

E-N.I.Q. No: - 2 of 2025-26
BID DOCUMENTS
Tender for- TWO PART BID

Part –I: Technical Bid

Part-II: Financial Bid

Memo No- 146 /Nal/Muni dated : 17-04-25

N.I.Q. No- E-Tender 02 of 2025-26 of Chairman Nalhati Municipality, Birbhum

1. List of Scheme: -

S No	Details	Description
1	Name of Item	Purchase of an Hearse Van With Vehicle for Nalhati Municipality
2	Estimated Cost (inclusive of GST)	Quotation Rate
3	Unit	1 No
4	Address and Location site	Nalhati Municipality
5.	Earnest Money deposit	EMD shall be deposited by the L1 bidder @2% of rate quoted by L1 bidder.
6	Download start date of E-NIQ form	17-04-25
7	Last date of submission of E-NIQ form	06-05-2025
8	Date of opening of E-NIQ	08-05-2026
9	Eligibility criteria for participation in bid process	i) Copy of GST Registration certificate. ii) Copy of Income Tax Return of last three financial years. iii) Copy of PAN Card iv) Experience certificate in Same Supply works v) Current Trade license vi) Current P tax

2. Technical & General Specifications of Hearse Van With Vehicle: -

The vehicle manufacturer should have dealership network & repair servicing facility in major districts and cities of India. The Hearse Van with Vehicle should be designed, built and complete with operating accessories as specified herein. The assembly, sub-assembly and equipment should be integrated in such a way so as to enable the vehicle to function in a reliable way & in a sustained fashion for durability, safety & comfort. The design of the vehicle and the specified equipment shall permit accessibility for servicing /replacement and adjustment of components / parts and accessories with minimum disturbance to other components and systems. Also, the bidder shall ensure that sufficient re-enforcement is provided to protect the Components, assemblies, pipelines, tubing, wirings, etc. which are susceptible to damage / hazards encountered on-road& off-road operation of Hearse Van With Vehicle.

ANNEXURE -1

VEHICLE SPECIFICATION	
ENGINE	DI ENGINE WITH COMMON RAIL TECHNOLOGY
ENGINE TYPE	4 CYLINDER, INLINE
CAPACITY	MIN. 2489 CC
MAX OUTPUT	MIN. 75 HP @3200 RPM
CLUTCH	SINGLE PLATE DRY CLUTCH
GEARBOX	5 FORWARD, 1 REVERSE
STEERING	POWER STEERING
BRAKE	VENTILATED DISC (FRONT) & DRUM (REAR)
TYRE	25/75 RI 6 AND RADIAL TUBELESS
WHEELBASE	3220
PAYLOAD WEIGHT & MAX GVW	1220 AND 2990
DRIVER CABIN	AC
COLOUR	WHITE
A.C DOUBLE DECKER HEARSE VAN (2 DECKS FOR STRECHER (TOP) & COFFIN (BOTTOM))	
COMPARTMENT DIMENSION	2MTR X 900 MM X 1042MM
SHEET/RAILING USED	22 GAUGE SS SHEET / DESIGNED SS RAILING PIPE/STEEL MOULDING
GLASS USED FOR COMPARTMENT	5 MM THICK
BOX PANEL	1.5 X 1.5 INCH BOX PANEL
LIGHTING & HOOTER	HEARSE COMPARTMENT INTERIOR LIGHTINGS & SIREN/HOOTER

- The vehicle should be inclusive of 2 years of registration charges, road tax, insurance, pollution fees demonstration required after issuing work order.

3. Any contractor willing to take part in the process of E-Tender will have to be enrolled & registered with the Government E-Procurement system; through logging on to <https://etender.wb.nic.in> using the option "Click here to Enroll". Possession of a valid Class II Digital Signature Certificate (DSC) in the form of smart card /E token in the company's name is a prerequisite for registration and participating in BID submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agency, details of which are available in the web site <https://etender.wb.nic.in> under the link "Information about DSC"

4. Intending tenderers can search and download NIQ and tender documents electronically by logging on the website <https://etender.wb.nic.in> or <https://wbenders.gov.in> using his Digital Signature Certificate (DSC). This is the only mode of collection of tender documents.

5. Submission of the EMD (Earnest Money Deposit) and cost of Tender paper if applicable should transfer via The cost of the EMD as specified should be deposited only on line basis. The documents during execution of formal agreement, the contractor shall submit Rs.10 non judicial stamp paper in favor of Agency/Contractor's name for Tender agreement.

6. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner.

7. Eligibility criteria for participation in the tender.

i) Other contractor as mentioned in the statement of the NIQ, the prospective tenders who are eligible to participate as per relevant GO mentioned in the statement, should have satisfactorily completed as a prime agency during the last 3(three) years prior to the date of issue as this notice at list one work of similar nature under the above mentioned authority, having a magnitude of 40%(fifty percent) of the estimated amount put to tender (without consideration on any price devolution). In support of the credential, scanned copy of the **Completion Certificate** issued by the executing authority should be uploaded as **Non-Statutory Document** through online.

ii) **Annual average turn-over last three consecutive audited financial year should be greater than the tender value.**

iii) Uploading of scanned copies of pan card, Income Tax (salar) Acknowledgement receipt for Assessment year 2024-25, Professional Tax receipt for the year 2024-25, GST registration Certificate including GST return in the technical proposal as **Non Statutory Documents**. Enlisted contractor are to upload scan copy of their Certificate of Enlistment.

iv) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i), registration paper in support of their registration, bye Laws, audited balance sheet showing account up to last 3(three) years. latest valid clearance certificate from the ARCS, eligible list of the Registered Unemployed Engineer's Co-Operative Societies and registered Labor Co-Operative Societies issued by the concerned ARCS showing the name of their society as Non Statutory Document.

v) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association of Memorandum [Non Statutory Documents].

vi) Quantity of any item may vary 10% for which no change of rate will be allowed.

vii) **The successful contractor must completed the work within the time specified for completion No Question of time will be allowed except in special case**

viii) **10% (Ten) of bill amount including earnest money will be kept in this office as security money for 2 years as per the latest Govt. norms from the date of Supply.**

ix) **Authority to reserves the right to issue of tender paper and accept or the reject any or all the tender assigning any reason**

8. Submission of Tenders

8.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 2, in two folders, at a time of Each work, one is Technical proposal and another is Financial proposal, before the prescribed date and Time mentioned under Cl. 8. Using the Digital Signature Certificate (DSC), the documents are to uploaded Various scanned and digitally signed. The documents will be encrypted (Transformed in to non readable Formats).

N.B.: *if the stipulated dates (offline) being is holiday otherwise disrupted then next working days will be fixed for necessary works.*

8.2 Technical Proposal

The technical proposal should contain scanned copies of the following in farther two covers (folders).

a. Statutory / Technical file cover containing,

ii. Earnest Money Deposit (EMD) as prescribed in the NIQ against each serial of work if applicable.

iii. Notice inviting tender.

iv. Municipality tender Form. No. 2911 (ii)

Note:

- i. Only download copies of the documents mentioned under Cl. 7(iii) & (iv) are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD, copy of relevant Government order needs to be furnished.

iii. Tender will be summarily rejected if any item in the statutory cover is missing.

b. Non statutory / Technical file cover containing,

- i. Professional Tax (PT) clearance certificate and IT PAN shall remain valid up to date of opening of the tender. Application for such clearance address to the component authority may also be considered.
- ii. GST registration Certificate and Return Certificate of the last quarter of the current financial year.
- iii. Registered Deed for partnership firm.
- iv. Completion Certificate [as stated in the Clauses 6(i)] for one single work of similar nature work /worth at least 40% of the amount put to tender for the work the contractor intends to participate.
- v. For Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of there registration, Bye Laws, audited balance sheet showing accounts up to date

Note: failure of submission of an one of the above mentioned documents will render the tender liable to summary rejection. The original copies of the **NEFT/RTGS** receipt both towards cost of Tender Documents and Earnest Money Deposit (if applicable) should be dropped in sealed envelope in the office of the Chairman Nalhati Municipality, P.O-Nalhati(TS), Dist.-Birbhum, PIN- 731243, at least one day before the date of opening of Technical Proposal.

7.3 Financial Proposal

The Financial proposal should contain the following documents in one cover(folder),i.e. Bill of Quantities(BOQ). The Contractor is to quote the rate (percentage above or below) online through computer in the space marked for quoting rate in the BOQ, only download copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

Penalty for submission /distortion of facts : if an Tenderer fails to product the original hard copies of the documents uploaded or any other documents on demand of Tender inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies if there is any suppression, the Tenderer will be suspended from the participating in the tenders on e-tender platform for a period of 3(three) years. In addition,his user ID will be deactivated & Earnest Mone Deposit will stand forfeited, **Chairperson Nalhati Municipality, P.O-Nalhati(TS), Dist.-Birbhum, PIN-731243** may take appropriate legal action against suchdefaulting tenderer.

