



# Office of the Kalyani Municipality

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**City Centre Complex : Kalyani : Nadia : West Bengal : PIN-741235**

Memo No: 1199 / K.M.

Dated: 15 / 02 / 2023

## e-QUOTATION NOTICE

### Notice Inviting e-Quotation No.: WBMAD/ULB/KM/e-NIQ-10/ASS/2022-23

**Chairman of Kalyani Municipality** invites an online "e-quotation" for and on behalf of Kalyani Municipality for the work as under mentioned from the registered, bone fide reliable and resourceful Agencies/ Consultancy Firms having experience in Assessment Survey Work etc. in any Government/ Semi Government/ Undertaking/ Autonomous bodies/ Local Bodies. All of them should also have experience in House to House Survey, land Survey, Data Entry Data Analysis.

Sl No.	Name of Works	No of holding (The rate to be quoted per holding)	Earnest Money (Rs)	Bank guarantee / DD as Security (Rs)	Cost of Technical & Financial Bid Documents and other Annexure (Rs)	Time of Completion
1.	Survey of Land and Building in connection with determination of property Tax Under Kalyani Municipality.	23,365+ (twenty Three thousand three hundred sixty five & Plus)	30,000/- (Rupees Thirty Thousand)	1,00,000.00 (Rupees One Lakh Only)	NIL	90 Days

- Intending bidders may download the tender documents from the website [www.kalyanimunicipality.org](http://www.kalyanimunicipality.org) directly with the help of Digital Signature Certificate.
- Submission of Quotation:** Pre-qualification/ Technical Bid and Financial Bid (quoted amount) both will have to be submitted online concurrently duly digitally signed in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) as per time schedule stated herein under. Time will be reckoned as per Server clock.  
Quotation will be opened as per scheduled and the decision of the Tender inviting authority will be final and absolute in this respect. The list qualified bidders will be displayed in the website.
- Time Schedule for Downloading, Uploading and Opening of e-Quotation Documents:-**

Sl.No.	Particulars	Date&Time
01	Date of uploading of N.I.Q. & other Documents(online) (Publishing Date)	15-02-2023
02	Documents download/sell start date(Online)	16/02/2023 At 18.00 Hrs
03	Documents download/sell end date(Online)	06/03/2023 At 18.00 Hrs
04	Pre-bid meeting to be held at Office of the Chairman, Kalyani Municipality	19/02/2023 At 12.00 Hrs
05	Bid submission start date(Online)	19/02/2023 At 18.00 Hrs
06	Bid Submission closing(Online)	06/03/2023 At 18.00 Hrs
07	Bid opening date for Technical Proposals(Online)	09/03/2023 At 10.00 Hrs
08	Date of uploading list for Technically Qualified Bidder(online)	To be Notified Later
09	Date for opening of Financial Proposal(Online)	To be Notified Later

#### 4. Eligibility criteria for the bidders:-

##### a) Technical Criteria:

- Survey work must be supervised by a civil engineer Minimum require 8 (eight ) Nos
- Capable of conducting survey work only by the technically qualified personnel having qualification not below the certificate of Diploma in civil / Diploma in survey/ Draftsman Minimum require 84 (eighty four ) Nos
- Having sound knowledge in computer application (Auto Cad, MS Office, etc.)
- Having sound knowledge in valuation work of immovable properties (land and building)



**b) Financial Criteria:**

Scanned Copy of PAN card, P. Tax, Valid Income Tax return (for last 3years), GST Certificate, Credential certificates of similar nature of works, Work Order, payment certificate and other supporting documents, Registration certificate and/or valid trade license of the company must be submitted duly digitally signed at designed location in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**c) Scanned copy of one affidavit before Notary will have to be submitted mentioning the correctness of the document and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/ Intuition through on line at desired location and proforma of affidavit before notary in mentioned in the instruction to Bidder.**


