



सत्यमेव जयते

Government of West Bengal
Urban Development Department
Office of the Executive Engineer
Bidhannagar Municipal Services Division
1st Floor, Nirman Bhawan (Erstwhile Sech Bhawan), Salt Lake, Kolkata – 700091
E-mail: bmsdiv@gmail.com

NOTICE INVITING TENDER

N.I.T No – WBUD/EE/BMS/NIT-01(e) / 2014-15 of EE, Bidhannagar Municipal Services Division.

Separate Tenders are invited by the *Executive Engineer, Bidhannagar Municipal Services Division* on behalf of the Governor of West Bengal for the works mentioned in the list given 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 desirous of participating in the tender are to log on to the website <http://wburbandev.gov.in> (the web portal of the Urban Development Department) 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 WBUD 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 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”.

Last date & time of submission of bids online is: 19/06/2014 at 14:00 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.

✓ LIST OF WORKS :

N.I.T. No -WBUD//EE/NIT No-11e/2014-15 of EE/B.M.S. DIVISION

Sl. No	Name of Work	Concerned Executive Engineer with Headquarter	Amount put to Tender (Rs.)	Earnest Money Deposit (Rs.)	Cost of Tender Paper (Rs.)	Time allowed for completion	Source of fund	Financial requirements to match credential in terms of value executed in previous work(*)
1	2	3	4	5	6	7	8	9
01	Renovation & thorough Repairing of boundary wall, Surface drain, Guard room, guard wall & its Ancillary works including painting in connection with Improvement and Up gradation of BST plant. (A Non-JNNURM Work)	Executive Engineer, BMS Division	Rs.28,13,486.00	Rs.56,270	Rs.2500	02(Two) Months		
02	"Removal of Sludge and other Foreign Materials from Sludge Bed and supplying & laying coarse sand and increasing capacity of the Sludge drying Bed No-1,2,3,4,5,6,7 & 8 at B.S.T. Plant in connection with Improvement & Upgradation of B.S.T. Plant(A Non-JNNURM Work)."	Executive Engineer, BMS Division	Rs. 23, 91, 037.00	Rs.47,821	Rs.1000	01(One) Month		

General Terms & Conditions and Information

1. Eligibility for participation

Contractors, Enlisted or outside bonafide, Registered Engineers Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors of equivalent Grade/Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate, depending on the criteria as detailed below. **Joint venture firms are not eligible to participate.**

Note: *In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each constituent must have at least some credential and also at least 10% turnover in contracting business. Individual constituent of a consortium cannot be another consortium.*

2. Participation in more than one work

Any contractor can submit tenders for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular NIT, depending on his Credential and financial capability, details of which are given below.

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 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 specially take note of all the addendum / corrigendum related to the tender and upload the latest documents as part of the tender.

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

iv) Tender Cost

Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) / Deposit at Call Receipts (DCR) towards EMD as prescribed in the NIT, separately against each serial of work, in favour of the Executive Engineer, Bidhanagar Municipal Services Division, Nirman Bhawan (Erstwhile Sech Bhawan). Payable at headquarters (to be submitted in "Drafts" folder)

iv. Earnest Money Deposit (EMD)

Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) / Deposit at Call Receipts (DCR) towards EMD as prescribed in the NIT, separately against each serial of work, in favour of the Executive Engineer, Bidhanagar Municipal Services Division, Nirman Bhawan (Erstwhile Sech Bhawan). Payable at headquarters (to be submitted in "Drafts" folder)

v. Average annual turnover from contracting business

Summary statement of average annual turnover from contracting business for a period of the last three years or during the period since formation of the Firm, if it was set up in less than such 3-year period. (*Vide Form-2*) (to be submitted in "**Forms**" folder)

(Scanned copy of Power of Attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant.)

vi. Credential Certificate (Vide Form-3) (to be submitted in "Forms**" folder)**

vii. Declaration of not having common interest in the same serial (vide Form-4) (to be Submitted in "Forms**" folder).**

viii. Drawings, if any (to be submitted in "Drawings**" 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 of Form-3 submitted under Statutory Cover above. *(In cases where Form-3 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. **Balance Sheet**

