

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDING ENGINEER, WEST CIRCLE
MUNICIPAL ENGINEERING DIRECTORATE
PATAL BAZAR, 3RD FLOOR, TINKONIA
PURBA BARDHAMAN, PIN:-713101
Phone no-(0342) - 2664323. E-mail-sewcmmed@gmail.com

Memo No. :- MED/SE(W)/591 W-252/2020

Date :- 28.12.2020

Notice Inviting e-Quotation No. 01 of 2020-2021(3rd call) of The Superintending Engineer, West Circle, MED, Govt. of West Bengal

QUOTATION DOCUMENTS

NAME OF THE WORKS

Preparation of Detailed Project Report (DPR) for (a) Treatment of waste water flowing through existing outfall drains which are discharging treated waste water into each of the following river stretches as per NMCg guidelines as well as Hon'ble NGT directives considering appropriate technically feasible and economically viable methodology of treatment process to save river Mayurakshi / Ganga (Locally called Bhagirathi) and (b) laying of sewerage network for the whole town covering every household including Operation & Maintenance for the period of five (05) years after Commissioning.

Sl. No.	Name of the Municipality	Name of the River	Earnest Money (Initial)	Price of agreement papers consisting of Technical & Financial Bid documents and other annexure and W.B. as per Govt. Norms .	Period of Completion of Assignment	Name of the Concerned Division	Eligibility of Contractor
1	Suri	Mayurakshi	Rs.10,000	Only successful bidder shall pay as per usual govt. norms.	120 days	M.E.Dte. Birbhum Division	As noted in the notice It. No 3
2	Sainthia	Mayurakshi	Rs.10,000		120 days	M.E.Dte. Birbhum Division	As noted in the notice It. No 3
3	Kalna	Ganga (Bhagirathi)	Rs.10,000		120 days	M.E.Dte. , Burdwan Division	As noted in the notice It. No 3

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NOTICE INVITING QUOTATION

Quotation Notice No. : 01 of 2020-2021(3rd call) of The Superintending Engineer,
West Circle, MED, Govt. of West Bengal

The Superintending Engineer, west Circle, Municipal Engineering Directorate, Municipal Engineering Directorate on behalf of the Governor of West Bengal invites Quotation from the reputed, reliable and resourceful Companies/Firms/Agencies having experience and acumen in consultancy work as noted below and the eligibility is depicted hereunder for participating in the Quotation.

1. Name of Work: As mentioned on page 1

2. Location of Work: Within respective Municipal Area and additional 1.00 KM in the hinterland from the Municipal Boundary(all out fall and drain entering from Municipal Area into the hinterland and vice-versa should be considered as scope of work in the DPR preparation .

3. Eligibility to participate in the Bid.
 - i) Having experience and technical acumen in Preparation of DPR in similar nature of project or sewerage project in Govt. Deptt./ Board/ Semi-Govt./ Corporation/ Statutory Authority/ Undertaking etc. **comprising of estimated project cost not less than Rs. 20 Crore** and duly approved/accepted by the competent authority during last **5 (five)** years from the date of publication of Quotation
 - ii) Having an Annual Turnover of Rs. 20 lakh during any one of the last five financial years.
 - iii) Having qualified technical person specially proficiency in Waste Water Engineering /Public Health Engineering with sound knowledge and

experience in similar types of works along with other technical personnel as mentioned in the table under Para 19-A.

iv) Having GST registration, P. Tax Clearance Certificate, PAN Card, Trade License (optional) etc.

4. Documents to be uploaded in support of Credential for quotation

Completion Certificate of preparation of DPR and it's approval from the competent authority along with Work Order and BOQ for similar nature of job with value as described **(Ref: Sl. No. 3 : Eligibility to participate in the Bid).**,

NOTE:It is desirable to upload not more than 4 nos relevant credentials by the bidders

and

Audited Balance Sheets for five Financial Years duly certified by Chartered Accountant

Besides this, following documents shall have to be furnished:

- a. Particulars of ownership (other than the bidder participating in individual capacity) in form of registration under appropriate Govt. act.
- b. Copies of GST Registration Certificate, PAN Card, Professional Tax Clearance Certificate, Trade License (optional).
- c. List of Technical Personnel employed/ to be engaged as expert under the Organization in details with name, qualification, experience, designation and period of service.
- d. Annual Turnover of Rs. 20 lakh during the last five
- e. financial years.
- f. Project Experience of the firm relating to the proposed assignment (refer template given in the bid).
- f. Curriculum Vitae of the Key Professionals (refer template given in the bid).

