

State Urban Development Agency (SUDA)

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata – 700106

Email: wbsudadir@gmail.com , Tel: (033) 66366600

Memo No. SUDA-15014(26)/1/2023-ENGG SEC(SUDA)-SUDA/4575

Date: 15.06.2024

NOTICE INVITING e-TENDER FOR SUPPLY OF MOBILE/PORTABLE MICROPHONES FOR NIRMAL SATHIS UNDER SOLID WASTE MANAGEMENT (SWM), SUDA IN WEST BENGAL

The Director, for and on behalf of the State Urban Development Agency (SUDA), Urban Development and Municipal Affairs Department, Government of West Bengal invites e-tender for Supply of Mobile/Portable Microphones for Nirmal Sathis under Solid Waste Management (SWM), SUDA in West Bengal, reputed and bonafide bidders/ suppliers having experience and acumen in such work as noted below in the eligibility as depicted hereunder for participating in the Bid.

Data Sheet and Instruction to Bidders:		
1	Name of the Work	Supply of Mobile/Portable Microphones for Nirmal Sathis under Solid Waste Management (SWM), SUDA in West Bengal
2	Location of Supply	SUDA Office, HC Block, Sector 3, Bidhannagar, Kolkata, West Bengal 700106
3	Product Quantity, Specification & Scope of work	<p>A. Product Quantity: 4,166* Nos.</p> <p>*The Tendering Authority reserves rights for (+/-)30% changes in the specifications & quantity with condition that quality and functioning should not affect.</p> <p>B. Specification & Scope of work:</p> <p>Portable PA Neckband System NBA-20Dp Rechargeable with 1 Neckband Mic with USB and SD Card Input.</p> <p>Details in 'Section B'</p> <p>a. All the participating bidders/suppliers shall provide one sample of the product as per specification free of cost to SUDA after the bid submission for technical approval. It also be noted that all the sample from the unsuccessful bidders will be returned.</p>
4	Eligibility to participate in the Bid	<p>Proposal may be submitted by interested bidders only as a single entity. No Consortium/JV is allowed.</p> <p>For eligibility, the Bidder shall have at least:</p> <ol style="list-style-type: none">1. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860

OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India etc. The time period elapsed from commencement of business should be at least 03 (three) years as on 31st March 2024.

2. i) Intending tenderers should produce credentials of a similar nature of completed work with Central & State Govt/PSU/ULB of the minimum value of **Rs.66,65,600/-** during 5(five) years prior to the date of issue of the tender notice; or,

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work with Central & State Govt/PSU/ULB, each of the minimum value of **Rs.49,99,200/-** during 5(five) years prior to the date of issue of the tender notice; or,

iii) Intending tenderers should produce credentials of one single running work of similar nature with Central & State Govt/PSU/ULB which has been completed to the extent of 80% or more and value of which is not less than the desired value at(i) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

3. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract

4. Bidder must have valid Trade License, PAN, GST & P. Tax.

5. The prospective bidders should not have been Black Listed from any Government Organization/ Statutory Body etc. during the last 3 (Three) years. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non- responsive).

6. The Bidder shall furnish the Article of Association and Memorandum, if applicable.

7. The average annual turnover of the Bidders during the last five financial years should be not less than **Rs.83.32 lakh**. [Turnover shall mean gross sales or gross revenue, as defined by the Indian Accounting Standards published by the Institute of chartered Accountants of India (ICAI)]

8. The Bidder must have at least a Registered Office / Corporate Office / Branch Office in Kolkata/ West Bengal. The Registered Office /Corporate Office / Branch Office should be in existence and operational for at least last one (01) year from

