

**Office of the Councillors of Haringhata Municipality**  
**P.O.: SUBARNAPUR, DIST.: NADIA, WEST BENGAL**

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**Notice Inviting e-Tender.**

**Notice Inviting e-Tender No:-WBMAD/ULB/HM/NIT-3e/2025-26.**

**Memo. No.:- 786/HM/2025**

**Dated: 24/04/2025**

Notice inviting e-Tender is invited by the **CHAIRMAN HARINGHATA MUNICIPALITY** on behalf of HARINGHATA MUNICIPALITY for the works mentioned in the list given below, through electronic tendering (e-tendering) from eligible reliable, resourceful, bonafide and experienced Firms / Companies / Individual contractors with financial capability having credentials as per Eligibility Criteria Stated below.

Sl. No	Name of Work	Estimated Amount Put to Tender (Rs.)	Earnest Money (Rs.)	Time of Completion
1	2	3	4	5
1.	Renovation of Black Top Road from Tarun Tirtha Club to NH-12 at ward no- 14 under Haringhata Municipality .	232095.00	4642.00	120 Days

**If the bid value is 80% or less of the estimated amount, the L1 bidder will have to submit additional performance security @10% of tendered amount before issuance of Work Order, failing which EMD will be forfeited and the tender will be terminated as per Memo no- 4608-F(Y), Dated- 18/07/2018**

**Special Terms & Condition:**

1. Bidders needs to consider necessary detail design, drawing including vetting from recognized Institution for related work as and when required.
2. All Pipe Materials including specials to be procured from the reputed Manufacturer approved by HARINGHATA MUNICIPALITY.
3. Final As Built Drawing (6 Set) to be submitted before release of final payment.
4. All necessary tests to be done by the Agency at their own cost.
5. Quoted rate of the bidders will be considered/accepted only 02 (Two) digits after decimal only.

**Eligibility Criteria:**

- i) Intending Tenderer should produce Credentials of **Similar Nature of work** in single tender of the minimum value of 40% of the estimated amounts put to tender during last 5(five) years prior to the date of issue of this tender notice in any Govt./Semi-Govt. / Undertaking /Autonomous Bodies / Statutory Bodies and Local Bodies; or,

ii) Intending Tenderer should produce Credentials of **Similar Nature of work** in two (2) tenders, each of the minimum value of 30% of the estimated amounts put to tender during last 5(five) years prior to the date of issue of the tender notice in any Govt./Semi-Govt. / Undertaking /Autonomous Bodies / Statutory Bodies and Local Bodies; or,

iii) Intending Tenderer should produce credentials of one single running work of Credentials of **Similar Nature of work** which has been completed to the extent of 80% or more and value of which is not less than the desired value at i) above. In case of running works in any Govt./Semi-Govt. / Undertaking /Autonomous Bodies / Statutory Bodies and Local Bodies, only those Tenderer who will submit the certificate of satisfactory running work from the concerned executive Engineer, or equivalent competent authority with required credentials will be eligible for the tender in the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the Tenderer.

## **AND**

***Having annual average turnover*** at least 40% of the estimated amounts put to tender of last three financial years.

Intending bidders desirous of participating in the tender are to log on to the website [haringhatamunicipality.org.in](http://haringhatamunicipality.org.in) (the web portal of the ...Haringhata Municipality.....) and click on to the "e-procurement" link provided. They may also visit the website <https://wbtenders.gov.in> for the tender. The tender can be searched by typing HARINGHATA MUNICIPALITY in the search engine provided in the website.

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 CC a, Govt. 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.

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".

**Last date & time of submission of bids online is 27/05/2025 at 18:30 Hrs**

The intending bidder must read the terms and conditions of the NIT carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if the considers himself eligible and he is in possession of all the documents required.

All information posted on the website consisting of NIT and related documents, Form No I, BOQ, Corrigendum etc. and Drawings if any, shall form part of the tender document.

