

OFFICE OF THE MUNICIPAL COUNCILLORS

Bhadreswar Municipality, Bhadreswar, Hooghly
through e-tendering process

Memo no:- **BM/PWD/1554/E-NIT-019/(1st Call)**

Date:- 08/03/2019

e- Tender is invited by Chairman Bhadreswar Municipality from reputed bonafide financially sound contractor having sufficient experience in execution of the following work.

Sl. no	Name of Work (s)	Amount put to tender (Rs)	Credential	Earnest Money (Rs.)	Time of Completion	Fund
1	Proposed Town Hall at Dag No-2336/2412,2336/2413 & 2336/2414,L.R Dag no-3548, L.R Khatian no-1152,Mouza-Bhadreswar, J.L No-12,Ward no-16 (New),Sheet no-5,P.S Bhadreswar Municipality Dist. Hooghly.	Rs. 7,57,37,954.00 Civil Part Rs. 5,73,59,639.00 Electrical Part 1,83,78,316	40% similar Nature of work last 5 years	Rs.15,14,759.00 E-Tender ID: 2019_MAD_223261_1	1 year	1 Ministry of Information & cultural Affair. Govt.of West Bengal. NO-..... Rs3,50,00,000.00 2 Department Of Tourism, Govt.of West Bengal. No446/TM-14011(11)/246/2018 DT.5/3/2018 Rs 2,80,00,827/- 3Minority Affairs and Madrasah Edducation Department Govt.of West Bengal. No-226-MD/O/1S-02/2019 DT.30/01/2019 Rs.2,49,13,800 Order by District Magistrate, Hooghly, Govt. of W.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) 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.

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.

Annexure A

Sl. No.	Description	Marks
1.	Value of work in a single contract of not less than 40% of tendered amount for building works in last five years.	25
2.	At least 3 or above number of building works done in last five years (value of work must be INR Rs. 50 lakhs and above for getting counted).	20
3.	If any experience of work in three stars and above graded of hotels/resorts in last five years.	25
4.	Whether have any in house interior designer	5
5.	Whether have any in house graduate engineer (both civil & electrical) of three years experience in payroll for supervision.	5
	Total	80

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TECHNICAL QUALIFICATION (80 Marks)

Minimum Qualification Marks : 56 (i.e., 70% of total marks 80)

STAGE 1: Technical Bid Evaluation

Bidder details	Technical Mark Obtained	Remarks
Bidder 1	72	
Bidder 1	60	
Bidder 1	44	Rejected*
Bidder 1	65	

*Since the minimum Technical Marks should be above 56, bidder 3 is rejected

STAGE 2: Conversion of Technical Marks to Technical Score (St)

Bidder details	Conversion of technical marks to technical score (TM/HTM*80)	Technical score (St)
Bidder 1	$72/HTM * 80 = 72/72 * 80 = 80.00$	80.00
Bidder 2	$60/HTM * 80 = 60/72 * 80 = 66.67$	66.67
Bidder 3	Rejected	0
Bidder 4	$65/HTM * 80 = 65/72 * 80 = 72.22$	72.22

TM = Technical Marks obtained by individual bidders
HTM = Highest Technical Marks obtained by any bidder in Technical Evaluation.

Annexure B**STAGE 3: Financial Bid Evaluation**

Bidder Details	Financial Bid Amount
Bidder 1	1,30,000
Bidder 2	1,20,000
Bidder 4	1,00,000

STAGE 4: Conversion of Financial bid amount to Financial Score (Fs)

Bidder Details	Financial Bid Amount	Financial Score (Sf) (LFB/F*100)
Bidder 1	1,30,000	$100000/130000 * 100 = 76.92$
Bidder 2	1,20,000	$100000/120000 * 100 = 83.33$
Bidder 4	1,00,000	100

LFB = Lowest Financial Bid, F = Quoted Amount by individual bidders

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Consolidated Technical & Financial Score

Bidder Details	Technical Score (St)	Financial Score (Sf)
Bidder 1	80	76.92
Bidder 2	66.67	83.33
Bidder 4	72.22	100

Illustration –

T= The Weight given to the Technical Proposal (60%)

P= The Weight given to the Financial Proposal (40%)

S= $St \times T\% + Sf \times P\%$

STAGE 5: Combined Technical and Financial Score (CTFS) with Weight age 60:40

Bidder Details	Applying Weight for the Technical Score & Financial Score	CTFS	Rank of the Border
Bidder 1	$80.00 \times (60/100) + 76.92 \times (40/100)$	78.77 (48+30.77)	L2
Bidder 2	$66.67 \times (60/100) + 83.33 \times (40/100)$	73.33 (40+33.33)	L3
Bidder 4	$72.22 \times (60/100) + 100 \times (40/100)$	83.33 (43.33+40)	L1

If L1 Bidder's offered rate is more than 5% less on total Tender amount additional security deposit of same amount as that of offered rate must be deposited in form of bank guarantee certificate before agreement. (*explanation if total amount, put to tender is 1 core and offered rate of L1 Bidder is 6% less then additional security money will be 6 lakh which needs to be deposited as bank guaranty certificate*).

