

# ULUBERIA MUNICIPALITY

O.T. ROAD,BAZARPARA,ULUBERIA  
HOWRAH

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## Notice Inviting E-Tender

Memo No. ...UM/ 477/PWD.

Dated: 08/06/2016

Notice Inviting e-Tender No. **WB/MAD/UM /02/e-Tender/15-16(2<sup>nd</sup> call)** of The Executive Officer,Uluberia Municipality, invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

List of Schemes:

Sl. No	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Technical & Financial Bid documents and other annexures (Rs.)	Period of Completion	Name of the Concerned Officer	Eligibility of Contractor
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Improvement of B/T road from Joymonti's shop (RCC Bridge) to Jagadishpur RG Office at South Jagadishpur in Ward no.-24.	55,32,983.00	1,10,660.00	Nil (Ref : Sl. 36 of this NIEt)	1 (One) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
2	Construction of concrete road from Ananda Garani house to Jolly Club at South Jagadishpur in Ward no.-24.	19,03,465.00	38,069.00	Nil (Ref : Sl. 36 of this NIEt)	3 (Three) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
3	Improvement of B/T road (Uluberia Station Road ) from OT road to Bhagabati Mistanna Bhandar in Ward no.-27.	14,08,055.00	28,161.00	Nil (Ref : Sl. 36 of this NIEt)	1 (One) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
4	Improvement of B/T road from Beltala Bus Stand to Banitala Kali Temple in Ward no.-30	20,22,512.00	40,450.00	Nil (Ref : Sl. 36 of this NIEt)	3 (Three) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
5	Construction of concrete road from Amin Molla's ration shop to Bottala via Primary School at Bahirgangaram pur in Ward no.-32.	16,61,701.00	33,234.00	Nil (Ref : Sl. 36 of this NIEt)	1 (One) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)

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Executive Officer  
Uluberia Municipality

6	Construction of concrete road from Gangarampur High School to Culvert via Burning Ghat at S.Gangarampur in Ward no.-32.	14,70,015.00	29,400.00	Nil (Ref : Sl. 36 of this NIEt)	3 (Three) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
7	Improvement of B/T road (Nazrul Road) from Chengail Community Hall to Burikhali Premchand road via Chengail High Madrasha in Ward no.-13 & 14.	23,60,547.00	47,211.00	Nil (Ref : Sl. 36 of this NIEt)	1 (One) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
8	Construction of concrete road from Chengail Charch to sanapara Masjid via Paramanikpara, Sardar para,Dharapara, Daibikhali Young Sporting Club in Ward no.-15.	27,45,375.00	54,908.00	Nil (Ref : Sl. 36 of this NIEt)	3 (Three) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
9	Improvement of B/T road from Kalsapa Bazar to Ladlow Koyla Gate in Ward no.-17 & 21.	46,16,072.00	92,321.00	Nil (Ref : Sl. 36 of this NIEt)	1 (One) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
10	Improvement of B/T road from Fuleswar Beltala to Jorapool via Fuleswar East Cabin at Mansatala in Ward no.-18,19,20 & 21.	88,08,090.00	1,76,162.00	Nil (Ref : Sl. 36 of this NIEt)	3 (Three) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
11	Improvement of B/T road from Fuleswar West Level crossing to banspati Khal in Ward no.-20 & 21.	9,66,974.00	19,339.00	Nil (Ref : Sl. 36 of this NIEt)	1 (One) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
12	Improvement of B/T road from Azad sangha Club to S.E. Rail line in Ward no.-7.	12,59,051.00	25,181.00	Nil (Ref : Sl. 36 of this NIEt)	3 (Three) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)

Seal and Signature of the Tenderer

Executive Officer  
Uluberia Municipality

13	Improvement of B/T road from Chakkashi 2 No. Colony River Bank to Dilip Hazari shop in Ward no.-10.	45,78,308.00	91,566.00	Nil (Ref : Sl. 36 of this NIEt)	1 (One) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
14	Improvement of B/T road from Kanchanbani Cinema Hall to Chakkashi 2 No. Colony River Bank in Ward no.-11.	26,18,828.00	52,377.00	Nil (Ref : Sl. 36 of this NIEt)	3 (Three) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
15	Improvement of B/T road from Chakkashi Babu's Quarter to bauria West Rly. Level crossing in Ward no.-11 & 12.	32,80,270.00	65,605.00	Nil (Ref : Sl. 36 of this NIEt)	1 (One) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)
16	Improvement of B/T road from Chakbenekha Sultania Madrasha to Hazi Manjil via Mabud shop in Ward no.-7.	19,45,646.00	38,913.00	Nil (Ref : Sl. 36 of this NIEt)	3 (Three) months from the date of commencement	Assistant Engineer, Uluberia Municipality	Bonafied, resourceful outsiders (Ref : Sl 6 of this NIEt)

