



Office of the Councillors
BELDANGA MUNICIPALITY

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Memo No. ... 891/11-1/2020 ...

Dated ... 18/02/2020 ...

Notice Inviting e-Tender

**NOTICE INVITING e-TENDER NO-WB/MAD/ULB/BEL/NIeT-10/2019-20 OF
CHAIRMAN, BELDANGA MUNICIPALITY**

On behalf of the Board of Councillors, The Chairman Beldanga Municipality invites e-Tender from eligible Manufacturers/ Authorised Dealers, Distributors and Suppliers for the work mentioned in details as given below. The intending tenderer if found eligible to participate in the tender should download the detail Tender Notice alongwith tender documents from "e-procurement/ municipality" link under <http://wbtenders.gov.in> website.

List of Works :

Sl. No.	Name of Work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Bid documents, 2911(ii) & others (Rs.)	Period of Completion (Days)
1	Supply, Erection and Fixing of High Mast Lighting System with LED Flood Lights for work within Beldanga Municipality area. A. 16 Nos 16 Mtr. High Mast	90,22,880.00	1,80,458.00	10,000.00	90
2	Supply, Erection and Fixing of High Mast Lighting System with LED Flood Lights for work within Beldanga Municipality area. B. 14 Nos 12.5 Mtr. High Mast	59,35,193.00	1,18,704.00	10,000.00	90

- 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. The cost of tender document and the EMD as specified should be deposited through Net Banking (any of the banks listed in the ICICI Bank Payment Gateway) and RTGS/NEFT in case of offline payment through bank account in any Bank as per order of Finance Department Govt. of W.B. vide memo no. 3975-F(Y) dated 28.07.2016. The tenderer will have to submit their bid on-line in two cover/folder system containing prequalification document (Technical Bid) in one and Financial Bid in another. The list of important dates is also given in this Notice and Standard Bidding Document (SBD).
- 2) Both Technical Bid and Financial Bid are to be submitted consecutively duly digitally signed in 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 this tender documents.

4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the Municipal Authority of Beldanga Municipality. The decision of the Municipal Authority 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.**

i. Credential

Intending tenderers should produce credentials of similar nature as a prime agency under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government as mentioned below :-

- A. For a completed work of the minimum value of 40% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
- B. For 2 (two) similar nature as mentioned above of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
- C. For one single running work of similar nature as mentioned above which has been completed to the extent of 80% or more and value of which is not less than the desired value at (A) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

[Non-statutory documents]

ii. Intending tenderers should produce turnover in a single year during last 5 (five) years of at least 100% (Hundred percent) of the amount of the work for which bid is submitted.

[Non-statutory documents]

iii. Income Tax Return Acknowledgement for last 5 (five) year, Current P. Tax Challan, Pan Card, GST Registration Certificate, Current GST return, 26AS of I.T. Deptt. for last 5 F.Y., Trade License and valid necessary Electrical Licenses are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

iv. In case of proprietorship, Partnership Firms and Company having tax audit report in 3CD Form is to be furnished alongwith the P/L A/C and Balancesheet. As per Income Tax Law those do not need Tax Audit shall have to submit P/L A/C and Balancesheet duly certified by a Chartered Accountant. All the documents alongwith schedules forming the part of P/L A/C and Balancesheet should be in favour of applicant. No other name alongwith applicants name in such enclosure will be entertained. These documents are to be submitted for last 5 (five) years.

[Non-statutory documents]

v. In case of Partnership firm Registration Certificate from Registrar of Assurance shall have to submit. In case of Company certificate of incorporation is required.

[Non-statutory documents]

vi. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. An affidavit in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.

[Non-statutory documents]

vii. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted along with the application. In case of company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

viii. 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 their bids will be rejected without assigning any reason thereof.

[Non-statutory documents]

ix. Joints Venture will not be allowed.

x. **Running payment for work may be allowed with the approval of appropriate Authority subject to a running account bill may be raised not less than 30% of the tender amount.**

xi. **No mobilisation advance and secured advance will be allowed.**

xii. Security Deposit :

a) Security Deposit towards performance Security amounting to 8% of the value of the work shall be deducted from the running account bill of the tenderer. No interest will be paid on Security Deposit. Earnest money @2% of the estimated value put to tender to be deposited at the time of tender which would be converted to Security Deposit in case of successful bidder.

b) Additional Performance Security other than Security Deposit :

The additional Performance Security shall be obtained from successful bidder, if the bid value is more than 20% less than the estimated amount put to tender, from successful bidder having own prime machineries for construction of the works as mentioned Annexure-D. If the successful bidder not having ownership of any of the prime machineries as stated above, the Additional Performance Security shall be obtained from successful bidder, if the accepted bid value is more than 10% less than the estimated amount put to tender. Additional Performance Security shall be equal to 10% of the tendered amount and be submitted in the form of Bank Guarantee from any Scheduled Bank as per enclosed format (Annexure-E) before issuance of Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his earnest money will be forfeited. The said Bank Guarantee shall be valid upto the end of the Successful completion of the work and shall be renewed accordingly, if required. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the Contract period after serving proper notice to the contractor.

