

OFFICE OF THE BOARD OF COUNCILORS'
MAL MUNICIPALITY
 POST- MAL, DISTRICT- JALPAIGURI, PH. NO: 03562 – 255731/255284, e-mail – malmunicipality@gmail.com, Website: <http://www.malmunicipality.org>

MEMO No. MM/C/196/2025-2026

DATE: May 10, 2025.

SHORT NOTICE INVITING e-QUOTATION

Notice Inviting e-Quotation On behalf of The Chairman, Mal Municipality invites e-tender for the work detailed in the table below. (Submission of Bid through online)

TABLE-I

E-QUOTATION REF NO:		MM/C/SWM/15FC/196/2025-26					
SL. NO.	NAME OF THE WORK	ESTIMATED AMOUNT PUT TO QUOTATION (RS.) (2)	EARNEST MONEY (RS.) (3)	PRICE OF TECHNICAL & FINANCIAL BID DOCUMENTS AND OTHER ANNEXURES (RS.) (4)	PERIOD OF DELIVERY (5)	NAME OF THE TENDER INVITING AUTHORITY (6)	ELIGIBILITY OF CONTRACTOR (7)
1	Supplying of TRACTOR TOWED 2 WHEELER HYDRAULICALLY OPERATED TROLLEY (3 TONNE CAPACITY), for SWM purpose of Mal Municipality, under 15 th Finance.	Total amount to be quoted by the Bidder (The Quoted Rate should be inclusive all Taxes).	Rs. 10,000/- (Rupees Ten Thousand Only) (To be submitted online at the time of uploading the quotation bidder)	Rs. 800=00 / set (To be submitted only by RTGS/NEFT and said bank challan uploading at OID Folder & also during execution of Formal Agreement by the lowest bidder)	30 (Thirty) days from the date of work order / order slip.	Chairman, Mal Municipality	Govt. bonafied, resourceful contractor or outsiders or reputed firm having considerable knowledge and experience of Similar Nature of work and also should possess valid PAN card, GST Registration Certificate, Valid Trade License along with the quotation.
2	Supplying of TRY-CYCLE VAN COMPRISING WITH 8 NUMBERS 40 LITRE CAPACITIES PLASTIC GARBAGE BIN (MANUALLY OPERATED GARBAGE VAN), for SWM purpose of Mal Municipality, under 15 th Finance.	Total amount to be quoted by the Bidder (The Quoted Rate should be inclusive all Taxes).	Rs. 10,000/- (Rupees Ten Thousand Only) (To be submitted online at the time of uploading the quotation bidder)	Rs. 800=00 / set (To be submitted only by RTGS/NEFT and said bank challan uploading at OID Folder & also during execution of Formal Agreement by the lowest bidder)	30 (Thirty) days from the date of work order / order slip.	Chairman, Mal Municipality	Govt. bonafied, resourceful contractor or outsiders or reputed firm having considerable knowledge and experience of Similar Nature of work and also should possess valid PAN card, GST Registration Certificate, Valid Trade License along with the quotation.
3	Supplying of 40 LITRE CAPACITIES PLASTIC GARBAGE BIN, for SWM purpose of Mal Municipality, under 15 th Finance.	Total amount to be quoted by the Bidder (The Quoted Rate should be inclusive all Taxes).	Rs. 4,000/- (Rupees Four Thousand Only) (To be submitted online at the time of uploading the quotation bidder)	Rs. 800=00 / set (To be submitted only by RTGS/NEFT and said bank challan uploading at OID Folder & also during execution of Formal Agreement by the lowest bidder)	30 (Thirty) days from the date of work order / order slip.	Chairman, Mal Municipality	Govt. bonafied, resourceful contractor or outsiders or reputed firm having considerable knowledge and experience of Similar Nature of work and also should possess valid PAN card, GST Registration Certificate, Valid Trade License along with the quotation.
4	Supplying of BATTERY OPERATED 3 WHEELER GARBAGE VAN (e-GARBAGE VAN), COMPRISING WITH 8 NUMBERS 40 LITRE CAPACITIES PLASTIC GARBAGE BIN, for SWM purpose of Mal Municipality, under 15 th Finance.	Total amount to be quoted by the Bidder (The Quoted Rate should be inclusive all Taxes).	Rs. 15,000/- (Rupees Fifteen Thousand Only) (To be submitted online at the time of uploading the quotation bidder)	Rs. 1,200=00 / set (To be submitted only by RTGS/NEFT and said bank challan uploading at OID Folder & also during execution of Formal Agreement by the lowest bidder)	30 (Thirty) days from the date of work order / order slip.	Chairman, Mal Municipality	Govt. bonafied, resourceful contractor or outsiders or reputed firm having considerable knowledge and experience of Similar Nature of work and also should possess valid PAN card, GST Registration Certificate, Valid Trade License along with the quotation.

