



भारतीय राष्ट्रीय उपभोक्ता
सहकारी संघ मर्यादित

National Co-operative Consumers'
Federation of India Ltd.

27, मिर्जा ग़ालिब स्ट्रीट, (चौथी मंजिल), कोलकाता - 700 016, 27, Mirza Ghalib Street, (4th Floor), Kolkata - 700 016
दूरभाष/Phone : 2252-2841, 2252-1839, फ़ैक्स / FAX : 2252-6472

ई-मेल /E-mail : nccfkolkata@gmail.com

NCCF:KOL:RELIEF:2021-22/ 69

Dated : 13.05.2021

SUB. :- PARTICIPATION IN THE E-TENDERS FOR SUPPLY OF DHUTI, LUNGI AND LEGGINS KURTI FOR DISTRIBUTION TO THE DESTITUTE CHILDREN & INDIGENT PEOPLE FOR THE YEAR 2021 TO THE KOLKATA MUNICIPAL CORPORATION (DEPTT. OF SOCIAL WELFARE & URBAN POVERTY ALLEVIATION (SW & UPA), GOVT. OF WEST BENGAL, 1 HOGG STREET, HOGG BUILDING, KOLKATA - 700 087, W.B.

NCCF, Kolkata branch intends to participate in the e-Tenders floated by the Chief Manager (SW & UPA), Kolkata Municipal Corporation, Deptt. of SW & UPA, 1 Hogg Street, Kolkata - 700 087 for supply of Dhuti, Lungi and Leggins Kurti for distribution to the destitute Children & Indigent People for the year 2021 within the stipulated time period i.e. 22nd May, 2021 upto 02.00 pm.

Interested enlisted, sound and well experienced Supplier(s) of NCCF are requested to contact with Kolkata Branch immediately alongwith Credential / Work Completion Certificate of such items for supply of the same on behalf of NCCF within 19.05.2021 (upto 06.00 pm).

Quotation (in Letter head) to be submitted to this Office in Sealed Envelope :-

| Sl. No. | Relief Article | Approximate Quantity | Basic rate to be quoted (excluding GST) |
|---------|----------------|----------------------|---|
| 01 | DHUTI | 14400 pcs. | - |
| 02 | LUNGI | 16300 pcs. | - |
| 03 | LEGGINS KURTI | 17280 pcs. | - |

- Detailed Specification is enclosed in 'NIT' & 'Corrigendum' of KMC (SW & UPA), Govt. of W.B. are enclosed.
- EMD AMOUNT would be calculated @2% of the Offered Value (as per Corrigendum) applicable for all 03 (three) e-tenders and it should be paid in favour of NCCF OF INDIA LTD.**
- Selection of Supplier will be made on the basis of Maximum Margin offered for NCCF and lowest rate quoted.
- Other terms and conditions are as per terms of the Deptt. (K.M.C.)
- NCCF, Kolkata may accept/ reject the offer without any reason whatsoever.

(B.B. Singh)

Branch Manager

NCCF : KOLKATA

(Mob. 09883176918)

Encl. : NIT & Corrigendum of K.M.C., SW & UPA, GOVT. OF W.B.

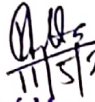
Head Office : NCUI COMPLEX 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016



Refer to the tender, the corrigendum is as follows:-

“The EMD amount as stated in page -3(or anywhere else in the NIT) should be ignored and EMD should be paid @2% of the offered value. All other points laid in the NIT remain unaltered”

This is published with the approval of KMC authority.

for  *11/5/2021*
Chief Manager
Dept. of Social Welfare and
Urban Poverty Alleviation
The Kolkata Municipal Corporation



Tender Document

for

**Supply of 14400 nos. of Dhuti for distribution to the
destitute children & indigent people for the year 2021**

The Kolkata Municipal Corporation

Tender

THE KOLKATA MUNICIPAL CORPORATION

**Dept. of Social Welfare & Urban Poverty Alleviation (SW&UPA)
1, Hogg Street, Hogg Building (3rd Floor),
Kolkata – 700 087**



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Section I : Notice Inviting e-Tender

Chief Manager (SW&UPA), Kolkata Municipal Corporation

TENDER REFERENCE NUMBER: KMC/SW_UPA/Dhuti/2021-22/1

Chief Manager (SW&UPA), Kolkata Municipal Corporation invites e-Tender for the work detailed in the table below. (Submission of Bids online)

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

| Items of the trade to be supplied | Earnest Money | Duration of delivery | Price of Tender |
|-----------------------------------|----------------|----------------------|-----------------|
| Dhuti | Rs. 1,50,000/- | 15 days | Nil |

- 1) In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary earnest money to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filing.
However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.
- 2) Both Technical Bid and Financial Bid, duly digitally signed, are to be submitted concurrently in the website <https://wbtenders.gov.in>
- 3) Submission of Technical Bid and Financial Bid should be done as per the stated time schedule.
- 4) The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the bidder is found qualified by the ‘Tender Evaluation Committee’. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.



Section II: Important Information

| Sl.No. | Item | Details |
|--------|--|--|
| 1 | Project Name | Supply of 14,400 units of Dhuti |
| 2 | Earnest Money Deposit (EMD) | 2% of the offered value in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal https://wbtenders.gov.in in favour of the “ Kolkata Municipal Corporation ” payable at Kolkata and also to be documented through e-filing. However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD. |
| 3 | Tender Publish date | 07.05.21 at 2-00 p.m. |
| 4 | Documents download start date (Online) | 07.05.21 after the successful publication. |
| 5 | Pre-bid Meeting | 10.05.21 at 2-00 p.m. in the chamber of Ch. Manager (SW&UPA) |
| 6 | Bid submission start date (Online) | 11.05.21 after 2-00 p.m. |
| 7 | Bid submission closing date (Online) | 22.05.21 upto 2-00 p.m. |
| 8 | Bid opening date for Technical Proposals (Online) | 24.05.21 after 2-00 p.m. |
| 9 | Technical Bid Evaluation (off line) | 24.05.21 after 3-00 p.m. |
| 10 | Date of uploading the list of technically qualified bidders (Online) | 25.05.21 after 2-00 p.m. |
| 11 | Date of opening of the Financial Bid (Online) | 27.05.21 at 2-00 p.m. |
| 12 | Financial Bid Evaluation (off line) | 27.05.21 at 2-30 p.m. |
| 13 | Nodal Officer for this Project | Sri Partha Pratim Saha Chief Manager (SW&UPA) The Kolkata Municipal Corporation 1,Hogg Street, Hogg Building (2 nd floor) Kolkata 700 087 |

Amendment to Tender Document: If it becomes evident that this Tender Document needs be amended, formal written amendment shall be hosted on the KMC web portal (<https://www.kmcgov.in>) as well as necessary corrigendum will be published in <https://wbtenders.gov.in> website.

Bidder's Responsibility: It is expected that the bidder should be thoroughly familiar with all specifications and requirements of this Tender Document. Any failure or omission in the submitted documents shall not be considered and may be liable for cancellation.

This Tender document is not a Contract and is not an offer or invitation by KMC to any other party. KMC reserves the right to accept or reject any or all bids without giving any reasons thereof. KMC will not entertain any claim for expenses in relation to the preparation of bid submissions.



Section III: General Terms and Conditions

A. Definitions

1. **“Bidder”** means a bidder who has responded to this RFP (Request for Proposal) by submitting his Technical and Commercial Proposal.
2. **“Contract”** means the contract signed by the parties, to which these Conditions of Contract (CC) are attached together with all the documents listed in such signed Contract.
3. **“Government”** means the Government of West Bengal.
4. **“Delivery”** means delivery of the articles in terms of the contract.
5. **“Party”** means the Purchaser or the Bidder, as the case may be, and “Parties” means both of them.
6. **“Services”** means the work to be performed by the Bidder pursuant to the Terms and Conditions of the Contract/Supply Order for supplying items.
7. **“Vendor”** means the Bidder whose bid to perform the Contract has been accepted by KMC and is named as such in the Letter of Award. This can be both manufacturer and dealer.
8. **“Language:** English shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Tender.

B. Instructions to the Bidder

1. The notice inviting tender, the terms and conditions, the specifications, amendments (if any) etc. constitute the Tender Document Set.
2. **Kolkata Municipal Corporation (KMC)** reserves the right to accept or reject any tender offer. Also, Kolkata Municipal Corporation is not bound to accept the lowest price offer.
3. Item Delivery and Documentation:
 - a. The supply / delivery should be executed by the vendor.
4. Delivery at the site has to be made free of charge as per specification made in the purchase order to the VENDOR. All user guides, literature, technical reference manuals, etc. are also to be supplied by the vendor free of cost.