Even if the accepted bid value is just 20% less than the estimated amount put to tender then as per G.O. No-4608-F(Y) dated 18/07/2018 of Finance Deptt. Additional Performance Security to the tune of 10% of the tendered amount shall have to be submitted.

xiii. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

xiv. All materials required for the proposed work including cement, steel, bitumen, etc. shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement, steel, bitumen are to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory or Government Engineering College shall have to be conducted by the agency at their own cost.

xv. Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from every Bill of the selected agency along with all other statutory deduction as per time to time Govt. Laws towards Income Tax, GST, Royalties, etc..

xiv. There shall be no provision of Arbitration.

xv. Bid shall remain valid for a period not less than 180 (One Hundred Eighty) 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.

xvi. Date and Time Schedule:

Sl. No	Particulars	Date & Time
01	Date of uploading of N.I.T. & other Documents(online) (Publishing Date)	19.02.2020 at 4.00 p.m.
02	Documents download/sell start date(Online)	19.02.2020 at 4.00 p.m.
03	Documents.download/sell end date(Online)	04.03.2020 at 5.00 p.m.
04	Prebid meeting to be held at Office of the Chairman, Beldanga Municipality.	NA
05	Bid submission start date (On line)	19.02.2020 at 5.00 p.m.
06	Bid submission closing date (On line)	04.03.2020 at 5.00 p.m.
07	Last date of submission of original copies of the cost of Tender Documents (Off line)	NA
08	Bid opening date for Technical Proposals (Online)	06.03.2020 at 5.00 p.m.
09	Date of uploading list for Technically Qualified Bidder (online)	to be notified later
10	Date for opening of Financial Proposal (Online)	to be notified later

- 6) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 3 (three) year from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned below:
- (i) 30% of the security deposit shall be refunded to the contractor on expiry of one year after the issuance of certificate of completion of work;
 - (ii) Further 30% of the security deposit shall be refunded to the contractor on expiry of two years.
 - (iii) The balance 40% of the S.D. shall be refunded to the contractor on expiry of three years.
- 7) **Brand, OEM Authorisation and Warranty :-**
- (i) A declaration of warranty of LED lights for 5 Years shall have to be submitted by the bidder through an affidavit.
 - (ii) OEM Authorisation/ Warranty to be signed either by at least area manager or equivalent category Executive of the Company.
 - (iii) Equipments and Fittings are of best quality and in the brand of Phillips/ Bajaj/ HPL/ Crompton and shall have to be approved by the Authority/ Employer.
 - (iv) The OEM authorization letter should be submitted with the technical bid.
- 8) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings 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.
- 9) The intending Bidders should 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 Beldanga Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 10) **Taxes & duties to be borne by the Contractor**
- Income Tax, GST, 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.
- 11) **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 tenderers may contact the office of Beldanga Municipal Authority, between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.
- 12) **Condition and incomplete tender**
- Condition and incomplete tenders are liable to summary rejection.
- 13) **Refund of EMD:**
- a. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
 - b. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date of which information on rejection of bid is uploaded to the e- Procurement portal by the tender inviting authority.
 - c. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process,

