

RAGHUNATHPUR MUNICIPALITY

Tarani Bauri P.O. – Raghunathpur, Dist-Purulia

Chairman

Ref-RM/Civil/GC/ELE/1659

Date-08/02/2024

NOTICE INVITING e-TENDER

Tender Notice No. : WBMAD/RAGHUNATHPUR/NieT-1/2023-24

Separate e-tenders are invited by the Chairman on behalf of the Raghunathpur Municipality for the works mentioned in the list given below through electronic tendering (e-Tendering) from eligible and resourceful contractors having sufficient credential similar nature of 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 Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% or Intending tenderers should produce credentials of one single running work of similar nature 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 of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice and financial capability for execution of works of similar nature.

Intending bidders desirous of participating in the e-tender are to log on to the website <https://wbtenders.gov.in> for the tender.

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorised Certifying Authority (CA) under CCA, Government of India (viz. NIC, Code Solution, safes crypt, e-Mudra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below under “General terms and conditions and information”.

The intending bidders must read the terms and conditions of the NieT carefully. They should particularly go through the eligibility criteria required and satisfy themselves of the requirement for eligibility. They should only submit their bid if they consider themselves eligible and they are in possession of all the documents required.

All information posted on the website consisting of NieT and related tender documents, BOQ, corrigendum etc. And drawings, if any, shall form part of the tender document.

1. Projected background of the works under Raghunathpur Municipality.

It has been felt necessary that there is requirement of preservation of the environment for the benefit of the citizens by adopting holistic strategies like development/beautification of parks & water bodies, which in turn make the environment healthier, cleaner. Parks play vital role in air cleansing and production of oxygen. Not only that it provides opportunity to the citizens to spend quality time outdoor along with children and family members. Beside the above, it has also been felt necessary for providing amenities to the citizens of

Raghunathpur Town luminous streets, roads, parks and water bodies through LED bases lights for safety and security aspect.

2. Scope of Work:

The aim of this tender is to increase amenity value Raghunathpur Town by providing luminous streets, roads, parks, water bodies etc., which will be certainly helpful to the citizen on safety and security point..

LIST OF WORK

SL.N O.	NAME OF WORK	TenderAmount(Rs.)	EMD 2%(Rs.)	Chargeable Head	Completion
					Date
1	Installation of 60Watt LED Street Lights With 6.0Mtr. Steel Tubular Pole in Different Places at Raghunathpur Municipality Area. (Under Green City Mission) [330 Nos.]	99,17,979.00	1,98,360.00	GreenCityMission.	90Days

3. Date and Time Schedule

Sl.N o.	Particulars	Date and Time
i)	Date of uploading of NIT. and tender documents online. (Publishing Date)	09.02.2024 at 4.30 P.M
ii)	Documents download start date (Online)	09.02.2024 at 5.00 P.M
iii)	Tender submission start date (On line)	09.02.2024 at 5.00 P.M
iv)	Tender Submission closing date (On line)	04.03.2024 upto 6.00 P.M
v)	Tender opening date for Technical Proposals(Online)	07.03.2024 at 11.00 A.M
vi)	Date of uploading list of Technically Qualified Tenderer (online)	To be notified later
vii)	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Tenderers
viii)	Date of uploading of list of qualified tenderer along with the offer rates through (Online),	To be notified later.
ix)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

Note:

- In case of bundh/strike/holiday etc. Falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No.(5 to 10) of the above table unless otherwise notify through Net (e-PORTAL)
 - Scrutiny of Technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by the Tender Committee. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines.
 - **The successful Tenderer shall has to execute an agreement with the authority as per usual norms in the K-Form within seven days after the issue of acceptance letter.**
 - The contractors shall have to procure all materials including steel and cement as and when necessary as per directive of EIC whose decision is final and binding.
 - Recovery of 1% (one percent) for Labour Well Fare Cess of gross value of the bills to made as per regulation of employment and conditions of Service Act 1996.
 - Site inspection should be made before submission of tender.
 - In case of any dispute arising in this regard the Court of Raghunathpur will have exclusive Jurisdiction to deal with the same.
4. **Earnest Money:** Earnest Money (2% of the estimated amount put to tender) shall be remitted by the tenderer through ICICI Payment Gateway or through Net Banking in respect of Tender ID. Every such transfer shall be done on or after the date of publish of NIET. Any tender without such online payment of EM (except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (scan copy) shall be uploaded as statutory document. Such 2% of Earnest Money will automatically converted into the Security Deposit in respect of successful tenderer.
5. **Duration of Empanelment:** Tenure of contract will initially be for a period of one year from the date of Work Order which may be suitably extended after reviewing performance and continuation of the project.
6. The TIA will accept the tender. He/she does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all the tenders received without assigning any reason there of as per the approval of component authority i.e. Board of Councillos of Raghunathpur Municipality.