• THE EARNEST MONEY ALONG WITH SECURITY DEPOSIT AMOUNT WILL BE RELEASED ONLY AFTER 12 (TWELVE) MONTHS FROM THE LAST DATE OF RECEIVE OF THE ITEMS AND THIS PERIOD WILL BE TREATED AS WARRANTY PERIOD FOR THE SUPPLIED ITEMS.

1. In the event of e-filling, intending bidder may download the quotation documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Necessary cost of NIT documents (Tender Fees) should be deposited separately through NEFT/RTGS of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal drawn in favour of the "CHAIRMAN, Mal Municipality" Payable at Mal. [Account Details: i) Account Name – CHAIRMAN, Mal Municipality, ii) Account No. – 149040092185, iii) Bank Name – Jalpaiguri Central Co-Operative Bank, iv) Branch Name – Mal, v) IFSC – WBSCJCCB06 & vi) Bank Address – Mal, Jalpaiguri, PIN – 735221.] against each of the work.

Non-submission of Cost of Tenders documents (RTGS/NEFT Copy) in "OID" Folder shall be treated as non-responsive and the bid shall liable to be rejected.

2. Earnest Money: The amount of Earnest Money is to be submitted ONLINE of any nationalised bank/schedule bank guaranteed by R.B.I. drawn in favour of the concerned CHAIRMAN, Mal Municipality Payable at Mal. As per G.O. No. i) 3975 F(Y) dt.: - 28.07.2016, ii) 3060 F(Y) dt.11.06.2014 and iii) 3112F(Y) dt.13.06.2014 in case of e tendering / quotationing, EMD/ Bid Security is to be submitted ONLINE. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with accordingly legally including blacklisting the bidder.

3. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>
4. Quotation documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule.
5. Eligibility Criteria for participation in the quotation:-
- The prospective Bidders who are eligible to participate (Bonafide Outsider Contractors /Engineers Co.Op./Labour Co. Op. etc.) should have sufficient resources, financial solvency, sufficient knowledge and experience for Fabrication of same nature of work supported by **completion certificate** in support of the credential. Scanned copy of the Completion Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online. Payment certificate/work order/certificate state in work under progress will not be considered as credential in this respect.
 - All Bidders should have to upload only their self attested copies of the requisite documents in the website for submitting their tender.
1. Quotation Documents shall consist of the following documents:
- NIQ
 - Municipal Tender Form with Form-I
 - EMD
 - Corrigendum, if any
2. General Process of Submission:-
- Quotations are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-III
- Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).
- Statutory Technical folder containing,**
 - Notice Inviting Quotation
 - OID Folder for Quotation Fee.
 - BOQ/Price Schedule
 - Non-Statutory Technical cover containing,**
 - PAN Card** valid up to the date of opening of the tenders.
 - GST Registration Certificate.**
 - Trade License** valid up to the date of opening of the tenders.
 - Registered Deed for Partnership Firm.
 - Sufficient knowledge and experience for Similar Nature of work supported by **Completion certificate** in support of the credential.
 - For Registered Unemployed Engineers' Co-Operative Societies and Registered Labour Co-Operative Societies *Registration* papers in support of their registration, Bye Laws, up to date audited balance sheet.