C. Clarification to the Tender

Any clarification regarding the supply may be sought from
The office of the Chief Manager,
Social Welfare & Urban Poverty Alleviation Department,
Kolkata Municipal Corporation,
Hogg Building (2nd Floor), 1 Hogg Street, Kolkata 700087.



Section IV: Minimum Eligibility Criteria

Only bidders satisfying the minimum eligibility criteria will be considered for technical evaluation of their bids. The minimum eligibility criteria will be as follows:

1. **Eligibility:** The supplier must have
 - i) a proven track record, preferably with experience of supplying similar articles in government sector / Kolkata Municipal Corporation
 - ii) have annual turnover of Rs.50,00,000/- at least or above (Rs. Fifty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20)**
 - iii) An office of establishment in Kolkata.
2. **Experience:** Intending participants should produce credential of (1) one completed supply of clothing or similar articles to any Government concern/ Local self Government / other statutory bodies / other Govt. undertaking / other Govt. or Semi Govt., parastatals to the tune of 40% of the offered value during last 5 financial years prior to the date of issue of the instant tender or intending tenderer should produce credentials of two (2) similar nature of completed supply each of the minimum value of 30% of the offered value during five (5) years prior to the date of issuance of the instant tender. Or (3) one single running work of similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired at (1) above.
3. **Financials:** The organization should be of repute and incorporated in India and having an office of establishment in Kolkata. Annual reports of the bidder or parent should be available for review on request. **The annual sales turnover** of Rs.50,00,000/- at least or above (Rs. Fifty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20)**. Audited report/ Certificate certified by a registered Chartered Accountant showing Balance Sheet and P/L accounts have to be submitted ensuring the same.
4. The bidder shall not have any current/ongoing litigation/disputes with KMC or any other Government of West Bengal departments or black listed/debarred in any department of Govt. of WB/Govt. of India/Other State Govt. organizations.
5. The bidder or any of its constituent partners shall neither have abandoned any work nor have any of their contracts been rescinded during the last 5 years. Such abandonment or rescission will be considered as disqualification towards eligibility.



Section V: Bidding Process and Submissions

- 1.1 KMC is employing e-tendering for this project. The general guidelines for e-tendering are:
- 1.1.1 **Registration of Bidder::** Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System by logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- 1.1.2 **Digital Signature certificate (DSC):** Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders. DSC is given as a USB e-Token. After the receipt of the digital signature, the vendor can contact IT Department of KMC in case of any further assistance.
- 1.1.3 The bidder can search & download N.I.T. & Tender Document(s) electronically from the computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- 1.1.4 **Submission of Tenders:** Tenders are to be submitted online in two folders at a time, one for the Technical Proposal & the other for the Financial Proposal, within the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be duly digitally signed before being uploaded. The documents will then get encrypted (transformed into non readable formats). **Samples of articles will be displayed at the department of SW&UPA (HQ)/KMC, 3rd floor, 1, Hogg Street, Kolkata – 700 087 and vendors are requested to see the samples physically and quote their offer according to those samples.**
- 1.2 **Other Documents to be Submitted (with Technical Proposal):** All documents are to be scanned (wherever required) and uploaded along with the Technical Proposal.
- 1.2.1 General Information of Bidder (as per format provided in Appendix B).
- 1.2.2 Audited financial statement (Balance sheet and Profit & Loss Statements) for last 3 financial years. (as mentioned previously)
- 1.2.3 Registration/Incorporation Certificate of the bidder.
- 1.2.4 PAN.
- 1.2.5 GSTIN.
- 1.2.6 Professional Tax / Professional Tax Payment Certificate.
- 1.2.7 CE/Trade License/Any equivalent document issued by competent authority.
- 1.2.8 A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.
- 1.2.9 **The annual sales turnover** of Rs.50,00,000/- at least or above (Rs. Fifty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20).** Audited report/ Certificate **in** the manner as described before have to be submitted ensuring the same.



1.3 Uploading of documents online:

1.3.1 Technical Proposal

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

(a) Statutory Cover Containing the following documents:

1. Pre-Qualification Document:

- i) General Information as per format in Annexure 1.
- ii) EMD is to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filing. However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.
- iii) A declaration through affidavit stating that neither the bidder nor any of their constituent partners have not abandoned any work nor have their contract rescinded during the last 5 (five) years. (as per Annexure 3)

2. Tender document (download properly and upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid. **In case quoting any rate in any other place other than BOQ, the bidder is liable to be summarily rejected. (Annexure 2)**



(b) Non- Statutory Cover/My Space containing the following documents to be tagged with tender:

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|-------------------|----------------------------------|---|
| A. | Certificate(s) | Certificate(s) | <ul style="list-style-type: none">• PAN.• GSTIN.• P Tax/ P Tax Payment Certificate. |
| B. | Company Detail(s) | Company Detail | <ul style="list-style-type: none">• Registration/Incorporation Certificate of the bidder.• CE/Trade License/Any equivalent document issued by competent authority. |
| C. | Credential | Credential – 1 Credential – 2 | <p>1. Annual turnover of Rs. 50,00,000/- (Rs. Fifty Lakh) at least or above during the last three financial year as mentioned before.</p> <p>2. Intending participants should produce credential of (1) one completed supply of clothing or similar articles to any Government concern/ Local self Government / other statutory bodies / other Govt. undertaking / other Govt. or Semi Govt., parastatals to the tune of 40% of the offered value during last 5 financial years prior to the date of issue of the instant tender or intending tenderer should produce credentials of two (2) similar nature of completed supply each of the minimum value of 30% of the offered value during five (5) years prior to the date of issuance of the instant tender. Or (3) one single running work of similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired at (1) above.</p> |
| D. | Financial Info | P/L & Balance Sheet | Audited financial statements – Balance Sheet and Profit & Loss Statements for last 3 years as mentioned before . |

1.4 Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e.

- a) Bill of Quantities (BOQ). The tenderer is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- b) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- c) The bidders shall quote the following:
 - i) Price per item.

1.5 Earnest Money Deposit (EMD)



1. EMD is to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filling.

However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.

2. Proposals not accompanied with prescribed Earnest Money Deposit shall be rejected.

- i. The EMD of the unsuccessful Bidder shall be refunded online as per Govt. of WB norms after final acceptance of the tender and within reasonable time not exceeding six months from the date of opening of the technical proposal. The EMD will carry no interest.
- ii. In case of the successful bidder, the EMD shall be refunded after successful completion of warranty period.
- iii. The EMD will be forfeited if a Bidder withdraws his offer before finalization of the tender or if the Bidder fails to sign the prescribed agreement within the specified period.
- iv. The EMD will be forfeited if the successful bidder fails to supply items as per terms and conditions of agreement and supply order for supplying the items.
- v. EMD of the successful bidder will be converted into security deposit, and the short amount in this regard will have to be paid by the successful bidder in the form of Bank Draft favouring Kolkata Municipal Corporation payable at Kolkata within 15 days of receipt of purchase order

Technical proposal opening date and venue

The technical proposals shall be opened online at the appointed time as mentioned in Section II of this Tender document and shall be scrutinized. The scrutiny will cover the mandatory compliance criteria as mentioned in the bid. All such technical proposals, which are found compliant and conform to the mandatory compliance criteria, shall be declared as valid technical proposals. The valid technical proposals will thereafter, be evaluated by the Technical Evaluation Committee of the KMC as constituted in this regard. **The bidders are required to present along with all documents and credentials at 3-00 p.m. on 24.05.21 at Conference Room – I, 1st Floor, KMC Central Municipal Office, 5, S.N Banerjee Road, Kolkata-700013.**

Discrepancies in Proposals

In case of discrepancies in proposals, the decision of KMC would be final.

Acceptance & Rejection of Proposals

- Bidders must provide a response to all sections and requirements of this Tender document for their proposals to be considered complete. Bidder's failure to comply with any part of the Tender document may result in the bidder's proposal being disqualified for being non-responsive to KMC's Tender document.
- KMC reserves the right to reject any proposal without assigning any reason whatsoever.



- All components of the technical proposal must qualify in technical evaluation. If any component fails to qualify in technical evaluation, this will lead to rejection of the proposal.

Authorized Representatives

Any action required or permitted to be taken and any document required or permitted to be executed under this contract by Kolkata Municipal Corporation or the Bidder may be taken or executed by the officials authorized for the purpose.

1.6 Proposals Evaluation Process

A single stage online bidding procedure will be used for the evaluation. Under this process, the technical proposal will be opened online and evaluated prior to opening and evaluating the financial proposal. The proposals will be examined and discussed with the bidder if required. The evaluation of the bids will follow the steps outlined in this section.

