

Govt. of West Bengal
Urban Development Department
Office of the Executive Engineer
Salt Lake Reclamation Division
Nirman Bhavan (Second Floor)
Salt Lake, Kolkata- 700091

NOTICE INVITING TENDER NO. 03(e) OF 2014-2015 OF EXECUTIVE ENGINEER SALT LAKE RECLAMATION DIVISION

Tenders are invited for acceptance of the Executive Engineer, Salt Lake Reclamation Division, Urban Development Department on behalf of the Governor of West Bengal, for the works as mentioned below through electronic tendering (e-Tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Intending bidders who desires to participate in the tender are requested to log on to the departmental website www.wburbandev.gov.in & Govt. Tender website for information about the tender.

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, 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".

**Name of Work : Construction of RCC railing with baluster along the footpath in front of Mela
Ground in Central Park of Salt Lake City.**

Amount put to Tender : Rs.14,95,051.00

Earnest money : Rs.29,901.00

Time of completion : 2 (Two) months.

Last date & time of submission of bids online is: 02 /01/2015 at 17:00 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 he 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 2911(ii), BOQ Corrigendum etc. and Drawings, if any, shall form part of the tender document.

General Terms & Conditions and Information

1. Pre Qualification for participation

Completion Certificate/Payment Certificate(s) for one single similar work worth at least 50% of the value of the work for which Tender Papers is desired, executed within last 5 (five) years (to be determined from the actual year of completion, considering current financial year as Year-1).

3. Submission of Tenders

3.1. General process of submission

Tenders are to be submitted online through the website stated above. 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 the work, one is Technical Bid and the other

is Financial Bid. 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 must be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum and corrigendum related to the tender and upload the latest documents as part of the tender.

3.2. Technical Bid

The Technical Bid 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. *Tender Form No. 2911 (ii) (to be submitted in “2911” folder).*
- iii. *Notice Inviting Tender (NIT) to be submitted in “NIT” folder).*

Earnest Money Deposit (EMD)

Scanned copy of Demand Draft (DD) / Banker’s Cheque (BC) towards EMD as prescribed in the NIT, in favour of the Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan payable at Kolkata (to be submitted in “Drafts” folder)

- iv. *Credential Certificate (to be submitted in “Forms” folder)*
- v. *Declaration of not having common interest between the participating tenderers (vide Form-2) (to be Submitted in “Forms” folder).*

Note: Tenders will be summarily rejected if any item in the Statutory Cover is missing.

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

i. *Certificates*

1. Professional Tax (PT) submission of Challan and PAN Card details. Application for such addressed to the competent authority may also be considered.
2. VAT Registration Certificate (Non production of the document will result in VAT deduction as per prevailing rules).

ii. *Company Details*

1. Registered Deed for Partnership Firm / Consortiums from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered. However, in cases where the applicant is yet to receive registration certificate from Todi Mansion, the applicant is to submit an affidavit in Non-Judicial Stamp Paper along with the application pledging that “the registration certificate of the Consortium / 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 inordinate delay in submitting the document, his bid is liable to be rejected and his EMD deposited will stand forfeited to Government. Any change in the constituents of the Consortium / Partnership Firm should also be registered from the Office at Todi Mansion, Kolkata, prior to the date of application of tender otherwise his application will be rejected.

Note : *An affidavit regarding authorized user of DSC for Consortiums and a declaration regarding such authorization for Limited Companies is to be submitted.*

2. Trade License for Proprietorship Firms.
3. Memorandum of Articles for Limited Companies.
4. Society Registration and Bye-Laws for Cooperative Societies.

iii. *Credential*

Bill of Quantities (BoQs) in support to be submitted under Statutory Cover above.

(In cases submitted under Statutory Cover is not signed by the issuing authority, bidders are to submit Completion Certificates of 100% completed work(s) issued by the competent authority which should be supported by the Bill of Quantities (BOQs) for the said completed work).

iv. **Addenda / Corrigenda:** If published.

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

v. **Others:** Any other documents found necessary.

