

**Notice Inviting E-Quotation No. - WBUD/BDA/CEO/E-NIQ-01/2019-20**

Chief Executive Officer, Burdwan Development Authority, invites e-tender for the works details which given in the table below:

Sl No.	Name of Work	Earnest Money (Rs)	Period of completion	Name of concerned Division	Eligibility of Bidder
1.	Supply, Installation, Testing and Commissioning of 8 passenger lift at BDA Guest House.	33,630/-	90 days	BDA	The manufacturers/suppliers/ agencies should have experience in jobs related to installation of new passenger lift or at least one work of similar nature in last Five Years from the date of publication of this notice.

**Intending bidders shall download the tender document from the website directly by the help of e-Token.**

**1. Earnest Money Deposit of e-procurement**

2% (two percent) of the Estimated Amount is to be submitted as Earnest Money by all the bidders irrespective of their business status.

Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/Tender Fees related to e-Procurement of the State Government departments.

**N.B.:-** Earnest Money is exempted for Three State Government Enterprises, viz. Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited and Britannia Engineering Limited to exemption from earnest money for participation in Government tenders (Vide Memorandum No.-6417-F(Y) dated 26.08.2015 of Joint Secretary to the Govt. of West Bengal, Audit Branch, Finance Department and subsequent order No.-403(3)-W(C)/1M-208/15 dated-31.08.2015 of Joint Secretary to the Govt. of West Bengal, P. W. Department.) subject to the condition that they will furnish security deposit if selected in a tender

**A. Login by bidder:-**

- a) A bidder desirous of taking part in a tender invited by a State Government Office shall logging to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes:
  - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
  - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

**B. Payment procedure:**

**i.) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway**

- a. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c. Bidder will receive a confirmation message regarding success/failure of the transaction.
- d. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e. If the transaction is failure, the bidder will again try for payment by going back to the first step.

**ii.) Payment through RTGS/NEFT:-**

- a. On Selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having he details to process RTGS/NEFT transaction.
- b. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.
- c. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- d. If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**C. Refund/Settlement Process:**

- 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 status of the 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.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualifies at the technical evaluation 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 bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. 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 L2 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 is successful.

- iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction.
- v. All refunds will be made mandatorily to the any A/C from which the payment of EMD & Tender Fees (if (any) were initiated.

2. **Eligibility criteria for participation in the tender.**

- i) The manufacturers/ suppliers/ agencies should have experience in jobs related to installation of new passenger lift or at least one work of similar nature in last Five Years from the date of publication of this notice.

**N.B. :-**

**1) Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate, similar nature of work.**

**2) The rate provided by the bidder should include labor charges for laying, cutting and finishing, and should be inclusive of the prevalent GST, as applicable**

- iii. **Valid upto date Income Tax return acknowledgment of the year 2018-19/ Professional Tax Clearance Certificate / P.T. (Deposit Challan for the year 2018-2019) /Pan Card/ valid GST Registration Certificate/Electrical Contractors License/Competent Electrical Supervisor License/ Voter ID Card for self-identification to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non-statutory Documents]**

(A)	Other terms and Condition of the Credentials:	
	a)	Payment certificate will not be treated as credential;
	b)	Certificate issued by the Executive Engineer, or equivalent or competent authority of a State/ Central Government undertaking, Statutory/ Autonomous bodies constituted under Central/ State statute, on the executed value of completed work will be taken as credential.

- iv. 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 through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated nonresponsive.)
- v. The **Working Capital i.e. excess of current assets over current liabilities** shall not be less than **20 (twenty) percent** of the amount put to tender out of which minimum 15% shall be of applicants' own resource.
- vi. In case of Proprietorship, Partnership Firms, The Company Tax Audit Report in 3CD Form are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. No other name along with applicant name, in such enclose will be entertained. (Non-statutory documents)
- vii. Registered Partnership Deed (for Partnership Firm only) / Article of Association & Memorandum. along with Power of Attorney to be submitted along with application. (Non-Statutory documents)
- viii. Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.
- ix. Registered Unemployed Engineers' Co-operative Societies are required to furnish valid Bye Law, Current up to date Audit Report, Current N.O.C. from A.R.C.S., Minutes of last A.G.M.

and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering. (Non-Statutory documents)

- x. Joint Ventures collectively must comply with the minimum qualification requirements as mention in Eligibility of Bidder of this NIQ. In addition the following requirements are also to be complied with:-
- a. Lead Partner is to meet not less than 50% of all qualifying criteria as mentioned above.
  - b. Each of the Partners is to meet not less than 50% of all qualifying criteria as mentioned above.
  - c. Joint Ventures must own, collectively, all the machinery and equipment. No lease or other arrangements shall be accepted. Conclusive proof of ownership for each plant & machinery shall have to be submitted.
- xi. A prospective bidder participating in a single job either individually or as partner of a firm or in Joint Venture shall not be allowed to participate in the same job in any other form.
- xii. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm or in Joint Venture. If found to have applied severally in a single job, all his applications will be rejected for that job.
- xiii. 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.
- xiv. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

### 3. **Scope of Work**

Supply, Installation, Testing and Commissioning of 8 passenger lift at BDA Guest House.

