

**Office of  
The Executive Engineer  
North 24 Parganas Division,  
Municipal Engineering Directorate,  
Urban Development &  
Municipal Affairs Department**

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নির্বাহী বাতুকায়ের করণ  
উত্তর ২৪ পরগনা ভুক্তি, পৌর প্রকৌশল অধিদপ্তর  
নগর উন্নয়ন ও পৌরবিষয়ক বিভাগ  
৭, কে.বি. বোস রোড (দ্বিতল), বারাসাত, কোলকাতা - ১২৪  
দূরভাষ - (০৩৩) ২৫৮৪ ৪২৮৮,  
ই-মেইল - north24pgsdivisionmed@gmail.com

**Memo No:- MED/PRG-1/ 3398 /1P-02/2021. Dated 08/02/2021**

**NOTICE INVITING e- TENDER**

**NIEt No.- WBMAD/e-Tender/14 of EE(N24)-2020-21(2<sup>ND</sup> Call)**

Online Tenders are invited by the Executive Engineer, MED, North 24 Parganas Division on behalf of The District Magistrate, North 24 Parganas, through electronic tendering (e-tendering) for the following listed works within Basirhat Municipality from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

Table I :- List of works							
Sl. No.	Name of the work	Estimated amount put to tender (in Rs.)	Earnest Money (in Rs.)	Cost of Tender Documents (Applicable for the successful Contractor at the time of formal Agreement)	Fund	NOP ID	Time for completion of work (in days)
A	Construction of Masonry Surface Drain at Gol Bagan, at Naihati Majherpara(Sakti Sangha) and at Debgor Coloney in Ward no-02,04 and 05 within Basirhat Municipality.	9,99,792.00	19,996.00	1005.00	Parai Samadhan	295	14 days
B	Construction of Masonry Surface Drain from new Pragati to Ratana Dip Club Area in Ward no- 08 within Basirhat Municipality.	11,05,515.00	22,110.00	1005.00	Parai Samadhan	299	14days

**Table-2 :- Date and Time Schedule**

Sl No	Particulars	Date & Time
i)	Date of uploading of NIEt and Tender Documents online (Publishing Date)	08/02/2021
ii)	Documents download start date (Online)	08/02/2021 at 4.00 PM
iii)	Date of Pre Tender Meeting with the intending Contractors at .	-
iv)	Tender submission start date (On line)	08/02/2021 at 4.00 PM

vi)	Tender opening date for Technical Proposals(Online)	19/02/2021 at 10.00 AM
vii)	Date of uploading list for Technically Qualified Contractor (online)	-
viii)	Date and Place for opening of Financial Proposal (Online)	-

Table-3 :-	
<b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):</b>	<p>i) Having experience and technical acumen in Executing, Construction &amp; Completion of similar nature of work with a work value not below 30% of the estimated amount put to tender in a single contract during last 5(five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc (copies of Completion certificate need to be furnished) Work order, price schedule &amp; payment certificate issued by the competent authority shall have to be furnished in support <b>if required</b> during scrutiny of technical Bid.</p> <p>ii) Having valid GST registration certificate with <b>up to date</b> GST return (GSTR- 3B / 1, whichever applicable).</p> <p>iii) Having valid PAN Card and <b>last A-Y ( 2019-20 or 2020-2021 )</b> valid Income tax return. Particulars of ownership/partnership or Board of Directors pertaining to the</p> <p>iv) Organization/Company/Firm.</p> <p>v) Having up to date Trade Permission.</p> <p>vi) Having last Financial year (<b>2018-2019 or 2019-2020</b>) <b>balance sheet</b> duly Audited by a recognized Chartered Accountant.</p> <p>ix) Other certificates if any. (Copies of all above mentioned documents shall have to be furnished) <b>All documents in original to be produced in due course of time as &amp; when asked by the TIA for verification purpose.</b></p>

<b>Tender documents :-</b>	<p>A full set of Tender documents consists of 2 Parts. These are</p> <p><b>PART I :-</b> Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.</p> <p><b>PART II :-</b> Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
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<b>Earnest Money:-</b>	The Earnest Money (2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor through net banking or NEFT or RTGS ( <b>ICICI payment Gateway</b> ) in respect of tender ID .Every such transfer shall be done on or after the date of published of NI e-T. Any tender without such on line payment of EM (Except exemption as per G.O. ) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.
<b>Payment Authority:-</b>	<b>The District Magistrate, North 24 Parganas.</b>
<b>Engineer in Charge:-</b>	The Executive Engineer, Municipal Engineering Directorate. North 24 Parganas Division.

	All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills time to time. Additional Security Deposit @ 1% (One percent) will be deducted from each and every running bill. The amount of such 3% (three percent) of Security Deposit (Initial 2% EM + additional 1%) will be refunded without any interest only as per <b>G.O. No-201-F(Y)/ dated. 18.01.2021</b>
	Defect Liability Period:-
a	For work with <b>three months</b> Defect Liability Period:
)	

<b>Security Deposit &amp; other taxes:-</b> (G.O.No-5784-PW/L&A/2M-175/2017 date. 12.09.17)	i)	Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.
	b	For work with <b>one year</b> Defect Liability Period: )
	i)	Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.
	c	For work with <b>three years</b> Defect Liability Period: )
	i)	30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;
	ii)	The balance 70 % of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;
	d	For work with <b>five years</b> Defect Liability Period: )
	i)	No security deposit shall be refunded to the contractor for 1st 3 years from the actual date of completion of the work;
	ii)	30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work;
	iii)	The balance 70 % of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work
<b>Security Deposit &amp; other taxes:-</b> (G.O.No-5784-PW/L&A/2M-175/2017 date. 12.09.17)	<b>Explanation :-</b> The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of this contract. For	
	i)	The work of patch repair or patch maintenance in nature or a combination thereof, the Defect Liability Period of the work shall be three months from the actual date of completion of the work
	ii)	Thorough Bituminous Surfacing work with bituminous thickness less than 40 mm, Repair & Rehabilitation of any road / bridge / culvert / building / Sanitary & Plumbing work, the Defect Liability Period of the work shall be one year from the actual date of completion of the work;
	iii)	Construction of new building / new bridge / new culvert, Reconstruction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work