		the date of publication of this NIT.
5	Documents to be produced in support of Credentials for Bid submission	<p>Following documents shall have to be furnished in two separate covers:</p> <p>1. COVER A: Technical Proposal</p> <ol style="list-style-type: none"> a. Covering Letter (Refer Annexure A, No. I) b. Average Annual Turnover of the bidder over the last three financial years (2020-21, 2021-22 and 2022-23) certified by a practicing Chartered Accountant (Refer Annexure A, No. II) c. Statement of Legal Capacity (Refer Annexure A, No. III) d. Details about the Bidder (Refer “Structure and Organization” in Annexure A, No. IV) e. Company Certificates like Certificate of incorporation highlighting registration details along with the composition of Board of Directors, Trade License and GST Registration No, PAN No. and TAN No. IT returns for last three years. f. Statement of any Indictment: The Bidders should not be under active prosecution for criminal offence, litigation, court receivership or similar proceedings. A declaration to this effect has to be submitted. g. Declaration that the Bidder or any of its staff had not been at any point of time blacklisted by any Government or its agencies or court of law or any other organization (Please refer Annexure A, No. V) h. Brief of court / legal cases pending, if any. i. Work Completion Certificates / Payment Certificates issued by competent authority j. Detailed Project experience during the period of last 05 years. k. One Sample from each participating bidder. <p>It may please be noted that non-submission of the sample in this bid will lead to rejection of the same.</p> <p>2. COVER B: Financial Proposal</p> <ol style="list-style-type: none"> a. BOQ. <p>Note: All documents in original shall have to be produced in due course of time as & when asked by State Urban Development Agency (SUDA) / UD&MA Department</p>
6	Earnest Money Deposit	<p>Rs.3,33,280.00 (Rupees thirty-three thousand only) as an initial Earnest Money Deposit shall be paid through online mode of payment (Payment link will be available in the website). This amount will be converted to security deposit for the successful bidder.</p> <p>Balance Earnest Money beyond the amount (if any, to fulfill 2% of amount offered) shall be deposited by the successful Bidder prior to</p>

		<p>acceptance of tender in the form of a Bank Draft obtained in favour of “State Urban Dev Agency W B (SUDA)”, from any nationalized bank payable at Kolkata.</p> <p>The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 03 months of completion of the work. No interest shall be payable on the deducted amount.</p>
7	Refund of Earnest Money	The EMD is interest free and will be refundable to the unsuccessful bidders within 15 days of signing of agreement with the Successful Bidder.
8	Cost Price of Bid Document	Nil
9	Goods and Service Tax (GST)	The Bidder should include GST in the cost of products/services.
10	Currency	Bidder shall express the price of their assignment/job in Indian Rupees.

11	Tender Schedule as follows:	
Sl. No.	Particulars	Date and Time
A.	Date of uploading of Bid Document and Tender Documents (Online Publishing Date)	15.06.2024 at 01:00 pm
B.	Documents download start date (Online)	15.06.2024 at 01:30 pm
C.	Documents download end date (Online)	03.07.2024 at 02:00 pm
D.	Pre-Bid meeting	24.06.2024 at 01:00 pm
E.	Bid submission starting	15.06.2024 at 02:00 pm
F.	Bid Submission closing (Bid Due Date)	03.07.2024 at 02:00 pm
G.	Bid opening date for Technical Proposals	05.07.2024 at 02:00 pm
H.	Date of communicating list for Technically Qualified Bidders	To be notified
I.	Date of Opening of Financial Proposal	To be notified
J.	Date of issuance of Work Order / Signing of Agreement	To be notified

12	Duration of work	Supply should be completed preferably within 30 days from the date of issue of LoI or Work / Supply Order.
13	Bid Document	<p>A complete proposal document consists of 2 parts. These are:</p> <p>1. Part-I containing: Section A: Instruction To The Bidders Section B: Terms of Reference / Scope of Work Section C: Conditions and requirements for bidding Section D: Definitions and Interpretations</p> <p>AND</p> <p>2. Part-II containing list of documents and credentials possessed by applying agency to be provided namely:</p> <p>Annexure A</p> <ol style="list-style-type: none"> I. Qualification Application II. Financial Statement III. Statement of Legal Capacity IV. Details about the Bidder V. Statement of any Indictment VI. Detailed Project experience along with work order copy <p>Annexure B Financial Proposal submission form</p> <p>Annexure C Press Advertisement inviting proposal</p>
14	Bid Evaluation	Detailed Bid Evaluation Criteria is given in the data sheet, Sl. No. 16. The Method of selection will be Least Cost Selection (LCS) Method. The client / Authority will select the Bidder with the lowest evaluated total price and rank the Bidders accordingly.
15	Form of Financial Proposal	Financial Bid shall be (as per BOQ) offered by the Bidder for undertaking the supply & services as mentioned in this document.
16	Bid Evaluation Criteria	<p>All the Bidders will be technically qualified if:</p> <ol style="list-style-type: none"> a. Complies with the Eligibility Criteria as mentioned in Sl No 4 to the satisfaction of the Authority b. Has submitted all the required statutory and non statutory document as is required or as is mentioned in this NIT c. The Technical proposal does not contain any reference to the financial proposal. d. The Bidder has submitted EMD e. The technical proposal is unconditional <p>The Financial proposal of all the Bidders who qualify on technical parameters shall be opened and based on the lowest price offered; the L1 bidder shall be selected.</p>