General Examination of Proposals

After completion of prefatory scrutiny by Kolkata Municipal Corporation, the technically valid proposals will be sent to the technical committee for general evaluation. The technical committee will technically evaluate the proposals according to the criteria specified and also evaluate the responsiveness of the proposals.

Examination of Financial Bids

The financial proposals of only those bidders whose technical proposals are deemed to be responsive and technically qualified shall be opened. The date of opening of the financial proposals will be intimated to all bidders by email. The financial proposals of bidders whose technical proposals are deemed to be unresponsive or technically not qualified shall remain unopened. Upon opening the financial proposals, KMC shall determine whether the Financial Proposals are complete, i.e. whether the Bidder has included all components as per the Tender document and the proposal includes all taxes etc.

1.7 Selection of Bidder, Award of Contract and Payment

- 1.7.1 The Firm Purchase Order will be made to the Bidder whose bid provides the greatest value in the view of the KMC from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the designated committee in the best interest of the KMC. The decision of KMC shall be final.
- 1.7.2 Payment will be made only after successful implementation of all the ordered items upto the satisfaction of KMC and on submission of bills.

Security Deposit

- 1.7.3 Within 15 days of receipt of work order, the selected vendor shall provide KMC with a security deposit (SD) for a sum of 3% of the offered value for ensuring supply within time.
- 1.7.4 The SD may be submitted in form of a Bank Draft in favour of "The Kolkata Municipal Corporation" payable at Kolkata.
- 1.7.5 The objective of the SD is to ensure commencement and continuity of delivery of services by the selected vendor.
- 1.7.6 The SD shall be an irrevocable. The SD shall be returned to the selected vendor on successful completion of delivery and after getting confirmation from the respective Borough(s) regarding its distribution among the beneficiaries.



1.8 Clarification to the Tender Document

- All the Bidders are requested to carefully go through the provisions laid down in this Tender document and other documents before submission of bid and seek all clarifications (if any) **on 10.05.21 at 2-00 p.m. during pre-bid meeting scheduled to held in the chamber of CM (SW&UPA)**. No clarifications shall be entertained thereafter.
- At any time before the scheduled submission of proposal, KMC may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender document by amendment(s). The amendment/response to clarification(s) if any shall be communicated to all bidders over phone and/or by e-mail by the department and will also be published in the KMC web portal and <https://wbtenders.gov.in> and will be binding on them. KMC may, at its discretion, extend the date for submission and/or opening of the proposals.

Section VI: Bid Evaluation Process

A single step two-folder bidding procedure will be used for the evaluation. Under this process, the technical proposal will be opened and evaluated prior to opening and evaluating the financial proposal. The proposals will be examined and discussed with the bidder if required. The evaluation of the bids will follow the steps outlined in this section.

1.9 General Examination of Bids

After completion of prefatory scrutiny by Kolkata Municipal Corporation, the valid bids having minimum eligibility will be sent to the Technical Evaluation Committee for general evaluation. **For maintaining quality of the materials, all the bidders are asked to submit sample of item at the time of opening of the technical bid of E-tender. The quality of the samples will be evaluated by the Committee at the time of technical bid; and technical evaluation will be made further for those bidders only whose samples qualify the benchmarked quality. The decision of the Committee will be final in this regard.** The technical committee will decide which deviations or reservations identified at this point is material and therefore which bids should be declared as not substantially responsive. If a bid is not substantially responsive, it can be rejected and cannot be made responsive by correction or withdrawal of the nonconforming deviation or reservation. At the end of this stage, the committee will agree on:

- Those bids which should not be considered for further evaluation
- Any clarification that should be requested from qualified bidders

1.10 Examination of short listed Technical Bids

The short listed technical bids shall be examined for completeness and clarifications, if any, shall be sought for from the respective bidders in case the same is considered essential. The technical and financial proposals must be consistent.

1.11 Examination of Financial Bids

The financial proposal of only the technically qualified bidders shall be opened. Kolkata Municipal Corporation will determine whether the Financial Proposals are complete, i.e. whether the Bidder has included all components as per the tender document. All price proposals shall include all taxes etc. The price schedule shall also have the indicative price break-ups.



Annexure 1: General Information of the Bidder

1. (a) Name:
(b) Country of incorporation:
(c) Address of the registered office and its branch office(s), in India:
(d) Date of incorporation and /or commencement of business (Please provide a true copy of the Certificate of Incorporation):
2. Brief description of the Bidder including details of its main lines of business: (within 100 words)
3. Details of individual(s) who will serve as the point of contact / communication for KMC:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the authorized signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone number:
 - (e) Fax Number:

Sign & Seal of the bidder



Annexure 2: BOQ

| Sl. No. | Item Description | Quantity (nos.) [N] | Unit | Basic rate in figure to be entered by the bidder | Rate of GST (%) | Total Amount without GST | Total Amount including GST | Total Amount with GST in words |
|---------|------------------|---------------------|------|--|-----------------|--------------------------|----------------------------|--------------------------------|
| 1 | Dhuti | 14400 | nos. | | | | | |

- a) All rates should be quoted in INR.
- b) BOQ should be valid for a minimum period of **Six Months** from the last date of submission of bid.



Annexure-3: Certificate from Statutory Auditor (Registered Chartered Accountant) in favour of Bidder

<To be printed on the authorized Letterhead of the Statutory Auditor of the Bidder>

This is to certify that _____ (Name and registered address of the Bidder) has turnover for the last three financial years as hereunder:-

Financial Capability of (Name of Bidder) (all figures in Rs. Lakh)

| Parameter | FY 2017-18 | FY 2018-19 | FY 2019-20 | Average of last 3 years |
|-----------------|------------|------------|------------|-------------------------|
| Annual turnover | | | | |

Name and Signature of Authorized Signatory of Statutory Auditor

Designation:

Name of Audit Firm:

Seal of the Firm:



Annexure 4: Undertaking stating the Bidder is Not Blacklisted or Bankrupt

Date: <insert date>

Place: <insert place>

To,

Ch. Manager (HQ),
Department of SW&UPA
The Kolkata Municipal Corporation
1, Hogg Street (2nd floor)
Kolkata 700 087

Dear Sir,

Subject: Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies

As required under the RFP of Kolkata Municipal Corporation titled: "Request for Proposal (RFP) for Supply of (tender name) in KMC" and Tender Reference Number: <insert number>, we would like to make the following disclosure:

a) Neither we nor any of our constituent partners have not abandoned any work nor have their contract rescinded

b) We shall not have any current/ongoing litigation/disputes with KMC or any other Government of West Bengal departments or black listed/debarred in any department of Govt. of WB/Govt. of India/Other State Govt. organizations" during the last 5 (five) years.

c) We are not being under ineligibility for corrupt or fraudulent practices

d) We have not been declared insolvent/ bankrupt or have not filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority in any country.

Yours truly,

<Signature>

<Insert Name>

<Insert Designation>

<Insert Company name along with address, contact number and e-mail address>



N.B.

- 1) Audited financial statement (Balance sheet and Profit & Loss Statements) for last 3 financial years certified by a registered Chartered Accountant. (Financial year: 2017-18, 2018-19 & 2019-20).
- 2) All the documents are to be submitted in the online mode only. No separate hard copy will be received. However, during technical evaluation, the department may ask for any additional documents from the bidder for the convenience of the evaluation.
- 3) All the participating bidders should submit/upload the required statutory and non-statutory documents in the E-tender portal. No documents should be accepted in hard copies.
- 4) Both Technical Bid and Financial Bid, duly digitally signed, are to be submitted concurrently in the website <https://wbtenders.gov.in>
- 5) Submission of Technical Bid and Financial Bid should be done as per the stated time schedule.
- 6) The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the bidder is found qualified by the 'Technical Evaluation Committee'. The decision of KMC will be final and absolute in this respect.

Sd/-

Chief Manager (SW&UPA)

Signature Not Verified

Digitally signed by INDRAMIL
BHATTACHARYA
Date: 2021.05.07 15:16:09 IST
Location: West Bengal-WB



Tender Document

for

**Supply of 17280 nos. of Leggins Kurti for distribution
to the destitute children & indigent people for the year
2021**

The Kolkata Municipal Corporation

Tender

THE KOLKATA MUNICIPAL CORPORATION

**Dept. of Social Welfare & Urban Poverty Alleviation (SW&UPA)
1, Hogg Street, Hogg Building (3rd Floor),
Kolkata – 700 087**



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Section I : Notice Inviting e-Tender

Chief Manager (SW&UPA), Kolkata Municipal Corporation

TENDER REFERENCE NUMBER: KMC/SW_UPA/Leggins Kurti/2021-22/1

Chief Manager (SW&UPA), Kolkata Municipal Corporation invites e-Tender for the work detailed in the table below. (Submission of Bids online)

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

| Items of the trade to be supplied | Earnest Money | Duration of delivery | Price of Tender |
|-----------------------------------|---------------|----------------------|-----------------|
| Leggins Kurti | Rs.50,000/- | 15 days | Nil |

- 1) In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary earnest money to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filing.
However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.
- 2) Both Technical Bid and Financial Bid, duly digitally signed, are to be submitted concurrently in the website <https://wbtenders.gov.in>
- 3) Submission of Technical Bid and Financial Bid should be done as per the stated time schedule.
- 4) The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the bidder is found qualified by the ‘Tender Evaluation Committee’. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.