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.

12) The Security deposit of the contractor shall not be refunded before the expiry of three years after the issuance of the certificate, final or otherwise, or completion of work by the Engineer-in-Charge;

Provide that the work shall not be demand to have been completed unless the "Final Bill" in respect thereof shall have been passed and certified for payment by the Engineer-in-Charge. Provided further that the Engineer-in-charge shall pass the "Final Bill" and certify thereon, within a period of forty five days with effect from the date of submission thereof by the contractor, the amount payable to the contractor under this contract and shall also issue a separate certificate of completion of work to the contractor within the said period of forty five days. The certificate of Engineer-in-charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the contractor held with the Corporation under the provision of Cluase-1 hereof shall be refundable to the contractor in the manner provided here under:-

- (i) 30% of the security deposit shall be refunded to the contractor or expiry of one year after issuance of certificate of completion of work.
- (ii) Further 30% of the security deposit shall be refundable to the contractor of expiry of two years.
- (iii) The balance 40% of the security deposit shall be refunded to the contractor on expiry of three years.

No interest would be paid on the Performance Security Deposit.

13) Retention money towards performance Security amounting to 10% (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit.

- 1) Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
- 2) All materials required for the proposed work including cement and steel shall be of specified grade and approved brand inconformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate. 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 cost.
- 3) Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from every Bill of the selected agency.
- 4) There shall be no provision of Arbitration.

14 .1 .1 Bank solvency Certificate not less than 40% of amount put to tender .

Note: Bidder intending to participate in more than one work shall have to furnish credential for summation of amount put to tender for those works of cumulative amount. The Available Turn over and Bank Solvency should also be cumulative for multiple works .

15 . 2 . Other terms and conditions of the credentials:

15 .2 .1 . Payment certificate will not be treated as credential;

15.2.2 Credential certificate issued by the Executive Engineer or equivalent or competent authority of State/ Central Govt., State/ Central Govt. undertaking, statutory/ Autonomous body constituted under the central/State statute, one the executed value of completed will be taken as credential.

No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute . The completion certificate should indicate the value of the work (equal to booked expenditure) .

N . B . The credential certificate for completed works should contain (a) Name of work (b) Estimated Amount(c) Tendered amount, (d) Value of executed work (e)Date of Completion of project along with telephone number & detail address for communication of client must be indicated in the Credential Certificate

Requirement of Machineries:

Following criteria regarding machineries and equipment to be used in different types of works should be adhered to:

3.2.8.1. Plant Machineries and Equipment should be owned or arranged through lease hold agreements by the bidders. For Lease d Plant & Machineries, scanned copy of registered / notarised lease agreement is to be submitted.

16. 1 Registered Unemploye d Engineers' Co - operative Societies / Unemployed Labour Co - operative Soc ieties are required to furnish valid Bye Law, Current Audit Report, Certificate of Re gistration and Valid Clearance Certificate from A . R . C . S . for the ye ar 2016/2017 Professional Tax Deposit Challan for the Financial Year 2017 - 2018, PAN Card, Valid 15 - digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up - to - date return along with other relevant supporting papers .

16 .2 .1 . Joint Ventures will not be allowed for works upto 25 Crores . For work more than 25 Crores in case of a joint venture, Lead Member of such joint venture will be required to meet 60% (sixty percent) of required Bid Capacity and each of the Joint Venture Members will be requ ired to meet at least 30% (thirty percent) of requirement of BID Capacity . Bid Capacity of all the members in total should be at least 100% (one hundred percent) of required Bid Capacity .

16.2.2 As per memorandum no . 3 11 -W(c)/1M- 1 32/15 dated. 28.03.2018 of PWD, for building works worth valueless than Rs . 25 crore & which are pre dominantly Civil work in nature with electrical components less than 25% of the estimated amount put to tender , the Civil contractor is allowed to submit an agreement in non- judicial stamp paper of requisite value with an electrical contractor for execution of the electrical components of the work. In that case the electrical contractor will have to qualify for all requirements set for thin the NIE T for electrical works including credential, e l e c t r i c a l s u p e r v i s o r ' s c e r t i f i c a t e o f c o m p e t e n c y (S C C) e t c . The Civil contractor will have to qualify for all requirements set forth in the NIE T including requisite credential and SCC requirements for electrical works . However the onus and full responsibility of execution of the total work (Civil & Electrical) will be on the civil contractor who will execute the agreement with the Department . Payment will also be made to the civil contractor only .

16 . 2 . 3 . A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally for a single job, all his applications will be rejected for that job, without assigning any reason thereof.

16.2 . 4 . A partnership firm will have to furnish the registered partnership deed and a company will have to furnish the Article of Association and Memorandum.

Where an individual person hold a digital certificate in his / her own name duly issued to him / her against the company or the firm of which he / she 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 / her favour, by the rest of the directors of such company or the partner of such firm, to upload such tender . The power of attorney shall have to be registered in accordance with the provision of the Registration Act . 1908 as per G . O . no . 61/SPW/12 dated 08/06/2012 .

17. Partnership Firm, Company Limited Firm, Private Company Limited Firm shall be registered by the respective competent authority from the Registrar of Firms, Society, Non-Trading Corporation, Registrar of Companies etc. & copy of Registration Certificate (with allotment of Registration No.) will have be submitted, otherwise the Technical Bid will not be considered for qualification & Financial Bid shall not be opened.

18. The successful bidder will have to establish field testing laboratory equipped with requisite instruments in conformity with relevant code of practice and technical staff according to the requirements of works to be executed . The executing agency will have to produce satisfactory test report of all the materials of the work as well as on samples collection jointly by him and concerned authority of the Engineer - in - Charge from all completed / on going items of works as per relevant codes of practice at his own cost from any Govt . approved / Govt . testing laboratory during execution of works .

The successful bidder will have to bring all requisite plants and mechanical equipment and / or technical personnel and / or laboratory and field testing machineries and equipment for all the items of work as per BO Q and / or as per relevant IS / IRC Codes of practice and / or as per direction of the Engineer - in - Charge and / or as per relevant PWD Schedule of Rates at the time of execution of work at site even if upon technical evaluation he is declared as “ qualified” without having all the requisite plants and mechanical equipment and / or technical personnel and / or laboratory and field testing machineries and equipment at the time of submission of tender .

19. The executing agency (successful bidder) may not get a running payment unless the gross amount of running bill is 30% (thirty percent) of the tendered amount

20. No Mobilisation Advance and Secured Advance will be allowed . Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site. The agencies will have to install the above machineries on the site within 45 (forty five) days from this end positively with application of Tender whichever is less . Provisions in Clause(s) 7, 8, & 9 contained in West Ben gal Form No . 2911(ii) so far as they relate to quantum and frequencies of payment are to be treated as superseded .

The payment will be made as and when fund is available from the concerned source . No claim whatsoever for delay in payment, if any, will be entertained. Retention money towards performance Security amount to 10% (ten percent) of the value of the work will be deducted from the running account bill of the tender as per prevailing order . No interest will be paid on security deposit .

21 Quality Monitoring and Supervision Consultant:

21 . 1 . Reputed engineering firm may be engaged to act as Supervision Consultant as per direction of the Engineer - in - Charge . The Supervision Consultant will assist the Engineer - in - Charge to monitor the project, checking the quality and quantity of works etc . Supervision Consultant or any person authorized by the Engineer - in - Charge shall at all reasonable time have access to the site , all plant and all places where materials are being manufactured and tested . The contractor will have to afford very facility for an delivery assistance in obtaining the right to such access .

21 .2 . Third Party quality audit may also be conducted for quality monitoring as per sole discretion of the Engineer -in -Charge .

22) Date and Time Schedule:

Sl no	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	08/03/2019 & 5.00 pm
2	Documents download/sell start date (Online)	08/03/2013 & 5.00 pm
3	Documents download/sell end date (Online)	08/04/2018 & 5.00 pm
5	Bid submission start date (On line) (Technical & Financial) (Online)	08/03/2019 & 5.00 pm
6	Bid Submission closing date(On line) (Technical & Financial) (Online)	08/04/2019 & 5.00 pm
7	Bid opening date for Tender (Online) (Technical) (Online)	11/04/2019 & 11.00 pm
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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23) Earnest Money to be submitted online mode. (Net banking in the ICICI Bank Payment gateway.)

24) 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.

25) 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.

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

27) 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.

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

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

30) 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.

31) 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.

32) 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

33) 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

34) 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.

35. 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://wbtenders.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) (2015-16) Latest IT Receipt Income Tax Return for Assessment year 2015-16
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.

Chairman
Bhadreswar Municipality.

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.

Chairman
Bhadreswar Municipality.

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/1554/E-NIT-019/(1st 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 : _____

Chairman
Bhadreswar Municipality.

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/1554/E-NIT-019/(1st 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 : _____

Chairman
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

Chairman
Bhadreswar Municipality

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 5 (*five*) 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.

Chairman
Bhadreswar Municipality