

Office of the Burdwan Municipality

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MemoNo. 281 /III/1/Ph-1(W)/5/2021/PmtRR/NIT1/2021-22/V1

Dated: 09 /11/2021

NOTICE INVITING ELECTRONICTENDER No. 1
Tender Ref: No. WBMAD/BM/AMRUT/1/21-22(4th Call)

The Chairperson, Board of Administrator Burdwan Municipality, on and for behalf of the Board of Administrator, Burdwan Municipality invites sealed competitive Bid on Item rate Basis (Two-part System) from reliable and resourceful Companies/Firms/Contractors having experience and acumen in Road restoration work in Laying works of Ductile Iron Pipes as noted below the eligibility and depicted hereunder for participating in the e-Bid.

Sl No	Name of Work	Amount put to tender (Rs)	Earnest Moneyin(Rs.)	Cost of Agreement (Rs.)	Time of Completion (Days)
5.	Cement Concrete pavement for permanent road restoration in Zone - I, Zone - IX, Zone - X for Water Supply project within Burdwan Municipality under AMRUT scheme.(Part-I)	10093578.00	201872.00	3 X 2505	120

TABLE- 1

1.DATE, SCHEDULE&DESCRIPTION OFWORK:-

A. a)	Name of the work	: As per above.
b)	Eligible for submission of Tender(for each group).	<p>1. Having experience and technical acumen in similar nature of work in single contract having value not less than the 20 % of total value of work in Tender document during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority / Undertaking body etc.</p> <p style="text-align: center;">OR</p> <p>Work completed to the extent of 70 % or more and the value of work not less than the desired value of work as mentioned in single contract during last 5 (five) year. The tenderer will submit the certificate of satisfactory running work from the concern Executive Engineer or Competent Authority.</p> <p style="text-align: center;">AND</p> <p>2. Having annual turnover of at lowest Rs. 50 lakhs or above in any one year of last five Financial years & Bank solvency Certificate not less than Rs. 25 Lakhs. (date of issuance should be on and after 01.04.2021)</p> <p style="text-align: center;">AND</p> <p>3. Current GST Registration Certificates, P.TAX certificate, PAN Card, up to date Income Tax Return receipts of last five financial year etc.</p> <p>Note:</p> <p>a) Only works of nature depicted above completed successfully will be treated as credential.</p> <p>b) The bidder has no adverse report, on any account, against their organization for any project worked during last 5 (five) years or working at present. This clause will lead for rejection of application, even after fulfillment of other eligibility criteria.</p> <p>However, the tender inviting authority reserves the right to relax the eligibility criteria if felt necessary for the interest of fair competition</p> <p>c) Bidder intending to participate in more than one work shall have to furnish Annual turnover and Bank solvency in cumulative manner</p>

c)	Name &Address of the Engineer-in-Charge	:	Executive Engineer, Burdwan Division, Municipal Engineering Directorate. Purta Bhavan, Purba Bardhaman
d)	Price per copy of the set of Tender documents	:	Rs.Nil
e)	Documents require to be submitted along with the Application for obtaining quotation paper	:	<p>A successful performance and completion certificate supplemented with work order, BOQ along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice (Ref: Sl. No. A.b) : Eligibility to participate in the Bid). Besides this, following documents shall have to be furnished:</p> <p>a.Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>b. Having sufficient qualified technical personnel (to be employed under the firm for at least 2 consecutive years) with sound knowledge and experience in execution of similar nature of works.</p> <p>c. Bank solvency Certificate not less than Rs. 25 Lakhs (date of issuance should be on and after 01.04.2021) and</p> <p>d.Valid documents in support of annual Turnover(Audit report)at lowest Rs. 50 lakhs or above in any one year of last five Financial years.</p> <p>e. List of machines and equipment's necessary for field as well as laboratory test for all materials.</p> <p>f. Experience and address, fax & telephone nos., mobile no., & E-mail ID nos. of the firm.</p> <p>All documents in original to be produced in due course of time as & when asked by the Bid inviting authority.</p>
f)	Earnest money:-	:	<p>The requisite Earnest Money (As stated earlier) Deposit shall accompany with Bid Proposal ,as specified in this NIEB 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).</p> <p>Every such Transfer shall be done on or after the date of publish of NIEB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt have to be uploaded as Statutory document.(Scanned copy).</p>

	Time of completion of work	:	. Refer instruction in this regard as stated earlier.