## **General Terms and Conditions and Information**

### **1. Eligibility for participation:**

Bonafide Contractors, Registered Engineers Co-operative Societies, registered Partnership firms, are eligible to participate, depending on the criteria as detailed below.

### **2. Submission of Tenders**

#### **2.1 General process of submission**

Tenders are to be submitted online through the website stated. 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 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 specifically take note of all the addendum / corrigendum related to the tender and upload the latest documents as part of the tender.

## **2.2 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) (to be submitted in 'NIT' folder)
- iii. Earnest Money Deposit (EMD) – Earnest Money will be deposited by the bidder electronically: online through his net banking enabled bank account, maintained at any bank **or** offline through any bank by generating NEFT/RTGS Challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the **EMD** from their respective bank as per the Beneficiary Name and Account No., Amount, Beneficiary Bank Name and IFSC Code and also e-procurement Ref. No. ( Vide Memo No- 3975-F(Y), Dated- 28/07/16.
- iv. Suspension and debarment clauses shall be applied to the bidders who are participating in the tender process for their false declaration or forgery or falsification of records as per PWD order No.- 547-W(C)/1M-387/15 dated 16/11/2015 and 724-W(C)/1M-953/19, Dated-19.12.2019.
- v. Also if the L1 bidder does not agree to execute the job after opening of Bid, the Earnest Money will be forfeited without any further intimation and may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including debarment up to 3(three) years of the issue of publishing tender.
- vi. Bidder as per PWD order 547-W(C)/1M-387/15 dated 16/11/2015 and 724-W(C)/1M-953/19, Dated-19.12.2019.
- vii. Scanned Copy of One affidavit before Notary will have to be submitted for each serial mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt. /Semi-Govt./Autonomous body/Institution online at desired location. (as per Format Attached)

**Note: Tenders will be summarily rejected if any item in the statutory cover is not uploaded.**

### **B. Tenderer should upload following Documents in "All Other Important Documents" Folder in Statutory Cover**

#### **i. Certificates:**

- 1) Professional Tax (PT) submission Challan and PAN Card details. Application for such addressed to the competent authority may also be considered.
- 2) GST Registration Certificate.
- 3) Bank solvency Certificate not less than @10% of the estimated amount put to tender to be issued from any Scheduled Bank before the date of submission of e-NIT and valid for a period of one year.

4) Audited Balance Sheets and I.T. Return of last three financial years regarding annual turnover from contracting business in each year.

5) The prospective bidders shall have in their full-time engagement or in contract experienced technical personal, with the sufficient knowledge of PERT/CPM, The minimum being one Civil Engineering Degree Holder or one Civil Engineering Diploma Holder (Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evolution)

6) An affidavit to be submitted that a full-fledged technically supported spot decision Making Corporate Office exists in West Bengal which may be verified in due course.

) The average annual turnover of last three financial years, of the intending bidder, shall have to be at least 40% of the estimated amount put to tender.

**ii. Company Details**

1. Registered Deed for Partnership Firm from Registrar to be submitted. Only application for registration will not be considered. However in cases where the applicant is yet to receive registration certificate, the applicant is to submit an affidavit in non judicial stamp paper along with the application pledging that "*the registration certificate of the Partnership firm would be submitted to the Tender Inviting Authority before making agreement with the Tender Accepting Authority in case he is found lowest*". In case of in-ordinate 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 partnership firm should also be registered from the Office, prior to the date of application of tender otherwise his application will be rejected.

*Note: An affidavit regarding authorized user of DSC for consortiums and a declaration regarding such authorization for Limited companies is to be submitted. Trade License for Proprietorship Firms.*

**2. Memorandum of Articles for Limited Companies**

3. Society Registration and Bye-Laws for Cooperative Societies.

**4. List of documents shall have to upload by a Partnership Firm in addition to the other stated documents:**

- i) The power of Attorney for the firm for signing the tender by a partner.
- ii) Partnership Deed.