5. EMD ₹ 30,000.00 of the estimated amount put to tender to be deposited through online.
6. Security Deposit(Draft/ Bank guarantee- Rs1,00,000.00 (Rupees One Lakh Only)
7. Refund of EMD: - The Earnest Money of all the unsuccessful Tenderers deposited through the online will be refunded by the same methods (through the online)
8. Partnership firm should submit necessary deed at described location through online.
9. List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:
  - i. Income Tax e-return (for last 3years)
  - ii. Pan Card
  - iii. Professional Tax Enrolment certificate with current year Challan.
  - iv. Valid Trade License.
  - v. Credentials certificate of similar nature of works
  - vi. Work Order in support of Credentials certificates.
  - vii. Payment certificate of the said work.
10. **Language of Tender:-**The tender shall be submitted in the prescribe form in English. All literature and correspondence in connection with the tenders shall be in English.
11. **Others:-** The tender notice along with other documents like Tender form no.1 Kalyani Municipality, Technical Specification, Special Terms and conditions, BOQ Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the tender.
12. **Declaration:-** Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for conformation of his awareness of the contract. For any quarries related to work, the intending agency may contact the office of the undersigned.
13. **Scope of Work:**
  - i. Conducting of House to House Survey ( initial data to be collected from the Kalyani Municipal office)
  - ii. Drawing of Plot plan or site plan (detailed measurement of land and building of each floor).
  - iii. Preparation of field book as directed by W.B. Valuation board.
  - iv. Preparation of Inspection book land and building as directed by W.B. Valuation board..
  - v. Finalize register of holding from field book and inspection book.
  - vi. Computerized data entry of house to house survey final report.
14. **Selection/ Acceptance of the successful Bid/offer:-**
  - a) Two stage evaluation system to be followed for evaluation of the bid.  
Stage 1- Qualification proposal, bidder's experience, proposed concept design and implementation proposal.  
Stage 2- The bidder submitted document shall be verified with respect to eligible criteria. The bidder who meets all this submission requirements and eligibility criteria shall be allowed for stage- 2 i.e. Financial Part.  
In Stage-2, the lowest quoted bidder (L1) will be successful bidder.  
Terms and conditions:-
15. Participating firms must have ST and PT clearance certificate and IT and PAN etc valid at least up to the date of submitting their bid. Application for such clearance addressed to the competent authority, subject to production of the authenticated receipt, may also be considered.
16. Before submitting any bid offer, the intending participants should make themselves acquainted thoroughly with the local conditions prevailing by actual inspection of the site and take into consideration all aspect including actual size and availability of land, communication facilities; climate conditions etc. as no claim whatsoever will be entertained on these accounts, afterwards.
17. The selected bidder will have to enter into an agreement of contract with Kalyani Municipality within **15 days (fifteen days)** of issuance of the LOI or Work Order.
18. The detailed report would have to be submitted by the Agency/Consultancy firm within **90 days (One twenty days)** from the date of issue of LOI.
19. The final report must confirm the prevailing rules of the W.B. Valuation Board.



**20. Fees Payable:**

The Consultant would have to quote rate on per holding :-

- i. No work mobilization amount will be entertained.
  - ii. No R.A. bill will be entertained.
  - iii. The payment will be made after getting clearance from Municipal Engineers and W.B. Valuation board.
  - iv. The security money and EMD will be released after the final payment.
21. Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer maybe informal.
22. Intending participants may attend the pre bid meeting as per schedule in the office of the Chairman, BOA, Kalyani Municipality.
23. No conditional bid/offer shall be accepted.
24. The bid will be valid for **90days (One Hundred Twenty days)** from the opening of the financial bid.
25. The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
26. For detail information please visit [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

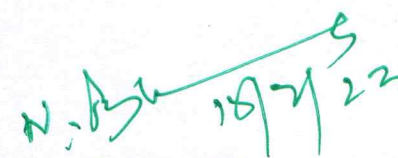
  
Chairman / Executive Officer  
Kalyani Municipality

Dated: 15 / 02 / 2023

Memo No: 1199(10) / K.M.

Copy forwarded for information & necessary action to:-

1. West Bengal Valuation Board, Paura Prasashan Bhavan" (2nd floor), DD-1, Sector-1, Salt Lake, Kolkata - 700064
2. The DM, Nadia District, Krishnagar, Collectorate, Krishnagar, Nadia.
3. The SDO Kalyani Sub-Division, Kalyani, Nadia.
4. The Chairman, Gayeshpur Municipality, Kataganj, Nadia
5. The Chairman, Kanchrapara, Municipality, Kanchrapara, 24 Pgs (N)
6. The Chairman, Halisahar Municipality, Halishaha, 24 Pgs (N)
7. The Executive Engineer P.H.E., Nadia Division, D.C. Building, Kalyani, Nadia.
8. The Executive Engineer, Nadia High way Div. -II, P.W.D., City Centre Complex, Kalyani, Nadia
9. The Estate Manager, U.D. Deptt. Govt. of W.B., D.C. Building, Kalyani, Nadia.
10. Notice Board Kalyani Municipality Kalyani, Nadia.