Audited Balance Sheets of last three financial yeas (as for example 2012-2013, 2013-2014, 2014-15 so far as the current financial year is concerned) with auditor's certificate regarding annual turnover from contracting business in each year. Bidders whose annual turnover is less than 1.00 Crore shall need to submit payment certificates obtained from clients and IT submission certificates for the corresponding years in support of the *Form-2* submitted under Statutory Cover above. *(If the company was set up less than three years ago, audited Balance Sheet for the number of years since inception is to be submitted).*

v. **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.*

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.*

3.3. Financial Proposal

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

i. *Bill of Quantities (BoQ)*

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

3.4. Submission of original copies of documents of Tender Cost and Earnest Money Deposit

i. *Mode of Payment*

Cost towards tender documents and EMD must be submitted in the form of Bank Draft (BD), Bankers Cheque (BC) and Deposit Call receipts (DCR) of **any scheduled Bank of India**.

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

ii. *Place of submission*

The original copies of the DD / BC / DCR, towards cost of tender documents and Earnest Money Deposit should be submitted in a **sealed envelope** in the office of the Executive Engineer, Bidhannagar Municipal Services Division.

iii. *Time of submission*

The original copies of DD / BC / DCR towards cost of tender documents and EMD should be submitted in a **sealed envelope** in the office as stated above within the date and time as specified in this N.I.T. If the bidder 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:

The tendered work is subdivided into various major items as given below. Each major item (being the summation of associated items of the BOQ) having a weightage of 25% or more in terms of monetary value in respect to the amount put to tender, is considered to fix the physical requirements to match credential in terms of quantity executed in previous work. Contractors are to submit credential of having executed the corresponding major item thus calculated from the BOQ of the work to the required extent as specified later.

Completion Certificate(s) submitted by the tenderer (Vide *Form-3*) should indicate the monetary value of any one or more of such major items executed in any one work within the last 5 (Five) years.

Monetary value of the major item/items thus submitted will be further multiplied by the following factors to take care of the inflationary effects to arrive at the net notional amount.

Year	Description	Multiplying factor to arrive at net notional amount
Current		1.00
1st	1 year preceding the current financial year	1.08
2nd	2 years preceding the current financial year	1.16
3rd	3 years preceding the current financial year	1.26
4th	4 years preceding the current financial year	1.36
5th	5 years preceding the current financial year	1.47

5. Description of Major items

A) Earthwork :

Type – A : Earthwork in dry excavation in irrigation canal / drainage channels or making embankments on rivers / seafont / drainage channels or irrigation canals, by manual / mechanical means including leads, lifts and disposal / transportation.

Type – B : Earthwork in wet excavation in flowing channels, by pontoon mounted excavator including leads, lifts and disposal transportation.

Note : *For wet excavation of flowing channels, credential of earthwork should specifically be of earthwork by pontoon mounted excavator. Credential of other types of earthwork will not be considered.*

B) Brickwork of all kinds.

I). Concrete work

RCC / PCC of all grades of concrete in hydraulic structures (i.e. structures on rivers / seafont / drainage channels or irrigation canals), including formwork and staging.

Note : *In case of tender invited for building works, concrete involved in building should also be considered over and above the above referred credential.*

II). Reinforcing Steel including Structural Steel

All kinds of steelworks including supply / fabrication, placing, installation etc.

6. Road Work

All items related to construction / renovation / improvement of bituminous roads.

General Note:

01. While calculating the amount, i.e. money value of the major items stated above, amount of all sub-items included in the major items should be arithmetically added.
02. All Completion Certificates in **Form-3** should be supported by BOQ of the work. If **Form-3** is not signed by the issuing authority, it should be supported by the certificate of the work.
03. If the issuing authority feels that major item contained in a particular work does not come within the purview of the above given types, he may issue a Completion Certificate stating the value of work corresponding to the new type of major item upon approval of his immediate superior authority.

Financial proposal of any contractor will come under the purview of consideration only if both the criteria 5(a) & 5(b) mentioned below are fulfilled.

- a. All Completion Certificates in **Form-3** should be supported by BoQ of the work. If Net notional amount calculated of at least one of the major items contained in the Completion Certificate (CC) issued in favour of the Agency / Firm / Consortium should be at least 25% of the corresponding amount in the same matching major item contained in the BOQ. However, for Consortiums where CC of individual entities of the Consortiums are to be considered, the sum of the values of the major items contained in the CC of individual entities should be at least 50% of the corresponding amount in the same matching major item contained in the BOQ.

