

# OFFICE OF THE MUNICIPAL COUNCILLORS

Bhadreswar Municipality, Bhadreswar, Hooghly  
through e-tendering process

Memo no:- **BM/PWD/1697/E-NIT/1 (1<sup>st</sup> Call)**

Date:- 29/04/2022

Chairman, **Bhadreswar Municipality** invites online percentage rate tender for the following work (Details shown in the table below) from resourceful bonafide either enlisted of this Municipality or bonafided outsiders, Govt. Contractors registered with P.W.D/ Irrigation and Water Way Dept./ Housing Dept. / C.P.W.D & enlisted contractors of other Engineering Dept. having experience in execution of same type.

Sl. no	Name of Work (s)	Amount put to tender (Rs)	Credential	Earnest Money (Rs.)	Time of Completion	Fund
1	RENOVATION WORK OF COMMUNITY TOILET AT CHALTATALA GHAT LANE in WARD NO. -16, UNDER BHADRESWAR MUNICIPALITY	9,41,166.00	40% on similar nature of work for last 5 years.	18,823.00	2 Months	AA&FS : SUDA-954/2021/8880 Dt. 12.04.2022
				<b>Tender ID:</b> <b>2022_MAD_378794_1</b>		

1) A bidder desirous of taking part in a tender invited by this municipality shall log in the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login id and password and initiate payment of EMD/tender fees for that tender through online mode.

2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No.-6.

4) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of Bhadreswar Municipality. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

5. *While executing the work for the maintenance of the roads, there shall be the in-built provision as noted above in the agreement between the concerned Urban Local Body and the said agencies and in the said agreement, the defect liability during of 3 years shall mandatorily be incorporated vide G.O. Memo No. 592/MA/C-10/3S-21/2013 Dt. 28/10/2016.*

*For work with three years Defect Liability Period:*

- (i) *30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;*
- (ii) *The balance 70 % of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;*

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**5) i) Eligibility Criteria & documents are to be produced at the time of submission of tender through e-tendering process.**

a) The applicant in the same name and style as prime contractor should have successfully completed within last Five years at least one contract of same nature of work at least 40% of the proposed bid has been invited.

b) To qualify for award of the contract, each bidder should have achieved in any one year during last three years in the same name and style a minimum financial turnover as certified by a Chartered Accountant at least 100% of which bid has been invited.

c) Completion Certificate received for work of similar type and of values as mentioned above individually for the above tender from an officer not below the rank of Executive Engineer /DDO of the concerned Department.

d) Partnership deed in case of Partnership and in case of Engineering Co-operative / Labour Co-operative or any other companies should submit Bye-laws, valid Audit Report for last three years, valid “ ARCS ” certificate and in case of company shall furnish the Article of Association and Memorandum and other relevant documents with full address of their and authorized person to sign on tender documents.

**e) Valid GSTIN & PAN Card**

**f) Professional Tax clearance Certificate.**

**g) Annual Profit & Loss Account & Balance sheet for last Three Financial Years verified by a Chartered Accountant.**

**h) Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year & clearance from ARCS in case of Society.**

**i) Valid contractor license.**

**6) Joint Ventures will not be allowed.**

7) A prospective bidder shall be allowed to participate in a particular job either in the capacity of Individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

**8) No mobilization advance and secured advance will be allowed.**

9) Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

10) All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own.

11) Bid shall remain valid for a period not less than 120 ( *one hundred twenty* ) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

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**12) Date and Time Schedule:**

Sl no	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	<b>30/04/2022 &amp; 5.00 pm</b>
2	Documents download/sell start date (Online)	<b>30/04/2022 &amp; 5.00 pm</b>
3	Documents download/sell end date (Online)	<b>10/05/2022 &amp; 5.00 pm</b>
5	Bid submission start date (On line)	<b>30/04/2022 &amp; 5.00 pm</b>
6	Bid Submission closing date(On line)	<b>10/05/2022 &amp; 5.00 pm</b>
7	Bid opening date for Tender (Online)	<b>13/05/2022 &amp; 11.00 am</b>
8	Date of uploading list for Technically Qualified Tenderers (online)	To be notified later.
9	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet.
10	Date of uploading of list of Bidders along with the offer rates through (on line),	To be notified later.