**iii. Credential:**

Credential Certificate 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 along with Work Order and Payment Certificate to be submitted in '*Credential*' folder. The scanned copy of the Certificate should be uploaded with the non statutory cover.

**iv. Balance Sheet:**

**Audited Balance Sheets and I.T. Return along with Form 3CD** of last three financial years regarding annual turnover from contracting business in each year.

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

v. **Addenda / Corrigendum: if published.**

**Note:** Contractors are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload the same digitally signed along with the NIT Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.

vi. **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. This above mentioned documents should be upload in "All Other Important Documents" folder in Technical Cover.

vii. The bidder should not have record of poor performance or they should not have been blacklisted by any employer during the last five years prior to the date of the NIT. Such abandonment or punishment will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders as per Format IV **without which the Technical Bid shall be treated as non responsive.** The scanned copy of the affidavit should be uploaded with the non statutory cover and the hard copy should **preferably be submitted** along with the non-statutory documents.

**2.2.1 Financial Proposal**

The financial proposal should contain the following documents 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*
  
- ii) *copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).*
  
- iii) **Cost of tender document & EMD if any may be remitted through Net Banking/ RTGS / NEFT directly in the Bank Accounts as specified in website (scanned copy of Acknowledgement Slip of remittance of EMD to be uploaded during the electronic submission of the tender).**

**3. Completion Certificate:**

- i. Completion Certificates for fully completed works during the current year and last five financial years will only be accepted.
- ii. Completion Certificate of work executed in HARINGHATA MUNICIPALITY will be considered. Completion Certificate of works executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Irrigation & Waterways Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Government

Departments, ZillaParishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority, Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Other Municipalities, Hooghly River Bridge Commissioner (HRBC), Engineering Departments of Central Government and Organisations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT), 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 / Organizations.

### 3.1 **Penalty for suppression / distortion of facts**

If any tender 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 the hard copies from the uploaded soft copies of if there is any suppression, the Tender Evaluation Committee upon suggesting suitable punitive measures will bring the matter to the notice of the Chief Engineer concerned immediately and the tenderer may be suspended from participating in the tenders on e-Tender platform of HARINGHATA MUNICIPALITY as per approval of the BOC for a maximum period 3 (three) years. In addition, his Earnest Money Deposit will stand forfeited to HARINGHATA MUNICIPALITY. The Chairman concerned will issue the necessary orders under intimation to the other Engineers, e-Tendering Cell and also the Department, copy of such order should also invariably to be

communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.

### 3.2 **Taxes & duties to be borne by the Contractor**

Constructional Labor Welfare Cass @ 1% of cost of construction will be deducted from every bill of the selected Agency. Income Tax, GST and Other Taxes as per GOVT. Rule to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges.

### 3.3 **Site inspection before submission of tender**

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties like to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of the Office of the Chairman, HARINGHATA MUNICIPALITY concerned with the work between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

### 3.4 **Conditional and incomplete tender**

Conditional and incomplete tenders are liable to summary rejection.

## 4. **Opening and evaluation of tender**

#### **4.1 Opening of Technical Proposal**

- a) Technical proposals will be opened by the Tender inviting authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.
- b) Intending tenderers may remain present at the time of opening if they so desire.
- c) Cover (Folder) for Statutory Documents (vide Clause 3.2A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 3.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- d) Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be evaluated to finalize eligible tenderers.

#### **4.2 Tender Evaluation Committee (TEC)**

Committee already constituted for issuance of tender papers for high value tenders, vide BOC, HARINGHATA MUNICIPALITY's order will continue to function as Tender Evaluation Committee (TEC), for evaluation of Technical Proposals of the tenders, until further order.