	<p>iv) Construction of new building / new bridge / new culvert, Reconstruction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work</p>
	<p><b><u>Additional Performance Security</u></b> @ 10% of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be obtained from the successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender.</p> <p>If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoA or the time period as approved by the Tender inviting Authority, his Earnest Money will be forfeited.</p> <p>If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.</p> <p>Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.</p>
<p>Cost of Tender Documents.</p>	<p>The cost of Tender documents as specified in Annexure shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender</p>
<p><b>Validity/ Withdrawal/ Acceptance of Tender:-</b></p>	<p>A Tender submitted shall remain valid for a period of 120 calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA.</p> <p>The TIA will accept the tender. He / She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p>

**Scope of the works:-**.. As per BOQ

**This to be noted that:**

**The Work order will be issued subject to obtaining of AA & FS from concerned Department, Govt. of West Bengal.**

**Other terms & conditions if any:-**

1. Successful bidder can collect hard copy for respective work from the Municipal office, At the time of formal agreement.
2. All taxes will be deducted as per order of Govt. of West Bengal time to time.
3. Successful agency shall have to execute an formal agreement with the .. In the Revised West Bengal Form No-2911 (As per memo no-1005/MA/C-10/Misc-14/2018 dated 11/11/2019) by depositing the cost of tender documents (mentioned in the Table-I) plus cost of tender form , for each individual work by cash at the municipal cash counter within the time period mentioned in the LOA/ work order.

4. Among all the workers engaged with the firm, those who will be working at the site of the said tender must use safety measures. If any casualty occurs then the total responsibility will go to the contractors end.

### Instructions/guidance

#### to the contractors for e-tendering:-

##### **1. General Guidance for e-tendering :**

Intending tenderers desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

##### **2. Registration of Contractors :**

Tenderers 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, Govt of India.

(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT ) DSC is given as a USB e-Token. After obtaining the 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.

##### **3. Eligibility for participation :**

Contractors, 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.

##### **4. Collection of Tender Documents:**

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website as 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.

##### **5. Submission of Tenders**

###### **5.1 General process of submission**

Tenders are to be submitted online through the website as 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 of originals 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 till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

###### **5.2 Addenda/Corrigenda: if published.**

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

**5.3** Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

#### 5.4 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 tenderer will be suspended from participating in the tenders on e-Tender platform of the . for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to . may take appropriate legal action against such defaulting tenderer.

5.5 If more than one Bidder quoted same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder.

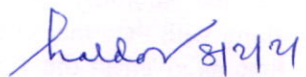
5.6 The Earnest Money may be forfeited if:-

- a) If the Bidder withdraws the Bid during the period of Bid validity.
- b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
- c) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other Document which were uploaded & digitally signed by the Bidder are incorrect / manufactured / fabricated.

5.7 The eligibility of the Bidder will be ascertained on the basis of document submitted / uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted / uploaded by the Bidder is either manufactured or false the eligibility of Bidder will be out rightly rejected at any stage without prejudice and action will be taken as per stipulation of IT Rules in force.

5.8 Registered **Unemployed Engineers' Co-operative Societies** / **Unemployed Labour Co-operative Societies** are required to furnish valid Bye Law, **Last Three (3) years Audit Report**, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the last Financial Year **and resolution of A.G.M. mentioning the authority of using D.S.C. along with other relevant supporting papers.**

5.9 For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of Works / item itself including description etc. whatsoever as stated in BOQ, that can't be claimed during agreement or so. In that case sanctioned estimate will be binding criteria.

  
Executive Engineer, MED  
North 24 Parganas Division  
Municipal Engineering Division  
Deptt. of U.D. & M.A.  
Government of West Bengal

**APPLICATION FORM FOR TENDER**

**To.**

**Executive Engineer, MED  
North 24 Parganas Division**

**NIT No: - .....**

**Serial No of Work applied for: -.....**

**Amount put to tender: ` .....**

**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 NIT no and Serial no stated above. 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 \_\_\_\_\_ 202\_\_**

**Full name of applicant: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**In the capacity of: \_\_\_\_\_**

**Duly authorized to sign bids**

**For & on behalf of (Name of Firm): \_\_\_\_\_**

**(In block capitals or typed)**

**Office address:**

**Telephone no(s) (office): \_\_\_\_\_**

**Mobile No: \_\_\_\_\_**

**Fax No: \_\_\_\_\_**

**E mail ID: \_\_\_\_\_**

Copy Forwarded for information and for favour of wide circulation to:

1. The Chairperson, Board of Administrator, Basirhat Municipality.
2. The Secretary, M E Dte.
3. The Joint Secretary, UD&MA Department, Government of West Bengal
4. The Chief Engineer, M E Dte.
5. The Superintending Engineer (East Circle), M E Dte.
6. The District Magistrate, North 24 Parganas.
7. The Additional District Magistrate (D), North 24 Parganas.
8. The SDO, Basirhat.
9. The DIO, NIC, North 24 Parganas- with a request to upload in the District Website.
10. Office Notice Board



Executive Engineer, MED  
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Municipal Engineering Directorate  
Deptt. of U.D. & M.A.  
Government of West Bengal