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**13) Earnest Money to be submitted online mode.**

14) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works/sample of the goods to be supplied and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

15) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of Bhadreswar Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer up to the stage of Bidding.

16) Refund of EMD : The Earnest Money of all the unsuccessful Tenderers deposited in favour of Chairman, Bhadreswar Municipality will be refunded electronically.

17) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids.

**18) Conditional / Incomplete tender will not be accepted under any circumstances.**

**19) The intending Tenderers are required to quote the rate *online*.**

20) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect /manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

21) The Chairman, Bhadreswar Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

22) Before issuance of the WORK/SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances

23) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

- 1) Technical Bid
- 2) Financial Bid

**25 ) Qualification Criteria:**

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability
- c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the self-declaration should be executed through prescribed format. If any document submitted by a bidder is either manufactured or false in such cases the eligibility of the bidder /tenderer will be rejected at any stage without any prejudice.

26. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.

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## **SECTION - A**

### **INSTRUCTION TO BIDDERS**

**General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

**d) Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbenders.gov.in> (the web portal of ..... the contractor is to click on the link for e-Tendering site as given on the web portal).

**e) Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause (i) above. DSC is given as a USB e-Token.

f) The contractor can search & download N.I.T. electronically from computer once he logs on to the website mentioned in Clause (i) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**g) Participation in more than one work:**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

**h) Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause (i) in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

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**Technical Proposal:**

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

**(a). Statutory Cover Containing the following documents:**

**i) PREQUALIFICATION DOCUMENTS ( PQD ).**

**#) Prequalification Application (Sec-B, Form – I)**

**#) (i) Net banking (ii) RTGS/NEFT.** as prescribed in the N.I.T. against each of the serial of work in favour of the **Chairman, Bhadreswar Municipality**

**l) N.I.T. (NIT, Tender Document and upload the same Digitally Signed). The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid., **the tender is liable to be summarily rejected.**)

**(b). Non-statutory Cover Containing the following documents ( OID ).**

m) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, IT, Income Tax Return for the current Assessment year, GSTIN Registration Certificate.

n) Registration Certificate under Company Act. (if any).

o) Partnership Deed in case of partnership Firm / Article of Association & Memorandum in case of company

p) Power of Attorney (For Partnership Firm / Private Limited Company, if any).

q) Authenticated Balance Sheet & Profit & Loss A/c. for the last 3 (three) years.

r) List of Technical staffs along with structure & organization (Section – B, Form – III).

s) For Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government having a magnitude of 40% (Forty percent) of the Estimated amount put to tender is to be furnished. [Ref. Sl. No. 5 of this NIT ]. Scanned copy of Original Credential Certificate as stated in Sl. No. 5 of N.I.T.

N.B.: Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected for both statutory & non statutory cover.

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**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS  
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “ Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab “ Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents

Sl no	Category name	Sub Category description	Detail(s)
A	Certificat(s)	Certificat(s)	VAT Registration Certificate & PAN A. Certificate(s) Certificate(s) P Tax (Challan) current year Latest IT Receipt Income Tax Return for last three (3) Assessment year Valid contractor license
B	Company Detail(s)	Company detail	Proprietorship Firm ( <i>Trade License, Running Factory License</i> ) -Structure & Org. Partnership Firm ( <i>Partnership Deed, Trade License, Running Factory License</i> ) B. Company Company Ltd. Company ( <i>Incorporation Certificate, Trade License, Running Factory License</i> ) Detail(s) Detail Society ( <i>Society Registration Copy, Trade License, Running Factory License</i> ) Power of Attorney, Memorandum of Association and Articles of Associati of the company
C	Credential	Credential	Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form –IV Section –B.
D	Financial Info		Authenticated Balance Sheet & Profit & Loss A/c for the last 3 (three) years Info (year just preceding the current Financial Year will be considered as year – I)

**5) SPECIAL TERMS & CONDITIONS AND SPECIFICATION OF WORKS**

The tenderer should quote his base offer as per the quantity described in the Schedule, which may be accepted by the department if found technically acceptable and economically viable.

The tenderer should furnish the name of the state where factory is situated.

It is to be noted that Finance Department Notification No. 10500-F dt. 19th Nov. 2004 & 5400-F(Y) Dt. 25.06.2012 of Govt. of West Bengal will be applicable for finalization of tender.

