



NOTICE INVITING e-QUOTATION
THE KOLKATA MUNICIPAL CORPORATION
Project Management Unit
Kolkata Environmenta Improvement Investment Program (KEIIP)
206, A. J. C. Bose Road, Kolkata – 700 017

Notice Inviting e-Quotation No.
N.I.Q. NO. KMC/KEIIP/768/2014-15 Dated : 13/02/2015

Tender Reference No :

N.I.Q. NO. KMC/KEIIP/768/2014-15 Dated: 13/02/2015

The Project Director, KEIIP, Kolkata Municipal Corporation, invites e-quotation for supply of copiers & fax machines. Detailed in the table below. (Submission of Bid through **online**)

Detail of Scheme(s)/ Work(s) :

Supply and installation of 6 (six) Digital Photocopiers to KEIIP-KMC (RICOH or CANON or SHARP make) on Buy-Back terms.

Name of work	Estimate Amount (Rs.)	Earnest Money (Rs.)	Time of Completion	Price of Tender (Rs.)
Supply and installation of 6(Six) Digital Photocopiers to KEIIP-KMC on Buy-back terms. (RICOH or CANON or SHARP make)	N.A	Rs.23,000/-	30 Days	Rs.200.00

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <https://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Necessary cost of NIO documents and Earnest Money may be remitted through Demand Draft / Pay Order issued from any nationalized/scheduled bank in favour of the "Kolkata Municipal Corporation, A/c. KEIIP, Tr.1" payable at **Kolkata** and also to be documented through e-filling. The original Demand Draft / Pay Order against cost of NIO documents, Earnest Money Deposit (EMD) should be submitted physically to the Office of The Project Director, KEIIP, K.M.C., 206, A.J.C.Bose Road, Kolkata – 700017.
- 2) Bids are to be submitted concurrently duly digitally signed in the website <https://etender.wb.nic.in>
- 3) Offer documents may be downloaded from website and submission of Bids will be done as per Time Schedule stated below.
- 4) The **FINANCIAL OFFER** of the prospective Offerer will be considered only if the Offerer is found qualified by the "Procurement Committee". The decision of the said Committee will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) **Eligibility criteria for participation in the tender.**
 - i. The prospective bidder having credential during the last 3 (three) years from the date of issue of this Notice of having executed similar nature of supply under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies constituted under the Statute of the Central / State Government.
[Non-statutory documents/My Space]
 - ii. Income Tax Acknowledgement Receipt for the latest Assessment year, Professional Tax Deposit Challan for the last financial year, PAN Card, VAT Registration Certificate are to be accompanied with the Bid Documents.
[Non-statutorydocuments/My Space]
 - iii. The prospective offerers 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 Bid shall be treated as non-responsive.
[Non-statutorydocuments/My Space]
 - iv. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted along with the application. The company shall furnish the Article of Association and Memorandum.



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[Non-statutory documents/My Space]

- v. A prospective bidder shall be allowed to participate in a particular job either in the capacity of manufacturer/distributor/dealer. Necessary certificate in regard to their identity shall have to be furnished.
- 6) **Earnest money : Rs.23,000/-** is to be deposited at the time of submission of offer which would be converted to Security Deposit in case of successful bidder. **Earnest money would be returned** to the unsuccessful bidders after issue of Work Order in favour of L1 Bidder.
- 7) **Security Deposit** :@ 10% of the accepted value of the offer will have to be deposited by the successful offerer. However, the EMD money will be converted to SD money and the rest amount after adjustment of EMD will have to be deposited by Bank Draft on any Nationalized/scheduled bank in the name of "**Kolkata Municipal Corporation, A/c. KEIIP, Tr.1**" payable at **Kolkata**.
- 8) There shall be no provision of Arbitration.
- 9) Bid shall remain valid for a period not less than 90 (Ninety) days from the last date of submission of Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

10) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. & other Documents (online)	13.02.2015
2	Documents download/sell start date (Online)	13.02.2015 4:00 P.M.
3	Documents download/sell end date (Online)	25.02.2015 2:00 P.M.
4	Bid submission start date (On line)	13.02.2015 5:00 P.M.
5	Date of submission of original DD for the cost of N.I.Q. Documents and Earnest Money Deposit (Offline) to the office of Project Director-KEIIP, The Kolkata Municipal Corporation, 206, A. J. C. Bose Road, Kolkata – 700017,	26.02.2015 from (11:00 A.M-2.00 P.M)
6	Bid Submission closing (On line)	25.02.2015 2:00 P.M.
7	Bid opening date for Proposals (Online)	27.02.2015 1.00 P.M.
8	Date of uploading list for Qualified Bidder(online)	Will be declared later
9	Date for opening of Financial Proposal (Online)	Will be declared later