to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

- d. If the L1 bidder accepts the LOI and the same is processed electronically in the e- Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- 13) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in before tendering the bids.
- 14) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 15) **The intending tenderers are required to quote the rate *ONLINE*.**
- 16) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act'1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 17) **Supplementary/Additional Items of Works:**
Notwithstanding the provisions made in the related printed tender form, any item of work which can legitimately be considered as not stipulated in the specific priced schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed in the manner as stated below:-
(a) Rate of Supplementary items shall be analyzed in the 1st instant extended possible from the rates of the allied items of work appearing in the tender schedule of rates at the time of preparing of estimates.
(b) Rate of supplementary items shall be analyses to the maximum extent possible from rates of the allied items of work appearing in the schedule of rates of probable items of work as will be in force at the time of preparing estimate of the work of this NIEt.
(c) If the rates of the supplementary items cannot be computed even after application of clauses stated above, the same shall be determined by analysis from market rates of material, Labour and carriage cost prevailing at the time of execution of such items of work. Profit and overhead charges (both together) @10% (ten percent) will be allowed only. The contractual percentage will not be applicable.
(d) Black market rates shall never be allowed.
(e) It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.
- 18) Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for "Road & Bridge Works, Building Works, S & P works, Electrical Works" prevailing at the time of preparing estimates for the above works.
- 19) 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.
- 20) The Chairman, Beldanga Municipality, reserves the right to cancel the NIEt due to unavoidable circumstances and no claim in this respect will be entertained.
- 21) If there be any objection regarding prequalifying the Agency that should be lodged off line to the Chairman, Beldanga Municipality within 2(two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Municipal Authority.
- 22) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 23) 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:
i. Tender Form No 2911 / 2911 (i) / 2911 (ii) / Beldanga Municipality
ii. NIEt
iii. All Corrigendum and Addendum, if any
iv. Technical Bid
v. Financial Bid

to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

- d. If the L1 bidder accepts the LOI and the same is processed electronically in the e- Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- 13) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in before tendering the bids.
- 14) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 15) **The intending tenderers are required to quote the rate *ONLINE*.**
- 16) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act'1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 17) **Supplementary/Additional Items of Works:**
Notwithstanding the provisions made in the related printed tender form, any item of work which can legitimately be considered as not stipulated in the specific priced schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed in the manner as stated below:-
(a) Rate of Supplementary items shall be analyzed in the 1st instant extended possible from the rates of the allied items of work appearing in the tender schedule of rates at the time of preparing of estimates.
(b) Rate of supplementary items shall be analyses to the maximum extent possible from rates of the allied items of work appearing in the schedule of rates of probable items of work as will be in force at the time of preparing estimate of the work of this NIeT.
(c) If the rates of the supplementary items cannot be computed even after application of clauses stated above, the same shall be determined by analysis from market rates of material, Labour and carriage cost prevailing at the time of execution of such items of work. Profit and overhead charges (both together) @10% (ten percent) will be allowed only. The contractual percentage will not be applicable.
(d) Black market rates shall never be allowed.
(e) It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.
- 18) Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for "Road & Bridge Works, Building Works, S & P works, Electrical Works" prevailing at the time of preparing estimates for the above works.
- 19) 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.
- 20) The Chairman, Beldanga Municipality, reserves the right to cancel the NIeT due to unavoidable circumstances and no claim in this respect will be entertained.
- 21) If there be any objection regarding prequalifying the Agency that should be lodged off line to the Chairman, Beldanga Municipality within 2(two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Municipal Authority.
- 22) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 23) 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:
i. Tender Form No 2911 / 2911 (i) / 2911 (ii) / Beldanga Municipality
ii. NIeT
iii. All Corrigendum and Addendum, if any
iv. Technical Bid
v. Financial Bid

- 24) **Qualification criteria**
The tender inviting and Accepting Authority 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 documents(s) submitted in support of the minimum criteria as mentioned in tender documents. 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.

- 25) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 26) No. price preference and other concession as per order no.1110F dated: 10 /02 / 2006 will be allowed.
- 27) In respect of Security Deposit, Payments, etc. the conditions mentioned in the Form 2911, 2911(i), 2911(ii)/ Beldanga Municipality are superseded and will be guided according to the clauses mentioned in the NIeT documents.
- 28) Contractors shall have to execute the work in a systematic manner with mobilising all the required Plant & Machineries as well as Materials as asked by the Municipal Authority to maintain the quality of work.

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 Beldanga Municipality 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 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 A.1.above. DSC is given as a USB-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 Clauses of this NIeT using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Submission of Tenders:

Tenders are to be submitted through online to the website stated 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).

Bid Submission:

The Bid should contain scanned copies of the following in two covers (folders).

1 A. Technical Proposal:

Statutory Cover containing the following documents :

- a) NIeT
- b) FORM NO.2911, 2911(i), 2911(ii) / Beldanga Municipality
- c) EMD and TENDER FEES PAID THROUGH ONLINE:-

EMD and Tender Fees of the Tenders be deposited either of the following payments modes:

- i) Net banking (any of the bank listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway.
- ii) RTGS/NEFT in case of offline payment through bank account in any bank.