Note:- All documents in original to be produced in due course of time as & when asked by the Quotation Inviting Authority.

5. Earnest Money

Rs. 10,000 /- (Rupees *ten* Thousand) only as an initial Earnest Money shall be paid through online mode (refer Finance Department Order no. 3975-F(Y) dated 28/07/2016).

Balance Earnest Money beyond Rs. 10,000 /- if any, to fulfill 2 % of amount offered shall be deposited by the successful Quotationer before executing Agreement, if selected.

In case of exemption of EMD, the Bidder should attach the relevant documents.

Any Bid without EMD (except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled.

The EMD for the successful Quotationer will be converted to Security Deposit (SD) and additional amount to the tune 8% of bill value will be deducted as SD from RA/Final Bill(s). SD @ 10% of bill value will be deducted if the selected Quotationer enjoys the exemption of EMD.

6. Date and Time Schedule: -

Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.Q. (online)	28.12.2020 , 05.00 P.M.
b)	Publishing Date & time	28.12.2020 , 05.30 P.M
c)	Documents download start date & time	28.12.2020 , 06.00 P.M
d)	Date & time of Pre-Bid Meeting in the office of the Superintending Engineer, West Circle, Municipal Engineering Directorate, Patal Bazar, 3rd floor, Tinkonia Bus stand, Purba Bardhaman, Pin- 713101 (The intending bidders are requested to send their quarries, if any, over mail sewcmed@gmail.com)	13.01.2021 , 02.00 P.M.
e)	Quotation Submission start date & time (Online)	29.12.2020 , 10.00 A.M.
f)	Quotation Submission closing date & time (Online)	25.01.2021 , 05.00 P.M.
g)	Quotation Opening date & time (Online)	28.01.2021 , 12.00 NOON.
h)	Date & time for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet

7. Time of completion of Assignment

120(one hundred twenty) days from the date of issuance of Work Order.

8. Site inspection & General information

Intending Quotationer(s) are required to inspect the sites of the Project with particular reference to location

and infrastructure facilities. They have to make a careful study with regard to availability of all relevant factors. They will be also acquainted and followed with the verdict of Hon'ble National Green Tribunal in connection with river Mayurakshi / Ganga (Locally called Bhagirathi), latest I & D Guidelines as well as whole town approach of Govt. of India, relevant IS specifications, CPHEEO Manuals, Guidelines of Central Pollution Control Board (CPCB) & West Bengal Pollution Control Board(WBPCB), Clauses & Sub-Clauses of the Quotation documents and also be acquainted with all details of work sites, underground utility services, existing & proposed site levels etc.

9. Selection Procedure

Selection will be made through Combined Quality Cum Cost Based System (CQCCBS) in accordance with FD Memorandum no. 8385-F(Y) dated the 22nd November, 2013. The minimum technical qualification marks is 75. The technical proposal will be given 80% weightage while the financial proposal will be allotted weightage of 20%. The bidder (H-1) who will obtain the highest total combined score after technical (quality) and financial (cost) evaluations will be selected. Detailed Bid Evaluation Criteria is given in the table at sl. no. 19.

10. Quotation documents

A full set of quotation documents will consist of two folds. These are:

- I) **Technical envelope** containing all documents as depicted at sl. no. 5-A under the head, 'Instructions to Quotationers'.
- II) **Financial envelope** containing Price Schedule (.xls sheet).

11. Validity of Quotation

A Quotation submitted shall remain valid for a period of 180 calendar days from the date of publication of Quotations. Any extension of this validity period, if required, will be subject to concurrence of the Quotationers.

12. Withdrawal of Quotation

A Quotation once submitted shall not be withdrawn within the validity period. If any Quotationer(s) withdraw(s) his/her/their Quotation(s) within the validity period, Earnest Money deposited by him/her/them will be forfeited.

13. Acceptance of Quotation

The Superintending Engineer, west Circle, M.E. Directorate will accept the Quotation on the basis of recommendation of Quotation Evaluation Committee (QEC). He/she will reserve the right to reject any or all Quotations without assigning any reason thereof as recommended by QEC.

