


West Bengal Tenders		eProcurement System of Government of West Bengal		
Tender Details				
		Date : 06-May-2022 01:43 PM		
 Print				
Basic Details				
Organisation Chain	MUNICIPAL AFFAIRS DEPARTMENT URBAN LOCAL BODIES DURGAPUR MC			
Tender Reference Number	WBDMC/WS/COMM/NIT-01/22-23			
Tender ID	2022_MAD_379424_1			
Tender Type	Open Tender	Form of contract	Item Rate	
Tender Category	Services	No. of Covers	2	
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No	
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No	
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No	
Payment Instruments		Cover Details, No. Of Covers - 2		
Online Bankers	S.No	Bank Name		
	1	ICICI BANK		
	2	ICICI NEFT/RTGS		
Cover No	Cover	Document Type	Description	
1	Fee/PreQual /Technical	.pdf	NIT	
		.pdf	DMC2911	
		.pdf	OTHERS DOCUMENT	
2	Finance	.xls	BOQ	
Other Important Documents				
S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX,LABOUR LICENCE	
2	CERTIFICATES	Provident Fund Certificate	Provident Fund Certificate	
3	CERTIFICATES	Employees State Insurance Certificate	Employees State Insurance Certificate	
4	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
5	CERTIFICATES	Permanent Account Number	Permanent Account Number	
6	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE	
7	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
8	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
9	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
10	FINANCIAL INFO	P/L AND BALANCE SHEET 2018-19	P/L AND BALANCE SHEET 2018-19	
11	FINANCIAL INFO	P/L AND BALANCE SHEET 2019-20	P/L AND BALANCE SHEET 2019-20	
12	FINANCIAL INFO	P/L AND BALANCE SHEET 2020-21	P/L AND BALANCE SHEET 2020-21	
Tender Fee Details, [Total Fee in ₹ * - 0.00]				
Tender Fee in ₹	0.00			
Fee Payable To	Nil	Fee Payable At	Nil	
EMD Fee Details				
EMD Amount in ₹	9,00,000	EMD through BG/ST or EMD Exemption Allowed	Yes	
EMD Fee Type	fixed	EMD Percentage	NA	

Tender Fee Exemption Allowed	No	EMD Payable To	Nil	EMD Payable At	Nil
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[Click to view modification history](#)

Work / Item(s)					
Title	Renewal of Engagement of man power(Semi-skilled and Un-Skilled) for House Connection and maintenance of distribution pipe line under Durgapur Municipal Corporation for 3 years				
Work Description	Renewal of Engagement of man power(Semi-skilled and Un-Skilled) for House Connection and maintenance of distribution pipe line under Durgapur Municipal Corporation for 3 years				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	0.00	Product Category	Support/Maintenance Service	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work(Days)	1095
Location	DURGAPUR MUNICIPAL CORPORATION	Pincode	713216	Pre Bid Meeting Place	DURGAPUR MUNICIPAL CORPORATION
Pre Bid Meeting Address	DURGAPUR MUNICIPAL CORPORATION	Pre Bid Meeting Date	23-May-2022 03:00 PM	Bid Opening Place	DURGAPUR MUNICIPAL CORPORATION
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	06-May-2022 06:55 PM	Bid Opening Date	02-Jun-2022 11:00 AM
Document Download / Sale Start Date	06-May-2022 06:55 PM	Document Download / Sale End Date	30-May-2022 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	06-May-2022 06:55 PM	Bid Submission End Date	30-May-2022 05:00 PM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	894.91	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	dmc2911.pdf	DMC2911	542.75
	2	BOQ	BOQ_740899.xls	BOQ	276.50

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sukanta_samanta@yahoo.co.in	Sukanta Samanta	SUKANTA SAMANTA
2.	sujalnandi@gmail.com	SUJAL NANDI	SUJAL NANDI
3.	commissionerdmc2021@gmail.com	MAYURI VASU	MAYURI VASU
4.	bisdeb2009@gmail.com	DEBABRATA BISWAS	DEBABRATA BISWAS