Note:-

- Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- Bidders will be summarily rejected if any item in the statutory cover is missing.
- In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- Necessary deduction i.e. **GST, CESS, IT** etc. will be made as per relevant Govt. order.
- All items will be accepted only after fully verification by the concerned authority.
- Items colours etc. will be decided by the concerned authority.

NON STATUTORY TECHNICAL COVER FORMAT (TABLE-II)

SL. NO.	CATEGORY NAME	SUB-CATEGORY NAME	DETAIL(S)
A	Certificate(s)	Certificate(s)	1. GST Registration Certificate. 2. PAN Card. 3. Valid Trade License. 4.Pre-Qualification Certificate (Form- I)
B	Company Detail(s)	Company Detail	1.Proprietorship Firm (<i>Trade License</i>) 2.Partnership Firm (<i>Partnership Deed, Trade License</i>) 3.Ltd. Company (<i>Registration Certificate, Trade License</i>) 4.Co-operative Society (<i>Society Registration Certificate, Trade License</i>) 5.Power of Attorney(Registered)
C	Credential	Credential	1. Sufficient knowledge and experience of Similar Nature of Work.

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE QUOTATION LIABLE TO REJECT.

3. FINANCIAL PROPOSAL:-

- Financial proposal should contain the following documents in one folder i.e. Bill of quantities – (BOQ) the contractor is to quote the rate online and term sheet filled up in all respect.
- Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor

4. PENALTY FOR SUPPRESSION / DISTORTION OF FACTS :

If any Bidder fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Bidder will be suspended from participating in the quotations on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Mal Municipality may take appropriate legal action against such defaulting Bidder. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the Bidder and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this quotation.

5. REJECTION OF TENDER

The employer (Tender accepting authority) receives the right to accept or reject any Quotation and to cancel the Bidding process and reject all Quotations at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder of the ground for employer's (Tender accepting authority) action.

6. DELIVERY OF ITEMS

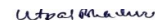
After receiving the Work Order / Supply Order the Items should be delivered as per direction of the E.I.C / competent authority of Mal Municipality and at the time of delivery the Items will be checked by the E.I.C / competent authority of Mal Municipality.

7. DATE & TIME SCHEDULE (TABLE –III):-

SL No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	MAY 16, 2025 at 18:00 Hrs.
2	Documents download/sell start date (Online)	MAY 16, 2025 at 18:00 Hrs.
3	Bid submission Start date (Online)	MAY 22, 2025 at 18:00 Hrs.
4	Bid Submission Closing (On line)	MAY 31, 2025 at 18:00 Hrs.
5	Bid opening date for Technical Proposals (Online)	JUNE 02, 2025 at 18:00 Hrs.

NOTE:-

1. In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only.



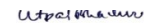
**CHAIRMAN
MAL MUNICIPALITY**

MEMO No. MM/C/196(5)/2025 - 2026 .

DATE: May 10, 2025.

Copy forwarded for information to-

1. Sub-Divisional officer, Mal
2. The Executive Engineer, Jalpaiguri Division, M.E. Dte. Jalpaiguri
3. Finance Officer, Mal Municipality
4. Account Section, Mal Municipality
5. The Cashier, Mal Municipality
6. Sri Kiriti Mukherjee, A.S.I, Mal Municipality
7. Office Notice Board, Mal Municipality



**CHAIRMAN
MAL MUNICIPALITY**

FORM – I
PRE-QUALIFICATION APPLICATION

To
CHAIRMAN
MAL MUNICIPALITY
MAL, JALPAIGURI

Ref : _____

Qoutation for(Name of work): _____

E-N.I.Q. No.: _____

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 capacityduly 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: Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:-

Statutory documents -

Non Statutory Documents:-

Date: _____

Full Signature of the applicant With Seal