The successful Quotationer will be issued the Letter of Acceptance (LoA) by the Quotation Accepting Authority. The Quotationer will then become the

"Consultant" and he/she shall forthwith take steps to execute Formal Agreement with the Superintending Engineer, west Circle, M.E. Directorate and fulfill all his/her obligations as specified in the Contract. The Consultant will have to pay the cost of 3 (three) sets of Agreement documents as per PWD (Accounts Branch) Notification No. 452-A/PW/0/10C-35/10 dated 26/07/2011.

- 14. Execution of Work** After formal Agreement, the Quotation Accepting Authority/Competent Authority will issue work order to the Consultant. The Consultant shall submit DPR containing detailed survey report, sample collection and laboratory test results, detailed designs, drawings, estimates etc. within stipulated time frame.
- 15. Escalation of Cost** There will be no escalation of cost and the contract amount will stand valid throughout the contract period.
- 16. Name & Address of the office for submission of DPR** Office of the Superintending Engineer, west Circle, Municipal Engineering Directorate, 3rd Floor, Patal Bazar, Tinkonia Bus Stand, Purba Bardhaman, pin- 713101
- 17. Payment Milestone**
- i) Submission of feasibility survey report - 25 %
 - ii) Submission of draft DPR and acceptance/ clearance from expert members of LWM Committee constituted by the UD&MA, Government of West Bengal - 35%
 - iii) Approval/Sanction from competent authority - 40%
- 18. Release of Security Deposit** Security deposit will be released after one year from approval/sanction of DPR. It shall be duty of the Consultant to rectify/modify any provision kept in DPR to suit site condition within security period.
- 19. Opening and Evaluation of Quotation** The technical bid will be opened by the QIA on the pre-scheduled date and time (as per time schedule vide Para 6-g). Only those bidders fulfilling the eligibility criteria cited under Para. 3 will be considered for technical scoring. Technical evaluation will be made by the Quotation Evaluation Committee (QEC) to be formed as per directive by the Secretary; MED. Financial bid will be opened on recommendation of the QEC. The decision of the QEC will be final and absolute in this respect.

A. Points for Technical Qualification:

Technical scoring for those bidders fulfilling the eligibility criteria {as per Para. 3} will be made by the QEC on the basis of the following components.

Minimum qualification marks : 50

Sl. No.	Component	Criteria	Maximum marks
1	Experience and technical acumen in similar nature of jobs during the last 5 (five) years from the date of publication of Quotation		50
a	Completed DPR(s) in similar nature of project or sewerage project costing not less than Rs. 20 Crore and duly approved/accepted by the competent authority	<ul style="list-style-type: none">• For 1 project : 20• For 2 projects : 25• For 3 and above projects :30	30
b	Completed DPR(s) in similar nature of project or sewerage project costing not less than Rs. 20 Crore within West Bengal and duly approved/accepted by the competent authority.	<ul style="list-style-type: none">• For 1 project : 5• For 2 projects : 7• For 3 and above projects :10	10
c	The relevant sewerage system(s) is/are functioning successfully after completion of the project as per DPR prepared by the bidder(relevant certificate is required to be issued from the competent authority)		5
d	1 mark per successful operation tenure over and above one year subject to maximum 5 marks. (relevant certificate is required to be issued from the competent authority)		5
2	Financial Capacity		30
a	Having an Annual Turn Over of the entity amounting Rs. 10 lakh during any one of the last five financial years .		25
b	1 mark per additional Rs. 10 lakh over and above 10 lakh subject to maximum 5 marks		5
3	Qualification and Experience of the Technical Professionals		20
a	Team Leader (Post Graduate in Waste Water Engineering or equivalent with minimum 10 years experience in similar field).	<ul style="list-style-type: none">• For 2 project : 4• For 3 and above projects :6	6
b	Environmental Specialist (Post graduate in Environmental Engineering or equivalent with	<ul style="list-style-type: none">• For 1 project : 2• For 2 projects : 3	4

	at least 5 years experience)	• For 3 and above projects :4	
c	Structural Engineer (B.E. / B. Tech. in Structural Engineering with at least 5 years experience)	• For 1 project : 2 • For 2 and above projects : 3	3
e	Electrical Engineer (B.E./B.Tech. in Electrical Engineering with at least 5 years experience)	• For 1 project : 2 • For 2 and above projects : 3	3
f	Mechanical Engineer (B.E./B.Tech. in Mechanical Engineering with at least 5 years experience)	• For 1 project : 2 • For 2 and above projects : 3	3
g	Draftsman conversant to AutoCAD (I.T.I./Diploma in Draftsmanship with at least 5 years experience)	-	1

