



Office of the
Haldia Municipality
City Centre, Debhog, Purba Medinipur

Tender No – 1772/2023

Memo No. 1043/H.M/2023

Dated 17.03.2023

QUOTATION NOTICE

The Administrator, Haldia Municipality, invites sealed quotation (hereinafter called "the Tender") from approved & eligible contractors/agencies of Autonomous bodies of State and Central Govt./ and other contractors/eligible Agencies (hereinafter called Agency/ies) to carry out publicity activities as part of the Vector Control Management Plan 2023 for awareness generation in various parts of West Bengal for the following work.

Name of the work : Wall Painting work at walls of different Govt. Institutions as per direction of Haldia Municipality.

Duly completed application along with Annexures and other required documents is to be submitted in sealed envelopes at the following address.

Name and address of the Administrator : Sri Suprabhat Chatterjee, Administrator, Haldia Municipality.
The Administrator, Haldia Municipality,
City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur
Ph.: (03224) 255420, Fax-252603, e-mail : hald_muni@yahoo.com
Web.: www.haldiamunicipality.org

Name and address of the Engineer-In-Charge: Sri. Milan Ray Chowdhury, Assistant Engineer, Haldia Municipality.

Kindly note that the documents mentioned in the tender document are required to be compulsorily submitted with this Tender. Failure to submit the required documents and Annexures along with tender may render the applicant ineligible for award of work order. Any other document/information that may be required shall be submitted by the Applicant on demand of AIC. For detailed specifications, terms and conditions including the timelines kindly refer to the tender document and for any updation/ subsequent corrigendum / amendments on the tender, visit our website at Web.: www.haldiamunicipality.org. As no individual intimation will be sent, participants are advised to visit our website regularly.

SCHEDULE OF DATES FOR TENDER

Date of Tender Publication : On 16.03.2023 at 12.00 Noon
Last date of dropping quotation : 27.03.2023 up to 12.00 Noon.
Date of opening the quotation : 27.03.2023 at 2.00 P.M.
Time of completion of work : Within 4 (Four) Months

GENERAL TERMS & CONDITIONS

This tender document is neither an offer letter nor a legal contract, but an invitation for quotation. No contractual obligation on behalf of the Haldia Municipality whatsoever shall arise

from this tender process unless and until a formal Work Order is issued by duly authorized officers of Haldia Municipality.

J. BROAD SCOPE OF WORK

The Company has planned to carry out publicity activities through Wall Painting work at in at walls of different Govt. Institutions (School) and other selected places (Government Bodies) within Haldia Municipality area. The broad scope of work is as follows:

SL NO	PARTICULARS	DETAILS OF SERVICES TO BE PROVIDED BY THE AGENCY
1.	Wall Painting	<p>The Agency will conduct Wall Paintings at selected areas as mentioned above for promoting Vector Control Management Plan 2023 through IEC activities for awareness generation.</p> <p>The wall size may be 5 x 6 Feet or as required by the company. The Total area shall be approx.</p> <p>The wall paintings will be under publicity campaign of Vector Control Management Plan and will be Multicolored. The sample paintings will be provided by this office at the time of work.</p> <p>Double Coating - multi-coloured for back ground and letters used for Slogan Writing shall also be in Multi Colours, as per details provided by Haldia Municipality.</p>

Sealed bids are invited from approved & eligible contractors/agencies of Autonomous bodies of State and Central Govt/ and other contractors/eligible Agencies for the above work. As the work has to be done at various locations, the successful bidder shall share the action plan for the execution of the work for the approval of the Haldia Municipality. AIC as per its discretion may change the execution plan to suit its own requirement and the successful bidder shall abide by the same.

Technical Specifications of materials & workmanship

All workmanship, material and items of work shall conform to relevant BIS standards and description of items of the tender document. In case of items not covered either by Indian standards or other relevant standards, the CPWD specification and practices shall be followed.