- b. Average turnover from contracting business as stated in clause 3.2A (vi) & Form-2 should be at least 25% of the amount of tender of works in which the Contractor / Firm / Consortium intends to participate. However, for Consortiums where Average turnover of individual entities of the consortiums are to be considered, the sum of the Average turnover from contracting business of individual entities should be at least 50% of the amount of tender of works in which the Consortium intends to participate.

6.1. 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 (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. 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.

6.2. Eligibility criteria for participating in more than one tender in a NIT

- i. Normally separate Completion Certificates (CC) of 100% completed works is to be provided for participation in separate works in a particular NIT [vide 5(a)]. However, CC for one particular work may be considered as eligible for participation in maximum two numbers of serials, provided required credential for two such works (to be arithmetically added for identical works) satisfies the requirement in all respect from one such completion certificate.

Example

1. Supposing that major item of two works in any particular tender is 'Earthwork'. If 25% of the net notional amount of earthwork required for both the serials are arithmetically added and the combined amount is less than or equal to the amount of earthwork contained in the CC of one work, the tendered will be eligible for both the works.
2. Supposing that major item of two works in any particular tender are 'Earthwork' and 'Concrete work'. If the arithmetical sum of 25% of the net notional amount of any of

the two major items of 'Earthwork' and 'Concrete work' contained in the BoQ of the two serials is less than or equal to the amount of the corresponding major item contained in the CC, the tenderer becomes eligible for both the works.

3. i) However, one completion certificate will be considered for a maximum of two works.
- ii. Average turnover from contracting business should be more than or equal to 25% of aggregate cost of the amount of tender of works in which the Contractor / Firm / Consortium intends to participate. However, for consortiums where Average turnover of individual entities of the Consortiums are to be considered, the sum of the Average turnover from contracting business of individual entities should be at least 50% of the aggregate cost of the amount of tender of works in which the consortium intends to participate.
- iii. Both the conditions stated in (i) and (ii) above are to be simultaneously satisfied.
- iv. Submission of tenders in excess of 50% of total number of works (Rounded off to next Higher integer) in any particular NIT will not be considered.

6.3. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited Balance Sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the 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 Urban Development Department(Salt Lake Project) as per approval of the Chief Engineer for a maximum period 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Government. The concerned Chief Engineer will issue the necessary orders under intimation to the other Chief Engineers, 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.

6.4. 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. .

6.5. 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. .

6.6. Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection. .

7. Opening and evaluation of tender

7.1. Opening of Technical Proposal

- i. 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.
- ii. Technical proposals for those tenders whose original copies of DD /DCR/ BC towards tender cost and EMD have been received will only be opened. Proposals corresponding to which original copy of DD/ DCR/ 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 summararily 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.

7.2. 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.

7.3. Uploading of summary list of technically qualified tenderers (1st round)

- 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 of 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.

7.4. Provision for appeal and its disposal

- i. Intending tenderer not satisfied with the decision of the Tender Evaluation Committee (TEC) may prefer an appeal to the Chief Engineering Advisor, Salt Lake Project within two working days after the date of uploading of the summary list of the successful tenderers. Copy of such appeal should also be sent to the Tender Inviting Authority.
- ii. The Appellate Authority of the Urban Development Department will dispose such appeals by hearing the aggrieved tenderers as well as consulting the Tender Evaluation Committee (TEC) within the next three working days and the tenderer will be communicated accordingly.

7.5. Final publication of summary list of technically qualified tenderers

In case, the Appellate Authority asks the Tender Inviting Authority to consider tender of any of the aggrieved tenderers, who may have preferred appeal, the process of uploading of qualified tenderers will be redone. Date of opening of financial bid is to be intimated after publication of the final list of technically qualified tenderers.

7.6. 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 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 would have to 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.

7.7. Procedure to be followed when one / two technically qualified tenderers participated in any tender

- a. Financial bid of technically qualified / single / two tenderers may not be opened immediately.
- b. 2nd call may be invited immediately after technical evaluation and uploading the list of the list of the technically qualified bidder(s) of the 1st call after reviewing the credential criteria and relaxing such criteria if required, to the extent deemed necessary by the Tender Inviting Authority and also advertisement in the widely circulated newspapers.
- c. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they need to participate in the 2nd call and submit fresh fee towards tender cost. However fresh EMD need not be submitted and EMD submitted earlier will be considered. In case of non submission of fresh tender fee in the 2nd call, the rates quoted in the 1st call would remain valid while the bid submitted in the 2nd call will be rejected.