  
Chairman / Executive Officer  
Kalyani Municipality

## **INSTRUCTION TO BIDDERS**

Instruction/Guidelines for tenders for electronics for electronic submission of tenders online have been annexed for assisting the contractors to participate in e-tendering.

**Registration of Contractor-** any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement system through logging on to [www.wbtenders.gov.in](http://www.wbtenders.gov.in) . The contractor is to click on the link for e-tendering site as given on the web portal.

1. **Digital Signature Certificate (DSC)-** Each contractor is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of tender from approved service provider of the national information's Centre (NIC) on payment of requisite amount details are available as the website stated in clause 1 of Guidelines to Bidder. DSC is given as a USB e-token.
2. **Collection of tender documents-** The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in clause 1 using Digital Signature Certificate. This is the only mode of collection of tender documents.
3. **Submission of tenders-**
  - a. **General process of submission-** Tenders are to be submitted through online to the website stated in clause 1 in two folders at a time for each work, one is Technical bid and one is Financial bid before the prescribed date and time using the Digital Signature Certificate.
  - b. **Technical Bid-** Technical Bid contains scanned copies of the following further two cover (folder).  
**A-1. Statutory Cover Containing:-**
    - i. NIT
    - ii. Declaration as per prescribed format.

**N.B.-** Bidder must download Kalyani Municipality Tender Form No-1, General Terms and condition, Special Terms and conditions, technical specification, all other addendum, corrigendum etc. whatever documents uploaded by the departments in the web under NIT and must go through carefully before quoting this rate. These documents are not necessarily be uploaded by the bidder.

### **A-2. Non-statutory/ Technical documents cover containing.**

- i. Income Tax e-return (for last 3yrs)
- ii. Audited Balance sheet (for last 3 years)
- iii. Pan Card
- iv. Professional Tax Enrolment certificate with current year Challan
- v. GST Certificate
- vi. Valid Renewed Trade License
- vii. Technical Credential
- viii. Work order for the work in technical credential
- ix. Payment certificate of the said work

**Note:** Failure of submission of any of the above mentioned documents (as stated in A-1 and A-) will render the tender liable to summarily rejected for both statutory and non-statutory cover.

### **4. 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 the Non statutory folder. Next click the tab "Click to Encrypt and upload" and then click the "Technical" folder to upload the "Technical Documents".



**a. Financial Bid:-**

- i. The financial bid should contain the following document in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked rate in the quoted BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded, scanned and digitally signed by the contractor.

**5. Opening & Evaluation of Tender:-**

**Opening of Technical Bid:**

- i. Technical bid will be open first, after opening of the Statutory Cover (folder) will bid found in order and correct Non statutory Cover (folder will be opened). If there is any deficiency in the Statutory and Non Statutory documents the tender will summarily be rejected.

Sl No	Category Name	Sub-Category Name	Details
A	Certificates	Certificates	i) Pan card ii) Professional Tax clearance certificate iii) Acknowledgement of IT returns (for last 3 years.)
B	Company Details	Company Details-1	i) Valid Trade license ii) Partnership Deed, Society Registration, Power of Attorney
C	Financial Info	Financial Info-1	
D	Credential	Credential-1	i) Survey work must be supervised by a graduate civil engineer ii) Capable of conducting survey work only by the technically qualified personnel having qualification not below the certificate of Diploma in civil / Diploma in survey/ Draftsman. iii) Having sound knowledge in computer application (AutoCad, MS Office, etc.) iv) Having sound knowledge in valuation work of immovable properties (land and building)

- ii. Decrypted (transformed in the reliable formats) documents of the non-statutory cover will be downloaded for evaluation.
- iii. List of technically qualified tenderers would be uploaded.

**During evaluation the Tender Inviting authority may summon of the tenderers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if they are not produced within the stipulated time frame, their bid will be liable for rejection.**

**Opening and evaluation of Financial Bid:**

- i. Financial bid of tenderers declared technically eligible by the tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

For detail information please visits <https://wbtenders.gov.in> & [www.kalyanimunicipality.org](http://www.kalyanimunicipality.org)

Chairman / Executive Officer  
Kalyani Municipality

*(Handwritten signature and date 19/12/23)*  
*(Handwritten initials and date 19/12/23)*