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes

Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority

Name	COMMISSIONER
Address	DURGAPUR MUNICIPAL CORPORATION

Tender Creator Details

Created By	MAYURI VASU
Designation	Commissioner
Created Date	06-May-2022 01:12 PM

DURGAPUR MUNICIPAL CORPORATION
City Centre, Durgapur – 713 216, PaschimBardhaman

Notice Inviting e-Tender

Notice Inviting e-Tender No.:WBDMC/WS/COMM/NIT-01/22-23

Memo.No.:DMC/WS/46

Dated:06/05/22

Commissioner, on behalf of Durgapur Municipal Corporation invites e-tender for the supply work detailed in the table below (Submission of Bid through **online**).

Sl. No.	Name of the work (1)	Service Charge (excluding GST (Rs.) (2)	Earnest Money (Rs.) (3)	Period of Completion (4)	Name of the Concerned Officer (5)	Eligibility of Contractor (6)
01	Renewal of Engagement of man power (Semi-skilled and Un-Skilled) for House Connection and maintenance of distribution pipe line under Durgapur Municipal Corporation for 3 years	To be Quoted for per head per month	a) Rs. 9 lac/- is to be submitted through (i) Net banking (any of the banks listed in the ICICI bank payment gateway) in case of payment through ICICI bank payment gateway. (ii) RTGS/NEFT in case of off-line payment through bank accounts in any scheduled bank approved by RBI in India, as per G.O. No 3975-F(Y) dt. 28.07.2016 of Finance Department, Govt. of West Bengal.	3 Year from the date of commencement	Commissioner, DMC.	For First call of NIT: i) Intending tenderers should produce credentials having supply of at least 41 nos. man power throughout atleast one year as a complete job within last five year from issue this NIT. or ii) intending tenderers should produce two nos. credentials having supply of at least 31 nos. man power throughout at least one year as complete job within last five year from issue this NIT. or iii) Intending tenderers should produce one no. credentials having supply of at least 41 nos. man power throughout at least one year as running work and have a certificate from Executive Engineer or equivalent that 80% of the work is completed..

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. Earnest Money, as specified in this NIT shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. of West Bengal). Every such Transfer shall be done on or after the date of publish of NIT.

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.

Seal and Signature of the Tenderer

Commissioner
DMC

4) The **FINANCIAL OFFER** of the prospective Bidder will be considered only if the **TECHNICAL BID** of the Bidder is found qualified by the 'Tender Evaluation Committee' formed by the authority of DMC. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

5) Eligibility Criteria for participation in the tender:-

- a) Intending tenderers should produce credentials of a similar nature of completed Work during Last 5(five) years as page-1 table, column no-6
- b) Pan Card
- c) GSTIN
- d) PF & ESIC Registration Certificates
- e) Income Tax clearance certificate and audited final accounts of last three years
- f) Valid Trade License
- g) Having Annual Turnover at-least Rs 50 Lakhs or above in any one year of Last three financial year.