- d. If such bidder(s) technically qualified in the 1st call does not participate in the 2nd call then the rate of the 1st call would be deemed to remain valid in the 2nd call also.
- e. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid of both 1st and 2nd call would be Opened.
- f. Financial evaluation for acceptance would be made in a combined way considering both 1st and 2nd call following usual procedures.
- g. However, as stated in clause 6.7 ©, in case tenderer(s) of 1st call submit(s) fresh tender in the 2nd call, rates of 2nd call would be considered in the process of evaluation.
- h. In case there is no fresh participation in the 2nd call, financial bid of the technically qualified tender(s) of the 1st call would be opened even if there is only one tenderer in the 1st call and would be considered in the process of evaluation for acceptance following usual procedure.

8. Bid validity

The Bid will be valid for **60 days** from the date of opening of the financial bid.

9. 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.

9.1. 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, Bidhannagar Municipal Services Division.*
- d. Others are as per existing Govt. Rules.

9.2. Execution of Formal tender after acceptance of tender

The tenderers, whose tender is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (:LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in quadruplicate 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.

10. 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.

11. 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.

12. 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.

13. Schedule of Dates for e-Tendering

Sl. No.	Activity	Date & Time
1	Publishing Date	03/06/2014 at 17:30 Hrs
2	Document Download start date	03/06/2014 at 17:30 Hrs
3	Bid submission start date	03/06/2014 at 17:30 Hrs.
4	Document Download end date	19/06/2014 at 14:00 Hrs.
5	Bid submission end date	19/06/2014 at 14:00 Hrs.
6	Last date of physical submission of documents including EMD & Cost of Tender Documents	19/06/2014 at 14:00 Hrs.
7	Technical Bid opening date	19/06/2014 at 15:00 Hrs.
8	Financial Bid opening date	19/06/2014 at 15:00 Hrs.

Additional Terms & Conditions

1. The Executive Engineer of the Division concerned will be the Engineer-in-Charge in respect of the contract and all correspondences 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 Sub-Divisional Officer and the Sub-Assistant Engineer 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 including the right to distribute the work between two or amongst more than two bidders will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all the tenders without assigning any reason thereof.
3. The Bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970, and (b) Minimum Wages Act, 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
4. Department shall entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
5. The Government shall not be held responsible for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
6. 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.
7. Cess @1% of the cost of construction works shall be deducted from the Gross Value of the Bill in terms of Finance Department Order No. 853-F dated 01/02/2006. Also it is instructed to register his Establishment under the act, under the competent registering authority, i.e. Assistant Labour Commissiner / Deputy Labour Commissioner of the region concerned.
8. No mobilization / secured advance will be allowed unless specified otherwise.
9. VAT / Sales Tax, Cess, Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local 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.
10. All working tools and plants, scaffolding, construction of vats and platforms will have to be arranged by the contractor at his own cost.
11. 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.

12. 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 of work, availability of drinking water and other human requirements and security etc. Work on river banks may be interrupted due to a number of unforeseen reasons, e.g. sudden rise in water level, inundation during flood, inaccessibility of working site for carriage of materials. The Engineer-in-Charge may order the contractor to suspend any work that may be subject to damage by climate conditions. No claim will be entertained on this account. There may be variation in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of topography, river condition and other local needs etc. between the preparation and execution of the scheme for which the tendered rate and contract will not be invalidated. The contractor will not be entitled to any claim or extra rate on any of these accounts.
13. A machine page number 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.
14. The work will have to be completed within the time mentioned in the tender notice. A suitable work programme 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 Government papers etc.
15. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc will be entertained.
16. All possible precautions should be taken for the safety of the people and workforce 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 public thoroughfare.
17. The contractor will have to maintain qualified technical employees and / or Apprentices at site as per prevailing Apprentice Act or other Departmental Rules & Orders circulated from time to time.
18. The contractor will have to accept the work programme 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.
19. 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 and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess in any item beyond 10% or supplementary works, approval of the Special Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment.