- C.1 In the event of e-filing, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary ~~cost of tender documents (tender fees)~~ and Earnest Money may be remitted through Demand Draft / Pay Order / Bank Guarantee issued from any nationalized bank in favour of the **"THE EXECUTIVE OFFICER, ULUBERIA MUNICIPALITY" payable at KOLKATA** and also to be documented through e-filing. The original Demand Draft / Pay Order / Bank Guarantee against ~~tender fees~~, Earnest Money Deposit (EMD) or documents in support should be submitted physically in the Tender Box kept at the office of Director (Pl. & Dn.), Uluberia Municipality under sealed cover before 24 Hrs. of the date and time of opening of tender.
- C.2 Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.
- C.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. 15.
- C.4 The Technical Bid/Proposal is submitted in two parts. The two parts of the proposal are :-
- (i) Part – 1 : Technical proposal
- Folder 1 : Prequalification documents.

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Executive Officer  
Uluberia Municipality

- Folder 2 : Technical submission by bidder.

(ii) Part – 2 : Financial proposal

C.5 Folder 1 of Part-1 of the Technical proposal would be first opened and evaluated by the 'Tender Evaluation Committee' formed by The Executive Officer, Uluberia Municipality and firms meeting the eligibility criteria as mentioned under Sl. 4 below would be considered for further evaluation of Folder 2 of Part-1 of the by the 'Tender Evaluation Committee' formed by. Folder 2 of Part-1 of the proposal would be opened and evaluated for the firms who have been qualified in Folder 1 of the Technical proposal. The Financial proposal of only those firms, who score qualifying marks in the Folder 2 of Technical Proposal would be opened and evaluated. ~~The final selection of the firm will be based on the basis of the lowest contract price offered by the firm in Part 2 : Financial Proposal of the tender document.~~ 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.

**6. Eligibility criteria for participation in the tender :**

6.1. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this Notice at least one work of similar nature under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government and having a magnitude of 50 % (fifty percent) of the amount put to tender.

[Non-statutory documents]

N.B.: Estimated amount, Date of Completion of Project and detail communicational address of client must be indicated in the Credential Certificate.

6.2. The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being one Civil Engineering Degree holder and one Civil Engineering Diploma holder (Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation.)

[Non-statutory documents]

6.3. Income Tax Return Acknowledgement for the latest Assessment year, P.T. Deposit Challan for the year 2015-2016, Pan Card, VAT Registration Certificate are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

6.4. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

6.5. The Working Capital shall not be less than 15 % (fifteen percent) of the amount put to tender out of which minimum 10 % shall be of applicant's own resource .

6.6. In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3 CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant's name in such enclosure will be entertained .

[Non-statutory documents]

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Executive Officer  
Uluberia Municipality

- 6.7. The prospective bidders should own or arrange through lease hold registered agreement, the required plant and machineries . Conclusive proof of ownership in favour of owner or leaser of plant and machineries in working condition shall have to be submitted . (Ref. Form- IV , Section - B )

[Non-statutory documents]

- 6.8. Registered Partnership Deed for Partnership Firm is to be submitted. The company shall furnish the Article of Association and Memorandum .

Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he 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 favour**, by the rest of the directors of such company or the partners of such firm , to upload such tender.

[Non-statutory documents]

- 6.9. **Registered Unemployed Engineers ' Co-operative Societies / Labour Co-operative Societies are required to furnish valid Bye Law , Current Audit Report, Minutes of last A .G .M . along with other relevant supporting papers.**

[Non-statutory documents]

- 6.10. **Joint Ventures will not be allowed .**

- 6.11 . 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.

7. The prospective tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.

8. Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is **20 (Twenty) lakh** or 30 % of the tendered amount whichever is less . Provisions in Clause(s) 7 , 8 & 9 contained in W.B . Form No. 2911(ii) so far as they relate to quantum and frequency of payment are to be treated as superseded .

