

Office of the Councillors of Birnagar Municipality

P.O.: BIRNAGAR, DIST.: NADIA, WEST BENGAL

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Notice Inviting e-Quotation

Notice Inviting e-Quotation No.: WBMAD/BM/1q/2023-24

Memo. No.: 135/PWD

Dated: 20.04.2023

Chairman, on behalf Board of Councilors of Birnagar Municipality invites sealed competitive e-Quotation from reliable, resourceful, bonafide, eligible Consultancy firms/companies/individual who have successfully & satisfactorily completed consultancy services of Auditorium & similar nature of works as per eligibility criteria in any Government/Semi Government /Undertaking/Autonomous bodies constituted under statue of state or central govt/Local Bodies. (Submission of Bid through online)

Sl. no	Name of work	Earnest Money (Rs)	Cost of Tender Documents (Rs)	Time of Completion
1.	Preparation of DPR & PMC for balance work to finish the 600 capacity Cultural Hall and allied facilities at ward No.-04, under Birnagar Municipality.	Initial Rs. 20000.00	Cost of Tender Documents not required during participating in e-Tendering.	45(Forty Five) Days for DPR Preparation.

- Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and Earnest Money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016-
 - Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
 - RTGS/NEFT in case of offline payment through bank account in any bank.
- Submission of Tender- a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.
- Intending bidder should quote the rate including all Government, Statutory taxes and GST etc. GST will be deducted from the bills as per rules in accordance with the provisions of GST Act.

4) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
01	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	21.04.2023 at 10.00AM
02	Documents download/sell start date (Online)	21.04.2023 at 10.00AM
03	Seek Clarification start date (Online)	21.04.2023 at 10.00AM
04	Seek Clarification end date (Online)	28.04.2023 at 05.00PM
05	Prebid meeting to be held at Office of Chairman Birnagar Municipality. P.O.-Birnagar, Dist.-Nadia. Pin.-741127.	Nil
06	Bid submission start date (On line)	21.04.2023 at 10.00AM
07	Documents download/sell end date (Online)	08.05.2023 at 06.00PM
08	Bid Submission closing (On line)	08.05.2023 at 06.00PM
09	Bid opening date for Technical Proposals after verification of the documents (Offline) Date of uploading list for Technically Qualified Tenderers (online)	11.05.2023 at 10.00AM To be notified during uploading of Technical Evaluation Sheet of Tenderers
10	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Tenderers
11	Date of uploading of list of tenderers along with the offer rates through (on line),	To be notified during uploading of Technical Evaluation Sheet of Tenderers
12	Also if necessary for further negotiation through offline for final rate.	If required, will be notified within 48(Forty Eight) hours after uploading the offered rates of tenderers.

Tenders will be opened by the Chairman, BIRNAGAR MUNICIPALITY or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

5. Scope of works:-

- i) Design & drawing (sanction, working & completion) of Architectural works, structural works, Sanitary Plumbing, Electrical works, Stage light & stage craft, campus lighting, HVAC, Sound, Acoustical works, interior and fire fighting system etc.
- ii) Checking & Vetting of design & drawing from any Govt. Engineering Institution/University (Jadavpur University/ IEST Shibpur). Selection of the institution will be decided by the EIC. The structural design & drawing should be checked & verified by faculty member of Structural Engineering Wing only.
- iii) Periodical site supervision of execution of works as per approved drawings including modification of drawings and design as required upto completion of the project.
- iv) Facilitation for sanctioning/NOC of drawings of project from all statutory bodies like local Govt., Directorate of Electricity, Fire & Disaster Emergency Service Department, WBSEDCL, etc.
- v) Preparation of BOQ in consultation with the Engineer in charge, specification etc. and submission to the authority for any deviation/modification as per requirement of sanctioned drawing & design.
- vi) Any other consultancy services required for the project as per instruction of EIC
- vi) PMC services from planning to commissioning are to be provided in the entire spectrum of Projects.

5.1 Activity Schedule with timeline

- i) The Architectural drawing on the basis concept plan with necessary modifications for betterment for acceptance of Dept to be submitted within 20 days from the date of receipt of work order.
- ii) The civil structural design & working drawing duly checked and vetted upto plinth level to be submitted within 45 days from the date of issuance of work order.

- iii) Balance civil structural design & working drawing duly checked and vetted to be submitted within 2 months from the date of issuance of work order.
- iv) All other design and working drawings related to the project for completion for Civil, Sanitary, Electro-mechanical, fire-fighting works etc duly checked & vetted to be submitted within 2.5 months from the date of issuance of work order.
- v) Supervision period will be starting from the date of commencement to the date of final completion of the project.

6. Eligibility criteria for the bidders:-

A) (I) Intending Tenderers should produce the credentials of consultancy services for newly constructed Government auditorium having at least 300 sitting capacity with all respective components such as design & drawing (both sanction & working) of Architectural works, civil, structural works, Sanitary Plumbing, Electrical works, Stage light & stage craft, campus lighting, HVAC, Sound, Acoustical works, interior and fire fighting system etc during 5(five) years prior to the date of issue of the Tender Notice.

or

II) Intending Tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of 75% of (i) above

- B) The minimum turn over must not be less than 20 lakhs and the job value of a single contract should not be less than 6 lakhs (Rupees Six lakhs only).
- C) Scanned copy of PAN card, P. Tax, Valid Income tax(For last 3yrs), VAT certificate with last qtr. e-return, Last 3yrs. audited balance sheet, Credentials, Work Order, Payment certificate and other supporting documents, Registration Certificate and/or trade license of the company must be submitted duly digitally signed at desired location in the website <https://wbtenders.gov.in>.
- D) The intending tenderer must have registered office at West Bengal.
- E) JV not allowed for this tender.