Section II: Important Information

| Sl.No. | Item | Details |
|--------|--|--|
| 1 | Project Name | Supply of 17280 units of Leggings Kurti |
| 2 | Earnest Money Deposit (EMD) | 2% of the offered value in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal https://wbtenders.gov.in in favour of the “ Kolkata Municipal Corporation ” payable at Kolkata and also to be documented through e-filing. However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD. |
| 3 | Tender Publish date | 07.05.21 at 2-00 p.m. |
| 4 | Documents download start date (Online) | 07.05.21 after the successful publication. |
| 5 | Pre-bid Meeting | 10.05.21 at 2-00 p.m. in the chamber of Ch. Manager (SW&UPA) |
| 6 | Bid submission start date (Online) | 11.05.21 after 2-00 p.m. |
| 7 | Bid submission closing date (Online) | 22.05.21 upto 2-00 p.m. |
| 8 | Bid opening date for Technical Proposals (Online) | 24.05.21 after 2-00 p.m. |
| 9 | Technical Bid Evaluation (off line) | 24.05.21 after 2-00 p.m. |
| 10 | Date of uploading the list of technically qualified bidders (Online) | 25.05.21 after 2-00 p.m. |
| 11 | Date of opening of the Financial Bid (Online) | 27.05.21 at 2-00 p.m. |
| 12 | Financial Bid Evaluation (off line) | 27.05.21 at 2-30 p.m. |
| 13 | Nodal Officer for this Project | Sri Partha Pratim Saha Chief Manager (SW&UPA) The Kolkata Municipal Corporation 1,Hogg Street, Hogg Building (2 nd floor) Kolkata 700 087 |

Amendment to Tender Document: If it becomes evident that this Tender Document needs be amended, formal written amendment shall be hosted on the KMC web portal (<https://www.kmcgov.in>) as well as necessary corrigendum will be published in <https://wbtenders.gov.in> website.

Bidder's Responsibility: It is expected that the bidder should be thoroughly familiar with all specifications and requirements of this Tender Document. Any failure or omission in the submitted documents shall not be considered and may be liable for cancellation.

This Tender document is not a Contract and is not an offer or invitation by KMC to any other party. KMC reserves the right to accept or reject any or all bids without giving any reasons thereof. KMC will not entertain any claim for expenses in relation to the preparation of bid submissions.



Section III: General Terms and Conditions

A. Definitions

1. **“Bidder”** means a bidder who has responded to this RFP (Request for Proposal) by submitting his Technical and Commercial Proposal.
2. **“Contract”** means the contract signed by the parties, to which these Conditions of Contract (CC) are attached together with all the documents listed in such signed Contract.
3. **“Government”** means the Government of West Bengal.
4. **“Delivery”** means delivery of the articles in terms of the contract.
5. **“Party”** means the Purchaser or the Bidder, as the case may be, and “Parties” means both of them.
6. **“Services”** means the work to be performed by the Bidder pursuant to the Terms and Conditions of the Contract/Supply Order for supplying items.
7. **“Vendor”** means the Bidder whose bid to perform the Contract has been accepted by KMC and is named as such in the Letter of Award. This can be both manufacturer and dealer.
8. **“Language:** English shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Tender.

B. Instructions to the Bidder

1. The notice inviting tender, the terms and conditions, the specifications, amendments (if any) etc. constitute the Tender Document Set.
2. **Kolkata Municipal Corporation (KMC)** reserves the right to accept or reject any tender offer. Also, Kolkata Municipal Corporation is not bound to accept the lowest price offer.
3. Item Delivery and Documentation:
 - a. The supply / delivery should be executed by the vendor.
4. Delivery at the site has to be made free of charge as per specification made in the purchase order to the VENDOR. All user guides, literature, technical reference manuals, etc. are also to be supplied by the vendor free of cost.

C. Clarification to the Tender

Any clarification regarding the supply may be sought from
The office of the Chief Manager,
Social Welfare & Urban Poverty Alleviation Department,
Kolkata Municipal Corporation,
Hogg Building (2nd Floor), 1 Hogg Street, Kolkata 700087.



Section IV: Minimum Eligibility Criteria

Only bidders satisfying the minimum eligibility criteria will be considered for technical evaluation of their bids. The minimum eligibility criteria will be as follows:

1. **Eligibility:** The supplier must have
 - i) a proven track record, preferably with experience of supplying similar articles in government sector / Kolkata Municipal Corporation
 - ii) have annual turnover of Rs.60,00,000/- at least or above (Rs. Sixty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20)**
 - iii) An office of establishment in Kolkata.
2. **Experience:** Intending participants should produce credential of (1) one completed supply of clothing or similar articles to any Government concern/ Local self Government / other statutory bodies / other Govt. undertaking / other Govt. or Semi Govt., parastatals to the tune of 40% of the offered value during last 5 financial years prior to the date of issue of the instant tender or intending tenderer should produce credentials of two (2) similar nature of completed supply each of the minimum value of 30% of the offered value during five (5) years prior to the date of issuance of the instant tender. Or (3) one single running work of similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired at (1) above.
3. **Financials:** The organization should be of repute and incorporated in India and having an office of establishment in Kolkata. Annual reports of the bidder or parent should be available for review on request. **The annual sales turnover** of Rs.60,00,000/- at least or above (Rs. Sixty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20)**. Audited report/ Certificate certified by a registered Chartered Accountant showing Balance Sheet and P/L have to be submitted ensuring the same.
4. The bidder shall not have any current/ongoing litigation/disputes with KMC or any other Government of West Bengal departments or black listed/debarred in any department of Govt. of WB/Govt. of India/Other State Govt. organizations.
5. The bidder or any of its constituent partners shall neither have abandoned any work nor have any of their contracts been rescinded during the last 5 years. Such abandonment or rescission will be considered as disqualification towards eligibility.



Section V: Bidding Process and Submissions

- 1.1 KMC is employing e-tendering for this project. The general guidelines for e-tendering are:
- 1.1.1 **Registration of Bidder::** Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System by logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- 1.1.2 **Digital Signature certificate (DSC):** Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders. DSC is given as a USB e-Token. After the receipt of the digital signature, the vendor can contact IT Department of KMC in case of any further assistance.
- 1.1.3 The bidder can search & download N.I.T. & Tender Document(s) electronically from the computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- 1.1.4 **Submission of Tenders:** Tenders are to be submitted online in two folders at a time, one for the Technical Proposal & the other for the Financial Proposal, within the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be duly digitally signed before being uploaded. The documents will then get encrypted (transformed into non readable formats). **Samples of articles will be displayed at the department of SW&UPA (HQ)/KMC, 3rd floor, 1, Hogg Street, Kolkata – 700 087 and vendors are requested to see the samples physically and quote their offer according to those samples.**
- 1.2 **Other Documents to be Submitted (with Technical Proposal):** All documents are to be scanned (wherever required) and uploaded along with the Technical Proposal.
- 1.2.1 General Information of Bidder (as per format provided in Appendix B).
- 1.2.2 Audited financial statement (Balance sheet and Profit & Loss Statements) for last 3 financial years. (as mentioned previously)
- 1.2.3 Registration/Incorporation Certificate of the bidder.
- 1.2.4 PAN.
- 1.2.5 GSTIN.
- 1.2.6 Professional Tax / Professional Tax Payment Certificate.
- 1.2.7 CE/Trade License/Any equivalent document issued by competent authority.
- 1.2.8 A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.
- 1.2.9 **The annual sales turnover** of Rs.60,00,000/- at least or above (Rs. Sixty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20).** Audited report/ Certificate in the manner as described before have to be submitted ensuring the same.



