

# OFFICE OF THE BOARD OF ADMINISTRATORS BASIRHAT MUNICIPALITY

P.O.- BASIRHAT DIST.-NORTH 24 PARGANAS, Pin-743411



STD Code No.: 03217 Phone : 265224  
E-mail ID:- basirhatmunicipality@yahoo.com  
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Memo No- 1009/BM/2021

Dated:-11.06.2021

From:

Chairperson, Board Of Administrator  
Basirhat Municipality

## NOTICE INVITING e- TENDER

### Tender No. :- WBMAD/BASIR/E-11 OF 2020-21 (2<sup>ND</sup> Call)

Online Tenders are invited by the Chairman , Basirhat Municipality through electronic tendering (e-tendering) for the following listed works 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.

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)	Time for completion of work (in days)
1	Construction OF Boundary Wall Near harishpur Market in Ward no-16 under Basirhat Municipality.	5,25,785.00	10,516.00	N/A	30
2	Improvement of Road by Stone Consolidation and Premixing Seal Coat in ward no. 05 within Basirhat Municipality	27,09,320.00	54,186.00	N/A	30

Sl No	Particulars	Date & Time
i)	Date of uploading of NIeT and Tender Documents online (Publishing Date)	15/06/2021
ii)	Documents download start date (Online)	15/06/2021 at 9.00 AM
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	-
iv)	Tender submission start date (On line)	15/06/2021 at 9.00 AM
v)	Tender Submission closing (On line)	28/06/2021 at 6.00 PM
vi)	Tender opening date for Technical Proposals(Online)	30/06/2021 at 6.00 PM
vii)	Date of uploading list for Technically Qualified Contractor (online)	-

Tender Notice 20-21 | NIeT NO.-WBMAD/BASIR/E-11 Of 2020-21 (2<sup>ND</sup> Call ) dated:11.06.2021

viii)	Date and Place for opening of Financial Proposal (Online)	-
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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 <b>30%</b> 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 <i>(copies of Completion certificate, work order, price schedule &amp; payment certificate issued by the competent authority shall have to be furnished)</i></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</b> Valid Income tax return.</p> <p>iv) Having valid P. Tax clearance Certificate.</p> <p>v) EPF &amp; ESI Certificate with Up to Date Challan.</p> <p>vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm.</p> <p>vii) Having up to date Trade Permission</p> <p>viii) Having last year balance sheet duly Audited by a Chartered Accountant.</p> <p><i>(UDIN No. Must be provided on the documents signed with date by the Chartered Accountant failing which , documents will not be considered as authentic documents).</i></p> <p>ix) Having <b>annual turnover</b> not less than 70% of the value of amount put to tender in any of last three(3) financial years.</p> <p>x) Other certificates if any: (Copies of all above mentioned documents shall have to be furnished)</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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**Chairperson**  
**Board Of Administrator**  
**Basirhat Municipality**  
  
**Chairperson**  
**Board of Administrators**  
**Basirhat Municipality**

**Payment  
Terms:**

The Payment Terms (2% of estimated amount per month, as specified in Table) shall be initiated by the Contractor through its banking account in 10 days of the payment due date, in respect of each month. The Contractor shall be liable to pay the date of completion of the work. Any amount not paid by the Contractor shall be treated as a loan from the Employer and shall be repaid with interest at the rate of 12% per annum. The Contractor shall be liable to pay the interest on the loan from the date of completion of the work. The Contractor shall be liable to pay the interest on the loan from the date of completion of the work.

**Security  
Deposit &  
other fees:**

All usual deductions for taxes as applicable i.e. GST, IT and Income tax shall be made from the bills time to time. Additional Security Deposit 10% of the contract value will be deducted from each and every running bill. The amount of such 10% (three percent of Security Deposit (that 10% EMD) additional 10% will be refunded without any interest only as mentioned below.

**Contract Liability Period**

- a) For work with three months Contract Liability Period
  - i) Full security deposit shall be returned in the certificate in copy of three months from the actual date of completion of the work.
- b) For work with one year Contract Liability Period
  - i) Full security deposit shall be returned in the certificate in copy of one year from the actual date of completion of the work.
- c) For work with three years Contract Liability Period
  - i) 50% of the security deposit shall be returned in the certificate in copy of three years from the actual date of completion of the work.
  - ii) The balance 50% of the security deposit shall be returned in the certificate in copy of three years from the actual date of completion of the work.
- d) For work with five years Contract Liability Period
  - i) The security deposit shall be returned in the certificate in copy of five years from the actual date of completion of the work.
  - ii) 50% of the security deposit shall be returned in the certificate in copy of five years from the actual date of completion of the work.
  - iii) The balance 50% of the security deposit shall be returned in the certificate in copy of five years from the actual date of completion of the work.

**Explanation**

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 Contract Liability Period of the work shall be three months from the actual date of completion of the work.
- ii) Thorough Bituminous Surfacing work with minimum thickness less than 40 mm, Repair & Rehabilitation of any road / bridge / culvert / building / Sanitary & Plumbing work, the Contract Liability Period of the work shall be one year from the actual date of completion of the work.
- iii) Extension of building / bridge / culvert, construction of new building / extension up to bituminous level which has been designed for a period of 3 years or more, Widening and strengthening of building / extension designed for a period of 3 years or more, Improvement of riding quality / strengthening of building.

pavement designed for a period of 3 years or more; Providing only mastic asphalt layer over existing bituminous surface without providing bituminous profile corrective course / bituminous base course,  
the Defect Liability Period of the work shall be three years from the actual date of completion of the work;

- 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.