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

3.3. Financial Bid

The Financial Bid should contain the following document in one cover (Folder)

i. **Bill of Quantities (BoQ)**

The contractor is to quote the rate (percentage above or below) online through computer in the space marked for quoting rate in the BoQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).

3.4. Submission of original copies of documents of Earnest Money Deposit

i. **Mode of Payment :**

Cost towards EMD must be submitted in the form of Bank Draft (BD) and Bankers Cheque (BC) of any scheduled Bank of India.

Payment in any other form, e.g. NSC, KVP etc. will not be accepted.

ii. **Place & Time of submission:**

The original copies of the DD / BC, towards cost of tender documents and Earnest Money Deposit should be submitted in a **sealed envelope** in the office of the Executive Engineer, Salt Lake Reclamation Division in the Specified date and time. If the Bidders fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

4. Eligibility Criteria:

Registered bonafide, reliable and resourceful agencies/firms having sufficient experience in execution of similar type of works, any civil work like building construction, road works etc. having a value of single work does not less than 5.00(five) lakhs during last 5(five) years may participate in this e-Quotation.

5.1. Completion Certificate

- i. Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted. **Certificates issued for partly completed works will not be considered.**
- ii. Completion Certificate of work executed in Irrigation & Waterways Department will be considered. Completion Certificate of Works executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner (HRBC), Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KPT), 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. Such certificates are further to be countersigned by immediate superior authority of the Issuing authority for all cases other than direct State / Central Government Departments and Railways.

5.2. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited Balance Sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Tender Evaluation Committee upon suggesting suitable penalty measures will bring the matter to the notice of the concerned competent authority immediately and the tenderer may be suspended from participating in the tenders on e-Tender platform of Urban Development Department(Salt Lake Project) as per approval of the competent authority for a maximum period 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Government. The concerned competent authority will issue the necessary orders under intimation to the e-Tendering Cell and also the Department. Copy of such Order should also invariably be communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.

5.3.. Taxes & duties to be borne by the Contractor

Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy/ cess will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges. Service Tax, if applicable would be reimbursed subsequently. .

5.4. 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 likely 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 tenders may contact the office of the Executive Engineer, concerned with the work between 11:30 hours to 16:30 hours on any working day prior to date of submission of tenders. .

5.5. Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection. .

6. Opening and evaluation of tender

6.1. Opening of Technical Bid

- i. Technical Bids will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.
- ii. Technical Bids for those tenders whose original copies of DD / BC towards tender cost and EMD have been received will only be opened. Proposals corresponding to which original copy of DD/ BC towards tender cost and EMD has not been received will not be opened and will stand rejected.
- iii. Intending tenderers may remain present if they so desire.
- iv. 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 3.2B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- v. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee.

6.2. Tender Evaluation Committee (TEC)

Committees already constituted for issuance of tender papers for high value tenders, the decision of the Tender committee will be treated as Final in all sphere.

6.3. 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 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 test checked by the Divisional Accountant / Divisional Accounts Officer attached to the office of the concerned Executive Engineer, instruct the Tender Inviting Authority to 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. However, if there is any scope for lowering down of rates in the opinion of the Tender Accepting Authority, all the tenderers will be notified through the website to attend sealed bids to be followed by open bids to be held at the office of the Tender Accepting Authority in his presence at prescribed date and time, which will be done offline, i.e. as manually, as per present procedure.
- vi. After holding such bids, final result after acceptance of the rate by the Tender Accepting Authority will be uploaded in the web portal.
- vii. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

7. Bid validity

The Bid will be valid for 90(ninety) days from the date of opening of the financial bid.

8. Acceptance of Tender

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserve the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

8.1. Tender Accepting Authority

As per prevalent orders of Govt. of West Bengal, Tender Accepting Authority for different tenders is as follows:

- a. For tenders above up to Rs.2.00 crore : *The Special Engineer, Salt Lake Reclamation and Development Circle.*
- b. For tenders above 2.00 crore : *The Chief Engineering Advisor, Salt Lake Projects. Urban Development Department.*
- c. For tenders up to 45 Lakhs: *The Executive Engineer, Salt Lake Reclamation Division.*
- d. Others are as per existing Govt. Rules.