B:-	<u>Date and Time Schedule as follows:</u>	:	
i)	Date of uploading of e-NIT, and Tender Documents on line (Publishing Date)	:	10.11.2021 at 10:00 A.M
ii)	Document downloaded/sale start date(online)	:	10.11.2021at 11:00 A.M
iii)	Tender submission start date (online)	:	10.11.2021at 12:00 A.M
iv)	Tender submission closing date(online)	:	01.12.2021at 06:00 P.M
v)	Tender opening date for Technical proposals (online)	:	04.12.2021 at 11:30 A.M
vi)	Date of uploading list for Technically Qualified Tenders(online)	:	To be Notified Later on.
vii)	Date and place for opening of Financial proposals (online)	:	To be notified during uploading of Technical Evaluation Sheet of Bidders
viii)	Authority who recommend the Prequalification of Tenderer.	:	Tender will be checked for Pre-Qualification as per requirement mentioned in the earlier table by the Superintending Engineer, West Circle, MunicipalEngineeringDirectorate.
ix)	Workorder issuing authority	:	The Chairperson, Board of Administrator Burdwan Municipality.
x)	Authority for making payment to the contractor.	:	The Chairperson, Board of Administrator Burdwan Municipality

NOTE:-

i. In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. B) v) to viii) of Table-1.

ii. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Municipal Engineering Directorate, Govt. of West Bengal under the Deptt. of Municipal affairs. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines of similar nature of works like under AMRUT programme.

7. Submission of Tender :

7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is for Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate(DSC), the documents are to be Uploaded virus scanned and digitally signed. The documents will get encrypted(transformed into non-readable formats).

a. Statutory Technical folder containing,

- i) Application in letter headed pad duly signed in. Letter heads would contain full address, telephone no. mobile no. & e-mail.
- ii) Scanned copy of online transfer of Earnest Money Deposit(EMD) as prescribed in the NIT against each serial of work if applicable, against in favour of the **The Chairperson, Board of Administrator Burdwan Municipality.**
- iii) Notice Invitinge-Tender.
- iv) BO Q /Price Schedule

Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD ,copy of relevant Government Order needs to be furnished.
- iii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iv. Necessary deduction i.e. G.S.T, I.T. CESS etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, PAN Card& Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. GST Registration Certificate.
- iii. **Previous** Experience Certificate

THE ABOVESTATED NON-STATUTORY TECHNICALDOCUMENTS SHOULD BE ARRANGED IN THEFOLLOWING MANNER

Click the check boxes beside the necessary documents in the – My Documents list and then Click the tab–SubmitNonSubmitNonStatutoryDocumentstosendtheselecteddocuments to Non-Statutory folder .Next, click the tab– Click to Encrypt and upload and then click the – Technical Folder to up load the Technical Document

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	<ol style="list-style-type: none"> 1. GST Registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts 5. Pre Qualification Application (Form I)
B.	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney(Registered)
C.	CREDENTIAL	Credential	<ol style="list-style-type: none"> 1. Completion Certificate for Similar Nature of Work Done supported by Work order, BOQ and Payment Certificate.

9. Financial Proposal

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities-(BOQ) the tenderer is to quote the rate (for individual item separately) online.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned

&digitally signed by the contractor.

10. Penalty for suppression/ distortion of facts:

If any tenderer fails to produce the original hard 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 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 for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Administrator, Burdwan Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all certificates, company details, partnership deedsetc.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.

11. Rejection of Tender

The Tender Inviting authority reserves the right to accept or reject any Tender and to cancel the tendering process and reject any time prior to the award of contract without showing any reason thereof and not incurring any liability to the affected Tenderer or not bearing any obligation to inform the affected tenderer of the said action.

**Chairperson
Board of Administrator
BurdwanMunicipality.**

Other Important Terms&Conditions:-

- A) The detailed N.I.T, documents and other relevant particulars may be seen by the intending quotationers during office hours within the date mentioned above in the office of the Councilors, Burdwan Municipality.
- B) The materials are to be supplied in accordance with the specification of the B.O.Q of the Burdwan Municipality who would issue the Work order as per the terms and conditions as laid down hereunder and the payment will be made by them as per the actual materials supplied with entire satisfaction of those authorities. Deduction @ 1% of the Gross amount of the bill beyond earnest money deposit will be made as security deduction against work value and the same will be returned to the agency after elapse of defect liability period as per relevant Govt order from the date of actual work done subject to fulfillment of the conditions applied. Work order shall be issued by the Chairperson ,Board of Administrator, Burdwan Municipality.
- C) If the agency fails to do the work as per the agreement with the municipality, penal action in the form of forfeiture of earnest money and or security deposit money, as decided by the authority, will be imposed on the agency and the decision of the authority will be conclusive and binding. In this respect, Chairperson ,Board of Administrator, Burdwan Municipality shall be empowered to take needful action in this regard.
- No price escalation, in any form, with the contract will be entertained.
- D) If any work executed by the agency with under specification the same will have to be replaced, as per the specified specification, by the agency at their own cost without any claim within 7 (seven) days (or as suggested by the authority). In case of failure to do so the authority shall have the right to recover the whole damage amount from the contractor. In this regard the claim will be ascertained by a competent State Government authority as per the decision of Municipal authority.
- E) The rate quoted should be inclusive of all cost of transportation, loading, unloading, staking at site within any municipal area of the State of West Bengal, and all Taxes, Vat, etc. as deem fit what so ever.
- F) Deduction viz (i) ST (ii) IT or any other taxes, due as per rules, will also be deducted from the bill of the agency.
- G) Name & address of EIC of the Work: Executive Engineer, Burdwan Division, M. E. Directorate, Purtabhavan, 5th Floor, Burdwan, District – Purba Bardhaman.
- H) Execution of Work: The Contractor is liable to execute the whole work as per direction and instruction of the Executive Engineer, Burdwan Division, M. E.
Directorate, Purta bhavan, 5th Floor, Burdwan, District –Bardhaman.
- I) Payment: Payment will be made to the successful Bidder by The Chairperson of Board of Administrator, Burdwan Municipality periodically as per the agreement, only on receipt of written recommendation from the Executive Engineer, Burdwan Division, M.E.Dte.
- II) J) Performance Security Deposit: 3% as per order vide memo no-201-F(Y), dt.- 18.01. 2021 of Finance Department.
- K) Other terms and conditions of the Credentials:
i) Only Payment certificate will not be treated as credential.