5) Eligibility Criteria for participation in the tender:-

- a) Engagement of Agency will be on **Contract Basis for THREE YEAR** subject to satisfactory service. This is purely performance based job contract which will depend on how the Agency is being able to satisfy the Authority on the basis of day to day performance of their supplied manpower and payment of monthly wages to those staff. The Agency should pay to all the staff wages in time as per Notification of Labour Commissioner, Govt. of West Bengal which may be changed from time to time. Monthly payment will be reimbursed only after submission of Monthly Bill to the Authority and subject to satisfaction of the Authority. In case of failure of proper service penalty may be imposed by the Authority, if required.
- b) The Agency will be responsible for any losses/damages of the property of DMC to be caused due to their mistake, default, misbehaviour etc. of the personnel deployed by the Agency.
- c) The Agency will have to abide by all the statutory, Government laws and Regulations in force regarding payment of wages (as per DLC rate), PF, ESIC, Bonus, Leave accommodation and medical expenses etc. in no circumstances the Authority will be liable/accountable to any Agency staff(s) regarding any hazards on or off duty. The Authority will not liable for misconduct/unruly behaviour of the deployed manpower by the agency.
- d) Contract Period:-Three Years. It may be extended / renewed for another Year(s) at the sole discretion of DMC Authority. The Authority reserves the right to cancel the work order by issuing prior 1 month NOTICE & engage another Agency (L2 Bidder or L3 Bidder etc.) if services are not up to the mark.
- e) Bill (Staff Salary and Minor Maintenance) will be processed within **15 days** from submission of Monthly Bill with all valid supporting documents like payment sheet through Bank A/c & Attendance Sheet signed and certified by the departmental Engineers of DMC, PF & ESIC deposit Challan, PTax Challan etc. with ECR copy.
- f) Staff Salary should be paid through Bank Payment within 5th day of next month. All staff payment will be as per Minimum Wages Act. Of DLC of West Bengal and increase of Wages Rate will be effected automatically as per notification of DLC from the respective month. PF, ESIC & PTax deposit Challan should be in separate Challan and only for those staff who are deployed under this Corporation. Total Handling Charges / Profit Margin will be paid along with the monthly bill on the basis of total no. of deployed staff. The rate of Handling Charges / Profit Margin per head will not be changed during the contract period. The rate of minimum wages may be changed twice in a year during the contract period as per norms of DLC, W.B. which may effect automatically in the monthly minimum wages of the workers as per circular
- Engagement of Total Man Power**
- | | |
|------------------------|----------|
| 1) <u>Semi-Skilled</u> | : 23Nos. |
| 2) <u>Unskilled</u> | : 81Nos. |
- g) Bio-data of all deployed staff along with recent Passport Photo, Bank A/c No. with Name of Bank, EPIC, and Certificates in support Age & Qualification should be submitted by L1 Bidder to the purchase Department after getting Work Order. All technical persons will have Technical Certificate/License issued from competent authority. Lower age limit will be 18 years and Upper Age limit will be 60 years for all the deployed staffs.

- h) Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the latest year, Pan Card, GSTIN, PF & ESIC Registration Certificates are to be accompanied with the Technical Bid Documents. [Non-statutory documents]
- i) All type of taxes and duties as per existing rules/acts will be deducted from the monthly bill which will not be reimbursed by the authority.
- j) All the safety measures should be properly ensure for all categories of man power and the authority of DMC is in no way liable for any compensation for and accident occurred during or after the schedule time of duty.
- k) In case of any damage/losses caused to this corporation by your deployed personnel, amount of this damage/losses will be deducted from your bill amount at the time of payment.
- l) All the legal complications if arrived at during the contract period of job with Agency will subject to the decision of court. However, the contract can be terminated by either side by giving 02 (two) months notice in writing.
- m) Bio-Data of all deployed staff along with recent passport photo, Bank A/C no. with Name of Bank, EPIC, and Certificate in support age & qualification should be submitted by L1 bidder to the Water Supply department after getting work order.
- n) Photocopy of ESI card & EPF slip of all deployed staffs of the agency shall have to be submitted after getting work order.
- o) No existing staff can be substituted without permission of DMC authority.
- p) Contract may be extended as per decision of DMC authority.
- q) The Agency will have to abide by all the Statutory, Government laws and Regulations in force regarding payment of wages (as per DLC rate), PF, ESI, Bonus, leave accommodation and medical expenses etc. in no circumstances the Authority will be liable/accountable to any Agency Staff regarding any hazards on or off duty. The Authority will not liable for misconduct/unruly behavior of the deployed manpower by the Agency.

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.