- 11) The Prospective Bidder shall have to confirm the appropriate service level for a period of 01 (*one*) year from the date of successful installation of the Copiers & Faxes to the entire satisfaction of the Authority. If any defect / damage is found during the period as mentioned above, the supplier shall make the same good at its/their own cost to the specification. On failure to do so, penal action against the Supplier will be imposed by the Department by forfeiture of Security Deposit. The Agency may quote its rate considering the above aspect.

Refund of Security Deposit : will only be made after successful maintaining of appropriate service level of the copiers as mentioned above for 1 (*one*) year from the date of installation.

- 12) **OLD COPIERS** : The interested Bidder, at its/their own responsibility, risk & cost is/are to inspect and examine the old copiers (6 copiers) at this office and obtain all information that may be necessary for preparing the Bid as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction.
- 13) The intending offerer should 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 KEIIP/KMC authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any quotationer at the stage of Bidding.



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- 14) Prospective offerers are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' before submission of the bids.
 - 15) **Conditional/Incomplete offer will not be accepted under any circumstances.**
 - 16) **The intending offerers are required to quote the rate *online*.**
 - 17) During scrutiny, if it comes to the notice of the Authority that the credential or any other paper found incorrect / manufactured / fabricated, that offerer would not be allowed to participate in the NIQ and that application will be rejected without any prejudice.
 - 18) The Project Director, KEIIP, Kolkata Municipal Corporation, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
 - 19) Before issuance of the WORK ORDER, the KEIIP Authority may verify the credential and other documents of the lowest offerer, if found necessary. After verification if it is found that the documents submitted by the by lowest offerer is either manufactured or false in that case work order will not be issued in favour of the said offerer under any circumstances.
 - 21) **Qualification criteria:**
The KEIIP Authority through a "Procurement Committee" will determine the eligibility of each offerer. The offerers shall have to meet all the minimum criteria regarding:
 - 1) Experience / Credential.
 - 2) Other Non Statutory Documents.
 - 22) The eligibility of the offerer will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in 1&2 above.
 - 23) No price preference and other concession will be allowed.
 - 24) If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

Project Director, KEIIP



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INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the offers have been given for assisting the participants in the e-NIQ.

- i. Registration of Supplier/Vendor:

Any offerer willing to take part in the process of e-NIQ will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in>, the participant is to click on the link for e-Tendering site as given on the web portal.
- ii. Digital Signature certificate (DSC):
Each participating agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of offer from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Website stated in Clause A.1. above. DSC is given as a USB e-Token. After the receipt of the digital signature, if the agency feels for any assistance they can contact IT Department of KMC for assistance.
- iii. The supplier/vendor can search & download N.I.Q. Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1 using the Digital Signature Certificate. This is the only mode of collection of NIQ Documents.
- iv. Submission of offer:
Offers are to be submitted through online to the website in two folders at a time for the work, i.e. one for B.O.Q. & the other for N.I.Q. before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

N.I.Q. Proposal:

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

(a). Statutory Cover Containing the following documents:

1) Prequalification Document

- i) Prequalification Application
- ii) Demand Draft towards cost of N.I.Q. documents i.e. Rs.200/- in favour of "**Kolkata Municipal Corporation, A/c.KEIIP, Tr.1**".
- iii) Demand Draft towards EMD (Earnest Money Deposit) i.e. Rs.23,000/- in favour of "**Kolkata Municipal Corporation, KEIIP, Tr.1**".

2) N.I.Q. documents (download properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. form only. **In case quoting any rate other than BOQ Form, the offer is liable to be summarily rejected.**

3) Quotation & Declaration (to be uploaded in the BOQ cover & Declaration cover) (download properly and upload the same Digitally Signed).



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(b). Non-statutory Cover/My Space Containing the following documents:

- i. Professional Tax (PT) deposit challan for the last financial year, PAN Card, IT Acknowledgement Receipt of current year, VAT Registration Certificate.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Or any other documents the bidder feel to submit as credential.