Technical Specifications:

The Work shall conform to the technical specification as below:-

SI No	Particulars	Technical Specification of Items
1.	Location of the Site	The Site name is as per Scope of work. The work should start after Min 1 to 2 feet clearance from Ground level.
2.	Material to be used for Wall Painting	ACRYLIC EXTERIOR PAINT is to be used. Double coating - multi-colour for back ground and the LETTERS used for Sign Writing should be as per design provided by Haldia Municipality.
3.	Logo colour & Font Size	As per sample provided by Haldia Municipality.
4.	Slogans for Wall Painting	As provided by Haldia Municipality.

5.	Procedure to be followed	The surface of the wall should initially be cleaned with sand paper/iron brush if necessary, depending upon the condition of the wall to be painted. The surface should preferably be smooth & plastered. After cleaning the wall properly up to satisfaction, painting one or two coats of primer with proper percentage mixing of turpentine oil only (Kerosene not allowed) is necessary. After confirming the dry condition, the wall shall be painted with two coats of background colour as per requirement. The final art work painting shall be carried out as per requirement of Haldia Municipality. The shape and size of various logos and brand names are to be painted as per Haldia Municipality.
6.	Removal of hindrance	If there are small trees/branches/bushes in front of the wall, then they are to be cleared by the vendor for proper visibility before handing over the work.

K. ELIGIBILITY CRITERIA (TECHNICAL BID)

4. The Agency should be any of the legal entities as under:

- a. A Propriety Concern
- b. A Partnership Firm registered under Indian Partnership Act, 1932 (9 of 1932)
- c. A Company formed under the Companies Act
- d. A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008.

5. Experience/Financial Strength:

A. The Agency should be equipped with adequate manpower and must have been in operation for at least last 03 financial years (2019-20, 2020-21 and 2021-22).

B. The Agency should have satisfactorily completed at least in a single same nature of work during the last 5 (five) years from the date of issue of this notice and having a magnitude of **40%** (Forty percent) of the amount put to tender

6. Documents to be Mandatorily submitted in support of the Technical Bid:

- ix) Copy of Registration of firm/establishment/company.
- x) Copy of Professional Tax (PT) deposit receipt challan (up to date)
- xi) Copy of the PAN CARD of the agency.
- xii) Copy of IT Return for the Current Assessment year.
- xiii) Copy of Registration of the Firm and the Copy of GSTIN.
- xiv) Copy of documentary proof mentioning the work experience of bidder.
- xv) Authorization letter to sign and submit the Bid.

L. PROCEDURE FOR SUBMISSION OF QUOTES (FINANCIAL BID):

The tender shall be submitted their quote in sealed Bid (Offline) as per following Proforma.

SL No	Description of the Job	Basic Rate per Square Ft (To be entered by the bidders)	GST Charges (To be entered by the bidders)	Total Amount per Square Ft. (To be entered by the bidders)
1.	Wall Painting as per technical specifications			

NOTE: The Basic rate per Sq. Ft. of Painting should include everything like Transportation Cost /materials Cost etc & other ancillary charges etc (if any). GST Charges Extra.

M. EVALUATION PROCESS:

9. The 'Tender Evaluation Committee' formed by the UDMA Dept, Govt of W.B. shall oversee the tender process and declare the successful bidder as per the tender process. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.
10. Complete tender along with required documents is to be submitted at the addresses mentioned.
11. After receipt of tender, the designated Committee will scrutinize the same based on tender document and the documents provided by the bidder. The incomplete bids with mismatched profiles and/or incomplete documents will be rejected.
12. No further queries shall be entertained for the Bidders whose bid is rejected for any reason whatsoever.
13. Bidders whose bid is technically qualified shall be eligible for the opening of the Financial bid. The financial bid shall be opened at the time and place mentioned hereinabove.
14. The bidder who has quoted the minimum per square feet rate shall be declared successful bidder and based on fulfillment of the tender requirement, will be awarded work order.
15. **Acceptance of Bid:** The "Administrator, Haldia Municipality" will accept the Bid. He / She does not bind himself / herself to accept otherwise the lowest Bid and reserves to himself / herself the right to reject any or all of the Bids received without assigning any reason thereof.
16. The quotationers are requested to remain present at the office at the time of opening the quotation.