1.3 Uploading of documents online:

1.3.1 Technical Proposal

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

(a) Statutory Cover Containing the following documents:

1. Pre-Qualification Document:

- i) General Information as per format in Annexure 1.
- ii) EMD is to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filing. However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.
- iii) A declaration through affidavit stating that neither the bidder nor any of their constituent partners have not abandoned any work nor have their contract rescinded during the last 5 (five) years. (as per Annexure 3)

2. Tender document (download properly and upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid. **In case quoting any rate in any other place other than BOQ, the bidder is liable to be summarily rejected. (Annexure 2)**



(b) Non- Statutory Cover/My Space containing the following documents to be tagged with tender:

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|-------------------|----------------------------------|---|
| A. | Certificate(s) | Certificate(s) | <ul style="list-style-type: none">• PAN.• GSTIN.• P Tax/ P Tax Payment Certificate. |
| B. | Company Detail(s) | Company Detail | <ul style="list-style-type: none">• Registration/Incorporation Certificate of the bidder.• CE/Trade License/Any equivalent document issued by competent authority. |
| C. | Credential | Credential – 1 Credential – 2 | <p>1. Annual turnover of Rs. 60,00,000/- (Rs. Sixty Lakh) at least or above during the last three financial year as mentioned before.</p> <p>2. Intending participants should produce credential of (1) one completed supply of clothing or similar articles to any Government concern/ Local self Government / other statutory bodies / other Govt. undertaking / other Govt. or Semi Govt., parastatals to the tune of 40% of the offered value during last 5 financial years prior to the date of issue of the instant tender or intending tenderer should produce credentials of two (2) similar nature of completed supply each of the minimum value of 30% of the offered value during five (5) years prior to the date of issuance of the instant tender. Or (3) one single running work of similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired at (1) above.</p> |
| D. | Financial Info | P/L & Balance Sheet | Audited financial statements – Balance Sheet and Profit & Loss Statements for last 3 years as mentioned before . |

1.4 Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e.

- a) Bill of Quantities (BOQ). The tenderer is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- b) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- c) The bidders shall quote the following:
 - i) Price per item.



1.5 Earnest Money Deposit (EMD)

1. EMD is to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filling.

However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.

2. Proposals not accompanied with prescribed Earnest Money Deposit shall be rejected.

- i. The EMD of the unsuccessful Bidder shall be refunded online as per Govt. of WB norms after final acceptance of the tender and within reasonable time not exceeding six months from the date of opening of the technical proposal. The EMD will carry no interest.
- ii. In case of the successful bidder, the EMD shall be refunded after successful completion of warranty period.
- iii. The EMD will be forfeited if a Bidder withdraws his offer before finalization of the tender or if the Bidder fails to sign the prescribed agreement within the specified period.
- iv. The EMD will be forfeited if the successful bidder fails to supply items as per terms and conditions of agreement and supply order for supplying the items.
- v. EMD of the successful bidder will be converted into security deposit, and the short amount in this regard will have to be paid by the successful bidder in the form of Bank Draft favouring Kolkata Municipal Corporation payable at Kolkata within 15 days of receipt of purchase order

Technical proposal opening date and venue

The technical proposals shall be opened online at the appointed time as mentioned in Section II of this Tender document and shall be scrutinized. The scrutiny will cover the mandatory compliance criteria as mentioned in the bid. All such technical proposals, which are found compliant and conform to the mandatory compliance criteria, shall be declared as valid technical proposals. The valid technical proposals will thereafter, be evaluated by the Technical Evaluation Committee of the KMC as constituted in this regard. **The bidders are required to present along with all documents and credentials at 3-00 p.m. on 24.05.21 at Conference Room – I, 1st Floor, KMC Central Municipal Office, 5, S.N Banerjee Road, Kolkata-700013.**

Discrepancies in Proposals

In case of discrepancies in proposals, the decision of KMC would be final.

Acceptance & Rejection of Proposals

- Bidders must provide a response to all sections and requirements of this Tender document for their proposals to be considered complete. Bidder's failure to comply with any part of the Tender document may result in the bidder's proposal being disqualified for being non-responsive to KMC's Tender document.



- KMC reserves the right to reject any proposal without assigning any reason whatsoever.
- All components of the technical proposal must qualify in technical evaluation. If any component fails to qualify in technical evaluation, this will lead to rejection of the proposal.

Authorized Representatives

Any action required or permitted to be taken and any document required or permitted to be executed under this contract by Kolkata Municipal Corporation or the Bidder may be taken or executed by the officials authorized for the purpose.

1.6 Proposals Evaluation Process

A single stage online bidding procedure will be used for the evaluation. Under this process, the technical proposal will be opened online and evaluated prior to opening and evaluating the financial proposal. The proposals will be examined and discussed with the bidder if required. The evaluation of the bids will follow the steps outlined in this section.

General Examination of Proposals

After completion of prefatory scrutiny by Kolkata Municipal Corporation, the technically valid proposals will be sent to the technical committee for general evaluation. The technical committee will technically evaluate the proposals according to the criteria specified and also evaluate the responsiveness of the proposals.

Examination of Financial Bids

The financial proposals of only those bidders whose technical proposals are deemed to be responsive and technically qualified shall be opened. The date of opening of the financial proposals will be intimated to all bidders by email. The financial proposals of bidders whose technical proposals are deemed to be unresponsive or technically not qualified shall remain unopened. Upon opening the financial proposals, KMC shall determine whether the Financial Proposals are complete, i.e. whether the Bidder has included all components as per the Tender document and the proposal includes all taxes etc.

1.7 Selection of Bidder, Award of Contract and Payment

- 1.7.1 The Firm Purchase Order will be made to the Bidder whose bid provides the greatest value in the view of the KMC from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the designated committee in the best interest of the KMC. The decision of KMC shall be final.
- 1.7.2 Payment will be made only after successful implementation of all the ordered items upto the satisfaction of KMC and on submission of bills.

Security Deposit

- 1.7.3 Within 15 days of receipt of work order, the selected vendor shall provide KMC with a security deposit (SD) for a sum of 3% of the offered value for ensuring supply within time.
- 1.7.4 The SD may be submitted in form of a Bank Draft in favour of “The Kolkata Municipal Corporation” payable at Kolkata.
- 1.7.5 The objective of the SD is to ensure commencement and continuity of delivery of services by the selected vendor.
- 1.7.6 The SD shall be an irrevocable. The SD shall be returned to the selected vendor on successful completion of delivery and after getting confirmation from the respective Borough(s) regarding its distribution among the beneficiaries.



1.8 Clarification to the Tender Document

- All the Bidders are requested to carefully go through the provisions laid down in this Tender document and other documents before submission of bid and seek all clarifications (if any) on **10.05.21 at 2-00 p.m. during pre-bid meeting scheduled to held in the chamber of CM (SW&UPA)**. No clarifications shall be entertained thereafter.
- At any time before the scheduled submission of proposal, KMC may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender document by amendment(s). The amendment/response to clarification(s) if any shall be communicated to all bidders over phone and/or by e-mail by the department and will also be published in the KMC web portal and <https://wbtenders.gov.in> and will be binding on them. KMC may, at its discretion, extend the date for submission and/or opening of the proposals.

Section VI: Bid Evaluation Process

A single step two-folder bidding procedure will be used for the evaluation. Under this process, the technical proposal will be opened and evaluated prior to opening and evaluating the financial proposal. The proposals will be examined and discussed with the bidder if required. The evaluation of the bids will follow the steps outlined in this section.

1.9 General Examination of Bids

After completion of prefatory scrutiny by Kolkata Municipal Corporation, the valid bids having minimum eligibility will be sent to the Technical Evaluation Committee for general evaluation. **For maintaining quality of the materials, all the bidders are asked to submit sample of item at the time of opening of the technical bid of E-tender. The quality of the samples will be evaluated by the Committee at the time of technical bid; and technical evaluation will be made further for those bidders only whose samples qualify the benchmarked quality. The decision of the Committee will be final in this regard.** The technical committee will decide which deviations or reservations identified at this point is material and therefore which bids should be declared as not substantially responsive. If a bid is not substantially responsive, it can be rejected and cannot be made responsive by correction or withdrawal of the nonconforming deviation or reservation. At the end of this stage, the committee will agree on:

- Those bids which should not be considered for further evaluation
- Any clarification that should be requested from qualified bidders

1.10 Examination of short listed Technical Bids

The short listed technical bids shall be examined for completeness and clarifications, if any, shall be sought for from the respective bidders in case the same is considered essential. The technical and financial proposals must be consistent.

1.11 Examination of Financial Bids

The financial proposal of only the technically qualified bidders shall be opened. Kolkata Municipal Corporation will determine whether the Financial Proposals are complete, i.e. whether the Bidder has included all components as per the tender document. All price proposals shall include all taxes etc. The price schedule shall also have the indicative price break-ups.