17	Validity of Bid	270 days from the date of opening of the Financial part of the Bid.
18	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period.
19	Acceptance of Bid	State Urban Development Agency (SUDA), reserves the right to accept or reject any or all proposals without assigning any reason thereto. SUDA reserves the right to withdraw from the process or any part thereof, to accept or reject any/ all offer(s) at any stage of the process and/or modify the process or any part thereof or to amend any terms without assigning any reasons. Since this is an e-tendering process, all the required documents are to be submitted through online only . SUDA shall not entertain any other mode of submission (post/courier/fax etc.) of proposal other than e-tender mode except the sample product.
20	Intimation	The qualified Bidder(s) will be notified through email of the acceptance of their Bid. If at any time during the evaluation process, SUDA requires any clarification, they reserve the right to request such information from any or all of the agencies and the agencies will be obliged to provide the same within a reasonable timeframe. SUDA may also call for a presentation on the proposal from any or all of the Bidders who have submitted their proposals.
21	Influence	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable to rejection.
22	Name and address of the Tender Inviting Authority	Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata – 700106
23	Execution of Work	Bidders are liable to execute the service as mentioned in “Terms of Reference / Scope of Work” in Section-B.
24	Evaluation	<p>Opening of Bid: - Proposals will be opened by SUDA electronically from the website using Digital Signature Certificate.</p> <p>Cover (folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.</p> <p>Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Bid Evaluation cum Tender Committee.</p> <p>Scrutiny of proposal, evaluation of the same and recommendation thereafter will be made by SUDA.</p>

25	Disqualification	<p>A proposal that has been found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification. If any information (false/ unacceptable) is received by SUDA after the Bidder has been qualified to receive the Request for Proposal, SUDA reserves the right to reject the Bidder at that time or at any time after such information becomes known. The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.</p>
26	Execution / Entering into Contract	<p>SUDA shall issue a Letter of Intent (LOI) / Letter of Acceptance (LOA)/Supply order to the selected Bidder(s) based on the selection criteria.</p> <p>The bidder/(s) will sign the contract after fulfilling all the formalities/pre-conditions, within 07 days of issuance of the Letter of Intent / Letter of Acceptance /Supply order.</p> <p>The Bidder is expected to commence the Assignment/job on the date and at the location as mutually agreed upon.</p>
27	Special Terms and conditions	<p>This notice constitutes no form of commitment on the part of SUDA other than to provide further information on the specific tasks to be undertaken as part of the proposal. Furthermore, this notice confers neither the right nor an expectation on any party to participate in the proposed process. Mere submission of proposal shall not entitle the participant for being shortlisted.</p> <p>The Bidder shall bear all costs associated with the preparation and submission of the proposal. SUDA shall not, under any circumstances, be responsible or liable for any such costs, whether direct, incidental or consequential.</p> <p>Only the courts at Kolkata (with exclusion of all other courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise out of or in connection with the bidding procedure.</p> <p>Intending bidder may download the tender document from the website http://wbtenders.gov.in directly by the help of Digital Signature Certificate as necessary through e-Filing. Scanned copy of credentials to be submitted, details of which have been narrated in Section A under "Instruction to Bidders". Technical Bid & Financial Bid both will have to be submitted concurrently duly digitally signed in the website http://wbtenders.gov.in as per Tender Schedule.</p> <p>Prospective Bidders are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.</p>

		<p>At any stage of bid process and before issuance of the LOI / LOA/supply order, the bid inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is false or misleading; in that case, LOI / LOA/ supply order will not be issued in favor of the bidder under any circumstances and if issued it will be withdrawn with necessary consequences under law.</p> <p>Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favor, by the rest of the directors of such company or the partners of such firm, to upload such tender.</p>
28	Confidentiality	Information relating to evaluation of Proposals and recommendations concerning the selection of Consultant / Bidder shall not be disclosed to the Consultants / Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the executed Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer / Authority's antifraud and corruption policy.
29	Number of Proposals	A Bidder can submit only one proposal. If multiple proposals are submitted, all the proposals shall be out-rightly rejected.

Sd/-
Director, SUDA

SECTION - A
INSTRUCTIONS TO BIDDERS

I. General Guidance for e-tendering

Instructions/ guidelines for bidders for electronic submission of the proposals have been enclosed for assisting them to participate in e-tendering.