ii) Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/State statute, on the executed value of completed/running work will be taken as credential. No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State/ Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/State Statute. The completion certificate should indicate the value of the work (equal the book expenditure).

N.B. : The Credential certificate for completed works should contain a) Name of work b) Estimated Amount c) Tendered Amount d) Value of Executed work e) Date of completion of project along with telephone number & detail address for communication of client must be indicated in the credential certificate (Non Statutory Documents).

iii) The prospective bidders will have in their full time engagement of experienced technical personnel, the minimum being one Civil Engineering Degree holder, one Civil Engineering Diploma holder (Authenticated documents in respect of qualification and engagement for this work will have to be furnished for Technical Evaluation).

L. Defects Liability Period :

As per PWD Order No. 5784-PW/L&A/2M-175/2017 Dated: 12.09.2017 the Security Deposit will be refunded after expiry of the Defect Liability Period from the actual date of completion of the work which are as follows:

i) (a) For work with three months Defect Liability Period:

(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 one year 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 three years 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;

M. Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.

J. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any Bid for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such Bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act,1908.

N. The successful Bidder will remain liable for following with West Bengal Contract Labour (Regulation & Abolition) Act 1970 and necessary certificates from appropriate authority to be submitted within 07 (seven) days from the date of issue of work order, otherwise the work order will be cancelled.

Successful agency shall have to make an agreement (by three copies) with the Burdwan Municipality, in the prescribed pro-forma by depositing above said for cost of each tender form in cash stating that the agency is agreeable to execute the works as and when require (as per the rates quoted and terms and conditions laid down in the quotation papers) to the Municipality with in the Municipal/Adjoining areas (as the case may be).

1. Regarding tender for Technical & financial The Decision of Superintending Engineer of Municipal Engineering Directorate (Western Circle) / Administrator of Burdwan Municipality shall be final & binding on the applicants in this regard.

2. The authority reserves the right to accept or reject any or all offer without assigning any reason.
3. Special condition: A declaration in the form of Affidavit in a non judicial stamp paper should be submitted stating clearly that the applicant is not burred /delisted/blacklisted by any Govt. Deptt. / Govt. undertaking/Statutory Body/Municipality and of the like Govt. Bodies in execution of the similar nature of works during last five years and if any such incident is found at any point of time, the tender will be cancelled summarily without assigning any reason on what so ever. Bidders are hereby requested to upload the above declaration as Technical document.

**Chairperson
Board of Administrator
BurdwanMunicipality.**

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Definitions and Interpretations

The following words and expressions used in this Sections as also in the other Sections of these Bid documents shall, unless there is anything repugnant in the subject of context, have the meaning hereby assigned to them except where the contract otherwise refers.

- i) "Approved" means approved in writing including subsequent written confirmation of any previous verbal approval and approval means approval in writing including as aforesaid.
- ii) "Contractor" means the persons or person, firm or companies whose bid has been accepted and who have entered into the contract for the performance of the work.
- iii) "Contractor Equipment" means all appliances and things of whatsoever nature (other than temporary works) required for execution and completion of works and remedying of any defects, therein but does not include plant, materials or other things intended to form or forming part of the permanent works.
- iv) "Contract Price" means the sum as stated in the letter of acceptance as payable to the Contractor for execution and completion of the work and fulfillment of all obligations as specified in the Contract document, subject to such addition thereto or deductions there from as may be made under the provisions of the contract documents.
- v) "Cost" means all expenditure properly incurred or to be incurred whether on or of the site including overhead and other charges properly allocable there to but does not include any allowance for profit.
- vi) "Days" are calendar days.
- vii) "Drawings" means all drawings calculations and other technical information of like provided by the engineer to the contractor under contract and all drawings, calculations, samples, patterns, models, operation and maintenance manuals and other technical information of like nature submitted by the contractor and approved by the Engineer.
- viii) "Employer" means Municipal Authority / Municipal Engineering Directorate as the case may be.
- ix) "Executive Engineer" and "Assistant Engineer" mean Engineer Officers of the Municipal Authority / Municipal Engineering Directorate.
- x) "Engineer in charge (EIC)" means the Executive Engineer of concerned Division of MED in respect of that municipal town or the authorized representative of the concerned Local Body.
- xi) "Ground Level" means the level of the referred point of exposed surface of the ground as indicated in the drawing.
- xii) "Holiday" means a public holiday for the purpose of section 25 of the Negotiable Instrument Act, 1881 or such other day on which the office remains closed for the day.
- xiii) "Month" means English calendar month.