9. Adjustment of price vide notification no. 23 -CRC /2 M -61 /2008 dated: 13 /03 /2009 and no. 38 - CRC /2 M -61 /2008 dated:20 /04 /2009 in respect of construction materials shall not be applicable . The bidders shall quote their rate accordingly.

10. **No mobilisation advance and secured advance will be allowed .**

11. **Security Deposit:** 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.

12. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials , labour shed, laboratory etc. at their own cost and responsibility.
13. 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.
14. Constructional Labour Welfare CESS @ 1 % (one percent) of cost of construction will be deducted from every Bill of the selected agency .
15. **There shall be no provision of Arbitration . The Clause No . 25 of 2911 (ii) is omitted vide Notification No . 558 /SPW Dated : 13 th December, 2011 of the Secretary, P.W. Department .**
16. Bids shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial 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.
17. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	09 / 06 / 2016
2	Documents download / sale start date (online)	09 / 06 / 2016 at 11 :0 0 A .M .
3	Bid submission start date (online)	09 / 06 / 2016 at 11 :0 0 A .M .
4	Bid Submission closing date (online)	23 / 06 / 2016at 04 :0 0 P .M .
5	Date & time of submission of Demand Draft / Pay Order against Earnest Money Deposit to The Office of The Executive Officer, Uluberia Municipality Uluberia, Howrah. (offline)	24 / 06 / 2016 at 11 :0 0 A .M . upto 01 :0 0 P .M.
6	Bid opening date for Technical Proposals - Folder 1 : Prequalification Documents (online)	24 / 06 / 2016 at 02 :0 0 P .M .
7	Date of uploading list for Qualified Bidder in Folder-1: Prequalification Documents (online)	After evaluation of Prequalification Documents
8	Bid opening date for Technical Proposals - Folder 2 : Technical submission by bidder (online)	To be notified latter on .

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Executive Officer  
Uluberia Municipality

9	Date of uploading list for Technically Qualified Bidder in Folder 2 : Technical submission by bidder (online)	After evaluation of Technical Submission by bidder
10	Date for opening of Financial Proposal (online)	To be notified latter on .

18. **Clause No . 17 of CONDITIONS OF CONTRACT of the printed W.B . Form No . 2 9 1 1 (ii) shall be substituted by the following :**

**Clause 17 :** If the contractor or his workmen or servants or authorized representatives shall break , deface, injure, or destroy any part of building, in which they may be working, or any building, road , road-curbs, fence, enclosure , water pipes, cables , drains, electric or telephone posts or wires , trees , grass or grassland or cultivated ground contiguous to the premises , on which the work or any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfections become apparent in it at any time whether during its execution or within a period of **three years** after issuance of a certificate of its completion by the Engineer-in-Charge, the contractor shall make the same good at his own expense, or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-Charges shall be final) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to contractor by the Government or from his security deposit, or the proceeds of sale thereof, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer-in-Charge (which opinion shall be final and conclusive against the contractor) , of making such damage or imperfections good shall exceed the amount of such security deposit and/or such sums , it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force.

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

Provided that the work shall not be deemed 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 45 (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 45 (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 Government under the provision of Clause 1 hereof shall be refundable to the contractor in the manner provided hereunder:-

- (i) **30 % (thirty percent)** of the security deposit shall be refunded to the

Seal and Signature of the Tenderer

Executive Officer  
Uluberia Municipality

contractor on expiry of **1 (one) year** after the issuance of certificate of completion of work;

(ii) Further **30 % (thirty percent)** of the security deposit shall be refunded to the contractor on expiry of **2 (two) years**.

(iii) The balance **40 % (forty percent)** of the security deposit shall be refunded to the contractor on expiry of **3 (three) years**.

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 this contract. The work may be of original or special repair in nature or a combination thereof, or of original or special repair in nature in combination with the work(s) of repair and/or maintenance in nature;

Provided that in respect of the work of repair or maintenance in nature or a combination thereof, the words **3 (three) years** wherever appearing in this Clause shall be deemed to be **1 (one) year** and in which case the security deposit of the contractor held with the Government under the provision of Clause 1 hereof shall be refundable to the contractor on expiry of **1 (one) year** after the issuance of certificate of completion of work by the Engineer-in-Charge.