20. Departmental materials shall be issued to the contractor to the extent of the requirements as assessed and in instalments as decided by the Engineer-in-charge. Issue of materials may be of three categories :
 - a. Materials issued directly to the work and subject to recovery.
 - b. Materials issued from departmental godown and subject to recovery.
 - c. Materials issued at free of cost.
 - d. If not Departmental materials are available, The Agency should submit the Authenticated Challan of the materials with the Invoices from the Distributors/ Dealers approved by the Principle Manufacturers and Test Certificate from the organization as approved by the E.I.C.
21. Any materials brought to site by contractor must be subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hours of issue of the order to that effect. The rates of the schedule are inclusive of cost and carriage of all materials to worksite. The materials will have to be supplied in phase with due intimation to the Sub-Divisional Officer concerned in conformity with the progress of the work. For special type of materials, i.e. Geo Synthetic Bags, HDPE Bags, Geo Textile Filter, Geo Jute Filter etc. if any, relevant Data Sheet containing the name of the Manufacturers, Test Report etc. will also be submitted in each occasion. Engineer-in-charge may conduct independent test on the samples drawn randomly before according approval for using the materials at site. In this regard decision of Engineer-in-charge is final and binding.
22. For materials under category 20 (a), (b) & (c), the contractor will act as the custodian thereof. The materials will have to be carried from the departmental godown to worksite by the contractor at his own cost. The contractor shall remain responsible for the proper storage and safety of the materials. Suitable Godown / Store shall have to be made by him at his own cost. Penalty charges shall be levied at higher rate for loss, wastage, misuse. Surplus materials of the department, if any, shall have to be returned to the issuing Godown or Store at the contractor's cost within the time frame as fixed by the Engineer-in-charge, otherwise, the cost at penal rate will be recovered from the bill. Indent for departmental materials shall be submitted by the contractor to the Sub-Divisional Officer, at least 7 (seven) days in advance of actual requirement. No claim will be entertained for non-issuance of such materials in time but reasonable extension of time will be granted. All materials, whatever the category thereof, shall be properly stored by the contractor in suitable godown near the site of work at his own cost and under no circumstances whatsoever shall any material be removed from the site of work without prior written permission of the Engineer-in-Charge. The contractor shall be responsible for any damage or loss of such materials.
23. The contractor shall also have to satisfy the Engineer-in-charge regarding the proper Utilization of materials which have been issued departmentally.
24. Value of the material, under category (a) & (b) of clause 20 above, will be recovered from the bills of the contractor in one or successive installments as may be decided by the Engineer-in-charge.
25. Requisite quantity of cement as may be required for the work will be supplied from the nearest departmental godown if stock permits. The issue rate of cement is shown in the Schedule of materials attached. Any excess consumption of cement by more than 5% over

the final consumption statement drawn up as per consumption rate specified in the Schedule will be recovered at a penal rate shown in the Schedule.

26. Reinforcing steel materials will be issued when stock permits, from the nearest departmental godown where such materials available in marketable length. While issuing the same, for any particular work the quantity actually required as per approved drawing shall only be issued. While executing the work, it will be responsibility of the contractor as well as the Engineer-in-charge to get this quantity properly utilized in the work. Cut pieces, if any, will not be taken back by the Department. Recovery for the total quantum of steel issued will be made at the issue rate shown in the Schedule. In case of misuse over +10%, deduction will be made at a penal rate shown in the Schedule. This whole principle shall apply in case of other M.S. materials also.
27. *Participants/Agencies whose performance is unsatisfactory during last five years in connection with any work executed under Salt Lake Projects shall not be considered for Technical Evaluation.*

✓ **SCHEDULE OF MATERIALS TO BE SUPPLIED
DEPARTMENTALLY AND THEIR RECOVERY RATES**

Sl. No.	Name of materials	Issue Rate (in Rs.)	Unit	Penalty recovery rate for loss or misuse or wastage	Place of delivery
01	Cement		MT	2 (Two) times issue rate	Departmental godown
02	Reinforcing Rod		MT	2 (Two) times issue rate	Departmental godown

Sd/-
Executive Engineer
Bidhannagar Municipal Services Division

APPLICATION FOR TENDER

To
The Executive Engineer
Bidhannagar Municipal Services Division
Nirman Bhawan(Erstwhile Sech Bhawan), Salt Lake,
Kolkata-91.