Note :- All testimonial related to experience & qualification (to be given in recommended templates) should invariably be submitted along with the proposal. Without testimonial no marks will be provided / entertained in this regards .The man power should be reflected properly in their companies profile. It is desirable that same personnel should not be repeatedly engaged in different organisations. The qualifying marking shall be accounted for accordingly.

Financial Bid of only those bidders who will score 50 or more marks in the Technical Evaluation will be opened by the QIA on the date as per time schedule vide Para 6-(h).

A) **Points for Financial Qualification:**

The L1 bidder, the lowest price financial proposal will be given the full weighted score of 100. Financial score of other bidders will be given on weighted basis i.e. the weighted score of other financial proposals will be calculated as a fraction of the highest scoring proposal as per QCBS norms.

For example, If the least quote financial proposal is L1 and the quote of a particular bidder is Q then the financial score of that bidder with quote Q will be $F = 100 \times (L1/Q)$

B) **Combined Marks:**

The technical and financial proposals will be allotted weightage to the tune of 80% and 20% respectively.

The financial bids will also be placed before the QEC for combined technical and financial evaluation. The bidder who will secure highest point on the basis of combined weighted score will be recommended by the QEC for selection.

20. **SCOPE OF WORK: -**

Components of works: - The DPR should be prepared in such a way that the project may be implemented in the following two phases.

Phase I - Interception and diversion of existing drainage system with rehabilitation of

existing STP (if any) and/or construction of new STP(s) will be made.

- Identification of all existing drains directly/indirectly discharging untreated waste water into the river and necessary survey for proper management of the waste water
- Qualitative and quantitative assessment of waste water as per latest guidelines for each drain near outfall location.
- Adoption of appropriate, technically feasible and economically viable methodology of sewage treatment and reuse

Phase II - Sewerage network will be laid within the whole town with connection from every household(Domestic / Commercial / Industrial).

Sewer line will be connected to the I&D line before entry to the STP. A suitable control device will be installed at the junction point in order to spill out the storm water of surface drain during monsoon and thereby enroute the residual sewage to the main sewer line for treatment in STP(s).

The following parameters will be considered in preparation of DPR:

- Detailed field survey using Total Station or similar acceptable technology for contour of the town.
- Survey report on Pollution Data to be ensured from State Pollution Control Board
- Survey report on Bio-Medical Wastes as per Bio-Medical Waste Management Rule, 2016 to be ensured from the respective ULB/Appropriate Authority.
- It is suggested that Storm frequency will be considered 1 in 2years, 15 minutes duration.
- Detailed survey and investigation report from WBPCB authorized laboratory with proper sampling of each existing outfall as per norms of CPHEEO within the jurisdiction of Suri / Sainthia / Kalna Municipality and its hinterland.
- Identification and quantification of Domestic/Commercial / Industrial sewage responsible to pollute river Mayurakshi / Ganga (Locally called Bhagirathi)
- Identification and quantification of nature of Industrial Waste with their source, location and numbers of Industries responsible to pollute river Mayurakshi /Ganga (Locally called Bhagirathi).
- DPR should be prepared considering Domestic Sewage, Commercial Sewage and Industrial Sewage, if any, either by separate Treatment Plants or providing Common Treatment Plant which will be feasible and proper from Technical and Financial point of view.
- DPR should be prepared following the latest Guidelines of I & D of drains and STP of Namami Ganga, CPHEEO Guidelines, relevant BIS Codes, Guidelines of CPCB & WBPCB and latest PWD/PHED SORs. They will also abide by the verdict of Hon“ble National Green Tribunal in connection with river Mayurakshi / Ganga (Locally called Bhagirathi).
- Preparation of detailed designs, drawings and estimates based on extent of rehabilitation of existing STP (if any) and/or construction of new STP for intercepting and diverting drainage channels at present directly discharging into the river and laying sewerage network covering all households of the Suri / Sainthia / Kalna (ULB) with all allied works.
- DPR should contain the detailed survey report of existing drainage system & proposed drainage and sewerage network, Intermediate & Main Pumping Stations (as per requirement of field condition), Intake system of STP, location of Outfall and disposal of Sludge including all mechanical & electrical arrangements, where necessary.