**\* The rate provided by the bidder should include labor charges for laying, cutting and finishing, and should be inclusive of the prevalent GST, as applicable.**

Supply, Installation, Testing and Commissioning of 8 passenger lift at BDA Guest House should comprise of the following

- |                                |   |   |
|--------------------------------|---|---|
| 1. Capacity (Kgs.)             | : | 544 Kg, 8 persons.  |
| 2. Speed (Mps)                 | : | 0.7 mps   |
| 3. Rise (m)                    | : | 10 m  |
| 4. Stops                       | : | 4 Stops with (all opening on the same side)   |
| 5. Controller Type             | : | LVA   |
| 6. Drive                       | : | VF Regenerative (Closed Loop)   |
| 7. Power Supply                | : | 400/415 volts (3 Phase AC)  |
| 8. Machine                     | : | PM Gearless (Located in shaft on tip of guide rails)  |
| 9. Traction Media              | : | Flat Coated Steel Belt  |
| 10. Car Finish                 | : | <ul style="list-style-type: none"><li>• Rear Mid Panel = Stainless Steel # 4 (Hairline).</li><li>• Rear Corner Panels = Stainless Steel # 4 (Hairline).</li><li>• Side Mid Panels = Stainless Steel # 4 (Hairline).</li><li>• Side Corner Panels = Stainless Steel # 4 (Hairline).</li><li>• Front Panels = Stainless Steel # 4 (Hairline).</li></ul> |
| 11. Ventilation                | : | Cross flow fan  |
| 12. Hand Rails                 | : | Stainless Steel Mirror Finish Handrails on rear car panels  |
| 13. Flooring                   | : | Vinyl Tiles   |
| 14. Car Dimensions (W x D x H) | : | 1100 mm W x 1300 mm D x 2200 mm D   |

- mm)
15. Car & Hoist way Door Type : Central Opening (CO) doors
  16. Door opening (W x H - mm) : 800 mm W x 2000 mm H
  17. Door Operator : DC Door Operator
  18. Standard Features
    - Anti-nuisance Car Call Protection
    - Independent Service (For Duplex only)
    - Overload Device
    - Nudging
    - Emergency Firemen's Service
    - Emergency Car Light Unit
    - Infrared Curtain Door Protection
    - Door Time Protection
    - Emergency Alarm Button
    - Extra Door Time of Lobby & Parking
    - Door Open/Close Button
    - Manual Rescue Operation
    - Belt Inspection Drive
    - Auto Fan Cut Off
  19. Options Included : Automatic Rescue operation

Any inquiries regarding the scope of work, the interested parties are informed to consult the Engineering Department of BDA on any working day from 2:00 pm to 4:00 pm. Any other ideas may also be considered by the authority. The works should be legible. The interior design and colour of the flooring will be decided by BDA. Approved Brand by this office are ORTIS, KONE & Scylinder

The work should include all suitable accessories ,supply, installation, testing and commissioning with labour charges. All the fixtures should have 3 (three) years of warranty and for any damages or deterioration, the services will be provided within 48 hours after intimation of concerned authority.

- ***The payment will be made after Supply, Installation, Testing and Commissioning of 8 passenger lift at BDA Guest House***

4. The prospective bidder shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.
5. Payment for work may be made to the executing agency as per availability of fund. The payment shall be made after 100% completion of work. Maximum of 90% (Ninety Percent) payment shall be made on achieving 100% (hundred percent) of work. Balance 10% (including 2% Earnest money) will be kept as security deposit and such payments shall be made after 3 years of completion of the work.
6. **No mobilization / secured advance** will be allowed.  
Price Escalation of any kind will NOT be allowed.
7. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
8. All materials should be supplied by the Contractor/agency.
9. Rate should be quoted both in figures and words in English language. The rate thus quoted should be inclusive of all taxes, carriage of materials to the working site, labour charges, tools etc. No extra payment for any kind or purpose shall be made by the Department.
10. **Interested Agencies will have to attend Pre Bid Meeting. Failing to attend Pre Bid meeting will result in cancellation of both Technical and Financial Bids**
11. **The rate of deduction as per provision of GST.**
12. In connection with the work, **Arbitration** will not be allowed.
13. BDA shall not be responsible for any expense incurred by bidders in Connection with the site visit and other expenses incurred during qualification process.