Prequalification Criteria

Bidder must meet the following Technical Criteria and Additional Criteria:

Enlisted contractors and/or outside benefited Contractors/Engineers/Co-operative Societies, Consortiums and Partnership Firms Registered under the relevant Act and Contractors of equivalent grade/class registered with Central Govt./MES/Railways are eligible on the criteria as detailed in the Website (<https://wbtenders.gov.in>). Joint venture firms are not eligible to participate.

A. 1. Eligibility Criteria for participation in the tender:

- i. The prospective Bidders shall have satisfactory completed at least one work of similar nature in a single contract within last five (5) years under Authority of State/Central Govt., State/Central Govt. Undertaking/statutory bodies constituted under the Statute of the Central/State Govt. having a magnitude of 40(forty) percent of estimated amount put to tender prior to the date of issue of this NIEt (Not Statutory Documents) in the following experience profile. Completion Certificate should be submitted by the bidder. Or,
- ii. The prospective Bidders shall have satisfactory completed at least two works of similar nature within last five (5) years under Authority of State/Central Govt., State/Central Govt. Undertaking/statutory bodies constituted under the Statute of the Central/State Govt. having a magnitude of 30(thirty) percent of estimated amount put to tender prior to the date of issue of this NIEt (Not Statutory Documents) in the following experience profile. Completion Certificate should be submitted by the bidder.Or,
- iii. Intending tenderer should produce credentials of one single running work of) preferably of similar nature which has been completed to the extent of 80% 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. [This is as per Memo No. 03-A/PW/O/10C-02/14 , Dated: 12.03.2015 of Government of West Bengal, Public Works Department, Accounts Branch, Nabanna, Howrah, for amended Rule under Rule 226 (1) of PWD Code, Volume-I.]

Experience Profile

List of Projects completed of that are similar in nature to the works having more than 40% of the project cost executed in a single contract.

Name of Agency	Name Location & Nature of Work	Tender No. & Work Order No.	Name of E.I.C responsible 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)

Note: Applicant may add necessary column and space, if required from his end.

- iv. Valid Pan Card, Valid Last Years' I.T.Return, valid Trade License, valid Professional Tax Deposit Chalan, valid G.S.T Registration Certificate, valid **Electrical Supervisory License** shall be accompanied with the Technical documents and valid **Electrical Supervisor Certificate of Competency(S.C.C)** Issued from competent authority, Audited Balance Sheet of Last financial year (2020-21 & 21-22) and any other Certificates (Non Statutory Documents).
- v. The tenderers shall have to furnish the O.E.M. certificate with five years replacement guarantee in respect of LED Lamps in favour of Chairman, Raghunathpur Municipality under a non judicial stamp paper executed before Notary as Technical Documents (Statutory Documents).