N. PAYMENT TERMS:

The successful bidder shall not be paid any advance on any account. The payment will be made on receipt of a certificate regarding the satisfactory completion of wall paintings from Dealing Assistant of Haldia Municipality. The Bidder shall submit the bill along with the proof like photo with date, location of the work done etc. HM may cross check the same before releasing final payment. All statutory deductions like Labour Welfare CESS, GST, Income Tax, Security Deposit etc. will be deducted from the bills of the contractor as per latest Government Order.

O. ESCALATION OF COST:

There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract and other obligation if any.

P. EXECUTION OF WORK :

The Contractor is liable to execute the whole work as per direction and instruction of the Assistant Engineer, Haldia Municipality & EIC.

Q. INFLUENCE:

Any attempt to exercise undue influence in the matter of acceptance of tender is strictly prohibited and any tenderer who resorts to this will render his tender liable to rejection.

R. DEFECT LIABILITY PERIOD:

The Defect Liability Period of the work shall be 1 (one) year from the actual date of completion of the work vide Notification No. 5784-PW/L&A/2M-175/2017, dated 12.09.2017 of Principal Secretary, Public Works Department, Govt. of West Bengal.

Tender paper should be submitted in a sealed cover containing the entire Tender documents must be super scribed with Sl. No. & name of the work as per **ANNEXURE** and **Tender Notice No.** Tender will be opened in presence of the participants or authorized representatives who intend to be present at the time of opening of tender.

Tender submitted in any form other than the Tender document issued in favour of Tenderer is liable to be rejected. Tender documents with missing pages or schedule items will be disqualified and it will be the tenderer's responsibility to point out, any short coming in documents furnished well before the date of submission for needful action, if any by the Chairman Haldia Municipality.

Tender documents and other relevant particulars may be seen by the intending Tenderer during office hours in the Office of the Administrator, Haldia Municipality, Dr. B.R. Ambedkar Bhavan Administrative Building, City Center, Debhog, Haldia, Purba Medinipur, West Bengal 721657. Application (in duplicate) along with credentials etc. shall have to be submitted to the office of the Office of the Administrator, Haldia Municipality Prior to the purchase of the Tender papers. Intending Tenderer shall apply and obtain Tender papers well in advance to guard against any difficulties due to possible absence from the Head Quarters of the concerned officers. No mobilization advance and secured advance will be allowed. All materials required for execution of each work to be supplied at site by the contractor at his own cost


Administrator
Haldia Municipality.

Memo No. 1043/(07)/H.M/2023

Dated:- 17.03.2023

Copy forwarded for information and with a request for wide publicity through the Notice Board to: -

1. The Chief Executive Officer, Haldia Development Authority.
2. The Assistant Labour Commissioner, Haldia.
3. The Sub-Divisional Officer, Haldia.
4. The Head Clerk, Haldia Municipality.
5. The Accountant, Haldia Municipality.
6. Notice Board of Haldia Municipality.
7. Guard File


Administrator
Haldia Municipality.



ANNEXURE A

TECHNICAL BID FOR QUALIFICATION OF AGENCIES

SL NO	PARTICULARS	DETAILS
1.	Name of the Agency	
2.	Office Address	
3.	Status of the Agency (Whether A Propriety Concern or A Partnership Firm registered under Indian Partnership Act, 1932 or A Company formed under the Companies Act or A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008)	
4.	Name of the Authorised Person who will be responsible for bid submission and will be a single point of Contact.	
5.	E Mail Address and website address, if any:	
6.	Landline Number: Mobile Number: Secondary Mobile Number:	
7.	GSTIN Number AND Registration Number	
8.	PAN No. of the Agency	
9.	No. of year(s) of experience in the field	
10.	Detail of similar assignments handled	
11.	Strength of staff handling the work assignment in the agency	
12.	Annual Average turnover	
13.	Any other relevant information	

Date: -

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