

**OFFICE OF THE EXECUTIVE OFFICER  
DIGHA SANKARPUR DEVELOPMENT AUTHORITY**

(A Statutory Authority under Government of West Bengal)

Digha New Township :: Purba Medinipur :: Pin - 721463

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**NOTICE INVITING QUOTATION NO. : NIQ- 006/DSDA/2019 – 2020**

**Name of Scheme :** Foundation, installation & erection of 08 mtr. long Octagonal Pole at Digha Bye-pass including supply, delivery, fittings-fixing of 48 Watt LED Street light under DSDA.

Sealed Quotation through Single **Bid System** on behalf of the Digha Sankarpur Development Authority are hereby invited from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having financial capability and sufficient technical credential of Rs. 0.70 lakh at least for a single order within last 5 years in a single contract from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies. The details are given below.

1.	<b>Name of work</b>	:	Foundation, installation & erection of 08 mtr. long Octagonal Pole at Digha Bye-pass including supply, delivery, fittings-fixing of 48 Watt LED Street light under DSDA.
2.	<b>Detail &amp; Location of work</b>	:	Digha Bye-pass under DSDA.
3.	<b>Scope of Work and Specification</b>	:	<ul style="list-style-type: none"><li>• Foundation, installation &amp; erection of 08 mtr. long Octagonal Pole at Digha Bye-pass including supply, delivery, fittings-fixing of 48 Watt LED Street light under DSDA.</li><li>• Warranty - 03 years.</li><li>• Any other work as per this NIQ terms and condition and as instructed by the authority.</li></ul>

**2. Earnest Money :**

₹ 3,480.00 (Rupees Three thousand four hundred eighty) only.

**3. Schedule of Dates :**

Sl. No.	Activity		Date & Time
1	Date of Issue of NIQ	:	<b><u>09.07.2019</u></b>
2	Last date of submission of NIQ	:	<b>16.07.2019 upto 3.00 P.M.</b>
3	Opening of Quotation at the office of the Executive Officer, DSDA	:	<b>16.07.2019 at 3.00 P.M.</b>
4	Validity of bid	:	30 days w.e.f the date of publishing this NIQ
5	Completion Period of the work	:	<b><u>15(Fifteen) days</u></b> w.e.f the date of issuing work order
6	Maintenance Period or the Defect Liability Period.	:	<b><u>03(Three) years from the date of completion of works.</u></b>

*Executive Officer*  
**Digha Sankarpur Development Authority**  
& Spl. Officer, Urban Dev.(T&CP)Deptt.

#### 4. Receiving of documents :

Relevant quotation documents must be submitted alongwith the Quotation form for participating in this quotation. If the mandatory documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below :

- i) Name and address, registration in detail of Firm / Company / Agency with name of proprietor or partner etc.
- ii) Application Form with **Annexure -I**
- iii) Completion Certificate in **Form - I** and details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies, with requisite single tender value.
- iv) Income Tax return of last financial year.
- v) PAN Card.
- vi) Latest Professional Tax return.
- vii) GST registration certificate.
- viii) Completion Certificate. It is noted that **Payment certificate will not be treated as credential.**
- ix) Trade License.
- x) Electrical Supervisor License.
- xi) Electrical Contractor License.
- xii) Audited Balance Sheet of last three financial years(**authenticated by Chartered Accountant**) and **Form - II** for establishing average Annual Turnover in contractual business.

**Note: The quotation will be summarily rejected if any of these documents are not submitted. Original documents shall have to be shown if required by the authority.**

##### 4.1.1 Receiving Earnest Money Deposit(EMD) :

EMD in the form of DD/Bank Draft of any Nationalized Bank in favour of Executive Officer, Digha Sankarpur Development Authority, Digha payable at Digha shall have to be submitted on or before 16.07.2019 upto 3.00 P.M.

The earnest money of unsuccessful Bidder shall be returned back not later than 30 days from the bid validity period without interest.

##### 4.1.2 CREDENTIAL

###### 4.1.2.1 Technical :

The agency should have successfully completed (100%) electrical works having financial capability and sufficient technical credential of Rs. 0.70 lakh at least for a single order within last 5 years in a single contract from the date of NIQ in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies /Local bodies in a single contract. The work completion certificate (100%) shall specify detailed similar nature of job completed, value of job done, date of commencement of work and the date of completion of the work. Copy of the Work Order of the similar nature of work shall have to be submitted along-with the Completion Certificate. Completion Certificate regarding part completion of tendered/quotation work shall not be accepted.

- 4.1.2.2 Form - I for fully (100%) completed works during the last 5 (five) years from the date of NIQ will only be accepted. The bidder should attach the said certificate under their signature along with the quotation documents. The similar nature of work has been mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this quotation.
- 4.1.3 If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the quotation document.
- 4.1.4 **Penalty for suppression / distortion of facts :**  
If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the bidder will be suspended from participating in the quotation platform for a 2 (two) years.