- The proposed STP(s) should be designed considering peak hour in the rainy season and also the H.F.L. of the area following CPHEEO Guideline.
 - The DPR should cover all aspects of technical issues related with civil & electromechanical fields. It should also cover Environmental & Social Assessments and Management Plan. Upgradation of the present STP and its ancillary accessories so as to serve for design period of proposed sewerage system should be clearly spelt out in details with **provision of land**. List of electro-mechanical machineries with vendor list along with cost for all ancillaries should be furnished in details. Operation and Maintenance cost as per CPHEEO manual should be included. Other civil and electrical costs for boundary wall, restoration of roads damaged during execution (if required), utilities like yard lighting, drinking water facilities and security arrangement etc. should be taken care of.
 - Technical Specifications in details should be furnished.
 - Detailed designs, drawings and estimates of all sewer lines and STP(s) should be furnished.
 - Financial viability for sustainability of the whole project should be furnished. Utilization of Bio-gas and other renewable energies from sludge or other byproduct, if possible, should be examined vividly.
 - Quantitative and qualitative assessments of waste water in strategic places and after treatment, assessment should be done.
 - Proper assessment of peak volumetric flow with an analysis of domestic and non-domestic, i.e. industrial, commercial and institutional waste water should be examined.
 - The Consultant should be responsible to clarify and/or meet up the quarries from any Authority during approval process as well as rendering all sorts of Technical advice during implementation of project at site.
- DPR should be prepared with the provision of Commissioning, Trial Run and There after **Operation & Maintenance for the period of next five (05) years.**
- Any issue regarding environmental impact should be addressed properly.
 - A draft copy of DPR, both hard as well as soft copy should be submitted initially to the Superintending Engineer, West Circle , M.E.Dte. After necessary additions & alterations, if required, as per direction of the authority, the Consultant should submit the final DPR in five (05) hard copies and one (01) soft copy before the authority.
 - After obtaining AA & FS of DPR from the appropriate authority, the Consultant will submit detailed working drawings as per direction of the authority.
 - The land required for construction of proposed STP will be arranged by the ULB /competent Authority and the feasibility of the land will be checked by the Consultant. The land should be Government land or under the possession of Govt. In case of non-Govt. land, proper NOC along with land details showing in a site plan certified by the competent authority is required and that should be endorsed by the Mayor/Chairman/Chairperson/Administrator of the concerned ULB/competent authority. In case of municipal land, site plan and allied papers should have to be authenticated by the Mayor/Chairman/Chairperson/Administrator of the ULB.
 - The proposal should be finalized with due consent of the Mayor/Chairman/Chairperson/Administrator of the ULB.

- A synopsis of the proposal should have to be approved in BOC of the ULB and a photocopy of the relevant extract of the resolution should be attached in the DPR.

- Submission of DPR in compliance of NMCG guidelines/ Hon'ble NGT directives for approval from the competent authority.
- Satisfactory compliance of queries raised by different concerned authority from time to time till approval of the DPR.

The present assignment shall not be limited to the above mentioned work only. It may increase as per direction of the concerned authority till approval from the competent authority. No extra payment shall be admissible to the consultant for such added activities which is/are very much relevant to the said work.

Following clauses will be adhered to by the concerned Quotationer during the process of Quotation.

21. Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.
22. Quotation Accepting Authority is the Superintending Engineer, West Circle, M.E.Dte.
23. Statutory deductions will be made from the bills as per norms.
24. No conditional/incomplete quotation shall be entertained.
25. Quotation documents will have to be downloaded from website <http://wbtenders.gov.in>. Technical & Financial Proposals both will be submitted duly signed digitally.
26. The Quotationer(s) will visit and examine the sites and obtain all information which may be necessary for preparing the quotation at his/her own expense.
27. The Superintending Engineer, West Circle, M.E. Directorate. reserves the right to reject any application and to accept or reject any or all the offered quotations according to the recommendation of QEC.
28. Prospective applicants are advised to note & study properly all requirements before submitting Quotation.
29. During scrutiny, if it comes to the notice to the quotation inviting authority that the credential or any other paper is incorrect/manufactured/fabricated, that quotationer will not be allowed to participate in the quotation and that application will be summarily rejected without any prejudice and earnest money of the bidder will be forfeited.
30. Before issuance of the Acceptance Letter, the quotation accepting authority may verify the credential(s) & other documents with the originals of the selected quotationer, if necessary. After verification, if it is found that such documents submitted by the selected quotationer is either false or fabricated; LoA will not be issued in favour of the selected quotationer under any circumstance and action will be taken as per clause-29 and also the quotationer will be barred to participate in Tender of this office for next two years.
31. A Formal Agreement should be executed between the Quotation Accepting Authority and the Successful Bidder after issuance of Letter of Acceptance strictly following the time period stipulated therein.