- xiv) "Site" means the place provided by the Municipal Authority / MED where the works are executed and any other place as may be specially designated in the contract as forming part of the site.
- xv) "Specification" means specifications referred to in the Bid and any modification thereof or addition thereto as may from time to time be furnished or approved in writing by the Engineer-in-charge.
- xvi) "Store" means such storage areas including Go-down.
- xvii) "Temporary Works" means all temporary works of any kind required in or about the execution, completion or maintenance of the work. Permanent works means the permanent to be executed, maintained in accordance with the contract.
- xviii) "Tender" means the person or persons, firm or company submitting a tender for the work contemplated either directly or through a duly authorized representative.
- xix) "Tests" mean such as are prescribed by the specifications or considered necessary by the Engineer-in-Charge.
- xx) "Writing" means any handwritten, typewritten, printed communication including telex, cable and facsimile transmission.
 - xxi) "Supply" supply at site within Municipal town of West Bengal.
 - xxii) "Agency" means the tender whose rate shall be accepted and supply order issued.
 - xxiii) "Authority" mean the Administrator/Mayor of the municipality/corporation /the Executive Engineer of Municipal Engineering Directorate as the case may be.
 - xxiv) "Godown" means delivery place of pipe materials with in any municipal area of West Bengal.
 - xxv) "Supplier/ supplier" same as Agency xxvii)
 - "Contractor" same as Agency
 - xxviii) "Tendered" same as Agency

TERMS AND CONDITIONS

- 1) The price offered should remain valid within a period of one year from the date of agreement (i.e. one year) and no escalation of price shall be allowed in any event.
- 2) The quoted offer rate in Tender must be valid for one year from the date of agreement. The Tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful Tenderers; acceptance of such request during actual offer is optional to the offerers.
- 3) Time being essence of execution, execution must be completed within stipulated time as to be given in the work order.
- 4) If any part or whole execution is found defective after execution of the same are to be rectified at free of cost within seven days.
- 5) If any Tenderer withdraws his offer within the validity of the Tender Period without giving any satisfactory explanation for such withdrawal, Tenderer shall be disqualified for participation in any Tender to any Corporation/ Municipality / M.E. Dte for a minimum period of one year within the State of West Bengal.
- 6) The participating tenderers shall have to produce earnest money in form of Bank Draft in favour of Administrator, Burdwan Municipality (pl. refer Table 1) . After successful execution of work orders during the contract period and the expiry of security period (as per Govt order) of all the supplies made to the Municipality without any objection or complaint the Security Deposit (S.D @ 3%) will be released. In this regard the agency shall have to obtain a No-objection Certificate from the Executive Engineer of the concerned MED division. The agency shall have to inform the concerned Executive Engineer, MED time to time about the quantity, quality and particulars of work order received by them, schedule of date of supply,

execution and actual date of execution or supply, etc. or any other related information as will be desired by authority.

- 7) A security deposited equivalent to 1 (one) percent of the total value of work shall be deducted from the bill(s) which will be released after the schedule security period.
- 8) The Contractor is to complete the work on or before the dates mentioned in the work order, failing which he shall be bound to pay or allow one per cent on the total amount of the work for everyday not exceeding ten days that the contractor shall not exceed the time for execution of and by way of liquidated damages, provided however that Mayor / Chairperson of Municipal Corporation / Municipality may at his discretion reduce in such cases as he/she may think fit. The said amount to such smaller amount as he/she may decide and his/her decision in writing in that respect shall be final.
- 9) In every case in which the payment or allowance mentioned in the above clause shall have incurred for ten consecutive days, the Mayor / Chairperson of Municipal Corporation / Municipality shall have power either to annul the Supply altogether, or have supply completed without further notice at the tenderers risk & expense as he/she may deem best suited to the interests of the authority and the tenderer shall have no claim to compensation for any loss that he may incur in any way.
- 10) If the supply or execution of the materials or works is hindered due to the reason beyond the control of the contractor so as to necessitate extension of the time allowed in this tender he shall apply in writing to Mayor / Chairperson of Municipal Corporation / Municipality who shall grant it in writing if reasonable ground be shown for it and without such written authority of the Mayor / Chairperson of Municipal Corporation / Municipality applied for and obtained prior to the expiry of the original date provided for in the agreement, the Supplier shall not claim exemption from the final **leviable charges** under clause 2.
- 11) The contractor shall give notice to Mayor / Chairperson of Municipal Corporation / Municipality of his intension for making delivery of materials and on the material being approved, a receipt shall be granted to him by the Mayor / Chairperson of Municipal Corporation / Municipality or his authorized representatives and no material will be considered as delivered until so approved. A