**19. The following paragraph shall be added to the Interpretation Clause of CONDITIONS OF CONTRACT of the printed W.B. Form No. 2911(ii) :-**

**“The word ‘Government’ means the Government of the State of West Bengal in Public Works Department.”**

20. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
21. Earnest Money : The amount of Earnest Money @ 2 % (two percent) of the Estimated Amount put to tender in the shape of Bank Draft / Pay Order of any nationalised / scheduled bank drawn in favour of the “The Executive Officer, Uluberia Municipality” payable at Kolkata against the work ~~or Fixed Security Deposit of Rs. 12,50,000 / (Rupees twelve lakhs fifty thousand) only~~. This clause is also applicable for all categories of applicants except those are exempted as per prevailing Government Order.
22. 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 .
23. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, cost of Bidding shall not be reimbursed by the Department. Uluberia 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 at the stage of Bidding.

24. **Refund of EMD : The Earnest Money of all the unsuccessful tenderers deposited in favour of the concerned Executive Engineer will be refunded by the said Executive Engineer on receipt of application from tenderers on the basis of P.W.D. Accounts Branch's Notification No. 451 - A/PW/O/10C-35/10 dated: 26/07/2011.**
25. **Conditional / Incomplete tender will not be accepted under any circumstances.**
26. **The intending tenderers are required to quote the rate online in the space marked for quoting rate in the B.O.Q.**
27. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time .
28. Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for "Road & Bridge Works" effective from 14th November, 2008, and also for "Building Works" and "Sanitary & Plumbing Works" effective from 1st August 2010 along with upto date corrigenda & addenda and approved rates of the Superintending Engineer, Bidhannagar Circle, Public Works Directorate, Government of West Bengal.
29. 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.
30. HRBC reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
31. Before issuance of the WORK 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.
32. 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:
  - (a) West Bengal Form No. 2911(ii),
  - (b) N.I.T.,
  - (c) Special Terms & Conditions,
  - (d) Technical Bid and
  - (e) Financial Bid

## 33 . 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 in (a), (b) & (c) 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 / tenderer will be rejected at any stage without any prejudice.

34 . **No price preference and other concession as per order no .1110 F dated :10 / 0 2 / 2 0 0 6 will be allowed .**

35 . This N.I.T . shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority , shall have to sign the contract consisting of N .I.T ., all tender documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto and standard W .B . Form No. 2911(ii) (Ref. Sl. No. A .9 . Section - A ) .

36 . **Cost of Tender Documents:** The intending Tenderers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering vide Notification No . 199 -CRC /2 M -10 /2 0 1 2 dated 21/1 2 /2 0 1 2 of the Secretary , Public Works Department, Government of West Bengal. However, the successful bidder shall have to pay the cost of contract documents @ **Rs. 1000.00 (Rupees One thousand ) only** at the time of formal agreement.

**Executive Officer  
Uluberia Municipality**

**SECTION - A**

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Uluberia Municipality

## INSTRUCTION TO BIDDERS

### A . 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.

### A .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 <https://etender.wb.nic.in> (the web portal of ) . The contractor is to click on the link for e -Tendering site as given on the web portal.

### A .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 Informatics Centre (NIC ) on payment of requisite amount. Details are available at the W eb Site stated in Clause A .1 . above. DSC is given as a USB e-Token.

A .3 . The contractor can search and download N.I.T., Tender Document(s) and Addenda & Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A .1 . using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### A .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 road / building work as mentioned in the list of schemes.

### A .5 . Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A .1 . in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC ) Virus free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) .

A .5 .1 . Technical Proposal:

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

A .5 .1 .1 . **Statutory Cover Containing the following documents:**

(i) NIT

(ii) Demand Draft of Earnest Money (EMD ) as prescribed in the N .I.eT . against the work in favour of The Executive officer, Uluberia Municipality, payable at Kolkata.

(iii) Tender Form No . 2 9 1 1 (ii) & N .I.T . (download properly 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. In case quoting any rate in Tender West Bengal Form No . 2911(ii), the tender is liable to be summarily rejected .

(v) SOQ.