N.B.: Failure of submission of any of the above mentioned documents will render the offerer liable to be rejected for both statutory & non statutory cover

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab " Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	<ul style="list-style-type: none">• VAT Registration Certificate & or Acknowledgement.• PAN.• P Tax (Challan) (of current year).• Latest IT Acknowledgement Receipt.
B.	Company Detail(s)	Company Detail	<ul style="list-style-type: none">• Proprietorship Firm (<i>Trade License</i>)• Partnership Firm (<i>Partnership Deed, Trade License, Power of Attorney</i>)• Ltd. Company (<i>Incorporation Certificate, Trade License, Power of Attorney</i>)• Valid Trade Licence
C.	Credential	Credential – 1	<ul style="list-style-type: none">• Referred in NIQ Serial No.5 (Eligibility criteria for participation in the tender)
E.	DECLARATION	Affidavit	<ul style="list-style-type: none">• Referred in NIT Serial No. 5 (Eligibility criteria for participation in the tender)

1. Procurement Committee (PC):

1. A Committee, constituted for procurement of Copiers & fax machines, as per Order of the Project Director, KEIIP, Kolkata Municipal Corporation will function as Procurement Committee for selection of technically qualified contractors & further actions in this regard.
2. Opening & evaluation of tender: Mention in Table in SI.No.10 above.



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3. **Opening of NITQ Proposal:**
The proposal will be opened by the authorized member of the Procurement Committee, KEIIP, KMC, electronically from the website using their Digital Signature Certificate (DSC).
 4. Intending offerers may remain present if they so desire.
 5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
 6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Procurement Committee.
 7. Summary list of technically qualified tenderers will be uploaded online.
 8. Pursuant to scrutiny & decision of the Committee, the summary list of eligible tenderers & the work for which their proposal will be considered, will be uploaded in the web portals.
 9. During evaluation, the committee may summon of the participant/(s) & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

2. Financial Proposal.

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The vendor/supplier is to quote the specific rate of each copier clearly online through computer in the space marked for quoting rate in the BOQ. The Buy-Back rate of each old copier also will have to be quoted in the space provided.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Vendor/Supplier.

3. Penalty for suppression / distortion of facts:

If any vendor/supplier fails to produce the original hard copies of the documents like Credential Certificates and any other documents on demand of the Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

a. **Rejection of Bid:**

Employer (Project Authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

b. **Award of Contract:**

The Offerer whose offer has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement, as per KMC standard form will incorporate all agreements between the Project Authority and the successful bidder. All the NITQ documents including N.I.Q. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful agency shall have to submit requisite copies of documents downloading from the website, along with balance cost of S.D. Money, through Demand Draft in favour of the "**Kolkata Municipal Corporation, KEIIP, Tr.1**" within time limit to be set in the letter of acceptance.

Project Director-KEIIP
Kolkata Municipal Corporation.

PRE-QUALIFICATION APPLICATION

To
The Project Director,
Kolkata Environmental Improvement Investment Program,
The Kolkata Municipal Corporation,
206, A. J. C. Bose Road,
Kolkata-700017.

Ref : Offer for _____

(Name of work) _____

e-N.I.Q. No.: (Sl. No.) of the Project
Director, KEIIP , **Kolkata Municipal Corporation.**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.Q. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of

..... in the capacity

..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority can amend the scope of the bid.
- 2) Tender Inviting & Accepting Authority reserves the right to reject any or all applications without assigning any reason.

Enclosure(s): e-Filling:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.
- 3) Schedule A & B.

Date:

.....
Signature of applicant including
title and capacity in which
application is made.

Schedule:

A) Organization Information:

Sl. No.	Description	
1.	Name of the Quotationer	
	Address	
	Telephone No.	
	Mobile No.	
	Fax No.	
	E-mail I.D	
	Year of establishment (copy of memorandum of articles & association shall be enclosed)	
2.	Description of the Quotationer (For e.g. General / Civil Engineering contractor, Consortia, Govt. Undertaking etc.)	
3.	Registration with KMC or any other Government organization in India, if any (Supporting documents shall be enclosed).	
4.	Details of Bankers	
	a) Name & Address of the Bank	
	b) Bank Account No.	
	c) Nature of Bank Account	
5.	Number of years of experience of the Supplier/Vendor within the country	
6.	Name and address of the Proprietor / Directors	
7.	Organization chart showing the structure of the company including name and position of key personal & Directors	
8.	Profile of the company	

Date

Signature of applicant
including title and capacity in which application is made.

Schedule:

B) Experience Profile:

Name of the Firm:

List of few supply orders preferably in similar nature, executed during the last 3 (*three*) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note:

- 1) Execution Certificate from the Employers to be attached.
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

.....
Signature of applicant including title
and capacity in which application is made.