

**GOVT. OF WEST BENGAL**  
**OFFICE OF THE EXECUTIVE ENGINEER**  
**MUNICIPAL ENGINEERING DIRECTORATE**  
**BIRBHUM DIVISION, INDOOR STADIUM , SPORTS COMPLEX**  
**RABINDRAPALLY, SURI , BIRBHUM. PIN-731101**  
**Email: - [eemedbir@gmail.com](mailto:eemedbir@gmail.com)**

Memo No. MED / BIR / 372 / C-05 / 2021

Date: 30.08.2022

**e-N.I.T. NO:-03 / 2022-23 (2<sup>nd</sup> Call) , dated –30.08.2022**

1. **Executive Engineer**, M.E.Dte. , Birbhum Division invites online percentage Rate tender from reliable, resourceful, bonafide and experienced Partnership firms / companies / individual contractors, who have successfully completed the work of value not less than 30% of similar nature of works in a single contract within last 5 (Five) years from the date of this e-NIT in any Govt. /Semi-Govt. /Govt. Undertakings / Autonomous Bodies / Statutory Bodies and Local Bodies is eligible for the under mentioned work:-

2.

Sl no	Name of the Scheme	Estimated amount put to tender including GST & Cess (in Rs.)	Earnest Money @ 2% (Rs.)	Price of agreement papers consisting of Technical & Financial Bid documents and other annexure and W.B. as per Govt. Norms .	Municipality	Period of Completion	Defect Liability Period
2	One time clearance of Water hyacinth, Jungles and deposition in Natural Khal (Moni Kador), within Nalhati Municipality	899666.00	17993.00	Only successful bidder shall pay as per usual govt. norms.	Nalhati	45 days	As per Govt. norms.

3. The Tender Inviting Authority may call the bidders/L1 for verification of credentials if required.
4. Submission of Tender:- a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

## 5. Time Schedule for Downloading, Uploading and Opening of Tender Documents:-

a)	Date of uploading of e-N.I.T. & other Documents(online) (Publishing Date)	30.08.2022 from 5:30 PM.
b)	Documents download start date (Online)	31.08.2022 from 11.00 AM
c)	Documents download end date (Online)	14-09-2022 upto 4:00 PM
d)	Online Bid Submission Start Date & Time	01.09.2022 from 11.00 AM
e)	Online Bid Submission Last Date & Time	14-09-2022 upto 5:00 PM
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	16.09.2022 from 10:00 AM
g)	Date for opening of Financial Bid (Online)	To be notified later on.

Tenders will be opened by the Executive Engineer, M.E.Dte. in presence of tenderer or their authorized representatives who may like to be present.

### 6. Eligibility criteria for the bidders:-

a) The bidders should have the credentials of works similar in nature with the value not less than 30% of the estimated amount in a single contract within last 5 years from the date of this e-NIT in any Govt. / Semi-Govt. / Govt. Undertakings / Autonomous Bodies / Statutory Bodies and Local Bodies.

Or

Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;

or,

Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) 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.

**(The work orders and payment certificates will not be considered as credential certificate.)**

b) Scanned copy of PAN card, P. Tax, Valid G.S.T clearance certificate, Credentials, Work Order, Payment certificate and other supporting documents, Registration Certificate and/or trade License of the company must be submitted duly digitally signed at desired location in the website <https://wbtenders.gov.in>.

7.

**a) List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-**

- i) Income Tax Return (last 3 yrs)
- ii) Pan Card.
- iii) Professional Tax clearance certificate.
- iv) GST certificate.
- v) Trade License.
- vi) Technical Credential.
- vii) Work Order for the work in technical credential.
- viii) Payment certificate of the said work.
- ix) Affidavit before Notary.
- x) Declaration by the Tenderer must be filled up properly and the same must be scanned and uploaded.
- xi) **Earnest Money:-** The tenderer shall have to deposit the EMD through online mode only. No scan copy will be accepted. (Ref No.3975-F9Y) dated 28<sup>th</sup> July 2016 of Finance Department, Govt.of West Bengal)

**b) List of documents shall have to be uploaded by a Partnership Firm)**

- i) The power of Attorney for the firm for signing the tender by a partner.
- ii) Partnership Deed.

**8. Language of Tender:** - The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

**9. Others:-** The Tender Notice along with other documents like Tender Form No. 2911(ii), General Terms and Conditions, Special Terms and Conditions, Technical Specification, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.