9. Opening and evaluation of Tender

9.1 Opening of Technical Proposal

- i) Technical Proposal will be opened by The Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243, and/or his authorized representatives electronically from the website stated in Clause 2, using their Digital Signature Certificate (DSC) at the office of the Chairperson, Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243 on the date
- ii) Intending tenderers may remain present if they so desire.
- iii) Cover (Folder) for statutory Documents will opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is an deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (transformed into readable formats)documents of the Non-statutory cover will be download, and evaluated for eligibility.
- v) pursuant to scrutiny & decision after evaluation the summary list of eligible tenders & the serial number of work for which their proposal are considered will be uploaded in the web portals.

vi) While evaluation the tender inviting authority summon the tenderers & seek clarification /information or additional or original hard copy of an of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

9.2 Opening and evaluation of Financial Proposal

i) Financial Proposal of the Tenderers found technically eligible, will be opened electronically from the web portal stted in clause 2 on the prescribe date, by the **Chairperson, Chairperson**, Nalhati Municipality, Po-Nalhati(TS),Dist-Birbhum, Pin-731243 at the office of the Chairman **Chairperson**, Nalhati Municipality, Po-Nalhati(TS),Dist-Birbhum, Pin-731243ii) The encrypted copies will be decrypted and retes will be read out of contractors remaining present at that time.

iii) After Evaluation of the Financial proposal, by the **Chairperson** Nalhati Municipality, PS+PO- Nalhati, Dist-Birbhum, Pin-731243 upload the final summary result containing inter-alia, name of contractor and the ratesquoted them against each work provided he is satisfied that the rates obtained are fair and reasonable and the is noscope of further lowering down of rate.

10. Lowest valid rate should normally be accepted, However, the Tender accepting Authority, i.e Chairperson, Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243, does not bind himself to do so and reserves the right to reject an/or all the tenders, for valid reasons and also reserve the right to distribute the work amongst more than one tenderer.

11. All materials required for the proposed works shall be of approved brand in accordance with relevant ode of practice and manufacturer accordingly and shall be procured and supplied b the agency at their own cost. Authenticated evidence for purchase of cement and steel are to be submitted along with the challan and test certificate. If required b the Engineer-in-charge, further testing from any Government approved Testing Laboratory shall have to be conducted By the agency at their own cost.

12. The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Tenders, no cost of Bidding shall be reimbursable by the department **Chairperson**, Nalhati Municipaity, PS+Po- Nalhati,Dist- Birbhum, Pin-731243 reserves the right to reject an application for participating and to accept or Reject an offer without assigning any reason whatsoever and is not liable for an cost that might have incurred by any Bidder at the stage of Bidding.

13. No Conditional Tender/incomplete tender will be accepted.

14. The Tender Documents shall consist of the following documents

i) Municipality Tender Form 2911(ii)

ii) NIQ

iii) BOQ

15. if an discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one of the following sequence.

a) Municipality Tender Form 2911 (ii)

b) NIT

c) Technical bid

d) Financial bid

16 The Successful tenderer shall have to submit the copies of the tender documents within 7 (seven) days of the receipt of the notice of acceptance of tender of execution of Formal Agreement. Failure to complete within the specified time, the contractor shall render his contract liable to termination with forfeiture of earnest money.

17. Earnest Money deposited by the successful tenderers will be refunded on application to the chairman, Nalhati Municipality, At+Po- Nalhati, Dist- Birbhum, Pin-731243.

Copy forwarded for information and wide publicity in his notice board to-

Memo No: - 146 /Nal/Muni/25 Dated: - 17-04-2025

Copy forwarded for information and wide publication to the:-

- 1) The District Magistrate, Birbhum.
- 2) The Executive Engineer, M.E.D. Birbhum Division Suri.
- 3) Executive Officer, Nalhati Municipality.
- 4) Finance Officer, Nalhati Municipality.
- 5) Sub-Assistant Engineer, Nalhati Municipality.
- 6) Concerned Ward Councillors are requested to kindly consult the SAE/ N.M. and Agency.
- 7) President of P.W.D. Standing Committee, Nalhati Municipality.
- 8) Accountant, Nalhati Municipality.
- 9) A.F.C. Nalhati Municipality.
- 10) I.T. for Web uploading.
- 11) Office Notice Board.
- 12) Daily News Paper.