II. Registration of Bidder

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

III. Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Informatics Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Website stated in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

IV. The Consultants / Bidders can search and download the Tender Documents electronically from computer by logging on to the website mentioned in Clause-II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

V. Submission of Proposal

Proposals are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC).The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

The proposal should contain scanned copies of the following further two covers (sub folders):

A. Statutory Cover Containing

1. Prequalification Document

i. Qualification Application (Annexure A, No. I)

2. Technical Document (To be filled, scanned and uploaded as multiple page scanned file)

i. Financial Statement (Annexure A, No. II)

ii. Statement of Legal Capacity (Annexure A, No. III)

iii. Details about the Bidder (Annexure A, No. IV)

iv. Statement of any Indictment (Annexure A, No. V)

v. Detailed Project experience along with work order copy(Annexure A, No. VI)

NOTE: Bidders must ensure that the e-mail Id provided in the Registered Office Address is the same with which they have registered at the e-procurement portal (<http://wbtenders.gov.in>).

The bidder should not be under active prosecution for criminal offence, liquidation, court receivership or similar proceedings. It may please be noted that non provision of this declaration in this Bid **will lead to rejection** of the same.

1. Declaration that the Bidder or any of its / their staff had not been at any point of time **blacklisted** by any Government or its agencies or court of law or any other organization
2. Brief of **court / legal cases** pending, if any.

B. Non-Statutory Cover Containing / My Space

1. **Certificates:** GST Registration No, PAN No., TAN No, Income Tax return for last three years, **(Scanned copies to be provided).**
2. **Organisation Details:** Registration details along with the composition of Board of Directors or details of lead partner or governing authority or trust as the case may be. It is to be noted that depending upon the legal nature of the bidder, the corresponding documents need to be submitted.
3. **Credentials:** Details of work experience during the period of last 05 years along with documentary evidence.

Intending Bidders should upload above documents as per following folders in My Documents

NOTE: Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned document should not exceed 300.

Table 1: List of Documents to be uploaded in My Documents (Non-Statutory Folder)

e-Tendering System of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A.	CERTIFICATES [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	A1. CERTIFICATES	1. GST Registration No. 2. PAN No. and TAN No. 3. Income Tax return for last three FY years

B.	COMPANY DETAILS [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	B1. COMPANY DETAILS 1	1. Certificates of incorporation and commencement of business highlighting registration details as is applicable to the legal status of the bidder 2. Composition of Board of Directors or details of lead partner or governing authority or trust as the case may be, as is applicable to the legal status of the bidder
C.	CREDENTIAL [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	C1. CREDENTIAL 1	1. Project Experience during the period of last 5 years
		C1. CREDENTIAL 2	1. Work Completion Certificates or Payment Certificates issued by competent authority for the projects mentioned. [For completed projects, provide payment certificate in case work completion certificate is not available]

Note: - Failure of submission of any of the above-mentioned documents will render the tender liable to summarily rejected.

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the Bidder in the Declaration Folder of My Documents.

VI. Qualification Criteria:

The Bidders must meet the following criteria:

- A. General Criteria:** As mentioned in Data Sheet
- B. Technical Criteria:** As mentioned in Data Sheet
- C. Financial Criteria:** As mentioned in Data Sheet

VII. Evaluation of Bid

Opening of Bid

- Proposals will be opened electronically from the website using Digital Signature Certificate.
- Decrypted (transformed in to readable formats) documents will be downloaded and handed over to the officials for evaluation.

Evaluation:

- Cover (sub-folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- Scrutiny of proposal and recommendation thereafter will be made by the Bid Evaluation cum Tender Committee.

Uploading of summary list of technically qualified bidders-

- Pursuant to scrutiny and decision of the Bid Evaluation cum Tender Committee, the summary list of eligible bidders will be uploaded in the web portals.
- During the process of evaluation, Bid Evaluation cum Tender Committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- If any information (false/ un acceptable) is received by Bid Evaluation cum Tender Committee after the Bidder has been qualified to receive the Request for Proposal, the Bid Evaluation cum Tender Committee reserves the right to reject the Bidder at that time or at any time after such information becomes known to Bid Evaluation cum Tender Committee.

Bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.