**The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.**

**10. During the tendering process if it is found that the bidders has been barred by the any authority ( Govt. / Semi Govt ) ; his bid will be stand cancelled.**

**11. Intending tenderers are requested to visit <https://wbtenders.gov.in> check their e-mail regularly for any corrigendum / addendum for further information regarding to this e-NIT.**

**Executive Engineer,  
M.E.Dte.  
Birbhum Division  
Date: 30.08.2022**

**MEMO NO:- MED / BIR / 372 / C-05 / 2021**

Copy forwarded for information to:-

1. The Director SUDA, ILGUS Bhawan, Sector -III, Bidhannagar, Kol-106
2. The Chairman, Nalhati , Municipality.
3. The Secretary ,M.E.Dte. , BikashBhaban , Salt Lake , Kolkata 91.
4. The Chief Engineer ,M.E.Dte. , BikashBhaban , Salt Lake , Kolkata 91.
5. The Addl.Chief Engineer(S) ,M.E.Dte. , BikashBhaban , Salt Lake , Kolkata 91.
6. The District Magistrate, Birbhum., Suri , Birbhum.
7. The Superintending Engineer( WC), M.E.Dte., PurbaBardhaman.
8. The DIO, NIC, Birbhum with a request to upload this in the Birbhum District Website.
9. Office Notice Board of M.E.Dte. , Birbhum Division ,Birbhum.

**Executive Engineer,  
M.E.DTe. ,  
Birbhum Division**

## INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e- tendering.

**1. 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 contractor is to click on the link for e – Tendering site as given on the web portal.

**2. Digital Signature Certificate (DSC) :-** Each contractor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause - 1 of Guideline to Bidder. DSC is given as a USB e – Token.

**3. Collection of Tender documents:** - The contractor can search & download e-NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

### **4. Submission of Tenders:-**

**a) General process of submission:-** Tenders are to be submitted through online to the website stated in Cl. – 1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.

**b) Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder).

#### **A-1. Statutory Cover Containing**

- i. e-NIT (Download the e-NIT and upload the same by digitally sign).
- ii. Scan Copy of Declaration as per prescribed format.

**N.B: Bidder must download Tender Form No-2911(ii), General Terms and Condition, Special Terms & Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web site under the e-NIT and must go through carefully before quoting his rate.**

#### **A-2. Non Statutory/Technical documents Cover containing.**

- i. Income Tax Return (last 3yrs )
- ii. Pan Card.
- iii. Professional Tax clearance certificate.
- iv. G.S.T Certificate.
- v. Trade License.
- vi. Technical Credential.
- vii. Work Order for the work in technical credential.
- viii. Payment certificate and Completion Certificate of the said work.
- ix. Affidavit before Notary.
- x. Declaration by the Tenderer must be filled up properly and the same must be scanned and uploaded.
- xi. Earnest Money:-** The tenderer shall have to deposit the EMD through online mode only. No

scan copy will be accepted. (Ref No.3975-F9Y) dated 28<sup>th</sup> July 2016 of Finance Department, Govt.of West Bengal)

**Note: Failure of submission of any of the above mentioned documents (as stated in A- 1 & A- 2) may render the tender liable to summarily rejected for both statutory & non statutory cover.**

**c) Financial Bid:-**

i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.

i) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

**1. THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.**

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card ii) Professional Tax clearance certificate. iii) GST Certificate. iv) Acknowledgement of IT Return (Any One of last 3 years.)
B.	Company Details	Company Details	i) Trade License ii) Partnership Deed,,
C	Credential	Credential	i) Credential, Work Order, Payment certificate , Completion Certificate.

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

**6. Opening & Evaluation of Tender:- Opening of Technical Bid:**

i) Technical bid will be opened by the Executive Engineer,M.E.Dte. , BirbhumDivision. Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.

ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.

iii) List of technically qualified tenderers would be uploaded in due course.

**NB: While evaluation of Technical & Financial Bids , the Executive Engineer , M.E.Dte. , Birbhum Division may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their tender will be liable for rejection.**

**Opening and evaluation of Financial Bid:**

i) Financial bid of tenderers declared technically eligible by the Tender Inviting Authority will be opened electronically from the web portal on the prescribed date and time.

**7. Penalty for suppression / distortion of facts:**

Submission of false document by tenderer is strictly prohibited.

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M.E.Dte, Birbhum Division.

APPLICATION FORM FOR TENDER

To,  
The Executive Engineer,  
Municipal Engineering Directorate,  
Sports complex, indoor Stadium, suri  
suri, Birbhum, Pin- 731101

NIT No:-.....

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

Amount put lo tender:-.....

Dear Sir,

Having examined the Statutory, Non statutory & e-NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per e-NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

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

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

Duly authorized to sign bids

For& on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

Office address:  
Telephone no(s) (office): \_\_\_\_\_

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

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

E-mail ID: \_\_\_\_\_

Signature valid

Digitally signed by Joyde Mondal  
Date: 2022.08.30 16:34:43 IST  
Location: West Bengal-WB