item rate of the schedule.
  - (7) The Agency will be liable to maintain the work, at working portion, at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost from the date of completion of the work for a period applicable as per prevailing departmental norms. If any defect/damage is found during the period as mentioned above, the contractor shall make the same mending good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.
  - (8) The Contractor shall remove all unserviceable materials, obtained during execution at place as directed. The contractor shall dress up and clear the work site after completion of work as per direction of the Engineer-in-Charge. No extra payment will be made on this account.
  - (9) All Bidders are requested to present in the office of the Executive Officer, Berhampore Municipality during opening the bid. Executive Officer, Berhampore Municipality may call Open Bid / Sealed Bid / 2nd Call after opening of the said bid to obtain the suitable rate further, if it is required. *No objections in this respect will be entertained from any Bidder.* No informal Bidder will be entertained in the Bid further.
- The Agency will be liable to maintain the work, at working portion, at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost from the date of completion of the work for a period applicable as per prevailing departmental norms. If any defect/damage is found during the period as mentioned above, the contractor shall make the same mending good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.
- 18) The material will be supply as per specification directed by authority of Berhampore Municipality.
  - 10) The Agency will be liable to maintain the work, at working portion, at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost from the date of completion of the work for a period applicable as per prevailing departmental norms. If any defect/damage is found during the period as mentioned above, the contractor shall make the same mending good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.
  - 11) The Contractor shall remove all unserviceable materials, obtained during execution at place as directed. The contractor shall dress up and clear the work site after completion of work as per direction of the Engineer-in-Charge. No extra payment will be made on this account.
  - 12) All Bidders are requested to present in the Executive Officer, Berhampore Municipality during opening the bid. Executive Officer, Berhampore Municipality may call Open Bid / Sealed Bid / 2nd Call after opening of the

said bid to obtain the suitable rate further, if it is required. *No objections in this respect will be entertained from any Bidder.* No informal Bidder will be entertained in the Bid further.

- 13) The Bidder, at his own responsibility and risk, is encouraged to visit and examine the site of works and its surroundings for preparing the Bid and entering into a contract for the work, as mentioned in the N.I.Q., before submitting offer. However, no claim will be entertained towards cost and/or incidental charges or any other charges, for such visit of site and obtaining any information, in relation to this work, by this department
- a. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Executive Officer, Berhampore Municipality reserves the right to reject any application for participating in Quotation 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. Executive Officer, Berhampore Municipality, reserves the right to cancel the NIQ due to unavoidable circumstances and no claim in this respect will be entertained.
- 14) **Conditional/ Incomplete Quotation and/ or Quotation with Price variation clause(s) will not be accepted and any further claim will not be entertained in this regard.**
- 15) ***During the scrutiny, if any documents found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice.***
- 16) A retention towards Performance Security amounting to 10 (ten) percent of the billed amount shall be made by the Sub Assistant Engineer from 1st R.A. bill to Final bill. No interest will be paid on the Performance Security Deposit. The payment will be made as and when fund will be available from the concerned source if the agency completes the work successfully to the satisfaction of E.I.C. from technical point of view as well as work man ships. S.D. money will be refunded after final payment of bill and expiry of defect liability period as per existing Govt. rules, if appropriate service level was obtained and/ or post-installation service was obtained, during the specified period. No claim, whatsoever, for delay in payment, if any, will be entertained. Bidders are requested to quote their rates accordingly.
- 17) The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the Department shall not be bound to take cognizance of such Power of attorney.
- 18) This notice inviting quotation shall be deemed to be part and parcel of the contract if and when awarded.
- 19) In case of any non-scheduled holiday (Bandh / Strike ) on any of the aforesaid dates, the next working date will be treated as schedule date for the purpose.
- 20) Specification and other papers will be available in the under signed office on any working days between 11.30 a.m. to 4p.m. within last date of permission.

Executive Officer  
Berhampore Municipality

**Memo No.:-**

**Date:-**  
**Executive Officer**  
**Berhampore Municipality**

Copy forwarded for information & necessary action to:-

1. District Magistrate, Murshidabad
2. Executive Engineer, MED, Murshidabad division
3. S.D.O. Berhampore Sadar
4. Executive officer, Berhampore Municipality
5. Assistant Engineer, Berhampore Municipality
6. Salil Adhya, SAE, Water Works Department
7. Accountant, Berhampore Municipality
8. The Notice Board, Berhampore Municipality

Executive Officer  
Berhampore Municipality  
**Executive Officer**  
**Berhampore Municipality**