

**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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ONLINE NOTICE INVITING QUOTATION NO. : NIQ- 028/DSDA/ OF 2019 – 2020

Name of Scheme : FRP made Statue at New Administrative Building of DSDA.

Online Quotation through **Double Bid System** on behalf of the Digha Sankarpur Development Authority are hereby invited from reliable, resourceful, bonafide and experienced firms / companies / individual for rate asking in different items. The details are given below.

1. Name of work	:	FRP made Statue at New Administrative Building of DSDA.
2. Detail & Location of work	:	New Digha
3. Scope of Work and Specification	:	<ol style="list-style-type: none">1) FRP made Coral with Fish Statue (Statue - 1) including Iron Frame structure - 3.0 m. long, 1.8 m. width and 3.0 m. height with appropriate colour finishing, including fitting & fixing properly.2) FRP made Dolphin with waves Statue (Statue - 2) including Iron Frame structure - 1.8 m. long, 3.0 m. width and 3.5 m. height with appropriate colour finishing, including fitting & fixing properly.3) FRP made Four Step Fountain (Statue - 3) including Iron Frame structure - 5.0 m. dia and 5.0 m. height with appropriate colour finishing, including fitting & fixing properly.4) FRP made Biswa Bangla Globe (Statue - 4) including Iron Frame structure - 1.5 m. dia overhand, 2.5 m. height with appropriate colour finishing, including fitting & fixing in position properly.5) FRP made Single Dolphin Statue (Statue - 5) including frame Structure 2.7 m. length with appropriate colour finishing, including fitting & fixing in water body properly.6) FRP made Single Dolphin Statue (Statue - 6) including frame Structure 1.8 m. length with appropriate colour finishing, including fitting & fixing in water body properly.
4. Duration of maintenance		<ul style="list-style-type: none">• 1 year from the date of Installation.

Earnest Money :

₹ 80,000.00 (Rupees Eighty Thousand) only.

Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of NIQ	: <u>11.02.2020</u>
2	Document download start date	: 11.02.2020 at 6.00 P.M.
3	Document download end date & time	: 25.02.2020 upto 3.00 P.M.
4	Last date of online submission of Technical Bid and Financial Bid.	: 25.02.2020 upto 3.00 P.M.
5	Opening of Quotation Technical Bid at the office of the Executive Officer, DSDA	: <u>27.02.2020</u> at 3.00 P.M.
6	Opening of Quotation Financial Bid at the office of the Executive Officer, DSDA	: <u>Will be informed later</u>
7	Validity of bid	: 30 days w.e.f the date of publishing this NIQ
8	Completion period	: 60 days from the date of work order.
9	E-Tender registration and bidding	: <u>ONLINE BIDS :</u> The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below : <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating DSDA's e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Training on e-tender can also be availed from Office of the EO, DSDA if desired by the bidder during office hours. • Online quotation can be submitted by log in www.wbtenders.gov.in or through the official website of DSDA i.e. www.dsda.org.in <u>ONLINE BID SUBMISSION :</u> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
10	Training on E-Tender	: Training on e-tendering will be given to the bidders on request.

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

INFORMATION TO THE BIDDERS(ITB)

1. Request for Quotation

Request for Quotation paper is to be placed online only through the Website www.wbtenders.gov.in

2. Submission of Quotation

The quotation will be submitted in two bid system i.e. Technical bid & Financial bid.

3. Online Bid submission procedure :

- i) Registration of Contractor: Agencies/Bidders who are interested in participating DSDA's etenders/quotation will have to be enrolled & registered with the Government e-Procurement system, through logging on to www.wbtenders.gov . They are requested to contact to the toll free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.
- ii) Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii) The contractor can search & download Quotation Documents electronically from computer once he logs on to the website www.wbtenders.gov in using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.
- iv) Submission of Quotation: General process of submission, Quotations are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate(DSC). The documents are to be uploaded duly digitally Signed. The documents will get encrypted(transformed into non readable formats).