**Superintending Engineer,
West Circle,
M.E. Dte.**

No.:

Date:

Copy forwarded for information and wide circulation to:

- 1. P.S. to the Principal Secretary, UD & MA Department, Nagarayan, 5th Floor, Salt Lake City, Kolkata-700091**
- 2. The District Magistrate, Birbhum District, Prashashan Bhaban ,Suri**
- 3. The District Magistrate, Purba bardhaman District , Purba Bardhaman.**
- 4. The Chairman/Chairperson/Administrator, Suri / Sainthia / Kalna Municipality, with a request to extend his/her kind co-operation to the intending bidders during their visit at the sites.**
- 5. The Sub-Divisional Officer, Sadar Sub-Division , Suri , Birbhum.**
- 6. The Sub-Divisional Officer, Kalna Sub-Division , Kalna, Purba Bardhaman.**
- 7. The Secretary, M.E. Directorate. , 1st.Floor , Bikash Bhaban , Saltlake , Kolkata.**
- 8. The Chief Engineer, M.E. Directorate. , 1st.Floor , Bikash Bhaban , Saltlake , Kolkata.**
- 9. The Additional Chief Engineer, South/North, M.E. Directorate.**
- 10.The Executive Engineer, Birbhum / Burdwan Division, M.E. Directorate. With a request to send the respective copy of DM/SDO office as deem fit.**

**Superintending Engineer,
West Circle
M.E. Directorate.**

SECTION – A

INSTRUCTION TO QUOTATIONERS

1. General guidance for e-Quotation

Instructions/Guidelines for Quotationer for electronic submission of the Quotations are annexed for assisting them to participate in e-Quotation.

2. Registration of Quotationer

Any Quotationer willing to take part in the process of e-Quotation will have to be enrolled and registered with the Government e-procurement system, through logging on to <http://wbtenders.gov.in>. The Quotationer is to click on the link for e-Quotation site as given on the web portal.

3. Digital Signature Certificate (DSC)

Each Quotationer is required to obtain a Digital Signature Certificate (DSC) for submission of Quotation from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of **Instruction to Quotationer**. DSC is given as a USB e-Token.

4. Mode of Collection of Quotation Documents

The quotationer can search and download Quotation Documents electronically from computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

5. Submission of Quotations

Quotations are to be submitted through online to the website in two folds, one as Technical Proposal and the other as Financial Proposal, following the prescribed time schedule using the Digital Signature Certificate (DSC). The documents will have to be uploaded with Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following documents.

- i. Application.
- ii. Affidavit (Declaration of the quotationer)
- iii. NIQ with all addenda and corrigenda, if any, along with all documents under Sl. 4 (**Download, duly fill the relevant fields and upload the same digitally signed. In case of quoting any rate in Printed Quotation Form other than BOQ, the Quotation will be summarily rejected**).
- iv. Professional Tax (PT) Registration Certificate (challan for deposit of fee for the current financial year in case of non-receipt of certificate), PAN Card, IT Return for the Current Assessment year, GST Registration Certificate, Trade License (optional).
- v. Registration Certificate of the entity under appropriate Govt. Act.
- vi. Power of Attorney (For Partnership Firm/Private Limited Company, if any).
- vii. Technical Credential in the form of Completion Certificate backed by Work Order and Payment Certificate issued by the competent authority and duly accepted by the client.
- viii. Audited Balance Sheet for last five Financial Years.
- ix. Organizational structure
- x. Any other documents deemed relevant to the quotationer.

B. Financial proposal: Quoted rate will be encrypted in the BOQ.

APPLICATION

To
Superintending Engineer,
West Circle
M.E. Dte.