Notice Inviting Tender No. : _____
Serial No. of Work applied for: _____
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 _____ 201_____

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

Certificate regarding Summary Statement of
Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of

for the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No.	Financial		Remarks
	Year	Turnover rounded up to Rs. in lakh (two digit after decimal)	
1			
2			
3			
Total			

Average Turnover: in Rs. _____.

Note :

1. Year preceding the current financial year is to be considered as Year – 1.
2. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
3. Average turnover 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year – 1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the bidder

Sheet 1 of Form – 3

FORM – 3

Completion Certificate (100% Physical Completion)

1. Name of the work :
2. Name of the client :
3. Amount put to tender :
4. Contractual Rule :
5. Date of Commencement :
6. Date of completion as per work order:
7. Actual date of completion :
8. Final gross value of the bill (if the final bill is prepared, otherwise mention N. A.)
9. Amount contained in the BOQ for the major items of work in lakh of rupees, with reference to the major items stipulated in the NIT. :

Sl. No.	Major Items	Total amount as per BOQ (Rs. in lakh)	Weightage in % of the total amount put to tender
1.	Brickwork of all kinds		
2.	Concrete Work RCC / PCC of all grades of concrete in hydraulic structures (i.e. structures on rivers / seafront / drainage channels or irrigation canals) including formwork and staging.		
3.	Reinforcing Steel including Structural Steel All kinds of steelworks including supply / cutting / bending / binding / fabrication / placing / installation / erection etc.		
4.	Road Work All items related to construction / renovation / improvement of bituminous roads.		

Note :

1. While calculating the amount, i.e. money value of the major items stated above, amount of all sub-items included in the major items should be arithmetically added.
2. This certificate will be considered as per clause 3.2 A (vii).
3. In case, there is any difficulty in getting the above table filled up in the office of the Authority issuing the completion certificate, signature of the Issuing Authority may be obtained after Sl. 8. The table below Sl. 9 may be filled up by the tenderer himself in a separate sheet (title would be Form-3 contd.) using the BoQ and to be signed by him.

Signature of the bidder

Signature of the issuing authority

FORM – 4

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

ANNEXURE – I

1. Original copies of drafts towards tender cost and EMD are to be submitted in the Office of the *Executive Engineer, Bidhannagar Municipal Services Division*.
2. Minimum time interval to be given between the date of publication of NIT and the last date of bid submission for all cases of e-tender should be at least **14 days**. The above provision will not be applicable for Short Notice Tenders.
3. Cost of tender documents including cost of **2911(ii)** is given in list of work.
4. Clauses 20 to 26 of “Additional Terms & Conditions” provided in standardized NIT are applicable for works where departmental materials are supplied. For works having no such involvement the said clauses may be deleted.
5. In the event of a tender being matured, process of e-Tendering must be completed in the e-Tender platform for that tender by uploading the Work order as “Award of Contract” (AoC).

Copy forwarded for information and wide circulation to the:

- 1) The Principal Secretary, Urban Development Department, Govt. of West Bengal, Nagarayan, Block-DF-8, Sector-I, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhawan, (Formerly Sech Bhawan) Salt Lake, Kolkata.
- 3) The Special Engineer, Salt Lake Reclamation & Development Circle, U. D. Department, Nirman Bhawan, (Formerly Sech Bhawan) Salt Lake, Kolkata.
- 4) The Administrator, Bidhannagar, Nirman Bhawan (Formerly Sech Bhawan), Salt Lake, Kolkata-700091.
- 5) The Director of Information, Department of Information and Cultural Affairs, Writers' Building, Kolkata-700001, with a request for its wide circulation throughout the State.
- 6) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, (Formerly Sech Bhawan), Salt Lake, Kolkata-700091.
- 7) The Executive Engineer, Central Mechanical Division, Nirman Bhawan, (Formerly Sech Bhawan), Salt Lake, Kolkata-700091.
- 8) The Executive Engineer, Salt Lake Construction Division, Nirman Bhawan, (Formerly Sech Bhawan), Salt Lake, Kolkata-700091.
- ✓ 9) The Computer Cell, Urban Development Department, 'Nagaryana', Block-DF-8, Sector-I, Bidhannagar, Kolkata-700064 **with a request to upload the Notice in the Departmental website, (<http://wburbandev.gov.in>)** for wide circulation.
- 10) Office Notice Board.
- 11) The Divisional Accounts officer

6/2014
3-6-14
Executive Engineer
Bidhannagar Municipal Service Division