A .5 .1 .2 . **Non -statutory Cover Containing the following documents :**

- (i) Professional Tax (PT) deposit receipt challan for the financial year 2015 -1 6 , Pan Card, ITR Acknowledgement for the Assessment year 2015 -1 6 , VAT Registration Certificate and last VAT return acknowledgement.
  - (ii) Registration Certificate under Company Act. / Trade Licence as the case may be.
  - (iii) Registered Deed of partnership Firm / Article of Association & Memorandum .
  - (iv) Power of Attorney (For Partnership Firm / Private Limited Company) .
  - (v) Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c . for the last 3 (three) years (year just preceding the current Financial Year will be considered as year - 1 )
  - (vi) Valid bye laws , current Audit Report, Minutes of last AGM are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.
  - (vii) List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill [Ref.:- Sl. No. 6 .8 of this N .I.T . and (Section -B , Form IV )]
  - (viii) List of laboratory Instrument along with authenticated Invoice & Challan . (Ref.:- Sl. No . 7 of this NIT ).
  - (ix) List of Technical staffs along with structure & organization (Section - B , Form -III).
- (x) Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies constituted under the statute of the State / Central Government / Central

Seal and Signature of the Tenderer

Executive Officer  
Uluberia Municipality

Government undertaking having a magnitude of 50 % (fifty percent) of the Estimated amount put to tender during the last 5 (five) years prior to the date of issue of this N.I.T. is to be furnished. [Ref.:- Sl. No. 6.1. of this NIT and (Section -B , Form - V )]. Scanned copy of Original Credential Certificate as stated in Sl. No. 6.1. of N.I.T .

**Financial proposal:**

**I) BOQ.**

**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)
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Executive Officer  
Uluberia Municipality

A.	Certificate(s)	Certificate(s)	1. VAT & Service Tax Registration Certificate & Acknowledgement. 2. PAN. 3. P Tax (Challan) (2016-17). 4. Latest IT Receipt. 5. IT-Saral for Assessment year 2014-15.
B.	Company Detail(s)	Company Detail -1	1. Proprietorship Firm ( <i>Trade License</i> ) Section –B Form-II [Structure & Org.] 2. Partnership Firm ( <i>Partnership Deed, Trade License</i> ) 3. Ltd. Company ( <i>Incorporation Certificate, Trade License</i> ) 4. Society ( <i>Society Registration Copy, Trade License</i> ) 5. Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential -1 Credential -2	1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form –IV Section –B.
D	Equipment	Machineries	1. Authenticated copy of Invoice Challan & Waybill as per Form – III, Section-B (machinery) 2. Authenticated copy of Invoice, Challan as per Form – III, Section-B (laboratory)
		Profit & Loss A/c. and Balance Sheet for the financial year 2014 - 2015 .	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2013 - 2014 .	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2012- 2013 .	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
F.	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience along with Structures & Organization.

A .5 .2 . Tender Evaluation Committee (TEC )

A .5 .2 .1 .Evaluation Committee constituted as per Order of the Executive officer,Uluberia Municipality will function as Evaluation Committee for selection of technically qualified contractors.

A .5 .2 .2 . Opening & evaluation of tender:

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

A .5 .2 .3 . Opening of Technical Proposal:

Technical proposals will be opened by the authorized representative electronically from the website using their Digital Signature Certificate (DSC) .

A .5 .2 .4 .Intending tenderers may remain present if they so desire.

A .5 .2 .5 .Cover (folder) for Statutory Documents (Ref. Sl. No . A .5 .1 .1 .) will be opened first and

Seal and Signature of the Tenderer

Executive Officer  
Uluberia Municipality

if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5 .1 .2 .) will be opened .

A .5 .2 .6 . Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

A .5 .2 .7 . 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 .

A .5 .2 .8 . During evaluation the committee may summon of the tenderers & seek clarification / information 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.

### A .5 .3 . **Financial Proposal**

A .5 .3 .1 . 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 per) online through computer in the space marked for quoting rate in the BOQ .

A .5 .3 .2 . Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

A .6 . Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as mentioned in the N .I.T . to be derived from the information furnished in **FORM - II** (Section - B ) i.e., Financial Statement. If an applicant feels that his / their Working Capital beyond own resource may be insufficient, he / they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting / Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-Charge / Employer.

The audited Balance sheet for the last 3 (three ) years, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position , showing long term profitability including an estimated financial projection of the next two years.

A .7 . 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, 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.

A .8 . Rejection of Bid:

Employer 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 Employer's action .

A .9 . 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.

The Agreement in West Bengal Form No . 2 9 1 1 (ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. 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 along with requisite cost (Ref: Sl. 3 6 of this N .I.T .) through Demand Draft / Pay Order issued from any nationalised / scheduled bank in favour of the Executive Engineer of the concerned work within time limit to be set in the letter of acceptance .

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**Uluberia Municipality**



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Uluberia Municipality