Ref: - Quotation for _____
_____ (Name of work)

N.I.Q. No.:

Dear Sir/Madam,

Having examined the Statutory, Non-statutory and NIQ 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 of _____ duly authorised to submit the proposals.

The necessary evidence admissible by law in respect of the authority assigned to me/us on behalf of the Partnership Firm/Private Limited Company for Application and for execution of the contract documents is attached herewith.

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

We understand that:

- (a) The Quotation Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.
- (b) Quotation Inviting and Accepting Authority reserves the right to reject any application on recommendation of Tender Evaluation Committee.

Enclose: - e-Filling: -

- 1. Statutory Documents
- 2. Non-Statutory Documents

Date: -

Signature of applicant including title

and capacity in which application is made.

AFFIDAVIT "Y"

Declaration of the Quotationer

I,, son/daughter of
.....

....., aged about years by
occupation do hereby solemnly affirm and confirm as follow:

1. That, I am the of have
duly authorised by and competent to affirm this
affidavit on behalf of the said Quotationer.

2. That, I have inspected the sites of work covered under NIQ (NIQ No.)
circulated through memo no. ----- dated ----- and
have made myself fully acquainted with the site conditions, existing
level/proposed level and local conditions in and around the sites of work. I have
also carefully and meticulously gone through the Quotation documents. Quotation
of the above named Quotationer is offered and submitted upon with due
consideration of all factors and if the same is accepted, I, on and for behalf of the
aforesaid Quotationer, being lawfully and duly authorised, promise to abide by all
the covenants, conditions and stipulations of the contractual documents and to
carry out, complete the work to the satisfaction of the Authority and abide by all
instructions as may given time to time. I do also hereby undertake to abide by
the provisions of Law including the provisions of Contract Labour (Regulation &
Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, GST Act, Income
Tax Act as would be applicable to the Consultant upon entering into formal
agreement with the Quotation Accepting Authority.

3. That I declare that no relevant information as required to be furnished by the
Quotationer has been suppressed in the Quotation documents.

4. That the statement made above by me is true to the best of my knowledge.

Deponent
Solemnly affirmed by the said
.....

before me.
.....
(1stclass Judicial Magistrate / Notary Public)

STRUCTURE OF ORGANISATION

A.1 Name of applicant:

A.2 Office Address:

Telephone No. and Cell Phone No.:

Fax No.:

E mail id:

A.3 Attach an organisation chart showing the structure of the company with names of Key personnel and technical staff with Bio-data as mentioned under para 4c read with sl. no. 3 of the table under para 19A.

Note: Application covers Proprietary Firm, Partnership/Limited Company, Corporation.

Signature of applicant including title

and capacity in which application is made.

Template for Project Experience of the firm relating to the proposed assignment

Name of the work:		Approx value of the Contract (INR) :
Country :		Duration of Assignments (months):
Location within country :		Professional staff provided by your firm:
Name of Client :		
Start date :	Completion date:	No of professional person months provided by the JV partners or the sub-consultants, if any:
Name of JV Partner or Sub-consultants, if any.:		Name of senior regular fulltime employees of your firm involved and functions performed:
Associates :		
Brief Narrative description of Project :		
Brief Description of actual services provided in the assignment:		

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

TEMPLATE FOR SUBMISSION OF CURRICULUM VITAE OF THE KEY PROFESSIONALS

1. PROPOSED POSITION					
2. NAME OF FIRM					
3. NAME OF EXPERT					
4. DATE OF BIRTH		5. CITIZENSHIP:			
6. EDUCATION					
7. MEMBERSHIP OF PROF. ASSOCIATIONS					
8. OTHER TRAINING					
9. COUNTRIES OF WORK EXPERIENCE					
10. LANGUAGES & DEGREE OF PROFICIENCY		Language	Speak	Read	W
11. EMPLOYMENT RECORD :					
From	To	Employer	Positi		
12. DETAILED TASKS		13. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED:			
		Project Name:			
		Year:			
		Location:			
		Client:			
		Project Description:			
		Position Held:			
		Activities Performed:			
CERTIFICATION					
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me/the professional described above, my/his/her qualifications, and my/his/her experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged					
Place					
Name of Expert		Signature		Date	
Name of authorized Representative of the Consultant (the same who signs the Proposal)		Signature		Date	