Photo copy of the above should be submitted to the concerned Executive Engineer, MED for his information.
- 12) On the completion of the delivery of materials the contractor shall be furnished with a certificate to that effect but the delivery will not be considered complete until the tenderer shall have removed all rejected materials and shall have the approved materials stacked or placed in such position as may be pointed out to him.
- 13) The materials are of the best description and in strict accordance with the specification, and the Supplier shall receive payment for such materials only as are approved and passed by Mayor / Chairperson of Municipal Corporation / Municipality.
- 14) In the event of the material being considered by Mayor / Chairperson of Municipal Corporation / Municipality to be inferior to that described in the specification the tenderer shall on demand in writing, forthwith remove the same at his own charge and cost and in the event his neglecting to do so within such period as may be stipulated by Mayor / Chairperson of Municipal Corporation / Municipality may have such rejected materials removed at the Supplier's risk and expense, the expense incurred being liable to be deducted from any sums due, or which may become due to the Supplier.
- 15) If the tenderer or his work-people break or deface any building, road, fence enclosure or grass land or cultivated land, he shall make good the same at his own expense and in the event of his refusing or failing to do so, the damage shall be repaired at his expense by the Mayor / Chairperson of Municipal Corporation / Municipality, who shall deduct the cost from any sums due, or which may be become due to the tenderer.

- 16) Tender shall supply at his own expense all tools, plant and instruments required for the due fulfillment of his execution and the materials shall remain at his risk till the date for final execution unless it shall have been in the mean time removed for use by Mayor / Chairperson of Municipal Corporation / Municipality.
- 17) The Tenderer shall not sublet without specified order from authority in respect of a specified sub-tenderer. In the event of the tenderer subletting his Supply or execution without such permission, he shall be considered to have thereby committed a breach of agreement and shall forfeit his security deposit and shall have no claim for any compensation for any loss that may have collected or engagement entered into.
- 18) The decision of the concerned Superintending Engineer, MED shall be final binding and conclusive on all question relating to the meaning of the specification.
- 19) The Mayor / Chairperson of Municipal Corporation / Municipality shall have power to make any alteration in, omissions from, additions to or substitution for the original specification, drawings, designs and instructions, that may appear to him to be necessary or advisable during the course of execution of the works and the tenderer shall be bound to execute the works in accordance with any instructions which may be given to him in writing signed by the Chairperson Burdwan Municipality and such alterations, omissions, additions or substitutions shall not invalidate the works and any altered addition or substituted materials which the tenderer may be directed to supply in the contract in the manner above specified as part of the work shall be supplied or executed by the tenderer on the same conditions in all respect on which he agreed to do the main work, and at the same rates as are specified in the tender for the main work.

GENERAL RULES AND DIRECTION FOR GUIDANCE OF TENDER/ SUPPLIERS

1. Responsibility and Power of Engineer-in-charge and his representative

The Engineer-in-Charge or his representative shall monitor the works. He shall have authority to stop the work whenever such stoppage may be necessary to ensure proper execution of the contract. He shall have authority to reject any materials supplied which do not conform to the contract documents.

The Engineer-in-Charge or his representative shall have the power of inspection of all the materials supplied under this contract. In order that inspection services may be provided the contractor shall keep the Engineer-in-Charge or his representative posted regarding inspection schedules.

All supplied items/works in pursuance of the contract shall at all times be open to the inspection of Municipal Authority /Municipal Engineering Directorate and its representatives. The contractor shall at all times during the usual working hours, and at all other times with prior notice of the Authority, either himself to be present to receive orders and instructions or to have responsible agent duly accredited in writing present forthwith for the purpose.

2. Disruption of Progress

The contractor shall give written notice to the Engineer-in-Charge/Chairperson of the Municipality/Mayor of the Corporation, as the case may be regarding the delay in supply of items or unless any further approval or order including a direction, instruction or approval is issued by the Engineer-in-Charge/Chairperson of the Municipality/Mayor of the Corporation, as the case may be within a reasonable time. The notice shall include details of the items that are to be supplied or order required and of why and by whom it is required.

3. Contractors General Obligations and Responsibility

The contractor shall, subject to the provision of the contract, and with due care and diligence maintain the supply and provide all labour, including the supervision thereof, materials, and all other things, whether of a temporary or permanent nature, required in and for such maintenance, so far as the necessity for providing the same is specified in or is reasonably to be inferred from the contract.