- vi. Declaration regarding structure and organisation duly Digitally Signed by the Applicant to be submitted along with application in prescribed Form-I (Non-Statutory Documents).
 - vii. Registered un-employed Engineers Co-operative Societies are required to furnish valid by Law, current Audit Report, current N.O.C. Form A.R.C.S., minutes of last A.G.M and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering as per memo no. 44-A/4M-11/2002 Dt.09/01/2004 of Deputy Secretary-III, PWD . Privilege will be allowed as per G.O.No.378(9)-A/PW/O/10C-17/05 Dt.31/05/2015 PWD. Accounts Branch by Deputy Secretary-III including necessary documents in support of the statement and along with other supporting papers. (Non-Statutory Documents).
 - viii. Joint venture will not be allowed to participate in the above NIEt.
 - ix. A prospective Bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.
 - x. A respective bidder shall be allowed to participate in a single job either in the capacity of individual or as per partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.
 - xi. Where there is a discrepancy between the unit rate and the total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall Govern.
 - xii. Prevailing safety norms has to be followed so that LTI (Loss of Time due to injury) become zero.
- B. No mobilization / secured advance will be allowed**
- C. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. (if required) at their own cost and responsibility.
- D. All materials should be as per IS specification and procured by the agency.
- E. Constructional Labour Welfare Cess @ 1 (one) % of cost of construction will be deducted from every Bill of the selected agency.
- F. In connection with the work, Arbitration will not be allowed.
- G. Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the dead line date for Financial Bid submission. Any extension of this validity period, if required, will be subject to concurrence of the Tenderer. Bid valid for a shorter period shall be rejected by the TIA as non-responsive. A Tender once submitted shall not be withdrawn within the validity period. If any Tenderer withdraws his/her/their tender(s) within the validity period and/or extended period of validity, the Earnest Money as deposited by him/her/them will be forfeited and even a legal action may be taken by the TIA.
- H. The work is of URGENT in nature and agency entrusted for it shall have to complete the work within stipulated time without any failure.
- I. The agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period as per prevailing Govt. Rule for the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification as per project work. Failure to do so, penal action against the Agency will be imposed by the department as deem fit. The agency will have to quote his rate considering the above aspect.
- J. Running payment of work may be made to the executing agency as per availability of the fund. The executing agency may not gate a running payment unless the gross amount of running bill is at least 30% of the tendered amount.
- K. A warranty of LED Light for 5 (five) years shall have to be submitted by the bidder through affidavit (NOTARY).**

L. The OEM authorization letter of OEM at least of 1 (one) brands should be included with a Technical Bid & OEM should have serviced by the bidder.

OEM authorization/warranty to be signed either by Area Manager or Equivalent Category Executive.

L(i) Bidder shall provide LM 80 report from LED chip manufacturer and will carry watermark.

IK 07 Test report, thermal test report shall be submitted from NABL accredited Lab.

•The manufactures of the luminaires must have its own R & D wing with in house testing facility accredited by NABL.

• Drivers & Luminaries should have mandatorily BIS certified.

• Luminaries LM79 report of in house NABL Accrediated lab must be submitted along with the technical bid.

• OEM must have their own in house "NABL Accredited Photometry Lab" with provision of Goniophotometry test. Valid Accrediation certificate must be uploaded along with the technical bid as mandatory document.

• OEM must have their own ISO 9001-2015, ISO 14001-2015 and ISO 45000-2018 certified manufacturing unit. Certificate must have in the name of OEM. Related documents to be submitted along with the technical bid as mandatory.

Important Note:

• The manufacturer name & logo should be engraved/ embossed on the housing/body to allow traceability till the life of the fixture. No sticker will be accepted.

• Lighting supplier shall have his own manufacturing, power coating & assembly facility.

• The project shall be awarded only after witnessing the production and assembly of the luminaire in the supplier's manufacturing facility. Necessary declaration to be submitted along with the technical bid stating the particular bidder arrange for inspection at their own cost, otherwise their bid will not be consider further. When the bidder submitted the OEM authorization, he must be submitted the factory visit consent letter along with OEM authorization as mandatory.

M. Once the supply, installation, testing & commissioning of the work for the said project will be fully certified by the Engineer then the relevant payment will be processed.

N. Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit (initial 2% EM + additional 8%) will be refunded to the successful tenderer without any interest in the following manner, as applicable.

a) For work with three months defect liability period:

i. Full Security Deposit shall be refunded to the agency 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 agency 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 contract on expiry of two years from the actual date of completion of work.

ii. The balance 70% of the Security Deposit shall be refunded to the agency on expiry of three years from the actual date of completion of the work.

d) For work with five years defect liability period:

i. No Security Deposit shall be refunded to the contractor for 1st three years from the actual date of completion of the work.

ii. 30% of the Security Deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of work.

iii. The balance 70% of the Security Deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of work.