(NleT, FORM No. 2911, 2911(i), 2911(ii) & 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 Form No: 2911, 2911(i), 2911(ii) / Beldanga Municipality the tender is liable to be summarily rejected.**)

d) ADDITIONAL DOCUMENTS:

- i. Prequalification Application(Annexure-A)
- ii. Affidavit and Declarations if any
- iii. Authority to seek references (Annexure-B)

Non –statutory cover containing the following documents:

- i. Professional Tax (PT) deposit receipt Challan for the latest assessment year , Pan Card , ITR for the latest assessment year, GST Registration Certificate, valid Trade License, 26AS of I.T. Deptt. for last 5 F.Y.
- 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. Tax Audited Report in 3CD form(if applicable) along with Balance Sheet & Profit & Loss A/c. for last (five) years (year just preceding the current Financial Year will be considered as year-I). If as per Income Tax Law applicant do not need Tax Audit then P/L A/C and Balance Sheet duly certified by a Chartered Accountant.
- vi. Clearance Certificate for the current year issued by ARCS, Bye-Laws are to be submitted by the registered Labour Co-op. Societies/ Engineering Co-op. Societies.
- vii. Experience Profile as per Annexure-C
- viii. Plant and machineries as per Annexure-D

N.B.: Failure of submission of any of the above mentioned documents as stated will render the tenderer liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON –STATUTORY/ TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s) (All certificate should be up to date)	GST Registration Certificate, Current GST return, PAN Card, P. Tax Challan, Latest IT Receipt for the latest assessment year, Valid Trade License, 26AS of I.T. Deptt. for last 5 F.Y, Trade License and valid necessary Electrical Licenses.
B.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy , Trade License) Power of Attorney, Memorandum of association and Articles of Association of the Company.
C.	Credential	Credential	Completion Certificate for similar nature of Work Done supported by Work order and Payment Certificate (Experience Profile) as per Annexure - C
D.	Plant and Machineries	Plant and Machineries	Plant and Machineries as per Annexure - D
E.	Financial Info		Tax Audited Report in 3 CD form(if applicable) along with Balance Sheet & Profit & Loss A/c. for the last 5(five) years just preceding the current Financial Year will be considered as year-I)

1. B. Financial Proposal :

The rate will be quoted in the BOQ. quoted rate will be encrypted in the BOQ under Financial Bid Downloaded properly and upload digitally signed by the bidder. The bidder is to quote rate in percentage Above/ Below/ At per online in the space marked for quoting rate in the BOQ.

Payment Procedure of online EMD/Tender Fees:-

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway.

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a conformation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the Bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:-

- i. On selecting of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

Tender Evaluation:

Authority of Beldanga Municipality will evaluate the selection of Technically Qualified Contractors.

Opening of Technical Proposal:

- a. 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).
- b. Intending Tenderers may remain present if they so desire.
- c. Cover (folder) for statutory Documents will be opened first and if found in order, cover (folder) for Non- Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- d. Summary list of technically qualified tenderes will be uploaded online.
- e. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderes & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- f. During evaluation the committee may summon of the tenderes & seek clarification/ information or additional documents or original copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

1) Financial Proposal

- i) 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 (Presenting Above/Below/At par) online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor. Financial capacity of bidder will be judged on the basis of information furnished alongwith the tender.

Penalty for suppression/distortion of facts:

If any tenderer fails to produce the original copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the original 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 for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Beldanga Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

Rejection of Bid:

The employer (Tender accepting authority) receives the right to accept or reject any Tender and to cancel the quotation process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Tenderer or any obligation to inform the affected tenderer of the ground for employer's (Tender accepting authority) action.

Award of Contract

The Bidder who's 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, 2911(i), 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NleT & B.O.Q will be the part of the contract documents .After receipt of Letter of Acceptance, the successful bidder shall have to submit contract documents in triplicate downloading from the website stated NleT along with Non judicial Stamp paper of Rs. 50/- for executing the formal agreement alongwith requisite cost of tender documents through Demand Draft/ Pay Order issued from any nationalized bank in favour of The Chairman, Beldanga Municipality within time limit to be set in the letter of acceptance.



**Chairman
Beldanga Municipality**

ANNEXURE-A

APPLICATION (in statutory cover)

To,
The Chairman,
Beldanga Municipality,
P.O. Beldanga, Dist. - Murshidabad,
State: - West Bengal. Pin- 742133

Ref: - Tender for _____

(Name of work)

NIeT No. : WB/MAD/ULB/BEL/NIeT-10/2019-20 of Chairman, Beldanga Municipality, Beldanga, Murshidabad, West Bengal.

