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Memo No. :218 - BM/NleT-04/17-18

Dated: 18/05/2017

TENDER DOCUMENTS

NAME OF THE WORK

**Construction of Annex part of Karmatirtha Building at Bidhan Park (Reservoir, Drain,
Boundary Wall) in Ward No.16**

NOTICE INVITTING-e TENDER

The Chairman on and for behalf of the **Board of Councilors of Barasat Municipality** invites sealed competitive tender on Percentage (above/below) rate from the reliable and resourceful Companies/Firms/Contractors having experience and acumen in construction work as noted below and the eligibility is depicted hereunder for participating in the Tender.

Details of Tender with necessary requirement towards submission of quotation papers will be available online as per particulars given below;

1. General Guidance for e-tendering :

Intending renderers desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

2. Registration of Contractors :

Tenderers 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, Govt of India.

(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the 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.

3. Eligibility for participation :

Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate.

4. Collection of Tender Documents :

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website given in clause 1 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.

5. Participation in Two works :

Any contractor can submit tenders for any works published in any particular NIT, depending on his credential and financial capability, details of which are given later.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

A. Technical File (Statutory Cover) containing,

- i. Application for Tender - (*Vide Form-1*) (*to be submitted in "Forms" folder*)
- ii. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded and then uploaded and digitally signed (*to be submitted in "NIT" folder*)
- iv. Earnest Money Deposit (EMD) - Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) / Deposit at Call Receipts (DCR) **purchased on and from the date of publication of concerned NIT from any Indian Nationalised Bank / W.B. State Co-operative Bank / Scheduled Commercial Banks only** towards EMD as prescribed in the NIT **payable at Barasat to be submitted in "EMD" folder.**
- v. statement of average annual turnover from contracting business for a period of last three years (2013-2014, 2014-2015 & 2015-2016) or during the period since formation of the Firm, if it was set up in less than such 3- year period.
- vi. Credential Certificate: Scanned copy of credential certificate of 100% completed works of similar nature. (*To be submitted in "credential" folder*)

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

B. My Document (Non-Statutory Cover) containing,

- i. Certificates:
 - 1) PAN valid up to the date of opening of the tenders & Latest ITR. Application for such clearance addressed to the competent authority may also be considered.
 - 2) VAT Registration Certificate or VAT Return Certificate of the last quarter of the previous financial year.
 - 3) Latest P.Tax deposit challan.
 - 4) E.P.F. Coverage letter & latest E.P.F. Challan.
 - 5) Trade License of Barasat Municipality will be given preference.
- ii. Company Details:
 - 1) Registered Deed for Partnership Firm / Consortiums from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered. However in cases where the applicant is yet to receive registration certificate from Todi Mansion, the applicant is to submit an affidavit along with the application pledging that "the registration certificate of the Consortium/Partnership firm would be submitted before the Tender Inviting Authority before the acceptance of his bid by the competent authority in case he is found lowest." If he fails to submit the registration certificate within the stipulated time, his bid will not be accepted till the submission of the

certificate. In case of inordinate delay in submitting the document his bid is liable to be rejected and his EMD deposited will stand forfeited to Government. Any change in the constituents of the consortium/partnership firm should also be registered from the Office at Todi Mansion Kolkata prior to the date of application of tender otherwise his application will be rejected.

2) Trade License for Proprietorship Firms.

3) Memorandum of Articles for Limited Companies.

4) Society Registration, Audit report, ARCS Certificate and Bye-Laws for Cooperative Societies.

iii. Balance Sheet: Audited Balance Sheets of last three financial years (2013-2014, 2014-2015 & 2015-2016) with auditors certificate regarding annual turnover from contracting business in each year may be submitted as additional documents. Bidders whose annual turnover is less than 1 Crore may submit payment certificates obtained from clients for the corresponding years if audited balance sheets are unavailable.

(If the company was set up less than three years ago, audited balance sheet for the no of years since inception may be submitted)

iv. Addenda/Corrigenda: if published.

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

v. Others: Any other documents found necessary

Note : Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.

6.3 Financial Proposal / Latest Annual Accounts:-

The financial proposal should contain the following document in one cover (folder).

i) Bill of Quantities (BOQ): The contractor is to quote the rate (percentage above or below) 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 and digitally signed by the contractor)*

7. Submission of original copies of documents of Tender Cost (if any) and Earnest Money Deposit

i. **Mode of Payment:** Cost towards tender documents (if any) and EMD must be in the form of Bank Draft (BD), Bankers Cheque (BC) and Deposit Call receipts (DCR) **purchased on and from the date of publication of concerned NIT from any Indian Nationalised Bank / W.B. State Co-operative Bank only** . Payment in any other form eg: NSC, KVP etc will not be accepted.

ii. Earnest Money Deposit shall accompany with Tender in the form of Bank Draft only drawn in "Chairman, Barasat Municipality," payable at BARASAT.

Note: The challan of deposit of earnest money must be colour scanned and uploaded by all the bidders mentioning Tender No on it; otherwise the Bid shall be summarily rejected.

8.1- Eligibility Criteria

(i) Intending tenderers should produce credential certificate from Govt. Deptt. / Board / Semi-Govt. / Corporation / Statutory Authority / Undertaking etc. for a similar nature of fully completed work of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice.