4. Programme of Supplies

The contractor shall furnish within a fortnight from the date of order the followings:

- a) Confirmation of the quantity of supply of items to be delivered.
- b) Delivery schedule of the ordered materials

5. **Contractors to arrange all Labour :Materials : Tools & Plants**

Unless otherwise specifically provided for in the schedule of materials attached to the bid, all materials supplied shall be approved type and as per specifications and shall be procured, brought at site and stored by the contracting firm at his cost and risk.

The rates quoted for the items shall be inclusive of all costs of materials ,labour transportation, and storage. The rates shall also cover all taxes viz. Sales tax ,any local taxes, duties etc that are payable by the firm under the law of the land. Statutory increase on such elements ,if any during the period of contract shall not be paid extra.

6. **Loss and Damage**

Neither the Municipal authority nor the Engineer-in-Charge or his representative shall be answerable and accountable in any manner for any loss or damage that may happen to the supplied materials or other things used in the performing the supply work ,or for injury to any person, either a work man or any member of the public ,or for damage to any property for any cause which might have been provoked by the contractor. The contractor shall properly guard against all these injuries or damages to persons or property resulting from his operations under this contract at any time before issuance of the certificate of completion of supply. He shall indemnify and save harmless the authority from all suits or action so far very description brought for, on account of, any injury or damage received or sustained by any person or persons by reason of the material supply work, negligence in guarding the same ,the use of improper materials or of any act of omission or deviation from the contract.

7. **Supervision of Work**

The Engineer-in-Charge or his representative shall have the power at any time from time to time by notice to the contractor to delay or suspend the progress in supply of items during unsuitable weather for any other adequate reasons and on receipt of such notice ,the contractor shall forth with suspend further progress of supply work until further notice from the Engineer-in-Charge.

The contractor shall recommence supply work immediately on receiving a notice to do so from Engineer-in-Charge. The whole or any part of the time lost for such delay or suspension shall, if authority in its absolute discretion thinks fit but not otherwise be added to the time allowed for, completion of supply of items. But the contractor shall have no claim to extra payment or compensation whatsoever on the grounds of above delay.

8. **Employer's right to terminate contract**

If the contractor should be insolvent or bankrupt,(or in case the contractor is a company, it goes into voluntary or judicial liquidation), he should make a general assignment for the benefit of his credit or should a receiver should be appointed on account of his insolvency, or he should persistently or repeatedly refuse or should fail, except in cases for which extra of time is provided, to supply enough proper materials ,in order to maintain progress according to the progress of supply work, or he should fail to make prompt payment to labour contractors if any, or for materials or labour, or he should positively by laws ,ordinance or the instruction of the Engineer-in-Charge or otherwise be guilty, of a substantial violation of any provision of the contract after giving the contract or seven days written notice,the authority can terminate the employment of the contractor.

9. **Supplementary Specification**

Whenever reference is made in these documents to certain special specifications the reference shall be construed to include all subsequent amendments, changes or additions that are published and in effect at the date of signing of this contract.

The authority reserves the right to issue additional conditions, specification etc if necessary which will be incorporated with bid documents already sold to bidders for the purpose of the work.

10. **Employer's right to split package**

The authority reserves the right to split the package and accept or reject any part of the offer from the scope of supply work without assigning any reason.

11. **Payments and Certificates**

Payment for the supplies by the contractor will be based on measurements recorded at the receipt of the materials at site.The contractor or his authorized agent or representative shall be present at the time of

recording of each set of measurements and sign the measurement book.

If for any reason the contractor or his authorized agent is not available, and the work is suspended by the Engineer-in-Charge to avoid recording of measurements during the absence of the contractor or his authorized representative, the authority shall not entertain any claim from the contractor for any loss incurred by him on this account. If the contractor or his authorized agent or representative does not remain present at the time of such measurements after the contractor has been given at three day notice in writing, such measurements may be taken in his absence and shall be deemed to be accepted by the contractor.

12. **Insurance of Works ,etc.**

Without limiting his obligations and responsibilities, the contractor shall insure in the name of the Corporation/Municipal Authority and the contractor against any loss or damage from whatever cause arising for which he is responsible under the terms of the contract and in such manner that the Corporation/Municipal Authority and contractor are covered for the period of supply as well as during the period of maintenance for loss or damage arising from a cause, and for any loss or damage occasioned by the contractor in the course of any operations carried out by him for the purpose of complying with his obligations as follows:

The works for the time being executed to the estimated current contract value thereof together with the cost of materials supplied by the Municipal Authority free of cost.

Such insurance as mentioned above shall be affected with an insurer and in terms approved by the Corporation/Municipal Authority. The contractor shall bear the cost of all such insurance and whenever required, produce to the Engineer-in-Charge or his representative the policy or policies of insurance and the receipts for payment of the current premiums.

13. **Notification of Insurer**

It shall be the duty of the contractor to notify the insurers under any of the insurances referred any matter or count which by the terms of such insurances are required to be notified and the contractor shall indemnify and keep indemnified the Corporation/Municipal Authority against all losses,

claims ,demands ,proceedings ,costs charges and expenses whatsoever arising out for resulting from any default by the contract or in complying with the requirements of the sub- clause whether as a result of the avoidance of such insurance or otherwise.