Dear Sir,

Having examined the Statutory, Non statutory & NIeT including all its Corrigendum & Addendum, 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:

- (a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this Job/ project.
- (b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Encl:-e-Filling:-

1. Technical proposal

- i. Statutory Documents
- ii. Non Statutory Documents

2. Financial proposal

- i. Bill of quantities (BOQ). (With quoted the rate)

Date:-

Place:-

Signature of applicant

ANNEXURE-B

[An affidavit has to be furnished] (in statutory cover)

- 1) I/ We 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 NleT.
- 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.
- 6) I/ We hereby declare that we agree to the terms and condition laid down in the NleT document & Form 2911, 2911(i), 2911(ii)/ Beldanga Municipality document as published in this NleT. This agreement over rides any remarks/ observation/ submission made anywhere else in our submitted bid.

Signed by as authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date : _____

Seal and Signature of the Tenderer

ANNEXURE-C

Experience Profile (in non-statutory cover)

List of projects completed that are similar in nature to the works having required amount of works put to tender executed during last 5 (five) financial years

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible for supervision of work	Estimated amount put to tender (Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

Date:-

Place:-

Signature of applicant

ANNEXURE-D

(in non-statutory cover)

CONTRACTOR'S EQUIPMENT:

MINIMUM PLANT AND EQUIPMENT TO BE DEPLOYED BY THE CONTRACTOR FOR THE WORK. Whereas it is entirely the responsibility of the Contractor to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which should be owned or arranged through lease hold agreement by the bidders. Maximum age of the plants, machineries will be 5 years as on the date of publication of NIT. It may be extended up to 7 years after getting fit certificate from the manufacturer and this certificate should be produced at the time of submission of Bid.

All other machineries and equipments should be in running condition.

All plants, machineries and equipments will be verified by the Department before execution of the work.

SL. NO.	TYPE OF EQUIPMENT	FOR WORKS HAVING SL. NO.	NUMBER REQUIRED
1	5/7 cft Half Charge Concrete Mixture Machine	1	1
2	Nozzle Vibrator for Concrete Work	1	1
3	Hydra / Crane etc. for Hoisting High Mast	1	1

Laboratory Equipment with testing arrangement as per sec. 120 of specifications of Roads and Bridge works 5th revision of MORT&H

Signature of applicant including title
and capacity in which application is made

ANNEXURE-E

FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT

To,
The Chairman,
Beldanga Municipality.

Account Details	
Account Name	: BELDANGA MUNICIPALITY AC SECURITY DEPOSIT
Beneficiary Bank Account No	: 50160001536937
IFSC Code	: BDBL0001107
MICR Code	: 742750502
Branch Address	: Bandhan Bank, Near Bharat Sevashram, Beldanga, Murshidabad, Pin-742133

WHEREAS [NAME AND ADDRESS OF Contractor] (hereafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No. _____ dated _____ to executed _____ [name of Contract and brief description of Works] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Gurantee by a Scheduled commercial bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract.

AND WHEREAS we _____ (indicate the name of the bank & branch) have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we _____ (indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up-to a total of Rs.[amount of guarantee].

(in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of _____ [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We _____ (Indicate the name of the bank & branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We _____ (Indicate the name of the bank & branch) further agree to pay to you any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment/ so make by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We _____ (Indicate the name of the bank & branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We _____ (Indicate the name of the bank & branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

The Guarantee shall be valid up-to _____ it come into force with immediate effect and shall remain in force and valid for a period up-to the time of successful completion of the work under the sated contract plus claim period of Six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs.

(Rs. _____) and unless a claim in writing is lodged with us within the validity period, i.e. up-to _____ of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this _____ day of 20____ at _____

SIGNED, SEALED AND DELIVERED
For and on behalf of the Bank by

(Signature)
(Name)
(Designation)
(Code Number)
(Address)

NOTES :

- i) The bank guarantee should contain the name, desingation and code number of the officer(s) signing the guarantee.
- ii) The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Memo No. ... 891 (7) / JN-1 / 2020

Dated ... 18/02/2020

Copy forwarded for information to-

- 1) The Joint Secretary, U.D. & MA Department, Government of West Bengal, Nagarayan, Kolkata.
- 2) The Executive Engineer, Murshidabad Division, Municipal Engineering Directorate, Govt. of West Bengal, Berhampore, Murshidabad.
- 3) The Block Development Officer, Block-I, Beldanga.
- 4) F.O., Beldanga Municipality.
- 5) Accounts Section, Beldanga Municipality.
- 6) P.W.D. Section, Beldanga Municipality.
- 7) Office Notice Board

Chairman
Beldanga Municipality