EXPLNATION

The word 'work' means and includes road work, bridge work, building work, sanitary & plumbing work, electrical work and/or any other work contemplated within the scope and ambit of the contract for

- i. The work of patch repair or patch maintenance in nature or a combination thereof, the defect liability period of the work shall be three months from the actual date of completion of the work.
 - ii. Thorough bituminous surfacing work with bituminous thickness less than 40mm, repair and rehabilitation of any road/bridge/culvert/building/sanitary and plumbing work, the defect liability period of the work shall be one year from the actual date of completion of the work.
 - iii. Extension of building/bridge/culvert, construction of new flexible pavement upto bituminous level which has been designed for a period of three years or more, widening and strengthening of flexible pavement designed for a period of three years or more, improvement of riding quality / strengthening of flexible pavement designed for a period of three years or more, providing only mastic as felt layer over existing bituminous surface without providing bituminous profile corrective course/bituminous base course, the defect liability period of the work shall be three year from the actual date of completion of the work.
 - iv. Construction of new building/new bridge/new culvert, reconstruction of building/ bridge/culvert including construction of approach roads for bridge/culvert, construction of rigid pavement, reconstruction of rigid pavement construction of new flexible pavement covered by mastic work which has been designed for a period of five years or more, widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of five years or more, improvement of riding quality/strengthening of flexible pavement covered by mastic work which has been designed for a period of five years or more, the defect liability period of the work shall be five years from the actual date of completion of the work.
- O. Additional performance security @ 10% of the tender amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the estimate put to tender.
- The additional performance security shall be submitted in the form of Bank Guarantee from any scheduled bank before issuance of the 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/her Earnest Money will be forfeited and other necessary action as per NIT like black listing of the agency etc. may be taken. The Bank Guarantee shall have to be valid to the end of the contract period and shall be renewed accordingly, if required.
- The Bank Guarantee shall be returned immediately on successful completion of the contract. 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 agency. Necessary provisions regarding deduction of Security Deposit from the progressive bills of the agency as per relevant clauses of the contract shall in no way be altered/effected by provision of this additional performance security.
- P. All bidders are requested to present in the office of the Raghunathpur Municipality during opening of the Financial Bid. Chairman/Executive Officer, Raghunathpur Municipality may call open bid/seal bid after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained/rest by any bidder, who will present during opening of bid or from any bidder, who will absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the bid further.
- Q. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regard will be entertained.
- R. The bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information 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.
- S. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'instructions to Bidders' before tendering the bids.

- T. Conditional/incomplete tender will not be accepted.
- U. The intending tenderers are required to quote the rate online.
- V. During the scrutiny, if it comes to the notice to Tender Inviting Authority that the credential or any other paper found in correct/manufactured/fabricated, the bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Municipal Authority reserves the right to cancel the NIeT due to unavoidable circumstances and no claim in this respect will be entertained.
- W. In case if there be any objection regarding prequalifying the agency that should be lodged to the Chairman/Executive Officer, Raghunathpur Municipality within 1 (one) day from the date of publication of list of qualified agencies and beyond that time scheduled no objection will be entertained by the Chairman/Executive Officer, Raghunathpur Municipality. Before issuance of the Work Order, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer, if necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or falls in that case work order will not be issued in favour of the said tenderer under any circumstances.
- X. If any discrepancy arises between two similar clauses on different notification, the clause as stated in latter notification will supersede former one in the following sequence.
- Y. **Qualification Criteria**

The Tender Inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.

- a. Financial capacity.
- b. Technical Capability comprising of personnel and equipment capability.
- c. Technical/Credential
- d. The eligibility of bidders will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b & c above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/tenderer will be out rightly rejected at any stage without any prejudice.