Sd/-
DIRECTOR, SUDA

Section B
Terms of Reference / Specification & Scope of Work

Sl. No.	Specification	Details
01.	Product Details & Dimensions:	Portable PA Neckband System NBA-20Dp Rechargeable with 1 Neckband Mic with USB and SD Card Input Approx dimension: 7.6 x 17.4 x 25.8 cm;
02	Batteries	1 Product specific batteries required, Lithium
03	Item Weight:	Within 500 gm
04	Elegant and compact ultra-portable PA amplifier with max. output	Min Power of 12W
05	Ideal for	Teaching, Tour Guides, Yoga Classes, Play Schools etc
06	Built-in MP3 digital player	Built-in MP3 digital player for playback of music through a USB drive or a TF card; The unit can be used while hanging on the shoulder or by putting around the neck.
07	Mic input socket	3.5mm Mic input socket for connecting the headband microphone and 3.5mm Line input socket for connecting a DVD CD or an MP3 player. Apart from the headband mic provided, the mic input socket can also accept input from Condenser Microphones CTP-10DX UTP-30 (used without their cell compartment).
08	Special circuitry	Special circuitry provides low distortion even at high output power. Built-in high-capacity rechargeable lithium-ion battery. Low battery LED indicator; convenience of use. The unit can be used while hanging on the shoulder or by putting around the neck.

09	Sample Image 01	
	Sample Image 02	
	Sample Image 03	

- **All the participating bidders/suppliers shall provide one sample of the product as per specification free of cost to SUDA after the bid submission for technical approval. It also be noted that all the sample from the unsuccessful bidders will be returned.**
- It may be noted that the Authority will check all the Portable Microphone supplied and shall ask the selected bidder to undertake test and any other allied quality test at the cost of the selected bidder with the certification being provided. Any quality failure shall result in rejection of the supplied products, if any without the Authority being liable for any financial losses arising out of the same. Rejection of quality may also lead to cancellation of order placed.
- SUDA reserves the right to modify the order quantity by (+/-)30%.

PAYMENT SCHEDULE AND COMMERCIAL TERMS

Payment terms:

1. All payments will be made by the Director, SUDA.
 - a. **Payments to be done as per verification of working condition of the supplied item** and to be released against the reach invoice as submitted by the Supplier/Bidder with a confirmation from the authorised person of SUDA about the receipt of the same item conforming to all applicable quality parameters and specifications as laid down in this document and the contract as signed.
2. Supply should be completed preferably within 30 days from the date of issue of LoI or Work / Supply Order.
3. Delay fine: 0.3% Penalty for delay beyond contract delivery period will be chargeable on pro rata basis per day for the number of day of delay on undelivered quantity.
4. Price should be for inclusive of all taxes & duties, GST, transportation, freight & sample testing.
5. Price quoted should be firm and should remain valid up to 180 days from the date of issue of LoI or Work / Supply Order.
6. Delivery to be made at SUDA office.
7. Any replacements / repairs during the warranty period should be the responsibility of the Bidder.

Sd/-
Director, SUDA

SECTION - C

CONDITIONS AND REQUIREMENTS FOR BIDDING

1. Any clarifications sought may be done through mail and thereafter incorporation / modification will be subject to discretion of Tender Inviting Authority.
2. Submission of Bid document will not be allowed beyond the schedule time indicated in the Tender document.
3. Any conditional Bid will be liable for rejection.
4. SUDA reserves the right to reserve or amend the Bid documents prior to the date notified for submission of the Bid or also to extend the time mentioned in the NIT under intimation to the bidders.
5. Bids, which have been considered valid on the result of general examination (Prequalification stage) at the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the general examination carried out earlier, the Bid Inviting Authority reserves the right of rejection of any Bid, which may be found to be defective during the detail scrutiny.
6. SUDA reserves the right to accept or reject any or all of the Bids received or to relax any clause without assigning any reason thereof.

Sd/-
Director, SUDA

SECTION - D

DEFINITIONS AND INTERPRETATIONS

In the Tender, as hereinafter defined, the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

- a) Turnover = Difference between Gross receipts derived from services and non- operating receipts such as dividends and interest income.

Sd/-
Director, SUDA

Annexure – A

I. Qualification Application

(To be written on the letterhead of the Applicant)

From:

.....
.....

To

The Director,
State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block,
Sector III, Salt Lake City, Kolkata - 700106, West Bengal, India.

Sub: Supply of Mobile/Portable Microphones for Nirmal Sathis under Solid Waste Management (SWM), SUDA in West Bengal. Ref. Tender ID:

Sir,

This is with reference to the tender dated 2024 inviting proposal for above mentioned work. As specified in the Tender notice, having examined the Statutory, Non statutory documents, I hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of -----
----- in the capacity ----- duly authorized to submit the proposal. We believe that we satisfy the eligibility criteria set out in relevant sections of the proposal document.

We propose to submit our proposal as _____ (insert full name of Applying Agency).

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns .

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our Chief Executive Office (CEO) or any of our Directors/Managers/ employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all

information and details necessary for the proposal and have no further pertinent information to supply.

We understand that:

(a) Tender Inviting Authority/Bid Evaluation cum Tender Committee can amend / modify the scope of this project.

(b) Tender Inviting Authority/ Bid Evaluation cum Tender Committee can reject any or all bids without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I / We shall be glad to receive further communication on the subject.

Yours faithfully,

Enclosure: As per requirement:

-

Authorized Signatory

Date of Submission

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

II. Financial Statement

1. Name of Applying Agency:

2. Summary of Turnover generated on the basis of the audited financial statement of the last 03 (three) financial years.

	2020-21 (Rs. In Lakh)	2021-22 (Rs. In Lakh)	2022-23 (Rs. In Lakh)	Average
Annual Turnover				

Average Annual Turnover is XXXX (Rs in Lakh)

Signed by a Practicing Chartered Accountant

Name: Membership No.:

Name of the Firm with Seal

Date _____

Note: This form is required to be certified by a practicing Chartered Accountant

III. Statement of Legal Capacity

(To be forwarded on the letterhead of the entity submitting the Proposal)

Reference No. -----

Date: -----

To,
The Director,
State Urban Development Agency (SUDA)
ILGUS Bhawan, HC Block, Sector III, Salt Lake City,
Kolkata - 700106, West Bengal, India.

Sub: Supply of Mobile/Portable Microphones for Nirmal Sathis under Solid Waste Management (SWM), SUDA in West Bengal. Ref. Tender ID:

Sir,
This is with reference to the advertisement dated2024 inviting proposal for above mentioned work and Tender ID. We have read and understood the contents of the Invitation for proposal and the advertisement and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the Tender notice.

We have agreed that _____ (insert individual's name) will act as our representative and has been duly authorized* to submit the proposal.

Yours faithfully,

Authorised Signatory
For and on behalf of (Name of the agency)

**Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company.*

IV. Details about the Bidder

A. Structure & Organization

- 1.** Name of applying agency:
- 2.** Registered Office Address:
Telephone No.:
Fax No. :
E mail#:
Website:
- 3.** Kolkata Office Address:
Telephone No.:
Fax No. :
E mail#:
Website:
- 4.** Name of the Contact Person for this assignment:
Designation:
Address:
Telephone No. :
Cell phone No.:
E mail:
Fax No. :

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

V. Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)

Date:

To,
The Director,
State Urban Development Agency (SUDA),
ILGUS Bhawan, HC Block, Sector III,
Salt Lake City, Kolkata - 700106,
West Bengal, India

Sir,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)
Seal of applicant Name:

Designation:

VI. Detailed Project experience during the period of last 05 years along with work order copy

Sl. No.	Name of the Work	Organisation	Tendered Amount	Date of Work order	Date of Work Completion	Remarks
1.						
2.						
3.						
4.						
5.						
6.						

**Annexure B -
Financial Proposal Submission Form**

Bill of Quantities (BOQ)

Sl. No.	Items	Quantity	Quoted Rate per product (Including all taxes & duties, GST, transportation, freight & sample testing)
01	Supply of Mobile/Portable Microphones for Nirmal Sathis under Solid Waste Management (SWM), SUDA in West Bengal	4,166 Nos.	Rs.

Note: THIS IS TO BE SUBMITTED AS PER FORMAT PROVIDED ONLINE ONLY

Annexure C

Press Advertisement

**State Urban Development Agency (SUDA),
Municipal Affairs Department Government of West Bengal**

**‘INVITATION OF PROPOSAL’ SUPPLY OF MOBILE/PORTABLE MICROPHONES
FOR NIRMAL SATHIS UNDER SOLID WASTE MANAGEMENT (SWM), SUDA IN
WEST BENGAL**

State Urban Development Agency (SUDA), invites proposal from reputed Agency(s) having corporate and sales & servicing as well as operation office in West Bengal , preferably at Kolkata for ‘Supply of Mobile/Portable Microphones for Nirmal Sathis under Solid Waste Management (SWM), SUDA in West Bengal’. Interested Agencies having experience in the services envisaged are hereby invited to submit their Proposal.

Intending bidder may download the tender document *Bid. No.* -----from the website SUDA or can be obtained from the Office of SUDA from, 2024. Proposal will be submitted at the address and time as mentioned in the NIT document.

Note: Last date and time for submission of Proposal is ----- **2024** within -----**hrs.**

**Sd/-
Director, SUDA**