#### 4.2 FINANCIAL BID :

1. Rate shall be quoted item wise specified in Quotation form.
2. The rate is to be quoted both in words and figures clearly in the specified space of the BOQ Sheet.
3. The rate quoted by bidder shall be inclusive of all elements of taxes and duties, demands, etc.
4. The bidder shall include income tax, GST, CESS etc. as applicable if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
5. Before submitting any quotation, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards.
6. Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the quotations, without assigning any reason and also reserves the right to split the work amongst more than one bidders.
7. The payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. It is also mentioned here that **No mobilisation advance and secured advance will be allowed in any circumstances.**
8. The bidder shall be required to properly maintain the work including all its components for a period of **03(Three) years** from the date of completion of the whole work recorded in the MB. 10% will be deducted from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will lead to forfeiture of the security deposit.
9. An application along with a prescribed format of this office to be submitted

- for release of S.D. for which the contractor should apply to the authority at least 2 (two) month prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.
10. The security deposit will be released 03(three) year after completion of the maintenance period.
  11. A quotation once submitted shall not be withdrawn within a period of 30 days from the last day of the opening of the financial bid of the quotation. If a bidder withdraws his quotation within this period without any valid reason, the EMD shall be forfeited.
  12. Bidders are requested to be present in person during the opening of technical and financial bids.
  13. In any Questionnaire arise it will be forwarded to this office on or before **16.02.2019 upto 1.00 P.M.**
  14. The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, DSDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
  15. The successful bidder is to obtain license from the Registering Officer and Assistant Labour Commissioner, Contai, Purba Medinipur under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
  16. Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para - 6(b) of 1700/EMP dated 03.08.1989.
  17. DSDA takes no responsibility for any delay/loss/non-submit of quotation.
  18. Bidder can approach only the Assistant Engineer (Electrical), DSDA for any clarification with respect to this quotation.
  19. The decision of authority with respect to this quotation is final and binding.
  20. All corrections in the quotation should be signed with date by the Bidder. Each of the quotation document and drawings must be signed by the Bidder.
  21. The Contractor, whose quotation is accepted shall within 02 (Two) days of issue of an intimation to that effect by this office obtain additional one set of contract documents on production of proof of LOA in favour of Executive Officer, Digha Sankarpur Development Authority and submit the same duly signed by him to this office for formal agreement.
  22. Bidders who will sign on quotation on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their quotation will not be considered.
  23. The successful bidder shall ensure that qualified engineers are deployed to carry out quality works. If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, check the qualification of engineers and supervisors, penalize the agency etc.
  24. The successful Bidder shall have to start the work immediately after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with DSDA without assigning any reason.
  25. Sub-letting of the job is not permissible and the Bidder must submit one

- undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the work.
26. No advance will be paid to the Agency. The contractor will pay minimum wages to his workmen in the presence of DSDA engineers and only after certification by DSDA engineers that the minimum wages have been paid the bill will be processed.
  27. **Site Inspection and Complain Monitoring Register:** All emergency maintenance/breakdown calls over telephone/mail/mobile shall be recorded in the complain register with complain attendance and disposal details. The agency must submit the registers along the prayer for security deposit release. Payment shall not be made if the registers are not properly maintained and submitted to the authority.
  28. Work shall be carried out without hampering the harvesting of the crops for which water is collected from this canal, however authority shall be consulted every time.
  29. The contractor shall collect photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work. Those photographs should be submitted at the time of submission claim for payment. No separate payment will be made to the contractor for this purpose. Payment shall not be made without submitting the photographs/video photographs.
  30. DSDA reserves the right not to allow the agency to participate in future quotations under the following circumstances.
    - i) Delay in completion of job.
    - ii) Performance in terms of either quality of materials and workmanship.
  31. **Termination of Contract/ Work Order :** The authority may terminate the contract/work order due to the following reasons.
    - i) Poor Progress of work.
    - ii) Poor Quality of work.
    - iii) Adoption of any unfair means during execution of work.
    - iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

32. **Discretion of the authority inviting quotation** - The quotation inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever.
33. The Change of dates and any other amendment in this regard shall be informed on website i.e. [www.dsda.org.in](http://www.dsda.org.in)

*Executive Officer*  
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Copy forwarded for information to :-

1. The Hon'ble Chairman, Digha Sankarpur Development Authority.
2. The Hon'ble Vice-Chairman, Digha Sankarpur Development Authority.
3. The District Magistrate, Purba Medinipur.
4. The Additional District Magistrate & Additional Executive Officer, Purba Medinipur Zilla Parishad, Tamluk, Purba Medinipur.
5. The Sub-Divisional Officer, Contai, Purba Medinipur.
6. The Block Development Officer, **Ramnagar-I & II** & Executive Officer, **Ramnagar - I & II** Panchayet Samity.
7. The District Information & Cultural Officer, Purba Medinipur
8. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
9. Reception / Notice Board.



*Executive Officer*

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**FORM - I**  
**CREDENTIAL CERTIFICATE**  
**(100 % physical completion)**

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to quotation / tender	:	
4	Contractual amount against the quotation / tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill for - Electrical works.	:	

**Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.**

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

*(Signature of the bidder)*

**FORM - II**

**STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS**

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of ..... for the three consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2015-2016		
2	2016-2017		
3	2017-2018		
<b>Total</b>			
<b>Average Turnover</b>			

**Note**

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

**Signature of the Bidder**



ANNEXURE - I

APPLICATION FOR NIQ

To  
The Executive Officer,  
Digha Sankarpur Development Authority,  
Digha :: Purba Medinipur.

Ref: - Quotation for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(Name of work).

N.I.Q. No. : \_\_\_\_\_ (Sl. No. \_\_\_\_)/DSDA/ 2019-2020.

**Dear Sir,**

Having examined the NIQ documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per NIQ stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_

Full name of Bidder / Contractor : \_\_\_\_\_

Signature : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Duly authorized to sign bids

for & on behalf of (Name of Firm) : \_\_\_\_\_

Office address with seal if any : \_\_\_\_\_

Telephone no(s) (office): \_\_\_\_\_

Mobile No : \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

**ANNEXURE - II**

**QUOTATION FORM  
(Financial Bid)**

<b>Sl. No.</b>	<b>Item</b>	<b>Qty.</b>	<b>Rate</b>	<b>Amount</b>
<b>1.</b>	Foundation, installation & erection of 08 mtr. long Octagonal Pole at Digha Bye-pass including supply, delivery, fittings-fixing of 48 Watt LED Street light under DSDA	01(one) No.		

**Signature of the Bidder**