Annexure 1: General Information of the Bidder

1. (a) Name:
(b) Country of incorporation:
(c) Address of the registered office and its branch office(s), in India:
(d) Date of incorporation and /or commencement of business (Please provide a true copy of the Certificate of Incorporation):
2. Brief description of the Bidder including details of its main lines of business: (within 100 words)
3. Details of individual(s) who will serve as the point of contact / communication for KMC:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the authorized signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone number:
 - (e) Fax Number:

Sign & Seal of the bidder



Annexure 2: BOQ

| Sl. No. | Item Description | Quantity (nos.) [N] | Unit | Basic rate in figure to be entered by the bidder | Rate of GST (%) | Total Amount without GST | Total Amount including GST | Total Amount with GST in words |
|---------|------------------|---------------------|------|--|-----------------|--------------------------|----------------------------|--------------------------------|
| 1 | Leggins Kurti | 17280 | nos. | | | | | |

- a) All rates should be quoted in INR.
- b) BOQ should be valid for a minimum period of **Six Months** from the last date of submission of bid.



Annexure-3: Certificate from Statutory Auditor (Registered Chartered Accountant) in favour of Bidder

<To be printed on the authorized Letterhead of the Statutory Auditor of the Bidder>

This is to certify that _____ (Name and registered address of the Bidder) has turnover for the last three financial years as hereunder:-

Financial Capability of (Name of Bidder) (all figures in Rs. Lakh)

| Parameter | FY 2017-18 | FY 2018-19 | FY 2019-20 | Average of last 3 years |
|------------------|-------------------|-------------------|-------------------|--------------------------------|
| Annual turnover | | | | |

Name and Signature of Authorized Signatory of Statutory Auditor

Designation:

Name of Audit Firm:

Seal of the Firm:



Annexure 4: Undertaking stating the Bidder is Not Blacklisted or Bankrupt

Date: <insert date>

Place: <insert place>

To,

Ch. Manager (HQ),
Department of SW&UPA
The Kolkata Municipal Corporation
1, Hogg Street (2nd floor)
Kolkata 700 087

Dear Sir,

Subject: Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies

As required under the RFP of Kolkata Municipal Corporation titled: "Request for Proposal (RFP) for Supply of (tender name) in KMC" and Tender Reference Number: <insert number>, we would like to make the following disclosure:

a) Neither we nor any of our constituent partners have not abandoned any work nor have their contract rescinded

b) We shall not have any current/ongoing litigation/disputes with KMC or any other Government of West Bengal departments or black listed/debarred in any department of Govt. of WB/Govt. of India/Other State Govt. organizations" during the last 5 (five) years.

c) We are not being under ineligibility for corrupt or fraudulent practices

d) We have not been declared insolvent/ bankrupt or have not filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority in any country.

Yours truly,

<Signature>

<Insert Name>

<Insert Designation>

<Insert Company name along with address, contact number and e-mail address>



N.B.

- 1) Audited financial statement (Balance sheet and Profit & Loss Statements) for last 3 financial years certified by a registered Chartered Accountant. (Financial year: 2017-18, 2018-19 & 2019-20).
- 2) All the documents are to be submitted in the online mode only. No separate hard copy will be received. However, during technical evaluation, the department may ask for any additional documents from the bidder for the convenience of the evaluation.
- 3) All the participating bidders should submit/upload the required statutory and non-statutory documents in the E-tender portal. No documents should be accepted in hard copies.
- 4) Both Technical Bid and Financial Bid, duly digitally signed, are to be submitted concurrently in the website <https://wbtenders.gov.in>
- 5) Submission of Technical Bid and Financial Bid should be done as per the stated time schedule.
- 6) The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the bidder is found qualified by the 'Technical Evaluation Committee'. The decision of KMC will be final and absolute in this respect.

Sd/-

Chief Manager (SW&UPA)

Signature Not Verified

Digitally signed by INDRAMIL
BHATTACHARYA
Date: 2021.05.07 16:56:32 IST
Location: West Bengal-WB



Tender Document

for

**Supply of 16300 nos. of Lungi for distribution to the
destitute children & indigent people for the year 2021**

The Kolkata Municipal Corporation

Tender

THE KOLKATA MUNICIPAL CORPORATION

**Dept. of Social Welfare & Urban Poverty Alleviation (SW&UPA)
1, Hogg Street, Hogg Building (3rd Floor),
Kolkata – 700 087**



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Section I : Notice Inviting e-Tender

Chief Manager (SW&UPA), Kolkata Municipal Corporation

TENDER REFERENCE NUMBER: KMC/SW_UPA/Lungi/2021-22/1

Chief Manager (SW&UPA), Kolkata Municipal Corporation invites e-Tender for the work detailed in the table below. (Submission of Bids online)

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

| Items of the trade to be supplied | Earnest Money | Duration of delivery | Price of Tender |
|-----------------------------------|----------------|----------------------|-----------------|
| Lungi | Rs. 1,20,000/- | 15 days | Nil |

- 1) In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary earnest money to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filing.
However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.
- 2) Both Technical Bid and Financial Bid, duly digitally signed, are to be submitted concurrently in the website <https://wbtenders.gov.in>
- 3) Submission of Technical Bid and Financial Bid should be done as per the stated time schedule.
- 4) The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the bidder is found qualified by the ‘Tender Evaluation Committee’. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.



Section II: Important Information

| Sl.No. | Item | Details |
|--------|--|--|
| 1 | Project Name | Supply of 16300 units of Lungi |
| 2 | Earnest Money Deposit (EMD) | 2% of the offered value in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal https://wbtenders.gov.in in favour of the “ Kolkata Municipal Corporation ” payable at Kolkata and also to be documented through e-filing. However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD. |
| 3 | Tender Publish date | 07.05.21 at 2-00 p.m. |
| 4 | Documents download start date (Online) | 07.05.21 after the successful publication. |
| 5 | Pre-bid Meeting | 10.05.21 at 2-00 p.m. in the chamber of Ch. Manager (SW&UPA) |
| 6 | Bid submission start date (Online) | 11.05.21 after 2-00 p.m. |
| 7 | Bid submission closing date (Online) | 22.05.21 upto 2-00 p.m. |
| 8 | Bid opening date for Technical Proposals (Online) | 24.05.21 after 2-00 a.m. |
| 9 | Technical Bid Evaluation (off line) | 24.05.21 after 3-00 p.m. |
| 10 | Date of uploading the list of technically qualified bidders (Online) | 25.05.21 after 2-00 p.m. |
| 11 | Date of opening of the Financial Bid (Online) | 27.05.21 at 2-00 p.m. |
| 12 | Financial Bid Evaluation (off line) | 27.05.21 at 2-30 p.m. |
| 13 | Nodal Officer for this Project | Sri Partha Pratim Saha Chief Manager (SW&UPA) The Kolkata Municipal Corporation 1,Hogg Street, Hogg Building (2 nd floor) Kolkata 700 087 |

Amendment to Tender Document: If it becomes evident that this Tender Document needs be amended, formal written amendment shall be hosted on the KMC web portal (<https://www.kmcgov.in>) as well as necessary corrigendum will be published in <https://wbtenders.gov.in> website.

Bidder's Responsibility: It is expected that the bidder should be thoroughly familiar with all specifications and requirements of this Tender Document. Any failure or omission in the submitted documents shall not be considered and may be liable for cancellation.



This Tender document is not a Contract and is not an offer or invitation by KMC to any other party. KMC reserves the right to accept or reject any or all bids without giving any reasons thereof. KMC will not entertain any claim for expenses in relation to the preparation of bid submissions.

Section III: General Terms and Conditions

A. Definitions

1. **“Bidder”** means a bidder who has responded to this RFP (Request for Proposal) by submitting his Technical and Commercial Proposal.
2. **“Contract”** means the contract signed by the parties, to which these Conditions of Contract (CC) are attached together with all the documents listed in such signed Contract.
3. **“Government”** means the Government of West Bengal.
4. **“Delivery”** means delivery of the articles in terms of the contract.
5. **“Party”** means the Purchaser or the Bidder, as the case may be, and “Parties” means both of them.
6. **“Services”** means the work to be performed by the Bidder pursuant to the Terms and Conditions of the Contract/Supply Order for supplying items.
7. **“Vendor”** means the Bidder whose bid to perform the Contract has been accepted by KMC and is named as such in the Letter of Award. This can be both manufacturer and dealer.
8. **“Language:** English shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Tender.