#### **4.3 Uploading of summary list of technically qualified tenderers**

- i. Pursuant to scrutiny and decision of the Technical Evaluation Committee (TEC), the summary list of eligible tenderers for a particular serial of work whose Financial Proposals will be considered will be uploaded in the web portals.
- ii. While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

#### **4.4 Opening and evaluation of Financial Proposal**

- i. Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter-alia, name of contractors and the rates quoted by them will be uploaded
- iv. If the Tender Accepting Authority is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement checked, upload the final summary result containing the name of contractors and the rates quoted by them against each work after acceptance of the rate.
- v. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

**5. Bid Validity:** The Bid will be valid for **120 days** from the date of opening of the financial bid.

#### **6. Acceptance of Tender**

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

##### **6.1 Tender Accepting Authority**

As per prevalent orders of UD & MA Dept. and HARINGHATA MUNICIPALITY Tender Accepting Authority for different tenders is as follows:

- a) For tenders upto 1.00 crore: Executive Engineer,
- b) For tenders upto 2.50 crore: *Superintending Engineer*,
- c) For tenders above 2.50 crore upto 5.00 crores: *Chief Engineer*
- d) For tenders of value 5.00 crores or more : With approval of Govt. appointed Tender Committee

## 6.2 Execution of Formal tender after acceptance of tender

The tenderers, whose tender is approved for acceptance, shall within 20days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in seven/ten copies and one original copy of HARINGHATA MUNICIPALITY Form No. I which may be purchased on Cash Payment/Demand Draft from the office of the Executive Engineer concerned with the work.

6.3 The NIT shall form a part of the contract agreement. On acceptance of the bid, the successful bidder shall have to sign the contract consisting of NIT, instruction to bidders, special terms and conditions, specification, BoQ, Drawing, Rate quoted, LoA and Tender Form I.

## 7. Payment

The payment of RA as well as final bill for any work will be made accordingly approval of the EIC.

## 8. A. Security Deposit

Defect liability period of the work will be 5 years. Security deposit will be refunded as per Memo No- 5784-PW/L&A/2M- 175/20A, Dated- 12/09/17 & Memo No- IM-32/23/285-R/DL, Dated- 02.08.24

i) The Earnest money deposited by the lowest bidder (hereinafter shall be called the contractor) shall be converted into security deposit.

ii) The authority making payment shall deduct security deposit during the progressive running accounts/final bills, so that total deduction against Security deposit together with the Earnest Money deposited at the time of tendering (to be converted to security deposit for successful bidder) shall constitute to 10% of the value of work actually done.

a. After completion of the work, the Contractor may opt for refund of the Security Deposit by replacing equal amount of Bank Guarantee of scheduled Bank valid up to 3 months beyond the defect liability period. ***While issuing Bank Guarantee in favour of Haringhata Municipality.***

iv) For this work with **Five years Defect Liability Period:**

a) No security deposit shall be refunded to the contractor after **03 (Three)** years from the actual date of completion of the work.

b) 30% of the security deposit shall be refunded to the contractor on expiry of **04 (Four) years** from the actual date of completion of the work.

c) The balance 70% of the security deposit shall be refunded to the contractor on expiry of **05 (Five) years** from the actual date of completion of the work.

## B. Defect Liability:

a. The contract will have the Defect liability for a period of **05 (Five) years** from the date of successful completion of the work.

b. Prospective Bidder shall have to execute the work in such manner so that appropriate service level of the work under improvement is to be maintained during progress of the work and during Defect Liability Period from the date of successful completion of the work up to the entire satisfaction of the Engineer in Charge. If any defect / damage is detected during this period as mentioned above the contractor shall make the

same good at his own expense to the satisfaction of the of the Engineer in Charge or in default the Engineer in Charge may cause the same to be made good by other agency and deduct the cost (of which the certificate of the Engineer in Charge shall be final) from his security deposit or any sums that may be then, or at any time thereafter become due to the contractor. Security Deposit shall become payable only after expiry of the Defect Liability Period after making necessary deduction if applicable.

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

- a) Tender Form No. I of HARINGHATA MUNICIPALITY
- b) N.I.T.

#### 9. Withdrawal of Tender

As per NIC Rules.