6.1 Declaration on Notary

a) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through on line at desired location.

6.2 Partnership Firm/Consortium should submit necessary deed at desired location through on line.

7. Earnest Money:- The tenderer shall have to deposit requisite earnest money along with the tender document in prescribed manner failing which the tender shall be rejected. The balance earnest money if any to fulfill 2(two) percent of the tender value is to be deposited at the time of execution of formal agreement.

8.a) List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-

- i. Income Tax e-Return (For last 3yrs)
- ii. Audited Balance Sheet (For last 3yrs)
- iii. Pan Card.
- iv. Professional Tax Enrolment certificate with current year challan.
- v. GST registration certificate.
- vi. Valid Renewed Trade License.
- vii. Technical Credential.
- viii. Work Order for the work. Payment certificate in support of value of work executed.

- b) List of documents shall have to upload by a Partnership Firm in addition to Sl. No. 8.a)
- i) The power of Attorney for the firm for signing the tender by a partner.
 - ii) Partnership Deed.

9. Language of Tender:- The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

10. Payment Schedule

	Mode of Payment	Percent of payment
i)	On finalization, submission and acceptance of all Architectural drawings.	5%
ii)	Obtaining vetting both civil and electro-mechanical from statutory bodies.	25%
iii)	Submission of DPR of balance work consulting with Engineer in charge	20%
iv)	PMC services from planning to commissioning are to be provided in the entire spectrum of Projects (i. 50% after receiving Last Installment from WBGOV. & ii) 50% after completion of all activities of Project)	50%

Note: (i). All drawings are required to be submitted in 6(six) sets along with soft copies. Necessary draft drawings will have to be submitted for obtaining departmental observations/ clearance prior finalization which will not be in account for within above mentioned 6 sets.

11. Others:- The Tender Notice along with other documents like Tender Form No. -2911, Technical Specification, Special Terms and Conditions , BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.

12. Declaration:- Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract. For any quarries related to work, the intending agency may contact the office of the undersigned.

The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

For detail information please visits <https://wbtenders.gov.in> & www.birnagarmunicipality.org.

Chairman
Birnagar Minicipality

INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the consultants to participate in e- tendering.

1. Registration of Consultant:- Any consultant 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 consultant is to click on the link for e – Tendering site as given on the web portal.
2. Digital Signature Certificate (DSC) :- Each consultant 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 Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.
3. Collection of Tender documents:- The consultant can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
4. Submission of Tenders :-
 - a) General process of submission:- Tenders are to be submitted through online to the website stated in Cl.1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
 - b) Technical Bid:- Technical Bid contain scanned copies of the followings further in two cover (folder).

A-1. Statutory Cover Containing:-

- i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT.
- iii) Credential as per prescribed format.

N.B: Bidder must download BIRNAGAR MUNICIPALITY Tender Form No-1, General Terms and Condition, Special Terms & Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web under the NIT and must go through carefully before quoting his rate. These documents are not necessarily be uploaded by the bidder.

A-2. Non Statutory/Technical documents Cover containing.

- i) Income Tax e-Return (For last 3yrs)
- ii) Audited Balance Sheet (For last 3yrs)
- iii) Pan Card.
- iv) Professional Tax Enrolment certificate with current year challan.
- v) GST registration certificate.
- vi) Valid Renewed Trade License.
- vii) Technical Credential.
- viii) Work Order for the work in technical credential. Payment certificate of the said work.

Note: Failure of submission of any of the above mentioned documents (as stated in A-1 & A-2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

5. 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.

6. A) Financial Bid:-

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The consultant is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the consultant.

B) Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the Chairman, BIRNAGAR MUNICIPALITY Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non- statutory cover will be downloaded for evaluation.
- iii) List of technically qualified tenderers would be uploaded.

During evaluation, the Tender Inviting Authority may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

Opening and evaluation of Financial Bid:

- i) Financial bid of tenderers, declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

7. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited.

Chairman
Birnagar Municipality

Memo No.-135/PWD, Date-20.04.2023

Copy forwarded for Information & wide circulation to:

1. The District Magistrate, Nadia, P.O. - Krishnagar, Nadia
2. The Sub-Divisional Officer, Ranaghat, P.O. - Ranaghat, Nadia.
3. The Secretary, UD & MA, Govt. of West Bengal, Nagarayan Bhavan, Salt Lake.
4. The Chief Engineer, Municipal Engineering Directorate, Govt. of West Bengal, BikashBhavan, Salt Lake,
5. The Chief Engineer, KMDA, Electrical Division,..... , Unnayan Bhavan, Salt Lake, Kolkata.
6. The Superintending Engineer , (East Circle), M. E Dte.) Engineering Directorate, Govt. of West Bengal.
7. The Executive Engineer, Municipal Engineering Directorate, Nadia Division, Krishnagar, Govt. of West Bengal.
8. News Paper (Bengali, English & Hindi daily)
9. Office Notice Board.
10. Official website of www.birnagarmunicipality.org

Chairman,
Birnagar Municipality