B. Instructions to the Bidder

1. The notice inviting tender, the terms and conditions, the specifications, amendments (if any) etc. constitute the Tender Document Set.
2. **Kolkata Municipal Corporation (KMC)** reserves the right to accept or reject any tender offer. Also, Kolkata Municipal Corporation is not bound to accept the lowest price offer.
3. Item Delivery and Documentation:
 - a. The supply / delivery should be executed by the vendor.
4. Delivery at the site has to be made free of charge as per specification made in the purchase order to the VENDOR. All user guides, literature, technical reference manuals, etc. are also to be supplied by the vendor free of cost.

C. Clarification to the Tender

Any clarification regarding the supply may be sought from



The office of the Chief Manager,
Social Welfare & Urban Poverty Alleviation Department,
Kolkata Municipal Corporation,
Hogg Building (2nd Floor), 1 Hogg Street, Kolkata 700087.

Section IV: Minimum Eligibility Criteria

Only bidders satisfying the minimum eligibility criteria will be considered for technical evaluation of their bids. The minimum eligibility criteria will be as follows:

1. **Eligibility:** The supplier must have
 - i) a proven track record, preferably with experience of supplying similar articles in government sector / Kolkata Municipal Corporation
 - ii) have annual turnover of Rs.50,00,000/- at least or above (Rs. Fifty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20)**
 - iii) An office of establishment in Kolkata.
2. **Experience:** Intending participants should produce credential of (1) one completed supply of clothing or similar articles to any Government concern/ Local self Government / other statutory bodies / other Govt. undertaking / other Govt. or Semi Govt., parastatals to the tune of 40% of the offered value during last 5 financial years prior to the date of issue of the instant tender or intending tenderer should produce credentials of two (2) similar nature of completed supply each of the minimum value of 30% of the offered value during five (5) years prior to the date of issuance of the instant tender. Or (3) one single running work of similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired at (1) above.
3. **Financials:** The organization should be of repute and incorporated in India and having an office of establishment in Kolkata. Annual reports of the bidder or parent should be available for review on request. **The annual sales turnover** of Rs.50,00,000/- at least or above (Rs. Fifty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20)**. Audited report/ Certificate certified by a registered Chartered Accountant showing Balance Sheet and P/L accounts have to be submitted ensuring the same.
4. The bidder shall not have any current/ongoing litigation/disputes with KMC or any other Government of West Bengal departments or black listed/debarred in any department of Govt. of WB/Govt. of India/Other State Govt. organizations.
5. The bidder or any of its constituent partners shall neither have abandoned any work nor have any of their contracts been rescinded during the last 5 years. Such abandonment or rescission will be considered as disqualification towards eligibility.



Section V: Bidding Process and Submissions

- 1.1 KMC is employing e-tendering for this project. The general guidelines for e-tendering are:
- 1.1.1 **Registration of Bidder::** Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System by logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- 1.1.2 **Digital Signature certificate (DSC):** Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders. DSC is given as a USB e-Token. After the receipt of the digital signature, the vendor can contact IIT Department of KMC in case of any further assistance.
- 1.1.3 The bidder can search & download N.I.T. & Tender Document(s) electronically from the computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- 1.1.4 **Submission of Tenders:** Tenders are to be submitted online in two folders at a time, one for the Technical Proposal & the other for the Financial Proposal, within the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be duly digitally signed before being uploaded. The documents will then get encrypted (transformed into non readable formats). **Samples of articles will be displayed at the department of SW&UPA (HQ)/KMC, 3rd floor, 1, Hogg Street, Kolkata – 700 087 and vendors are requested to see the samples physically and quote their offer according to those samples.**
- 1.2 **Other Documents to be Submitted (with Technical Proposal):** All documents are to be scanned (wherever required) and uploaded along with the Technical Proposal.
- 1.2.1 General Information of Bidder (as per format provided in Appendix B).
- 1.2.2 Audited financial statement (Balance sheet and Profit & Loss Statements) for last 3 financial years. (as mentioned previously)
- 1.2.3 Registration/Incorporation Certificate of the bidder.
- 1.2.4 PAN.
- 1.2.5 GSTIN.
- 1.2.6 Professional Tax / Professional Tax Payment Certificate.
- 1.2.7 CE/Trade License/Any equivalent document issued by competent authority.
- 1.2.8 A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.
- 1.2.9 **The annual sales turnover** of Rs.50,00,000/- at least or above (Rs. Fifty Lakh) **during the last three financial years. (viz. 2017-18, 2018-19, 2019-20).** Audited report/ Certificate in the manner as described before have to be submitted ensuring the same.



1.3 Uploading of documents online:

1.3.1 Technical Proposal

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

(a) Statutory Cover Containing the following documents:

1. Pre-Qualification Document:

- i) General Information as per format in Annexure 1.
- ii) EMD is to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filing. However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.
- iii) A declaration through affidavit stating that neither the bidder nor any of their constituent partners have not abandoned any work nor have their contract rescinded during the last 5 (five) years. (as per Annexure 3)

2. Tender document (download properly and upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid. **In case quoting any rate in any other place other than BOQ, the bidder is liable to be summarily rejected. (Annexure 2)**



(b) Non- Statutory Cover/My Space containing the following documents to be tagged with tender:

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|-------------------|----------------------------------|--|
| A. | Certificate(s) | Certificate(s) | <ul style="list-style-type: none">• PAN.• GSTIN.• P Tax/ P Tax Payment Certificate. |
| B. | Company Detail(s) | Company Detail | <ul style="list-style-type: none">• Registration/Incorporation Certificate of the bidder.• CE/Trade License/Any equivalent document issued by competent authority. |
| C. | Credential | Credential – 1 Credential – 2 | 1. Annual turnover of Rs. 50,00,000/- (Rs. Fifty Lakh) at least or above during the last three financial year as mentioned before. 2. Intending participants should produce credential of (1) one completed supply of clothing or similar articles to any Government concern/ Local self Government / other statutory bodies / other Govt. undertaking / other Govt. or Semi Govt., parastatals to the tune of 40% of the offered value during last 5 financial years prior to the date of issue of the instant tender or intending tenderer should produce credentials of two (2) similar nature of completed supply each of the minimum value of 30% of the offered value during five (5) years prior to the date of issuance of the instant tender. Or (3) one single running work of similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired at (1) above. |
| D. | Financial Info | P/L & Balance Sheet | Audited financial statements – Balance Sheet and Profit & Loss Statements for last 3 years as mentioned before . |

1.4 Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e.

- a) Bill of Quantities (BOQ). The tenderer is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- b) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- c) The bidders shall quote the following:
 - i) Price per item.

1.5 Earnest Money Deposit (EMD)



1. EMD is to be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in favour of the “**Kolkata Municipal Corporation**” payable at **Kolkata** and also to be documented through e-filing.

However Govt. Agencies or other Agencies eligible for exemption from paying EMD, are exempted from paying EMD.

2. Proposals not accompanied with prescribed Earnest Money Deposit shall be rejected.

- i. The EMD of the unsuccessful Bidder shall be refunded online as per Govt. of WB norms after final acceptance of the tender and within reasonable time not exceeding six months from the date of opening of the technical proposal. The EMD will carry no interest.
- ii. In case of the successful bidder, the EMD shall be refunded after successful completion of warranty period.
- iii. The EMD will be forfeited if a Bidder withdraws his offer before finalization of the tender or if the Bidder fails to sign the prescribed agreement within the specified period.
- iv. The EMD will be forfeited if the successful bidder fails to supply items as per terms and conditions of agreement and supply order for supplying the items.
- v. EMD of the successful bidder will be converted into security deposit, and the short amount in this regard will have to be paid by the successful bidder in the form of Bank Draft favouring Kolkata Municipal Corporation payable at Kolkata within 15 days of receipt of purchase order

Technical proposal opening date and venue

The technical proposals shall be opened online at the appointed time as mentioned in Section II of this Tender document and shall be scrutinized. The scrutiny will cover the mandatory compliance criteria as mentioned in the bid. All such technical proposals, which are found compliant and conform to the mandatory compliance criteria, shall be declared as valid technical proposals. The valid technical proposals will thereafter, be evaluated by the Technical Evaluation Committee of the KMC as constituted in this regard. **The bidders are required to present along with all documents and credentials at 3-00 p.m. on 24.05.21 at Conference Room – I, 1st Floor, KMC Central Municipal Office, 5, S.N Banerjee Road, Kolkata-700013.**

Discrepancies in Proposals

In case of discrepancies in proposals, the decision of KMC would be final.

Acceptance & Rejection of Proposals

- Bidders must provide a response to all sections and requirements of this Tender document for their proposals to be considered complete. Bidder's failure to comply with any part of the Tender document may result in the bidder's proposal being disqualified for being non-responsive to KMC's Tender document.
- KMC reserves the right to reject any proposal without assigning any reason whatsoever.