#### 10. COPIES OF AGREEMENT

The successful Tenderer will have to submit 7 (Seven) sets (Excluding the original copy submitted at the time of tendering) of the Contract Documents including all correspondence within 20 (Twenty) days from the date of receipt of the Letter of Acceptance of Tender. Failure to do so within the specified time will constitute a breach of Contract rendering the Contract liable to termination with forfeiture of Security Deposit to the extent of the amount of Earnest Money with the Tender.

The above documents will have to be purchased from the office of the concerned Executive Engineer against Rs. 600/- each paid in the same manner as in the case of the Tender Purchase mentioned in the Abridged Tender Notice. All the copies must be signed on every page by the contractor and submitted to the Executive Engineer concerned within the specified time.

#### 11. Pre Bid Queries:

The intending bidders has to submit their queries in online through the specified e-mail ID ([municipalityharinghata@gmail.com](mailto:municipalityharinghata@gmail.com)) to the Tender Inviting Authority before the date of Pre Bid-Queries meeting and which will be held at Chamber of Chairman in the office of the The Chairman Haringhata Municipality.

#### 12. Schedule of Dates for e-Tendering

Sl. No	Activity	Date & Time
1.	Publishing Date	24.04.2025, 6.30PM
2.	Document Download start date	24.04.2025, 6.30 PM
3.	Bid submission start date	24.04.2025, 6.30 PM
4.	Last date of Submission of Pre Bid Queries	N.A
5.	Pre Bid Meeting	N.A
6.	Uploading of reply to Pre Bid queries	N.A
7.	Document Download end date	27.05.2025,6.30 PM
8.	Bid submission end date	27.05.2025, 6.30 PM
9.	Technical Bid opening date	30.05.2025, 11.00 AM
10.	Uploading of preliminary list of Technically qualified bidders.	To be notified later
11.	Uploading of final list of Technically qualified bidders	Do
12.	Financial Bid opening date	Do
13.	Uploading of Financial Bid evaluation sheet	Do

**13. REJECTION OF BID:** *The Employer (tender accepting authority) 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 Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.*

**Additional Terms & Conditions**

1. The Chairman of the Haringhata Municipality will be the concerned Engineer-in-Charge in respect of the contract and all correspondence concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-Charge. If any correspondence of above tender is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. The instruction given by the Assistant Engineer and the Technical Assistant on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.
2. The acceptance of the tender will rest with the Tender Accepting Authority. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
3. There shall be no provision for arbitration
4. The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970(b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
5. Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.
6. Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
7. The Government shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
8. No Adjustment of Price or Price Escalation of any kind will be allowed.
9. Imposition of any duty / tax / royalty etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
10. No mobilization / secured advance will be allowed unless specified otherwise.
11. Income Tax, GST and other Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
12. All working tools and plants, scaffolding, construction of vats & platforms will have to be arranged by the contractor at his own cost.
13. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made. Labour welfare cess @ 1% , TDS on GST & other stated details will be made at the time of release of RA / Final Bill.

14. The contractor should see the site of works and tender documents, drawings etc. before submitting tender and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site work, availability of drinking water and other human requirements and security etc. The Engineer-in-Charge may order the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account. The contractor will not be entitled to any claim or extra rate on any accounts.
14. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-Charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
15. work will have to be completed within the time mentioned in the tender notice. A suitable work program is to be submitted by the contractor within 7(seven) days from the date of receipt of work order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7 (seven) days from the date of receipt of work order who will receive instruction of the work, sign measurement book, bills and other Govt. papers etc.
16. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
17. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a republic thoroughfare.
18. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Department Rules & Orders circulated from time to time.
19. The contractor will have to accept the work program and priority of work fixed by the Engineer-in-Charge so that most vulnerable reach and / or vulnerable items be completed before the date needed by the Department due to impending monsoon or rise of water level or for other reasons.
20. The quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items. Payment for individual item of work in the BOQ will be made on the basis of actually executed quantity of work and its corresponding quoted rate. For execution of quantitative excess of any item beyond 10% or supplementary works, approval of the Superintending Engineer / Chief Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment. In no case the final bill value will exceed the accepted tendered amount for the work.
21. All pipe, specials, bends, fittings and valves must be purchased from authorized manufactures and dealers having BIS certification.
22. Selection of material of specials and bends i.e. either DI/ SWMS must be situation specific and in conformity with the condition of the working site. The nature and type of specials and bends required for the specific purpose shall have to be approved by Engineer-in-Charge. The DI pipes should conform to IS 8329:2000 & IS 5382-1985 (with latest revision & amendment if any). The hydraulic smoothness of cement mortar lining in DI