4.1 TECHNICAL BID

The Technical proposal should contain scanned copies of the following

- i) N.I.Q. (download properly and upload the same Digitally Signed)
- ii) Bidders file (All Forms and Annexure)

4.1.1 Receiving documents :

Relevant quotation documents must be uploaded online for participating in this quotation. If the mandatory documents are not submitted online 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 :

Mandatory Documents :

- 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) Income Tax return of last financial year.
- iv) PAN Card.
- v) Latest Professional Tax return.
- vi) Latest GST return.
- vii) GST registration certificate.
- viii) Completion Certificate. It is noted that **Payment certificate will not be treated as credential.**
- ix) List of similar nature of projects undertaken during last five years.

- x) Trade License.
- xi) Audited Balance Sheet of last three financial years(**authenticated by Chartered Accountant**) and **Form - II** for establishing average Annual Turnover in contractual business.
- xii) Details of Technical Personnel with all supporting documents available with the tenderer.
- xiii) Details of artist from Art College with all supporting documents.

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

4.1.2 Earnest Money Deposit (EMD) :

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay- order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government , w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

A) Login by bidder :

- a) A bidder desirous of taking part in a e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- b) He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-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) Off-line payment through bank accounts in any Bank approved by RBI in India by generating NEFT/RTGS challan from the e-tendering portal.

B) EMD payment procedure :

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :

- i) 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/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) 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 for collection of EMD against unique codes for identification of the tendering authority.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT :

- i) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii) Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv) If verification is successful, the funds get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank for collection of EMD.
- v) Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.
- vi) If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s account.

Note : EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission.

Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

C) Refund/Settlement Process for EMD :

- i) After opening of his/her 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 bid 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 disqualified at the technical evaluation to the respective bidders’ bank accounts from which they made the on-line EMD 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/her bank account from which he/she had 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 Award of Contract (AOC) to

the L1 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.

- v) As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer credit to Government Receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.
- vi) All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.
- vii) If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.

4.1.3 CREDENTIAL

4.1.3.1 Technical :

The agency should have successfully completed (100%) any FRP Statue work having financial capability and sufficient technical credential for a single contract order within last 5 years from the date of NIQ/NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies /Local bodies in a single contract. **Completion Certificate regarding part completion of tendered/quotation work shall not be accepted.**

4.1.3.2 Form - I for fully (100 %) completed works during the last 5 (five) years from the date of NIQ will only be accepted. The quotation 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.

4.1.3.3 The Completion Certificate should be pertaining to the work specified in the NIQ. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single quotation including the work specified in this NIQ, then the value of the work as specified in this NIQ will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

4.2 Security Deposit :

4.2.1 The bidder shall be required to properly maintain the work including all its components for a period of **01(One) Year** 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.**

4.2.2 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.

4.2.3 The security deposit will be released 01(one) year after completion of the maintenance period.

4.3 FINANCIAL BID :

1. Single rate (**Item Rates**) shall be quoted in the Financial bid.
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 exclusive of all elements of taxes and duties, demands, etc.

4.4 The Change of dates and any other amendment in this regard shall be informed on website of DSDA i.e. www.dsda.org.in and www.wbtenders.gov.in



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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 tender/quotation	:	
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 - FRP Statue works	:	

Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIQ 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 quotation.

(Signature of the bidder)

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub- items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BoQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

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	2016-2017		
2	2017-2018		
3	2018-2019		
Total			
Average Turnover			

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 QUOTATION

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 Technical cover, OID cover & all other e-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 e-Tender no and Serial no 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

SAMPLE FORMAT FOR AFFIDAVIT

I, Sri.....,S/o Sri.....,
aged..... Years, Residing at....., Proprietor/Partner/Director of
....., do hereby solemnly affirm and declare in connection with
“FRP made Statue at New Administrative Building of DSDA” as follows:

- 1) That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
- 2) If the contract is awarded to us, we will deploy at site all necessary T&P, equipments and Laboratory with minimum testing equipments /apparatus as listed below immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the Engineer in Charge.

Sl No.	Tools requires for the work	Make	Availability (owned or hired)
1			
2			

- 3) We would deploy at site all necessary Technical Personnel as listed in ITB for efficient contract management and supervision of works with a view to achieving best quality of works at site.

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. of Persons
1.				
2.				

- 4) We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.

- 5) Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding.
- 6) The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Contractor

Name: Place:

Date: