

Office of the Councillors of Birnagar Municipality

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

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Notice Inviting e-Tender

Notice Inviting e-Tender No.: WBMAD/BM/1e/2024-25

Memo. No.: 265/PWD

Dated: 05.06.2024

Chairman, on behalf Board of Councilors of Birnagar Municipality invites sealed competitive Bid on percentage rate basis from reliable and resourceful Companies/ Firm/Contractors having experience similar nature of work as noted below the eligibility as depicted hereunder for participating in the Bid. (Submission of Bid through online)

List of Schemes(Table-1):

Sl. no	Name of Work (s)	Amount put to tender (Rs)	Credential	Earnest Money (Rs.)	Time of Completion	Fund
1	ESTIMATING AND COSTING FOR ELECTRO-MECHANICAL WORK FOR NEWLY CONSTRUCTED DEEP TUBE WELL AT DAKSHINPARA AT WARD NO-1 UNDER BIRNAGAR MUNICIPALITY. GROUP-A.	11,99,684.63	40% on Similar nature Of work within Last Five years	23,994.00	180 Days	Administrative approval no, GO2324009381UM Dt. 08/11/2023
				Tender ID: 2024_MAD_689432_1		
2	ESTIMATING AND COSTING FOR ELECTRO-MECHANICAL WORK FOR NEWLY CONSTRUCTED DEEP TUBE WELL AT KHARDAPARA AT WARD NO-6 UNDER BIRNAGAR MUNICIPALITY. GROUP-B.	11,99,684.63	40% on Similar nature Of work within Last Five years	23,994.00	180 Days	
				Tender ID: 2024_MAD_689432_2		

1.(i) Separate e-tenders (1st) are invited by the Chairman, behalf of the Birnagar Municipality for the works mentioned in the list given above through electronic tendering (e-Tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

(ii) Intending bidders desirous of participating in the e-tender are to log on to the website <https://wbtenders.gov.in> for the tender.

(iii) Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safes crypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

(iv) Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below under "General terms and conditions and information".

(v) Last date & time of submission of bids online is **21.06.2024 up to 06.00 PM**

The intending bidders must read the terms and conditions of the NleT carefully. They should particularly go through the eligibility criteria required and satisfy themselves of the requirements for eligibility. They should only submit their bid if they consider themselves eligible and they are in possession of all the documents required.

All information posted on the website consisting of NleT and related tender documents, BOQ, Corrigendum, etc. and Drawings, if any, shall form part of the tender document.

2. Scope of work :

1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted by selecting from either of the following payments modes:-

i) Net Banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank and also to be documented through e-filling.

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 bidder will be considered only if the TECHNICAL BID of the bidder is found qualified by the Tender Evaluation Committee' formed by the authority of Birnagar 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.

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5) Eligibility Criteria & Documents are to be produced at the time of submission of tender through e -Tendering process :

The eligibility of bidder will be judged on the basis of document(s)in support of the minimum criteria mentioned below :

SL. NO.	Category	Details
1	Work experience / Credential/ Completion Certificate.	The prospective bidders shall have credential of similar work for at least not less than 40% of Estimated amount of each work in last five Financial year under authority of State / Central Govt, State/Central Govt undertaking /& Local bodies Constituted under State/ Central Govt. Credential must clearly reflect the similar nature of work (High Mast) with supporting documents. (For example: BOQ, Detailed estimate, work order, payment certificate, completion certificate etc) date of commence, date of completion, time of extra if any, delay, certificate for any incomplete work shall not be considered
2	Financial Capacity	a) Bank solvency 25% for last 6 month of the estimated amount. (Not Mandatory) b) Authenticated Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year - I) c) IT return for last 3 years.
3	Technical Capability:	a) The Bidder should produce list of Technical personnel identified by name ,who will be assigned to the project implementation in different capacities b) Bidder should have Valid Contractor License, Valid Electrical Supervisor Certificate for same type of work & the same should be uploaded with offer and appointment letter of the supervisor. Supervisory certificate must be part I,2,4,6a,7a,II (Not Mandatory) c) Payment will be made after deduction of 10% (Including 2% EMD) Security Money along with necessary taxes. d) Income Tax Acknowledgement Receipt for the Assessment of Last three years , Up to date P.T. Deposit Challan, Pan Card , Valid Trade License, G.S.T, E.P.F & E.S.I Registration Certificate are to be accompanied with the Technical Bid Documents.
4	Non-statutory documents	Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

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Joint Ventures will not be allowed.

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.

No mobilization advance and secured advance will be allowed.

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.

6) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
01	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.06.2024 at 12.00PM
02	Documents download/sell start date (Online)	05.06.2024 at 12.00PM
03	Seek Clarification start date (Online)	05.06.2024 at 12.00PM
04	Seek Clarification end date (Online)	12.06.2024 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)	05.06.2024 at 12.00PM
07	Documents download/sell end date (Online)	21.06.2024 at 06.00PM
08	Bid Submission closing (On line)	21.06.2024 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)	24.06.2024 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 (online),	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.

Note:

> In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No. (v) to (x) of the above Table unless otherwise notified through Net (e-PORTAL).

> Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by the Tender Committee. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines.

> The successful tenderer shall has to execute an agreement with the authority as per usual norms in the West Bengal Form No. 2911 (within 7 days after the issue of acceptance letter).

> The contractors shall have to procure all materials including steel and cement as and when necessary as per directive of EIC whose decision is final and binding.

> Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act 1996.

> Site inspection should be made before submission of tender.

> In case of any dispute arising in this regard the Court of Ranaghat will have exclusive Jurisdiction to deal with the same.

7. Earnest Money: Earnest money (2% of the estimated amount put to tender) shall be remitted by the tenderer through ICICI Payment Gateway or through net-banking or NEFT or RTGS in respect of tender ID. Every such transfer shall be done on or after the date of publish of NleT. Any tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (scanned copy) shall be uploaded as statutory document. Such 2% of earnest money will automatically converted into the Security Deposit in respect of successful tenderer.

8. Duration of Empanelment : Tenure of contract will initially be for a period of one year from the date of work order which may be suitably extended after reviewing performance and continuation of the project.

9. The TIA will accept the tender. He/She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all the tenders received without assigning any reason thereof as per the approval of competent authority i.e. The Chairman of Birnagar Municipality.

10. Prequalification Criteria

Bidder must meet the following Technical criteria & Additional Criteria :

Enlisted Contractors and/or outside bonafide contractors, Engineers Co-Operative Societies, Consortiums and Partnership Firms registered under the relevant Act and Contractors of equivalent grade/Class registered with Central Govt./MES/Railways for execution of civil works are eligible on the criteria as detailed in the Website (<https://wbtenders.gov.in>). Joint Venture Firms are not eligible to participate.

11. The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 5 (Five) year from the date of successful completion of the work to the entire satisfaction of the Authority. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect.

12. 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.

13. 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 through a Tender Evaluation Committee 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 Bidder up to the stage of Bidding.

14. 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.

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

16. The intending Bidders are required to quote the rate *online*.

17. 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.

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

19. If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (*two*) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

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

21. WORK ORDER will be issued after receipt of Administrative approval of the authority if other terms and condition are fulfilled.

22. 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:

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) 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 declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false in such cases the eligibility of the bidder /bidder will be rejected at any stage without any prejudice.

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

24. Tendering authority/Engineer in charge reserves the rights for the selection of makes/brands and quantity of all materials/equipments mentioned in the BOO or vendor list. More than one make/brand and quantity may be asked to utilize for the execution of the work for the interest of Municipality to ensure best quality of work. The authority would provide consent/ permission regarding make/ brand and quantity of materials mentioned in the BOO/ Vender list, the agency have to carry out accordingly otherwise may lead to cancellation of agreement and forfeit of security deposit/earnest money whichever is more. The intending bidders may be requested to quote the rates keeping all these conditions in mind.

25. The complete installation within this contract shall be guaranteed against any manufacturing defects and or bad workmanship for a period as mentioned Government of West Bengal Law & Arbitration Cell Public Works Department G.O. No. 5784-PW/L&A/2M-175/2017 Dated: 12.09.2017 from the date of final taking over of the installation by the ultimate users. During this period any defects brought to the notice of the contractor by the department shall be replaced / repaired / mend good as the case may be at free of cost.

26.) Additional performance security shall have to submit as per GO No.4608-F(Y) Dt.18.07.2019 if the quoted rate 80% or less of the tender amount

27. Eligibility criteria for participation in the tender.

i) The prospective bidders shall have satisfactorily completed prime agency at least one work of similar nature in a single contract within last five (5) years under authority of State / Central Govt., State /Central Govt. Undertaking / Statutory Bodies constituted under the Statute of the Central / State Govt. and having a magnitude of 30 (Thirty) percent prior to the date of issue of this NleT [Non statutory Documents] in the following experience profile. Completion certificate should be submitted by the bidder.

Experience profile

List of projects completed of that are similar in nature to the works having more than 30% of the project cost executed in a single contract.

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of work	Estimated amount put to tender(Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

Note: Applicant may add necessary column and space, if required from his end.

ii) Valid PAN Card, Valid Last Years' I.T. Return, Valid Trade License, Valid Professional Tax Deposit Challan, Valid GST Registration Certificate & Valid Electrical supervisory license shall be accompanied with the Technical documents. [Non statutory Documents].

iii) The tenderers shall have to furnish the O.E.M. Certificate with Five years' Warranty in respect of LED Lamps in favour of Chairman, Birnagar Municipality.

iv) Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application in prescribed Form-I. [Non statutory Documents].

v) Registered Unemployed Engineers' Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Current N.O.C. from A.R.C.S., Minutes of last A.G.M. and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering as per memo No.44-A/4M-11/2002 dt. 09.01.2004 of Deputy Secretary-III, P.W.D. Privilege will be allowed as per G.O. No.378(9)-A/PW/O/10C-17/05 dt. 31-05-2015 P.W.D. Accounts Branch by Deputy Secretary-III including necessary documents in support of the statement and along with other supporting papers.[Non-Statutory documents].

vi) Joint venture will not be allowed to participate in the above NleT.

vii) A prospective bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.

viii) A prospective bidder shall be allowed to participate in a single 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.

ix) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

x) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

29. No mobilization /secured advance will be allowed.

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

31. All materials should be as per IS specification and procured by the agency. Cement from mini plant not been allowed, steel should be used of the following brand tata, elegant, shyam and captain only.

32. Constructional Labour Welfare Cess @ 1 (one) % of cost of construction will be deducted from every Bill of the selected agency.

33. In connection with the work, Arbitration will not be allowed.

34. Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the dead line date for Financial Bid submission. Any extension of this validity period, if required, will be subject to concurrence of the Tenderer. Bid valid for a shorter period shall be rejected by the TIA as non-responsive. A Tender once submitted shall not be withdrawn within the validity period. If any Tenderer withdraws his/her/their tender(s) within the validity period and/or extended period of validity, then Earnest Money as deposited by him/her/them will be forfeited and even a legal action may be taken by the TIA.

35. The work is of URGENT in nature and agency entrusted for it shall have to complete the work within stipulated time without any failure.

36. The tender for the works invited in this NleT are urgent and shall be completed during stipulated time as per NleT.

LOCATION OF CRITICAL EVENT

o Pre Bid Meeting- Birnagar Municipality P/o , Birnagar , Dist: Nadia Pin : 741127

o Bid Opening — Birnagar Municipality P/o , Birnagar , Dist: Nadia Pin : 741127

35. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period as per prevailing Govt. rule from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.

36. Running payment of work may be made to the executing agency as per availability of the fund. The executing agency may not get a running payment unless the gross amount of running bill is at least 40% of the tendered amount.

37. Once the Supply, Installation, Testing & Commissioning work for the said project will be fully certified by the Engineer then the relevant payment will be processed.

38. Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) will be refunded to the successful tenderer without any interest in the following manner, as applicable.

(a) For work with three months Defect Liability Period:

(i) Full security deposit shall be refunded to the agency on expiry of three months from the actual date of completion of the work.

(b) For work with one year Defect Liability Period:

(i) Full security deposit shall be refunded to the agency on expiry of one year from the actual date of completion of the work.

(c) For work with three years Defect Liability Period:

- (i) 30% of the security deposit shall be refunded to the contract 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 agency on expiry of three years from the actual date of completion of the work.

(d) For work with five years Defect Liability Period:

- (i) No security deposit shall be refunded to the contract for 1st. 3 years from the actual date of completion of the work;
- (ii) 30% of the security deposit shall be refunded to the contract on expiry of four years from the actual date of completion of the work;
- (iii) The balance 70% of the security deposit shall be refunded to the agency on expiry of five years from the actual date of completion of the work.

EXPLANATION:

The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of the contract. For

(i) The work of patch repair or patch maintenance in nature or a combination thereof, the Defect Liability Period of the work shall be three months from the actual date of completion of the work;

(ii) Thorough Bituminous Surfacing work with bituminous thickness less than 40 mm, Repair & Rehabilitation of any road / bridge / culvert / building / Sanitary & Plumbing work, the Defect Liability Period of the work shall be one year from the actual date of completion of the work;

(iii) Extension of building / bridge /culvert, Construction of new flexible pavement upto bituminous level which has been designed for a period of 3 years or more, Widening and strengthening of flexible pavement designed for a period of 3 years or more, Improvement of riding quality / Strengthening of flexible pavement designed for a period of 3 years or more; Providing only mastic asphalt layer over existing bituminous surface without providing bituminous profile corrective course / bituminous base course, the Defect Liability Period of the work shall be three years from the actual date of completion of the work;

(iv) Construction of new building / new bridge / new culvert, Reconstruction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work.

43. Additional Performance Security @ 10% of the tender amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the estimate put to tender.

The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his/her Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the agency, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

The Bank Guarantee shall be returned immediately on successful completion of the contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the agency. Necessary provisions regarding deduction of security deposit from the progressive bills of the agency as per relevant clauses of the contract shall in no way be altered/affected by provision of this Additional Performance Security.

44. All Bidders are requested to present in the Office of the Birnagar Municipality during opening of the Financial Bid. Chairman/Executive Officer, Birnagar Municipality may call Open Bid/Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained/ raised by any Bidder, who will present during opening of bid, or from any Bidder, who will absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

45. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regard will be entertained.

46. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings 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.

48. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.

49. Conditional/Incomplete tender will not be accepted.

50. The intending tenderers are required to quote the rate on line.

51. During the scrutiny, if it come to the notice to 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 out rightly rejected without any prejudice. The Municipal Authority reserves the right to cancel the NleT due to unavoidable circumstances and no claim in this respect will be entertained.

52. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Chairman, Birnagar Municipality within 1 (one) day from the date of publication of list of qualified agencies and beyond that time scheduled no objection will be entertained by the Chairman, Birnagar Municipality. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer, if 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.

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

54. Qualification criteria.

The Tender Inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.

a) Financial Capacity.

b) Technical Capability comprising of personnel & equipment capability.

c) Experience/Credential

d) The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b & c above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be out rightly rejected at any stage without any prejudice.

INSTRUCTION TO BIDDERS
General guidance for e-Tendering

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

1. 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 <http://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

2. 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 Information's Centre (NIC) on payment of requisite amount details are available at the web site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The contractor can search & download NleT & Tender Documents electronically from computer. Once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. 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. A prospective bidder (including his participation in partnership) shall be allowed to participate in single work as mentioned in the list of schemes.

5. Submission of Tenders.

General process of submission, Tenders are to be submitted through online to the website stated in Cl.2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Compiled & Digitally signed. The documents will get encrypted (transformed into non-readable formats).

A. TECHNICAL PROPOSAL

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

A-1. Statutory Cover / Technical File containing

- i. Special terms, conditions & specification of works.
- ii. Scanned copy of online transfer of Earnest Money Receipt.
- iii. O.E.M. Certificate with 5 (Five) years' Warranty in respect of LED Lamps in favour of Chairman, Birnagar Municipality under a Non-Judicial Stamp paper executed before Notary.

A-2 Non statutory cover / Technical Documents

- i) Valid PAN Card.
- ii) Valid Last Three Years' I.T. Return.
- iii) Valid Trade License.
- iv) Valid Professional Tax Deposit Challan.
- v) Valid GST Registration Certificate.
- vi) Valid Electrical supervisory license.
- vii) Declaration regarding Structure & Organization in prescribed Form-I.
- viii) Registration Certificate under Company Act (if any).
- ix) Registered Deed of Partnership Firm / Article of Association & Memorandum.
- x) Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- xi) Current Year no objection Certificate issued by the Assistant Registrar of Co-Op(s) (ARCS).
- xii) Valid Bye laws are to be submitted by the Registered Labour Co-Op(s), Engineer's Co-Op.(s).
- xiii) Credential for completion of at least one similar nature of work in a single contract within last five (5) years under the authority of State/Central Govt. statutory bodies under State/Central Govt. constituted under the statute of the State/State Govt. having a magnitude of 40 (forty) percent of the estimated amount put to tender prior to the date of issue of this NleT as per proforma stated above. Completion Certificate should be submitted by the bidder.

B. FINANCIAL PROPOSAL

Statutory Cover / Financial File containing

The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

i) 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 (presenting above / below / at par) online through computer 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 contractor.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1, A2 & B) will render the tender liable to summarily rejected for both statutory & non-statutory cover.

i) The Technical Proposal Cover (folder) statutory documents should be opened first & if found in order, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the

ii) Statutory documents the tender will summarily be rejected.

iii) Uploading of summary list of technically qualified tenderers.

iv) Pursuant to scrutiny & decision of the Chairman/ Executive Officer, Birnagar Municipality the summary list of eligible tenders & the serial number of work for which Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the Chairman/ Executive Officer, their proposal will be considered will be uploaded in the web portals.

v) While evaluation, the Chairman / Executive Office Birnagar Municipality may summon the tenders & 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.

6. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of Chairman/Executive Officer, Birnagar Municipality within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Birnagar Municipality may take appropriate legal action against such defaulting tenderer. Birnagar 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 on the ground for Birnagar Municipality's action.

7. Rejection of Tender

The employer (Tender Accepting Authority) reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderers of the ground for employer's (Tender Accepting Authority) action.

8. AWARD OF CONTRACT

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.

The Agreement in Tender Documents will incorporate all agreements between the tender Accepting Authority and the successful Bidder.

Chairman
Birnagar Municipality

FORM - I

All the agencies shall have to fill up their mobile number and email address otherwise the tenders may be treated as informal. This form shall be downloaded and filled up and thereafter the scanned copy shall be uploaded along with the tender.

STRUCTURE AND ORGANISATION

A. 1. Name of the Applicant (Firm) : Office Address :

Telephone No. :

Mobile No. :

Fax No. :

A. 2. Office Address :

Telephone No. :

Mobile No. :

Fax No. :

II) E-mail id (Mandatory) :

A. 3. Name and address of Bankers :

A. 4. Attach an organization chart showing : Structure of the company

Note:

a) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

b) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.

c) Canvassing in connection with the tender is strictly prohibited and a tenderer, who resorts to this will render his tender liable to rejection.

d) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled his Security Deposit will be forfeited.

Chairman
Birnagar Municipality

Special terms and conditions

1. GENERAL :

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications in the "Departmental Schedule" which means the Public Works Department, Schedule of Rates for works in West Bengal for the working area including up to date addenda and corrigenda, if any, published by the Chairman/Executive Officer, Birnagar Municipality.

The project should be executed as per IS code / IRC / MOST / MORTH standards regarding the quality of materials and various items of works.

TERMS & CONDITIONS IN ORDER TO PRECEDENCE :

If the stipulations of the various components of the contract documents be at variance in any respect, one will over-ride the other (only in so far as those are at variance) in the order of precedence as given below :

- (a) Special terms and conditions.
- (b) Special specifications.
- (c) General specifications.
- (d) Notice Inviting e-Tender
- (e) Schedule of probable items with approximate quantities.
- (f) Printed Tender Documents.

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

Signature and address of the
Tenderer

Signature of Tender
Accepting Authority

ENGINEER-IN-CHARGE AND COMMENCEMENT OF WORK :

The word "Engineer-in-Charge" means the S.A.E., Birnagar Municipality. The word "Department" appearing anywhere in the tender documents means P.W. Department, Birnagar Municipality, who have jurisdiction, administrative or executive over part or whole of the works forming the subject matter of the tender or contract. The word "approved" appearing anywhere in the documents means approved by the Engineer-in-Charge.

CONDITION IN EXTENDED PERIOD :

As Tender Documents as the case may be when an extension of time for completion of work is authorized by the Engineer-in-Charge, it will be taken for granted that the validity of the contract is extended automatically up to the extended period with all terms and conditions, rates, etc. remaining unaltered i.e. the tender is revalidated up to the extended period.

CO-OPERATION AND DAMAGES AND COMPLETION OF WORK :

All works are to be carried out in close co-operation with the Department and other contract or contracts that may be working in the area of work. The work should also be carried out with due regard to the convenience of the road/building users and occupants, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants, etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-in-Charge are due to the negligence of the contractor are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineering-in-Charge.

TRANSPORTATION ARRANGEMENT :

The contractor shall arrange for all means of transport including Railways Wagons required for carriage and supply of materials and also the materials required for the construction work. The Department may however, at their own discretion grant necessary certificates, if required, for procurement of railways Wagons. But, in case of failure of the Department to help the Contractor in this respect, the contractor will have to procure wagons at his own initiative and no claim whatever on the ground of nonavailability of wagons shall be entertained under any circumstances.

Signature and address of the
Tenderer

Signature of Tender
Accepting Authority

2. The bidder 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 bidder 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 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.

If Li bidder failed to do the work in stipulated time then his work-order should be cancelled and legal action will be taken against him by the tender inviting authority.

TECHNICAL DOCUMENTS :

Financial Proposal:-

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.

Signature and address of the
Tenderer

Signature of Tender
Accepting Authority

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of Birnagar 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 Bidders 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 bidders will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders & 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 bidders & 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.

Chairman,
Birnagar Municipality

Memo No.-265/10/PWD,

Date-05.06.2024

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, Bikash Bhavan, 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