pipe should be ensured with minimum Hazen-William value of 140 corroborating guidelines of CPHEEO manual for Water supply & treatment (C' value test certificates are to be submitted accordingly with the tender).

24. The DI/SWMS pipes should be procured from recognized and established manufacturers with valid BIS license, who have not been debarred or black listed by any Govt. Organization/ Autonomous Organization under Govt./Local Bodies anywhere in India. The pipes should be supplied after obtaining approval of pipe manufacturer by the EIC.
25. The Manufacturers test certificate (Valid B.I.S. certification) for each and every batch of pipe supplied for the work has to be submitted to the EIC before laying of pipes.
26. The necessary testing in appropriate frequency/quantity of DI pipes supply, have to be done from third party agency such as RITES, National Test House SGS/MECON/PDIL or other NABL accredited laboratory as per decision of the Superintending Engineer and as per direction of EIC.
27. The quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items. Payment for individual item of work in the BOQ will be made on the basis of actually executed quantity of work and its corresponding quoted rate. For execution of quantitative excess/savings of any item or supplementary works, approval of the competent authority would be required as per Notification No. 6754-PW/L&A/2M-312/2017,18/12/2017 of PWD Law & Arbitration Cell, G.o.W.B. In no case the final bill value will exceed the accepted tendered amount for the work.
28. During execution the awarded agency should take NOC from EIC before any procurement of pipes (DI/MS).
29. Polyethylene sleeving tube should confirm to IS:8329 : 2000 and supply of the same will be under scope of awarded agency

  
**CHAIRMAN**  
**HARINGHATA MUNICIPALITY**  
**Chairman**  
**Haringhata Municipality**

Memo. No.: 786(7)/HM/2025

Dated- 24/04/2025

Copy forwarded for information to:-

- (01) The D.M. Nadia, Krishnagar, Nadia.
- (02) The Chief Engineer, M.E.Dte.,BikashBhavan, Kolkata.
- (03) The Superintending Engineer,East Circle, M.E.Dte.,Profulla Kanan, Krishnapur, Kolkata.
- (04) The Executive Engineer, M.E.Dte., Nadia Division, Nadia.
- (05) The S.D.O., Kalyani Sub-division, Kalyani, Nadia.
- (06) The Executive Officer/ Finance Officer/Head Clerk/ Accoutant/Store Keeper/SAE,Haringhata Municipality, Haringhata, Nadia.
- (07) The Notice Board, Haringhata Municipality,Haringhata, Nadia.

  
**CHAIRMAN**  
**HARINGHATA MUNICIPALITY**  
**Chairman**  
**Haringhata Municipality**

## **SECTION - A**

### **INSTRUCTION TO BIDDERS**

#### **General guidance for e-Tendering:**

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

i. **Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of Haringhata Municipality, Haringhata, Nadia. the contractor is to click on the link for e-Tendering site as given on the web portal).

ii. **Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause (i) above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause (i) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. **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.

v. **Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause (i) in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy

duly

Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **Technical Proposal:**

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

#### **5(a). Statutory Cover Containing the following documents:**

- i) N.I.T.
- ii) Form No-2911(Haringhata Municipal Tender Form)
- iii) Form-I to IV (On company's letter head, Given in Sec.-B)
- iv) EMD

*(NIT and Tender Document downloaded 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.*