(ii) Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

(iii) Average annual turnover from contracting business as stated in should be at least 60% of the amount put to tender of the works in which the contractor intends to participate.

(iv) Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.

(v) Completion Certificate of work executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineers Department, Irrigation & Waterways Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner (HRBC); Engineering Departments of Central Government and Organization, like Railways, CPWD; and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organisations. Such certificates are further

to be countersigned by immediate superior authority of the Issuing Authority for all cases other than direct State / Central Government Departments and Railways.

(vi) Having qualified persons in team of the intending bidder.

8.2. Completion Certificate i. Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.

ii. Completion Certificate of work executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineers Department, Irrigation & Waterways Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner (HRBC); Engineering Departments of Central Government and Organization, like Railways, CPWD; and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organisations. Such certificates are further to be countersigned by immediate superior authority of the Issuing Authority for all cases other than direct State / Central Government Departments and Railways.

8.3 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 the Tender Evaluation Committee 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 of the Barasat Municipality for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Barasat Municipality may take appropriate legal action against such defaulting tenderer.

Schedule of Dates for e-Tendering

Sl. no	Activity	Date & Time
1.	<i>Publishing Date</i>	20/05/2017
2.	<i>Document Download start date</i>	20/05/2017
3.	<i>Bid submission start date</i>	21/05/2017
4.	<i>Bid submission end date</i>	05/06/2017
5.	<i>Technical Bid opening date</i>	06/06/2017
6.	<i>Uploading of Technical Bid Evaluation sheet</i>	<i>To be notified later</i>
7.	<i>Financial Bid opening date</i>	<i>To be notified later</i>
8.	<i>Uploading of Financial Bid Evaluation sheet</i>	<i>To be notified later</i>

**Chairman,
Barasat Municipality**

FORM-1

APPLICATION FOR TENDER

**To.
The Chairman,
Barasat Municipality.
Barasat. Kolkata – 700124.**

NIT No: -

Serial No of Work applied for: -.....

Amount put to tender: `

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 201____

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____
(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

BANK CERTIFICATE

This is to certify that M/s ----- is a reputed company with a good financial standing.
If the contract for the work, namely, _____, NIT No. _____, Sl. No. ____ is
awarded to the above firm, we shall be able to provide overdraft / credit facilities to the
extent of Rs. _____ to meet their working capital requirements for executing the above
contract.

Signature of Senior Bank Manager _____

Name of the senior Bank Manager _____

Address of the Bank -----

Stamp of the Bank

Note: Certificate should be on the letter head of the bank.

SAMPLE FORMAT FOR AFFIDAVIT

I, Sri.....,S/o Sri.....,aged...Years, Residing at....., Proprietor/Partner/Director of.....,do hereby solemnly affirm and declare in connection withas follows:-

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certifies that neither any near relations of AE/SAE of the Department nor any retired gazetted officers are in our Employment
3. The undersigned 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 undersigned understands and agrees that the bid shall remain open for Acceptance 180 days from the date of opening of financial bid.
5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.
7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments as listed in the ITB of the bidding document immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those

equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.

8. We would establish a site Laboratory with minimum testing equipments / apparatus as listed in the ITB to conduct the various tests on soil, aggregates, cement concrete to maintain the quality at site. We will upkeep the Laboratory set-up in good condition of the Project.

9. We would deploy at site all necessary technical Personnel for efficient contract management and supervision of works with a view to achieving best quality of works at site.

10. We would carry out all necessary tests of all major items at frequency spelled out in the contract document /MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.

11. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.

12. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

13. The undersigned inspected the site and quoted the rate accordingly.

(Signature of the Bidder)

List of Work:-

1.	Name of Work:	Construction of Commercial Building, Reservoir, Drain, Boundary Wall
2.	Estimated amount put to tender.	Rs. 88,80,329.00 (Rupees Eighty eight lakhs eighty thousand three hundred twenty nine only)
3.	Location of Work:	Ward No.16 within Barasat Municipal area
4.	Earnest money (2% Of The Estimated Amount Put To Tender) (Rs.)	Rs. 177607.00
5	Completion Of The Works	300 DAYS

**Chairman,
Barasat Municipality**

Copy forwarded for wide circulation through:

1. Vice Chairman, Barasat Municipality.
2. All Chairman – in – Council Members, Barasat Municipality.
3. Executive Officer, Barasat Municipality.
4. Finance Officer, Barasat Municipality.
5. Asst. Engr.(1) Barasat Municipality.
6. Asst. Engr.(2) Barasat Municipality.
7. District Magistrate, North 24 Parganas.
8. Secretary, Zila Parisad, North 24 Parganas.
9. Executive Engineer, 24 Parganas Div. 1, (MED) Barasat, North 24 Parganas.
10. Municipal Website : www.barasatmunicipality.org
11. Office notice board, Barasat municipality.
12. Accountant, Barasat Municipality.
13. ITC, Barasat Municipality.
14. Cashier, Barasat Municipality.
15. AFC, Barasat Municipality.

**Chairman,
Barasat Municipality**