Seal and Signature of the Tenderer

Commissioner
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6) Date and Time Schedule :

Sl. No.	Particulars	Date & Time
01	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	06/05/2022
02	Documents download/sell start date (Online)	06/05/2022 from 6.55 PM
03	Documents download/sell end date (Online)	30/05/2022 upto 5.00 PM
04	Prebid meeting to be held at Office of the Commissioner, DMC	23/05/22
05	Bid submission start date (On line)	06/05/2022 from 6.55 PM
06	Bid Submission closing (On line)	30/05/2022 upto 5.00 PM
07	Bid opening date for Technical Proposals (Online)	02/06/2022 after 11.00 AM
08	Date of uploading list for Technically Qualified Bidder(online)	
09	Date for opening of Financial Proposal (Online)	

7) The Prospective Bidder shall have to execute the work/supply in such a manner so that appropriate service level of the supply work is maintained. If any defect / damages are found during the period of supply, the contractor shall make the same good at his own cost. On failure to do so, penal action against the contractor will be imposed by the Department as deemed fit. The contractor may quote his rate considering the above aspect. EMD amount will be released after 01 (ONE) month from the date of final payment and certified by the departmental Engineers of DMC.

8) Earnest Money, as specified in this NIT shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. of West Bengal). Every such Transfer shall be done on or after the date of publish of NIT. Any Bid without such Transfer of EMD shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document.

09) Refund of EMD : Refund will be made as per Para-3 (Refund and Settlement process) of GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. of West Bengal.

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 informations 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 outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of DMC reserves the right to accept full or part of quotation or reject any/or all quotation or split the quotation among more than one participants and/or negotiate by way of revised and/or improved offer from all the quotationer for the concerned job without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder 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 Bidding.

13) Conditional / Incomplete tender will not be accepted under any circumstances.

14) The intending Bidders are required to quote the rate *online*.

15) 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.

16) The Commissioner, DMC reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

17) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (*two*) days from the date of opening the technical bid and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

Seal and Signature of the Tenderer

Commissioner
DMC

18) Before issuance of the WORK/SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest Bidder if found necessary. After verification if it is found that the documents submitted by the lowest Bidder is either manufactured or false in that case work order will not be issued in favour of the said Bidder under any circumstances.

19) 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 | 2) N.I.T. | 3) Special Terms & Conditions |
| 4) Technical Bid | 5) Financial Bid | |

20) Qualification Criteria:

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

- 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 in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false in such cases the eligibility of the bidder /tenderer will be rejected at any stage without any prejudice.

21. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.

22. It is to be noted that Finance Department Notification No. 10500-F dt. 19th Nov. 2004 of Govt. of West Bengal will be applicable for finalization of tender.

23. It is clarified that under no circumstances will there be a revision of any contractual values in the contract due to impact of change in tax rate(s), if any, from VAT/Service Tax to GST

Commissioner
DMC

Memo. No.: DMC/WS/

Dated: .

Copy forwarded for information to:-

1. The District Magistrate, PaschimBardhaman	2. The Mayor, DMC
3. The Chief Executive Officer, ADDA	4. Dy. Mayor, DMC
5. MMIC (Roads & Engineering, Food Supply, Social Welfare)	6. MMIC(Sewerage Drainage, Pumping station, Environment)
7. MMIC (Water Supply & Market)	8. MMIC (Lighting & Electricity, non-conventional Energy)
9. The SDM, Durgapur	10. The Chairman, DMC
11. The Chairman, Borough 1,2,3,4,5	12. The Superintendent Engineer, West Circle MED, PaschimBardhaman.
13. Executive Engineer, MED, Govt. of WB, Asansol Division, S.B. Gorai Road, BarafKal, PHE Office Complex, Asansol	
14. Dy. Chief Engineer,(Civil),DSP, T A Building, DGP-5	15. Executive Engineer, DPL
16. Executive Engineer, DCL	17. Sub Div. Information & Cultural Officer, Durgapur

Seal and Signature of the Bidder

Commissioner
DMC

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 DMC 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).

(a). Statutory Cover Containing the following documents:

1) **PREQUALIFICATION DOCUMENTS:**

#) **Prequalification Application (Sec-B, Form - I)**

#) Demand Draft towards cost of tender documents as prescribed in the N.I.T. against each of the serial of work in favour of the Durgapur Municipal Corporation.

#) Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of the Durgapur Municipal Corporation.

2) **DMC 2911**

3) **Tender Document**

4) **N.I.T.**

(NIT, 2911 & Corrigendum 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. In case quoting any rate in DMC 2911, the tender is liable to be summarily rejected.)

Seal and Signature of the Bidder

Commissioner
DMC

5) SPECIAL TERMS & CONDITIONS AND SPECIFICATIONS OF PRODUCT

(a) Engagement of Agency will be on **Contract basis for Three year** subject to performance & satisfaction. This is purely performance based job contract which will depend on how the Agency is being able to satisfy the Authority on the basis of day to day performance of supplied manpower and payment of monthly wages to those staff. The Agency should pay to all the staff salary in time as per Notification of Labour Commissioner, Govt. of West Bengal. Monthly payment will be reimbursed only after submission of Monthly Bill to the Authority and subject to satisfaction of the Authority. In case of failure of proper service penalty may be imposed by the Authority, if required.

(b) The Agency will be responsible for any losses / damages as may be suffered / incurred by the Agency due to their mistake, default, misbehavior etc. of the personnel deployed by the Agency.

(c) Rain coat/Torch/Gumboots/Battery will be provide by Agency at his own cost as per direction of EIC.

6) TECHNICAL DOCUMENTS

#Experience profile [Form No-IV] Section B.

7) Financial Proposal:-

(a) **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. **Rate should be quoted by per Manpower per month.**

(b). Non-statutory Cover Containing the following documents:

- i. Pan Card, IT, Income Tax Return for the latest Assessment, GSTIN.PF & ESIC Registration Certificate
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. 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)
- vi. List of Technical staffs along with structure & organization (Section - B, Form - III).
- vii. For Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government having a magnitude of 20% (*twenty percent*) of the Estimated amount put to tender is to be furnished. [Ref. Sl. No. 5 & 7 of this NIT]. Scanned copy of Original Credential Certificate as stated in Sl. No. 5 of N.I.T.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. : A.5.(b). will render the Bidder liable to be rejected for both statutory & non statutory cover.

Seal and Signature of the Bidder

Commissioner
DMC

**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)	GSTIN,PAN, PF & ESIC Registration Certificate Latest IT Receipt Income Tax Return for Latest Assessment year
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 from Govt./Semi Govt., Public Sector, Govt. autonomous body & Govt. undertaking body 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.

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of DMC will function as Evaluation Committee for selection of Technically Qualified Contractors.

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 Bidders may remain present if they so desire.

Cover (folder) for Statutory Documents [Ref. Section A.(a)] will be opened first and if found in order, cover (folder) for Non-Statutory Documents [Ref. Section A.(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 Bidders will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Bidders & 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 Bidders & seek clarification / information or additional documents or original hardcopy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Seal and Signature of the Bidder

Commissioner
DMC

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 by the Bidder.

Penalty for suppression / distortion of facts:

If any Bidder 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 softcopies, it may be treated as submission of false documents by the Bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Rejection of Bid:

D.M.C. 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 D.M.C.'s 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 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 / Pay Order issued from any nationalised bank in favour of the Durgapur Municipal Corporation within time limit to be set in the letter of acceptance.

Seal and Signature of the Bidder

Commissioner
DMC

SECTION - B
FORM - I**PRE-QUALIFICATION APPLICATION**

To
Executive Engineer,
Durgapur Municipal Corporation
City Centre, Durgapur - 713 216

Ref. : Tender for _____
(Name of work) _____

N.I.T. No.: WBDMC/WS/COMM/NIT-

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 Bidders for the concerned job. Also the Authority of DMC 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 Bidder

Commissioner
DMC

SECTION - B
FORM - II
Self Declaration by the Bidder

-
- 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 Bidder

Commissioner
DMC

SECTION - B

FORM - III

STRUCTURE AND ORGANISATION

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 Biodata : _____

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 Bidder

Commissioner
DMC

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 30% (*thirty 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 IndianRs.	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 Bidder

Commissioner
DMC