**Additional Performance Security @ 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.**

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.

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.

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.

**Additional provisions in substituted Clause 17 of the Condition of Contract of the printed tender form as per G.O. no. 52-CRC/2M-06/2014 dated 27/10/2014 and G.O. no. 5951-PW/L&A/2M-175/2017 dated 02/11/2017.**

In cases of Refunding and Releasing of 100% (one hundred percent) Security

Deposit held with the Government, arising out from works contract, Security Deposit will be released after issuance of Completion Certificate on submission of unconditional BANK GUARANTEE by the Contractor for the Security Deposit subject to the following conditions:

- i) The Bank Guarantee will be issued by a Scheduled Commercial Bank in favour of the Engineer-in-Charge of the concern work, MED, Government of West Bengal on behalf of the contractor.
- ii) The Bank Guarantee shall remain valid for the whole Defect liability period/Security period as per contract of the work (No renewal in between should be required).
- iii) The Bank Guarantee will be submitted as per approved Format. The Engineer-in-Charge should obtain confirmation of the Bank Guarantee directly from the Bank before its acceptance.
- iv) The Bank Guarantee, now pledged in the form of Security Deposit will be released to the contractor in the following manner, if not forfeited under conditions of contract:

		In cases of Refunding and Releasing of 100% (one hundred percent) Security Deposit held with the Government, arising out from works contract, Security Deposit will be released after issuance of Completion Certificate on submission of unconditional BANK GUARANTEE by the Contractor for the Security Deposit subject to the following conditions:
		1 The Bank Guarantee will be issued by a Scheduled Commercial Bank in favour of the Tender Inviting Authority of the concern work, on behalf of the contractor.
		2 The Bank Guarantee shall remain valid for the whole Defect liability period/Security period as per contract of the work (No renewal in between should be required).
		3 The Bank Guarantee will be submitted as per approved Format. The Engineer-in-Charge should obtain confirmation of the Bank Guarantee directly from the Bank before its acceptance.
		4 The Bank Guarantee, now pledged in the form of Security Deposit will be released to the contractor in the following manner, if not forfeited under conditions of contract:
		4.1 For work with 3 (three) months Defect Liability Period:
		4.2 For work with 1 (one) year Defect Liability Period: Full amount shall be refunded to the contractor on expiry of 1 (one) year from the actual date of completion of the work.
		4.3 For work with 3 (three) years Defect Liability Period:
		4.3.1 30% (thirty percent) of the same shall be refunded to the contractor on expiry of 2 (two) years from the actual date of completion of the work;
		4.3.2 The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 3 (three) years

		from the actual date of completion of the work.
	4.4	For work with 5 (five) years Defect Liability Period:
	4.4.1.	No amount shall be refunded to the contractor for first 3 (three) years from the actual date of completion of the work;
	4.4.2.	30% (thirty percent) of the same shall be refunded to the contractor on expiry of 4 (four) years from the actual date of completion of the work;
	4.4.3.	The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 5 (five) years from the actual date of completion of the work.
		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.
<b>Validity/ Withdrawal/ Acceptance of Tender:-</b>		<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. 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

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

1. Successful bidder can collect hard copy for respective work from this Municipal office, P.W. Deptt. 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 Basirhat Municipality. 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 be 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 Average annual turnover from contracting business as stated in should be at least 60% of the amount put to tender of the works in which the contractor intends to participate.

### 5.5 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 Basirhat Municipality for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Basirhat Municipality may take appropriate legal action against such defaulting tenderer.

5.6 Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the year 2016/2017 Professional Tax Deposit Challan for the Financial Year 2017-2018, PAN Card, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting papers.

  
**Chairperson**  
**Board Of Administrator**  
**Basirhat Municipality**  
Chairperson  
Board of Administrators  
Basirhat Municipality



**APPLICATION FORM FOR TENDER**

To.  
The Chairperson  
Board Of Administrators  
Basirhat Municipality.

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): \_\_\_\_\_

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

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


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

\*\* Mandatory

Memo No. 1009 /1(7) /BM/2021 Dated:11.06.2021

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


- 1) **The Executive Officer, Basirhat Municipality**
- 2) **The Finance Officer, Basirhat Municipality**
- 3) **Sri Dibakar Sengupta, S.A.E, Basirhat Municipality.**
- 4) **Sri R. Bharati, S.A.E, Basirhat Municipality.**
- 5) **Sri M. Sarkar, S.A.E, Basirhat Municipality.**
- 6) **IT-Co ordinator for Uploading at Municipality Website.**
- 7) **Office Notice Board.**

  
**Chairperson**  
**Board Of Administrator**  
**Basirhat Municipality**  
Chairperson  
Board of Administrators  
Basirhat Municipality

Memo No. 1009/1(9) /BM/2021 Dated:11.06.2021

Copy Forwarded for information and wide publication to:

- 1) **The Joint Secretary, UD&MA Department, Government of West Bengal**
- 2) **The District Magistrate, North 24 Parganas**
- 3) **The S.D.O., Basirhat, North 24-Parganas**
- 4) **The Executive Engineer, M.E.Dte, North 24-Parganas**
- 5) **The Asstt. Engineer, M.E.Dte, Basirhat Sub-Division.**

  
**Chairperson**  
**Board Of Administrator**  
**Basirhat Municipality**  
Chairperson  
Board of Administrators  
Basirhat Municipality