14. **All insurance at contractor's cost**

The insurances referred to in this bid document shall be entirely at the cost and expenses of the contractor.

15. **Remedy on contractor's failure to insure**

If the contractor shall fail to effect and keep in force the insurance referred to clauses here to, or any other insurance which he may be required to effect under the terms of the contract ,then and in any such case may effect and keep in force any such insurance and pay such premium or premiums as may be necessary forth at purpose and from time to time and deduct double the amounts paid by the Municipal Authority as Aforesaid from any moneys due or which may become due to the contractor or recover the same as a debt due from the contractor.

16. **Idle Labour**

No claim for idle labour would be entertained under any circumstances

17. **Inspection Facilities**

The contractor shall provide necessary facilities for inspection of the supplied items for quality control by the Engineer and for the purpose of carrying his instructions as may be recorded in writing in site Order Book.

18. **Labour Act**

The contractor should obtain the license under the provision of the contract labour (Regulation and Abolition)Act1970 and contract labour (regulation and Abolition)general rules,1971 including the provision so far amendments made there under of the same to the office of the Executive Engineer within ten days after formal agreement.

The successful bidder whose bid will be accepted shall either personally deliver the license form in triplicate to the licensing officer of the area in which the establishment in relation to which the contractor is selected for the job. The application form in Form IV shall be forwarded along with Form V, which may be available from the E I C of the concerned Division /Chairperson of the Municipality/Mayor of the Corporation,as the case may be.

19. Language for Correspondences

The bid and all correspondence and documents related to the bid exchanged by the bidder and Municipal Authority shall be written in English language. Supporting documents and printing literature furnished by bidder may be another language provided they are accompanied by an accurate translation of the relevant passages in English. For the interpretation of the bid, the English translation shall prevail.

20. Contractor's Local Address

The contractor shall furnish the postal address of his site office .Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent or representative of site or sent by registered letter to the site office or to the address.

21. Precedence of Contract Documents

If any stipulation indicated in any component of contract documents be at variance in any respect with those in the other, the decision of the Superintending Engineer will stand final and binding

22. Time of Completion

The entire supply work as per schedule and specification shall be completed within stipulated time from the date of issue of work order.

The period of completion given includes the time required for mobilization and testing as well, rectification, if any ,retesting and completion in all respects to the entire satisfaction of the Engineer-in-Charge including the monsoon season.

This is the essence of this contract and the allotted supply work must be completed within the specified time. Extension of time will not be granted except in very exceptional circumstances beyond the control .This clause of extension of time will have precedence over any Other similar clauses if they are at variance with penalty for non-complete of the supply work in time as indicated elsewhere

23. Action for non completion

Failure to comply with above conditions and specifications will result in the Municipal Authority taking action at the risk and cost of the contractor .Submission of the bid binds the contractor for complying with requirements of the above conditions and specifications without any extra payment on any account.

24. Arbitration

If the contractor claim that the decision or instruction of the Municipal Authority/Engineer-in- Charge are unjustified or beyond contractual agreement that accordingly he is entitled to extra payment on account thereof, he shall forth with notify this to the Municipal Authority/Engineer- in-Charge to record his decisions and reasons therefore in writing and shall within two weeks and state his claim in writing to Municipal Authority/Engineer-in-Charge ,the Municipal Authority/ Engineer-in-Charge shall thereafter reply to the points raised in the claims. Unless resolved by negotiation or discussion, the question on liability for such claims will be treated as disputed.

The decision of the concerned Superintending Engineer ,Municipal Engineering Directorate shall be final conclusive and binding on all parties to the contract upon all question relating to the meaning of specification and instructions and as to the quality of workmanship or materials supplied for any matter arising out of or relating to the specification and instructions concerning the supply work or a failure to execute the same arising during the course of works .The above shall not be the subject matter of dispute or arbitration and in any case shall the work be stopped consequent on such a dispute arising and the work shall also be carried out by the contractor strictly in accordance with the instruction of the concerned Superintending Engineer.

In any case dispute arising on matter so in respect of clauses mentioned above shall be referred to the interpretation, decision and award of an arbitrator. The provision of the Indian Arbitration Act and rules there under with statutory modification there of shall deem to be incorporated in this contract.

The contractor shall no delay in carrying out works in such matter, question or dispute being referred to arbitration but shall carry out the work with all due diligence and the contractor shall not be relieved from his obligation and commitment of completing the work and shall adhere strictly to the instruction of the Engineer-in-Charge with regard to the actual carrying out of the work.

In case of any arbitration, the award shall be a speaking one, that is the arbitrator or the umpire as the case may be shall recite facts and assign reasons in support of the award after discussion fully the claims and contentions of the parties.