In case the new D.G.S&D rate contract comes into operation before issuance of the Acceptance Order and if the rate contract is lower than that of the tendered rate, the benefit of lower price in rate contract shall be passed on to the purchaser i.e. the payment would be made at the lower rate.

In order to ensure timely and proper supply, the tender inviting Authority’s right to split tender quantities between L-1 and other bidders at a later date is reserved. It will be the discretion of Tender Inviting Authority to split the quantity based on the capacity and the capability of such bidders for which required information will be sought from the respective bidders at a later date.

**DELIVERY PERIOD**

Time being essence of contract, supply must be completed within stipulated time as to be given in the supply order failing which liquidated damage shall be applicable @ 1% per week on the balance amount of pending quantity.

**6) TECHNICAL DOCUMENTS :**

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## **7) Financial Proposal:-**

**a) The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

### **Tender Evaluation Committee (TEC)**

Evaluation Committee constituted by the Competent Authority of Bhadreswar Municipality will function as Evaluation Committee for selection of Technically Qualified Contractors.

### **Opening & evaluation of tender:**

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

### **Opening of Technical Proposal:**

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents [Ref. Section A.(a)] will be opened first and if found in order, cover (folder) for Non-Statutory Documents [Ref. Section A.(b)] will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within

the stipulated time frame, their proposals will be liable for rejection.

### **1. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the

contractor. Financial capacity of a bidder will be judged on the basis of information furnished by the Bidder.

### **Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

### **Rejection of Bid:**

Chairman, Bhadreswar Municipality reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Chairman's action.

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**Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through online mode issued from any Nationalized bank in favour of the Chairman, Bhadreswar Municipality within time limit to be set in the letter of acceptance.

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**SECTION – B**

**FORM – I  
PRE-QUALIFICATION APPLICATION**

**To  
The Chairman,  
Bhadreswar Municipality**

Bhadreswar, Hooghly

Ref. : Tender for \_\_\_\_\_  
(Name of work) \_\_\_\_\_

**e-N.I.T. No. : BM/PWD/1697/E-NIT/1 (1<sup>st</sup> Call)**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. Documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of

\_\_\_\_\_ in the  
capacity \_\_\_\_\_ duly authorized to  
submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms

for Application and for completion of the contract documents is attached herewith.

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

We understand that:

- 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority reserve the right to accept full or part of the tender or reject any/or all tender(s) and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job.

Also the Authority of Tender Evaluation Committee reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

**Enclosure(s) : e-Filing -**

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

**Date :** \_\_\_\_\_

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**SECTION – B**  
**FORM - II**

**Self Declaration by the Bidder**

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S..... nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (*five*) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
- 6) We hereby declare that we agree to the terms and condition laid down in the NIT document & form 2911 document as published in the NIT no : **BM/PWD/1697/E-NIT/1 (1<sup>st</sup> Call)**

This agreement over rides any remarks/observation/ submission made anywhere else in our submitted bid Signed by an authorized officer of the firm Title of the officer.

Name of the Firm with Seal  
Date : \_\_\_\_\_

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**Bhadreswar Municipality**

**SECTION – B**  
**FORM – III**  
**STRUCTURE AND ORGANISATION**

1) Name of Applicant : \_\_\_\_\_

2) Office Address : \_\_\_\_\_

\_\_\_\_\_

E mail. \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

3) Name and Address of Bank :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Attach an organization chart :

\_\_\_\_\_

showing the structure of the company with names of Key personnel and technical staff  
with Biodata

Note : Application covers Proprietary Firm, Partnership, Limited Company or Corporation  
Signature of applicant including title and capacity in which application is made

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**SECTION – B**  
**FORM – IV**  
**Experience Profile**

Name of the Firm :

List of projects completed that are similar in nature to the works having at least 40% (*Forty percent*) of the project cost executed during the last 3 (*three*) years.

Name of the employer	Name of work With work order no	Name of the Engineer Resposiable for supervision	Contract price in Indian Rs.	Actual date Of starting the work	Actual date Of completion the work	Reason for Delay for Completion the Work (if any)

Note :

- a) Certificate from the Employers to be attached.
- b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

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

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