#### **5( b). Non-Statutory Document :**

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.  
Next Click the tab " Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate or Acknowledgement. PAN P Tax (Challan) upto date Latest IT Receipt Income Tax Return for last three Assessment year Trade License upto date
B.	Company Detail(s)	Company Detail	Proprietorship Firm ( <i>Trade License, Running Factory License</i> ) -Structure & Org. Partnership Firm ( <i>Partnership Deed, Trade License, Running Factory License</i> ) Ltd. Company ( <i>Incorporation Certificate, Trade License, Running Factory License</i> ) Society ( <i>Society Registration Copy, Trade License, Running Factory License</i> ) Power of Attorney, Memorandum of Association and Articles of Association of the Company, Labour welfare registration.
C.	Credential	Credential	Similar nature of work done, completion certificate, certificate of satisfactory running work; which is applicable for eligibility in this tender as stated in eligibility criteria.
D.	Financial	Financial	Audited balance sheet for last 3 FY, (From 3CD where applicable)
E.	Financial	Financial	Turn Over certificate (Clause -B)9)
F.	Manpower	Manpower	Details of Technical person, (Clause -B)6)
G.	Declaration	Declaration	Affidavit of non-blacklisting by notary/ 1st Class Judicial Magistrate

N.B.: Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected for both statutory & non statutory cover.

### Financial Proposal:-

**5(c). 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.**

#### Opening & evaluation of tender:

#### Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative

electronically from the website using their Digital Signature Certificate (DSC).

Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents [Ref. Section A.(5.a)] will be opened first and if found in order, cover (folder) for Non-Statutory Documents [Ref. Section A.(5.b)] will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

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

Summary list of technically qualified tenderers will be uploaded online.

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

serial number of work for which their proposal will be considered will be uploaded in the web portals. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **1. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the

contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

### **Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

### **Rejection of Bid:**

**Chairman, Haringhata Municipality.** reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for **Chairman, Haringhata Municipality** action.

### **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 Form No. 2911(Municipal Tender Form) 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 downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft / Bankers Cheque issued from any nationalised bank in favour of the **Chairman, Haringhata Municipality.** within time limit to be set in the letter of acceptance.

Seal and Signature of the Tenderer

  
**CHAIRMAN**  
**HARINGHATA MUNICIPALITY**  
**Chairman**  
**Haringhata Municipality**

**SECTION - B**

**FORM - I**

**PRE-QUALIFICATION APPLICATION**

To  
The Chairman.  
Haringhata Municipality.  
Haringhata, Nadia-741249.

Ref. : Tender for \_\_\_\_\_

(Name of work) \_\_\_\_\_

\_\_\_\_\_

**N.I.T. No. : WBMAD/ULB/HM/NIT-3e /2025-26, Memo No:- 786/HM/2025 Dated: 24/04/2025**

Dear Sir,  
Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_ in the capacity \_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority reserve the right to accept full or part of the tender or reject any /or all tender(s) and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. Also the Authority of ..... reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

Enclosure(s) : e-Filling -

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date : \_\_\_\_\_

Seal and Signature of the Tenderer

**SECTION - B**

**Form-II**

**[To be furnished on Company's Letter Head]**

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- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (*five*) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date : \_\_\_\_\_

Seal and Signature of the Tenderer

**SECTION - B**

**STRUCTURE AND ORGANISATION**

---

1) Name of Applicant : \_\_\_\_\_

2) Office Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No./email ID : \_\_\_\_\_

3) Name and Address of Bankers : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data : \_\_\_\_\_

Note : Application covers Proprietary Firm, Partnership, Limited Company or Corporation

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made

Seal and Signature of the Tenderer

**SECTION - B**

**FORM - IV**

**Experience Profile**

Name of the Firm : \_\_\_\_\_

List of projects completed that are similar in nature to the works having more than 40% (Forty percent) of the project cost executed during the last 3 (three) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting The work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note :

- 1) Certificate from the Employers to be attached
  - 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm
- Signature of applicant including title and capacity in which application is made

Seal and Signature of the Tenderer