25. **Terms of Payment**

Payment will be made as per Terms of Agreement.

26. **Deduction of Tax**

Deduction of sales Tax, Income Tax, and any other taxes are payable as per prevailing tax laws at the prescribed rate at the time of making payment to the contractor.

27. **Typographical Error**

Typographical errors deducted or pointed out are subject to corrections by the Quotation Inviting Authority. No benefit can be derived by any party on account of such error.

28. **Completion Certificate**

Municipal Authority/Engineer-in-Charge will issue certificate of completion of supply work when all supply works or otherwise undertaken have been completed in all respect.

30. In the event of the Quotation, being submitted by a Partner Firm, it must be signed separately by each member thereof, or, in the event of the absence of any partner, it must be signed on behalf by a person holding a Power-of-Attorney authorizing him to do so.

31. Receipts for payment made to a Firm must be signed by the several partners except in the case of well-known and recognized firm and except where the Suppliers are described in their Quotation or Supply as a firm.

32. All Tenders received will be opened by the **Municipal Authority** in the presence of tenderers who maybe at the office at the time.

33. The authority reserves the right to reject any or all of the tenders without assigning any reason and to accept any tender in whole or in part.

34. The tenderer has to quote the rates in%(Percentage)both in figures and words against the work for execution of a Rate-contract Agreement which should be valid for 1 (one) year from the date of the agreement.

35. Works shall be completed in all respect within stipulated time frame after the work order is placed.

**Chairperson
Board of Administrator
Burdwan Municipality.**

ANNEXUTRE-I

QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE TENDER

QUESTIONNAIRE IN GENERAL

Tenderer shall fill in the questionnaire and upload copy of his offer. This information is required in this form to facilitate tender processing even though it may duplicate the information presented elsewhere in this offer. This data shall form a part of the contract with the successful tenderer.

The questionnaire does not supersede instructions in the tender documents relating to the description and other information to be submitted with the offer for a complete understanding of the items offer.

1.0	General	:	
1.1	Tenderers name and address(Telephone no., fax no., e-mail address)	:	
1.2	Tender no. and date	:	
1.3	Name of contact person	:	
1.4	Previous experience and present workload	:	
1.5	Time schedule of completion of supply work	:	
1.6	Tenderers organization chart (to be enclosed by the Tenderer)	:	
1.7	Detailsof branch and site offices,	:	
1.8	Annual turnover Rs.	:	

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DECLARATION BY THE TENDERER- I

To
Chairperson
Board of Administrator
Burdwan Municipality.

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Sub:-

Dear Sir,

We offer our Tender for the above project ,in the capacity of the tenderer for the project we declare that we are interested in earnestly accomplishing the project, should you select us for this purpose.

If selected, we understand that it is on the basis of the organizational, technical ,financial capabilities and Experience of us as specified in the tender document. We understand that the basis of our qualification proposal ,and that any circumstance affecting our continued eligibility under the Qualification Proposal,or any circumstance which would lead or have lead to our disqualification under the Qualification Proposal, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all proposal(s)you received.

We declare that we have neither entered into nor are party to(whether by conduct or by acquiescence) any restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other tenderer for the Project, in connection with the preparation and / or submission of the proposal for the Project. We undertake that, in competing for(and ,if we are selected ,in working)the Project Agreements ,we will strictly observe the laws against fraud and corruption in force in India namely“ Prevention of Corruption Act1988”.

We declare that we have disclosed all material information, facts and circumstances to you, which would be relevant to and have a bearing on the evaluation of our proposal and selection.

We declare that in the event that your discovery of any thing contrary to our above declarations, it is empowered to forth with disqualify us and our proposal from further participation in the process. Yours faithfully,

Authorized Signature
Name &Title of Signatory

Name of Quotationer :

Address :

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

1. Vice Chairpersons,Board of Administrator,Burdwan Municipality
2. The Mission Director, AMRUT, Ilgus Bhavan, Kol-700106, Sec-IV
3. The Secretary, M.E.Dte., Bikash Bhawan, Salt Lake, Kol-91
4. The Chief Engineer, M.E.Dte., Bikash Bhawan, Salt Lake, Kol-91.
5. The Additional Chief Engineer,(South), M.E.Dte., Bikash Bhawan, Salt Lake, Kol-91.
6. The Superintendent Engineer, (Western Circle), M.E.Dte., PurbaBardhaman.
7. The Executive Engineer, M.E.Dte. Burdwan Division.
8. The Executive Officer,Burdwan Municipality
9. The Finance officer, Burdwan Municipality.
10. Secretary,Burdwan Municipality & NODAL Officer,AMRUT
11. UP,AMRUT,Burdwan Municipality-----to publish in newspaper.
12. UIS,AMRUT,Burdwan Municipality
13. I.T,Co-Ordinator,Burdwan Municipality----- to publish in departmental website & etender site

**Chairperson
Board of Administrator
BurdwanMunicipality.**