A-2 Non Statutory Cover / Technical Documents

- i. Valid PAN Card
- ii. Valid Last Years' I.T.Return
- iii. Valid Trade License
- iv. Valid Professional Tax Deposit Challan
- v. Valid GST Registration Certificate
- vi. Valid Electrical Supervisory License
- vii. valid Electrical Supervisor Certificate of Competency(S.C.C) issued from competent authority.
- viii. Declaration regarding structure and organization in prescribed Form-I
- ix. Registration Certificate under Company Act (if any)
- x. Registered Deed of Partnership Firm/Article of Association and Memorandum
- xi. Power of Attorney (For Partnership Firm/Private Limited Company, if any)
- xii. Current year No Objection Certificate issued by the Assistant Register of Co-Op(s)(ARCS)
- xiii. Valid by Laws are to be submitted by the Registered Labour Co-Op(s).
- xiv. Credential for Completion of at least one similar nature of work in a single contract within last five (5) years under the Authority of State/Central Govt. Statutory bodies under State/Central Govt. Constituted under the statute of the State/State Govt. having a magnitude of 40(forty) percent of the Estimated Amount Put to Tender prior to the date of issue of this NIeT as per proforma stated above. Completion Certificate should be submitted by the bidder.

B. Financial Proposal

Statutory Cover / Financial File Containing

The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid

- 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 after performing virus scanned & digitally signed by the contractor.

Note:-Failure of submission of any of the above mentioned documents (as stated in A1, A2 & B) will render the tender liable to summarily rejected for both statutory and non-statutory cover.

- i. The Technical Proposal Cover (folder) statutory documents should be opened first & 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 similarly be rejected.
- ii. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Chairman, Raghunathpur Municipality.
- iii. Uploading of summary list of technically qualified tenderers.
- iv. Pursuant to scrutiny and decision of the Chairman, Raghunathpur Municipality the summary list of eligible tenders and serial number of work for which their proposal will be considered will be uploaded in the web portals.
- v. While evaluation, the Chairman, Raghunathpur Municipality may summon the tenderers and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vi. **Penalty for suppression/distortion of facts**
If any tenderer fails to produce the original hard copies of the documents (specially Completion Certificate and Audited Balance Sheets), or any other documents on demand of Chairman/Executive Officer, Raghunathpur Municipality 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 for participating in the tenders on e-tender platform for a 3(three) years. In addition, his user id will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Raghunathpur Municipality may take appropriate legal action against such defaulting tenderer. Raghunathpur Municipality reserves the right to accept or reject any bid and to cancel the bidding processes and reject all bids at any time prior to the award of contract without thereby incurring any liability to the effected bidder or bidders or any obligation to inform the effected bidder or bidders on the ground for Raghunathpur Municipality's action.
- vii. **Rejection of tender**
The employer (Tender Accepting Authority) reserves the right to accept or reject any tender and to cancel the tendering processes and reject all tenders at any time prior to the award of contract thereby incurring any liability to the affected tenderers or any obligation to inform the effected tenderers of the ground for employer's (Tender Accepting Authority) action.
- viii. **Award of Contract**
The Bidder whose Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through Acceptance Letter. The notification of award will constitute the formation of the contract.

The Agreement in Tender Documents will incorporate all Agreements between the Tender Accepting Authority and the successful Bidder.

Chairman
Raghunathpur Municipality

INSTRUCTION TO TENDERERS/QUOTATIONERS
SECTION – A

1. General guidance for e-tendering

Instructions/ Guidelines for tenderers for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

2. Registration of Tenderer

Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to **https:// wbtenders.gov.in**. The tenderer is to click on the link for e-tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to tenderer. DSC is given as a USB e-Token.

4. The contractor can search and download NIT and tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of tender Documents.

5. Submission of Tenders.

General process of submission, tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and 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).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Non statutory Cover Containing

- a) **Notice Inviting e-tender (NIeT)**, all Corrigendum & Addendum should be properly downloaded & uploaded the same Digitally Signed.
- b) **Prequalification & others documents** (To be download, filled, scanned and upload the same digitally Signed in a single PDF file in sequence)

i. Prequalification Application (Section-B, Form – I).

ii. Financial Statement (Section – B, Form – II).

- iii. Affidavits (Ref: - format for general affidavit "Y")
- iv. Structure and organisation (Section-D, Form-III)
- v. Special Terms, condition and specification of works.

c) In the event of e-Filing intending tenderer may download the tender document from the website <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate & necessary cost of tender document (if any) may be remitted online by net Banking through ICICI Bank Payment Gateway. Technical Bid& Financial Bid both will be submitted concurrently duly digitally signed in the Website <http://etender.wb.nic.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender Schedule.

Financial Tender will be submitted duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be downloaded from website & submission of Financial part as per Tender Schedule.