8.2. Execution of Formal tender after acceptance of tender

The tenderers, whose tender is approved for acceptance, shall within 7(Seven) days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in duplicate copies of W.B.F. No. 2911 (ii) which may be purchased on cash payment / in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer concerned with the work.

9. Return of Earnest Money of the unsuccessful tenderer(s)

For return of the Earnest Money of the unsuccessful tenderer(s), he/ she/ they is/ are to apply for the same to the Executive Engineer concerned with the work, giving the reference to the work, NIT No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all tenderers other than the lowest tenderer in each case may be refunded, after acceptance of the rate in comparative statement or immediately after expiry of seven days from the date of final bid, whichever is earlier.

10. Payment

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.

11. Withdrawal of Tender

If any tenderer found lowest after opening of the financial bids withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for making any tender to the department for a minimum period of one year. All cases in which the Tender Accepting Authority has reason to doubt the bonafide of such withdrawal should be reported to the Competent Authority in all details for

issuance of such disqualification orders by the competent authority under intimation to the e-Tendering Cell and also this Department. Copy of such Order should invariably be communicated to the *Nodal Officer*, e Tender of this Department with a request to upload the same in the Departmental website.

12. Schedule of Dates for e-Tendering :

Sl. No.	Activity	Date & Time
1	Publishing Date	17/12/2014 at 17:00 Hrs
2	Document Download start date	17/12/2014 at 17:00 Hrs
3	Bid submission start date	17/12/2014 at 17:00 Hrs
4	Document Download end date	02/01/2015 at 14:00 Hrs.
5	Bid submission end date	02/01/2015 at 17:00 Hrs.
6	Last date of physical submission EMD	05/01/2015 at 14:00 Hrs.
7	Technical Bid opening date	06/01/2015 at 12:00 Hrs. onwards
8	Financial Bid opening date	To be Notified.


 Executive Engineer
 Salt Lake Reclamation Division

FORM - 1

APPLICATION FOR TENDER

To
 The Executive Engineer
 Salt Lake Reclamation Division
 Urban Development Department

Notice Inviting Tender No. : _____

Amount put to tender: Rs. _____

Dear Sir,

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

Dated this _____ day of _____ 2014

Full name of applicant: _____

Signature: _____

In the capacity of : _____

Duly authorized to sign bids for
 and on behalf of (Name of Firm) : _____
 (In BLOCK CAPITALS or typed)

Office Address : _____

Telephone No(s) (Office) : _____

Mobile No. _____

Fax No. _____

E mail ID _____

FORM - 2

Declaration against Common Interest

I / We Sri / Smt. _____, the authorized signatory on behalf of _____ do hereby affirm that I / We / any of the member of _____ Bidding against NIT No. _____ Sl. No. _____ do not have any common interest either as a partner or any Partnership Firm / Consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date : _____

Signature of the bidder

Memo No. 14-19/86/P-3/ 1439(20)

Dated: 17.12.2014

Copy forwarded for information & necessary action to:

- 1) The Principal Secretary, Urban Development Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
- 3) The Administrator, Bidhannagar. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 4) **"Computer cell", Nagarayan, Urban Development Department, DF-8, Sector - I of Salt Lake City with request to upload the Notice in the Departmental Website www.wburbandev.gov.in**
- 5) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 7) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 9) The Executive Engineer, Metropolitan Drainage Division-I, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091.
- 10) The Executive Engineer, Mograhat Drainage Division, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091.
- 11-18) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division-I & II/Salt Lake Survey Sub-Division/ Salt Lake Water Supply Sub-Division/ Salt Lake Sewerage Sub-Division/ Salt Lake Electrical Sub-Division/ Salt Lake Mechanical Sub-Division.
- 19-20) Accounts branch / Office Notice Board.

Mulhaheeravaty
Executive Engineer

Salt Lake Reclamation Division

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17/12/14