- All components of the technical proposal must qualify in technical evaluation. If any component fails to qualify in technical evaluation, this will lead to rejection of the proposal.

Authorized Representatives

Any action required or permitted to be taken and any document required or permitted to be executed under this contract by Kolkata Municipal Corporation or the Bidder may be taken or executed by the officials authorized for the purpose.

1.6 Proposals Evaluation Process

A single stage online bidding procedure will be used for the evaluation. Under this process, the technical proposal will be opened online and evaluated prior to opening and evaluating the financial proposal. The proposals will be examined and discussed with the bidder if required. The evaluation of the bids will follow the steps outlined in this section.

General Examination of Proposals

After completion of prefatory scrutiny by Kolkata Municipal Corporation, the technically valid proposals will be sent to the technical committee for general evaluation. The technical committee will technically evaluate the proposals according to the criteria specified and also evaluate the responsiveness of the proposals.

Examination of Financial Bids

The financial proposals of only those bidders whose technical proposals are deemed to be responsive and technically qualified shall be opened. The date of opening of the financial proposals will be intimated to all bidders by email. The financial proposals of bidders whose technical proposals are deemed to be unresponsive or technically not qualified shall remain unopened. Upon opening the financial proposals, KMC shall determine whether the Financial Proposals are complete, i.e. whether the Bidder has included all components as per the Tender document and the proposal includes all taxes etc.

1.7 Selection of Bidder, Award of Contract and Payment

- 1.7.1 The Firm Purchase Order will be made to the Bidder whose bid provides the greatest value in the view of the KMC from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the designated committee in the best interest of the KMC. The decision of KMC shall be final.
- 1.7.2 Payment will be made only after successful implementation of all the ordered items upto the satisfaction of KMC and on submission of bills.

Security Deposit

- 1.7.3 Within 15 days of receipt of work order, the selected vendor shall provide KMC with a security deposit (SD) for a sum of 3% of the offered value for ensuring supply within time.
- 1.7.4 The SD may be submitted in form of a Bank Draft in favour of "The Kolkata Municipal Corporation" payable at Kolkata.
- 1.7.5 The objective of the SD is to ensure commencement and continuity of delivery of services by the selected vendor.
- 1.7.6 The SD shall be an irrevocable. The SD shall be returned to the selected vendor on successful completion of delivery and after getting confirmation from the respective Borough(s) regarding its distribution among the beneficiaries.



1.8 Clarification to the Tender Document

- All the Bidders are requested to carefully go through the provisions laid down in this Tender document and other documents before submission of bid and seek all clarifications (if any) on **10.05.21 at 2-00 p.m. during pre-bid meeting scheduled to held in the chamber of CM (SW&UPA)**. No clarifications shall be entertained thereafter.
- At any time before the scheduled submission of proposal, KMC may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender document by amendment(s). The amendment/response to clarification(s) if any shall be communicated to all bidders over phone and/or by e-mail by the department and will also be published in the KMC web portal and <https://wbtenders.gov.in> and will be binding on them. KMC may, at its discretion, extend the date for submission and/or opening of the proposals.

Section VI: Bid Evaluation Process

A single step two-folder bidding procedure will be used for the evaluation. Under this process, the technical proposal will be opened and evaluated prior to opening and evaluating the financial proposal. The proposals will be examined and discussed with the bidder if required. The evaluation of the bids will follow the steps outlined in this section.

1.9 General Examination of Bids

After completion of prefatory scrutiny by Kolkata Municipal Corporation, the valid bids having minimum eligibility will be sent to the Technical Evaluation Committee for general evaluation. **For maintaining quality of the materials, all the bidders are asked to submit sample of item at the time of opening of the technical bid of E-tender. The quality of the samples will be evaluated by the Committee at the time of technical bid; and technical evaluation will be made further for those bidders only whose samples qualify the benchmarked quality. The decision of the Committee will be final in this regard.** The technical committee will decide which deviations or reservations identified at this point is material and therefore which bids should be declared as not substantially responsive. If a bid is not substantially responsive, it can be rejected and cannot be made responsive by correction or withdrawal of the nonconforming deviation or reservation. At the end of this stage, the committee will agree on:

- Those bids which should not be considered for further evaluation
- Any clarification that should be requested from qualified bidders

1.10 Examination of short listed Technical Bids

The short listed technical bids shall be examined for completeness and clarifications, if any, shall be sought for from the respective bidders in case the same is considered essential. The technical and financial proposals must be consistent.

1.11 Examination of Financial Bids

The financial proposal of only the technically qualified bidders shall be opened. Kolkata Municipal Corporation will determine whether the Financial Proposals are complete, i.e. whether the Bidder has included all components as per the tender document. All price proposals shall include all taxes etc. The price schedule shall also have the indicative price break-ups.

Annexure 1: General Information of the Bidder



1. (a) Name:
(b) Country of incorporation:
(c) Address of the registered office and its branch office(s), in India:
(d) Date of incorporation and /or commencement of business (Please provide a true copy of the Certificate of Incorporation):
2. Brief description of the Bidder including details of its main lines of business: (within 100 words)
3. Details of individual(s) who will serve as the point of contact / communication for KMC:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the authorized signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone number:
 - (e) Fax Number:

Sign & Seal of the bidder



Annexure 2: BOQ

| Sl. No. | Item Description | Quantity (nos.) [N] | Unit | Basic rate in figure to be entered by the bidder | Rate of GST (%) | Total Amount without GST | Total Amount including GST | Total Amount with GST in words |
|---------|------------------|---------------------|------|--|-----------------|--------------------------|----------------------------|--------------------------------|
| 1 | Lungi | 16300 | nos. | | | | | |

- a) All rates should be quoted in INR.
- b) BOQ should be valid for a minimum period of **Six Months** from the last date of submission of bid.



Annexure-3: Certificate from Statutory Auditor (Registered Chartered Account) in favour of Bidder

<To be printed on the authorized Letterhead of the Statutory Auditor of the Bidder>

This is to certify that _____ (Name and registered address of the Bidder) has turnover for the last three financial years as hereunder:-

Financial Capability of (Name of Bidder) (all figures in Rs. Lakh)

| Parameter | FY 2017-18 | FY 2018-19 | FY 2019-20 | Average of last 3 years |
|------------------|-------------------|-------------------|-------------------|--------------------------------|
| Annual turnover | | | | |

Name and Signature of Authorized Signatory of Statutory Auditor

Designation:

Name of Audit Firm:

Seal of the Firm:



Annexure 4: Undertaking stating the Bidder is Not Blacklisted or Bankrupt

Date: <insert date>

Place: <insert place>

To,

Ch. Manager (HQ),
Department of SW&UPA
The Kolkata Municipal Corporation
1, Hogg Street (2nd floor)
Kolkata 700 087

Dear Sir,

Subject: Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies

As required under the RFP of Kolkata Municipal Corporation titled: "Request for Proposal (RFP) for Supply of (tender name) in KMC" and Tender Reference Number: <insert number>, we would like to make the following disclosure:

a) Neither we nor any of our constituent partners have not abandoned any work nor have their contract rescinded

b) We shall not have any current/ongoing litigation/disputes with KMC or any other Government of West Bengal departments or black listed/debarred in any department of Govt. of WB/Govt. of India/Other State Govt. organizations" during the last 5 (five) years.

c) We are not being under ineligibility for corrupt or fraudulent practices

d) We have not been declared insolvent/ bankrupt or have not filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority in any country.

Yours truly,

<Signature>

<Insert Name>

<Insert Designation>

<Insert Company name along with address, contact number and e-mail address>



N.B.

- 1) Audited financial statement (Balance sheet and Profit & Loss Statements) for last 3 financial years certified by a registered Chartered Accountant. (Financial year: 2017-18, 2018-19 & 2019-20).
- 2) All the documents are to be submitted in the online mode only. No separate hard copy will be received. However, during technical evaluation, the department may ask for any additional documents from the bidder for the convenience of the evaluation.
- 3) All the participating bidders should submit/upload the required statutory and non-statutory documents in the E-tender portal. No. documents should be accepted in hard copies.
- 4) Both Technical Bid and Financial Bid, duly digitally signed, are to be submitted concurrently in the website <https://wbtenders.gov.in>
- 5) Submission of Technical Bid and Financial Bid should be done as per the stated time schedule.
- 6) The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the bidder is found qualified by the 'Technical Evaluation Committee'. The decision of KMC will be final and absolute in this respect.

Sd/-

Chief Manager (SW&UPA)

Signature Not Verified

Digitally signed by INDRAJIT
BHATTACHARYA
Date: 2021.05.07 15:55:55 IST
Location: West Bengal-WB