

# Office of the Councillors of Haringhata Municipality

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## Notice Inviting e-Tender

**Notice Inviting e-Tender No.:** WBMAD/ULB/HARINGHATA/NIT-1e/2016-17

Memo. No.: 775/HM/2016

Dated: 08/11/2016

Chairman, on behalf of Haringhata 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 Annexure (Rs.)	Period of Completion	Name of the concern Officer	Eligibility of Contractor
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01.	Construction of proposed UPHC under NUHM at Haringhata Bazar in ward no. 2 under Haringhata Municipality.	57,77,774.00	1,15,555.00	NIL	6 Months	Mr. Debasish Mondal	a) Bonafied resourceful contractors having an experience of execution of similar nature of works in a single contract of value not less than 40% of the estimated amount of this work executed under Govt/Semi Govt, Public Sector, Govt autonomous body within last 5 financial years and also should possess valid PAN Card, VAT/Sales Tax Professional Tax Clearance Certificate and valid Trade License.

1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted through Demand Draft / Bankers Cheque issued from any nationalized bank in favour of **Chairman, Haringhata Municipality** payable at Haringhata and also to be documented through e-filling. The original Demand Draft / Bankers Cheque against Earnest Money Deposit (EMD) of the L1 tenderer should be submitted physically in the Office of the Chairman, Haringhata Municipality within 7 days after financial opening.

2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No.-6.

4) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the '**Board of Councillors of Haringhata Municipality**'. The decision of the '**Board of Councillors of Haringhata Municipality**' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

#### 5) Eligibility Criteria & Product Specification for participation in the tender -

##### 1) As per NIT detail table (Sl. No. - 8) above

(a) Income Tax Acknowledgement Receipt for the latest Assessment year, up to date P.Tax Deposit Challan, Pan Card, VAT Registration Certificate are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

In case of Proprietorship, Partnership Firms and Company, Authenticated Balance Sheet and Profit & Loss Account in favour of applicant are to be furnished. No other name along with applicant's name in such enclosure will be entertained.

[Non-statutory documents]

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

##### **Joint Ventures will not be allowed.**

A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

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

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

All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. 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.

**Bid shall remain valid for a period not less than 120 (one hundred twenty) days** from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

#### 6) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
01	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	08/11/2016 at 5.00PM
02	Documents download/sell start date (Online)	08/11/2016 at 5.30 PM
03	Documents download/sell end date (Online)	23/11/2016 at 4.00 PM
04	Prebid meeting to be held at Office of Chairman Haringhata Municipality.	Nil
05	Bid submission start date (On line)	09/11/2016 at 10.00AM
06	Bid Submission closing (On line)	23/11/2016 at 5.00 PM
07	Bid opening date for Technical Proposals (Online)	24/11/2016 at 11.00 AM
08	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
09	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

- 7) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a **period of 3 (three) years** from the date of successful completion of the work to the entire satisfaction of the Authority. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made as per **clause 17 of order no. 177-CRC/2M-57/2008 dated 12.07.2012** after successful maintaining of appropriate service level of the work as mentioned above from the date of completion of the work.
- 8) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be Entertained.
- 9) Earnest Money to be submitted in the form of scan copy of Bank Draft / Bankers Cheque from Nationalized Bank in favour of **Chairman, Haringhata Municipality, Haringhata, Nadia** payable at **Haringhata** during submission of Tender.
- 10) **Only lowest (L1) bidder will submit the original EMD before acceptance of tender to the under signed office.**
- 10) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works/sample of the goods to be supplied and obtain all information's 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.
- 11) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of (**Board of Councillors of Haringhata 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 up to the stage of Bidding.
- 12) Prospective applicants are advised to note carefully the **minimum qualification criteria** as mentioned in '**Instructions to Bidders**' stated in Section - 'A' before tendering the bids.
- 13) Conditional / Incomplete tender will not be accepted under any circumstances.
- 14) The intending Tenderers are required to quote the rate *online*.
- 15) 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.
- 16) **Guiding Schedule of Rates:-** Rates have been taken from P.W.D./P.H.E. (W.B.) for "Building Works", "Sanitary & Plumbing Works" Schedule of rates effective since 1st July' 2014 and "Roads" Schedule of rates effective since 2014.
- 18) 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.
- 19) The Chairman, Haringhata Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 20) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee (**Board of Councillors of Haringhata Municipality**) within 2 (*two*) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

21) Before issuance of the WORK/SUPPLY 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.

22) 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:

- 1) Form No. 2911 (Municipal Tender Form)                      2) N.I.T.                      3) Special Terms & Conditions  
4) Technical Bid                      5) Financial Bid

**23) Qualification Criteria:**

The tender inviting and Accepting Authority through a will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.

24) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

25) No. price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.

**Chairman  
Haringhata Municipality**

**Memo. No.: 775/HM(7)/2016**

**Dated :08/11/2016**

Copy forwarded for information to:-

- (01) The D.M. Nadia, Krishnagae, Nadia.
- (02) The S.D.O., Haringhata Sub-division, Haringhata, Nadia.
- (03) The Chief Engineer, M.E.Dte., Bikash Bhavan, Kolkata.
- (04) The Superintendent Engineer, M.E.Dte., Profuullya Kanan, Kestopur.
- (05) The Executive Engineer, M.E.Dte., Nadia Division, Nadia.
- (06) The Head Clerk/ Accountant/Store Keeper/SAE, Haringhata Municipality, Haringhata, Nadia.
- (07) The Notice Board, Haringhata Municipality, Haringhata, Nadia.

**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** 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 SCAN COPY

*(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)	VAT Registration Certificate or Acknowledgement. PAN P Tax (Challan) Latest IT Receipt Income Tax Return for last Assessment year Trade Licence
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
C.	Credential	Credential	Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form -IV Section -B.
D.	Financial Info		Authenticated Balance Sheet & Profit & Loss A/C for the last 3 (three) years (year just preceding the current Financial Year will be considered as year - I)
E.	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a).  
SL. No.A.5.(b) and Sl. No. : A.5.(c). 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:

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

### Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending 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's (HM) 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**

**SECTION – B**

**FORM – I**

**PRE-QUALIFICATION APPLICATION**

To  
The Chairman,  
Haringhata Municipality,  
Haringhata, Nadia-741201.

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

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

**N.I.T. No. : WBMAD/ULB/HARINGHATA/NIT-1e/2016-17, Memo No.- 775/HM/2016,Dt. - 08.11.2016**

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**  
**FORM – III**  
**STRUCTURE AND ORGANISATION**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Fax No. : \_\_\_\_\_

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**