The requisite cost of tender documents and Earnest Money, as specified in this NIT shall be paid online by net Banking through ICICI Bank Payment Gateway. If the status of deposition of earnest money is found unsuccessful, any such tender (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled.

N.B: Successful tenderer needs to make contract in printed Municipal Tender Form of Raghunathpur Municipality (offline contract).

A-2. Non statutory Cover Containing

- i. Professional Tax(PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, GST Registration Certificate(up to date).
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the last five years(year just preceding the current Financial Year will be considered as year – I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vii. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- viii. List of laboratory Instrument.
- ix. List of technical staff along with structure and organization (Section – B, Form – III).
- x. Credential: Scanned copy of Original Credential Certificate as stated in NIB (under sl. no -3).

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to be summarily rejected for both statutory and non statutory cover.

B. Tender Evaluation

- i. Opening and evaluation of tender: - If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii. Opening of Technical proposal: - Technical proposals will be opened by the Tender Inviting Authority electronically from the website using his/ her Digital Signature Certificate.
- iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the Deptt. of Urban Development & Municipal Affairs, Govt. of West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under UIDSSMT programme as mentioned in Govt. order no. 922/MA/O/C-10/1G-7/2012 dated 20.09.2013.
- v. Uploading of summary list of technically qualified tenderers.
- vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenderer and for which their proposal will be considered and uploaded in the web portals.
- vii. While evaluation, the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. Financial proposal

As per Sl. 10 , Part II. To be uploaded Digitally signed by the tenderer.

6. Financial capacity of a tenderer will be judged on the basis of working capital and available tender capacity as mentioned in the N.I.T. to be derived from the information furnished in **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the tenderer, the tenderer will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Authority.

The audited Balance sheet for the last five years, net worth tender capacity etc. are to be submitted which must demonstrate the soundness of tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.

7. REJECTION OF TENDER

The Employer (tender accepting authority) reserves the right to accept or reject any tender and to cancel the tendering processes and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the ground for Employer's (tender accepting authority) action.

The tenderer whose Tender has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.T., all addenda-corrigendum, special terms and condition (Section –C), different filled-up forms (Section –B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful tenderer.

**Chairman
Raghunathpur Municipality**

SECTION – B

FORM –I

PRE-QUALIFICATION APPLICATION

To
Chairman
Raghunathpur Municipality

Ref: -

for _____
_____ (Name of work) _____

N.I.T.No.: MAD/ULB/RAGHUNATHPUR/

Dear Sir,

Having examined the Statutory, Non statutory and NIT documents, 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 tendering for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract tender under this project.

(b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Encl:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: -

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

SECTION – C
Form - II
FINANCIAL STATEMENT

B.1 Name of Applicant :

B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)					
b) Current liabilities : (It should include bank over draft)					
c) Working capital : (a) – (b)					
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus)					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

B.3 Annual value of works undertaken :					
Work in hand i.e. Work order issued	As on 31.03.2015	As on 31.03.2014	As on 31.03.2013	As on 31.03.2012	As on 31.3.2011

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date_____

AFFIDAVIT "Y"

Declaration of the Tenderer

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value And Duly Notarized)

I,, son of
....., aged about years by occupation
..... do hereby solemnly affirm and confirm as follow:

1. That, I am the Of have duly authorized by and competent to affirm this affidavit on behalf of the said tenderer.

2. That, I have inspected the site of work covered under NIT (NIT No) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Tender documents. Tender of the above named tenderer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid tenderer, being lawfully and duly authorized, promise to tender by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Tender accepting Authority of the Work and tender by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to tender by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, GST Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Tender Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the tender has been suppressed in the tender documents.

4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....

before me.

.....

(1st class Judicial Magistrate / Notary Public)

SECTION - D
FORM- III
STRUCTURE AND ORGANISATION

A.1 Name of applicant:

A.2 Office Address:

Telephone No. and Cell Phone No. :

Fax No. :

E mail :

A.3 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Signature of applicant including title

and capacity in which application is made.

Experience Profile

Name of the Firm:

List of projects completed that are similar in nature to the work having more than 40% (*forty percent*) of the project cost executed during the last 3 (*three*) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note:

- 1) Certificate from the Employer to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

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