***The manufacturers/ suppliers/ agencies should submit documents related to warranty of the 8 passenger lift***

15. **Any change of Quoted Rate will not be accepted under any circumstances.**
16. **Documents (Scanned copies of originals) of depositing Earnest Money to be submitted along with Tender Documents.**
17. **Bids shall remain valid** for a period not more than 120 (one twenty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the 'Evaluation Committee' as non-responsive.
18. **Selection / Acceptance of the Successful Bid / Offer**

The bidders will have to quote their rates in figure as well as in words separately. The bidders with the lowest rate will be awarded with the work. However, the accepting authority reserves the right to reject any or all of the bid(s) / offer (s) received without assigning any reason whatsoever to the intending participants including the lowest bid/offer received.

19. **Bid Evaluation:**

The process will go through two steps of Technical Evaluation & Financial Evaluation. The quoted rate should be in digits as well as in words in the following format:

Sl. No.	Description	1 work
1.	Supply, Installation, Testing and Commissioning of 8 passenger lift at BDA Guest House.	

20. **A. Important Information**

**CRITICAL DATE AND TIME SCHEDULE: -**

Sl. No	Particulars	Date & Time
1.	Date of uploading of N.I.Q. Documents (online) (Publishing Date)	12/09/2019 at 17.30 hrs.
2.	Documents download/sell start date (Online)	12/09/2019 at 18.00 hrs.
3.	Bid submission start date (On line)	12/09/2019 at 18.30 hrs.
4.	Date of Pre-Bid Meeting and site visit	23/09/2019 at 15.00 hrs.
5.	Bid Submission closing (On line)	27/09/2019 at 12.00 hrs.
6.	Bid opening date for Technical Proposals (Online)	30/09/2019, at 12.00 hrs.
7.	Date of uploading list for Technically Qualified Bidder(online)	To be Intimated Later
8.	Date of uploading final list for technically qualified bidders after disposal of appeals. (On line)	To be Intimated Later
9.	Date & Place for opening of Financial Proposal (Online)	To be Intimated Later Office of Burdwan Development Authority
10.	Date of uploading of list bidders along with the offer rates through (on line), also if necessary for further negotiation through offline for final rate.	To be Intimated Later

21. **LOCATION OF CRITICAL EVENT**

**Bid Opening**

Office of the Burdwan Development Authority.

22. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Chief Executive Officer at his own cost for a period as mentioned in the "Tender Form"

from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.

A retention towards Security amounting to 10 (ten) percent (including 2% Earnest money) of the billed amount shall be made by the by the authority from 1<sup>st</sup> R.A. bill to Final bill.

**No interest would be paid on the Security Deposit.**

- b2 3. All Bidders are requested to present in the Office of the Burdwan Development Authority', during opening the financial bid Chief Executive Officer, Burdwan Development Authority., may call **Open Bid/Seal Bid** after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal bidder will be entertained in the Bid further.
24. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
25. **Price preference** will be allowed as per prevailing government Order.
26. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.  
Issuance of letter of acceptance / Work Order may be delayed and / or work may be financially restricted up to the limit of existing administrative approval until receipt of revised administrative approval from the competent authority (in applicable cases). Also issuance of letter of acceptance / work Order may be delayed and / or work may be restricted in some stretches till necessary land for the same is made available and / or encroachments are removed (in applicable cases). No claim, whatsoever, for such delay in issuance of Letter of Acceptance / Work Order and / or restriction of work will be entertained. Intending bidders may keep these criteria in mind while participating in tender and / or while quoting their rates.
27. 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 B.D.A. The Chief Executive Officer, Burdwan Development 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 Bidders at the stage of Bidding.
28. **Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.**
29. **Conditional/ Incomplete bid will not be accepted.**
30. The intending bidders are required to quote the rate **on line**.
31. 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.
32. During the scrutiny, if it come to the notice to tender inviting authority that **the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice** with forfeiture of earnest money as per memo no. 547-W(C)/1M-387/15 dated 16.11.2015 of Joint Secretary P.W.D. (Section – C, C.51)
33. **The Chief Executive Officer or The Executive Engineer, Burdwan Development Authority reserves to right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.**
34. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Chairman of Evaluation Committee within 2 days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Evaluation Committee.
35. **Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if found necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said Bidder under any circumstances.**
36. **All the uploaded documents should be organized in proper order in the respective folders assigning names to the individual documents.**
37. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later

notification will supersede former one in following sequence: -

- i) Form No. 2911(ii)
- ii) NIQ
- iii) Special terms & conditions
- iv) Technical Bid
- v) Financial Bid

38.

**Qualification criteria:**

The tender inviting & Accepting Authority through a "Evaluation Committee" will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding: -

- a) **Financial Capacity**
- b) **Technical Capability comprising of personnel & equipment capability**
- c) **Experience/Credential**

The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder/ bidder will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of BDA for a minimum period of 1 (one) year or more as deemed fit by the tender Inviting authority.

  
12/09/2019  
**Executive Engineer,**  
**Burdwan Development Authority,**  
**Purba Bardhaman**