

# DURGAPUR MUNICIPAL CORPORATION

City Centre, Durgapur – 713 216, Burdwan

*Notice inviting e-Expression of Interest*

## **Notice Inviting e-EOI No.:WBDMC/COMM/PW/EEOI-387/16-17**

*(Submission of EOI through online)*

Memo.No.:DMC/PW/4786

Dated: 04/01/2017

On behalf of the Corporation, The Commissioner, Durgapur Municipal Corporation, invites e-expression of interest (electronic expression of interest process), to obtain a “Sealed quoted rate lump sum”, for the under mentioned works, from suitable bonafide consultant for the work as per list published with this notice. The intending bidder if finds himself eligible to participate in the E-EOI should download the detail E-EOI Notice along with the document from “e-tender” link under <http://wbtender.gov.in> website. The Earnest Money Deposit as specified should be deposited in the form of Demand Draft drawn in favour of “The Commissioner, Durgapur Municipal Corporation” and payable at DURGAPUR. The scanned copy of the Demand Draft must be uploaded at the time of on-line bid submission. Without uploading/submission of either the scanned copy of the Original Demand Drafts, the tenders will be treated as **non-responsive**. The bidder will have to submit their bid **on-line** in two cover/folder system containing pre qualification document (**Technical Bid with Technical offer**) in one and **Financial Bid** in another. The name of works & other details are also given in

**Table-I** of this Notice and Standard Bidding Document (**SBD**).

The detailed tender notice along with Tender Documents and other forms is available at “e-tender” link under <http://wbtender.gov.in> website.

**TABLE-I**

Sl No	Name of Work (For Consultancy job)	Amount put to tender (Rs)	Earnest Money in Rs.	Cost of E- Expression of Interest Papers in/c documents	Time allowed to complete the work	Class
1	Consultancy Service for design drawing, planning and estimating etc for the construction of B+G+ 5 storied offices building at near D.M.C office building, City Centre, Durgapur-713216	Quoted rate in lump sum including all taxes	10,001/-	Nil	45 days	

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**TABLE - II**

**2. DATE, SCHEDULE & DESCRIPTION OF WORK:-**

A. a)	Name of the work	:	As per Table I Page No. 1 &1.
b)	Eligible for submission of Tender	:	<ul style="list-style-type: none"> <li>• Tenderers should have Valid PAN no., Professional tax, Income Tax Clearance, VAT registration, registration no. of the Architect registered with the Council of Architecture Govt., of India</li> <li>• Should have sufficient experience of the similar nature of works for last Five yrs.</li> <li>• Should be bonafide and financially sound consultant.</li> </ul>
c)	Name & Address of the Engineer-in-Charge	:	The Assistant Engineer, Durgapur Municipal corporation.
d)	Price per copy of the set of Tender documents	:	Rs. Nil.
e)	Documents require to be uploaded	:	<ul style="list-style-type: none"> <li>• Valid PAN No., Professional Tax Clearance Certificate &amp; Income Tax Clearance Certificate together with up-to-date Income Tax return. registration no. of the Architect registered with the Council of Architecture Govt., of India</li> <li>• Previous Experience Certificate for similar nature of works of Central Govt., State Govt. or Semi –Govt. or Govt. undertaking.</li> <li>• Concept Plan along with 3D Elevation</li> <li>• Detail Plan and elevation along with surrounding beautification.</li> </ul>
f)	Earnest money:-	:	Earnest money of Rs.10,001/-Deposit shall accompany with Bid Proposal, in the form of Bank Draft only drawn in favour of The Commissioner, Durgapur Municipal Corporation, payable at DURGAPUR in the form of Bank Draft from any Nationalized / Scheduled Bank.
g)	Time of completion of work	:	As mentioned in the annexure.

<b>B:-</b>	<b><u>Date and Time Schedule as follows :</u></b>	:	
i)	<b>Date of uploading of e-NIT, and Tender Documents online (Publishing Date)</b>	:	4/01/2017 from 6:00PM
ii)	<b>Document downloaded / sale start date (on line)</b>	:	4/01/2017 from 6:00PM
iii)	<b>Tender submission start date (on line)</b>	:	4/01/2017 from 6:30PM
iv)	<b>Technical evolution meeting</b>	:	18/01/2017at2:00PM in the Board Room, Durgapur Municipal Corporation.
iv)	<b>Tender submission closing date (on line)</b>	:	20/01/2017upto3:00P.M
v)	<b>Tender opening date for Technical proposals (on line)</b>	:	20/01/2017at4:00PM
vi)	<b>Date of uploading list for Technically Qualified Tenders (on line)</b>	:	To be notified later on.
vii)	<b>Date and place for opening of Financial proposals (on line)</b>	:	To be notified later on.
viii)	<b>Authority who recommend the Prequalification of Tenderer.</b>	:	<b>Tender will be checked for Pre-Qualification mentioned in point 'A(b)' of this table by the Tender Committee of Durgapur Municipal Corporation.</b>
ix)	<b>Work order issuing authority</b>	:	<b>The Commissioner, Durgapur Municipal Corporation, DURGAPUR.</b>
x)	<b>Authority for making payment to the contractor.</b>	:	<b>The Commissioner, Durgapur Municipal Corporation, DURGAPUR.</b>

**NOTE :-**

- 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. 6 B) vi) to x) of Table-II.**

**3) Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof**

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4) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

- 1) E EOI
- 2) Technical Bid
- 3) Technical Offer
- 4) Financial Bid

**5) Qualification criteria:**

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Registration no. of the Architect registered with the Council of Architecture Govt., of India
- 2) Experience / Credential and others as mentioned above and hereafter.

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (1), (2) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/tenderer will be rejected at any stage without any prejudice.

**6. No. price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.**

**Terms & Conditions:**

1. Eligible consultants should submitted their "Financial Offer" in words as well as in figures on lump sum basis
2. The "Technical Offer" means submission of conceptual drawings of the multi-storied office cum commercial complex as per guide lines of concern municipal authority and as enumerated within the scope of work.
3. Technical evaluation will be made by. a committee comprising of officials of DMC and any officials of Govt. of West Bengal would select the best conceptual drawings for ultimate appointment of consultant for the project. Only best conceptual drawing/drawings approve by the committee will be eligible for financially. All other financial offers will be remain closed.
4. Technical evaluation criteria based on: i) Specific project experience, ii) Concept Plan & 3D Elevation
5. However, if in the opinion of the Corporation, the offer submitted by the selected consultant seems too high, Corporation shall have the right to negotiate with the firms for bringing down the offer to an acceptable amount.

**6. Time of completion:** Initial time of completion for the job is 45 days.

**7. Terms of payment:**

**i) Finalization of Architectural drawings:-**

After submission of all plans, elevations, sections, other architectural drawings within the guide line of concern municipal authority Govt. Body for fire protection rules, aviation rules etc. and checking & acceptance of such drawings by DMC including obtaining approval from the respective department.

20 % (thirty percent) of the total quoted amount.(Part payment may be made based on volume of work done).

**ii) Structural Design Stage:**

After submission of all designs and detailed working drawings for whole building including design of foundation system, soil testing report and acceptance of the same by DMC and submission of one model of the office complex.

20 % (Thirty percent) of the total quoted amount/ (Part payment may be made based on volume of work done).

**iii) Design of interior decoration, sanitary & plumbing works etc.**

After submission of all designs and details working drawings of internal sanitary & plumbing works, service utility lines, detailing of interior decoration, preparation of price schedule of works for all civil works and acceptance of the same by DMC.

15 % (Fifteen percent) of the total quoted amount/ (Part payment may be made based on volume of work done).

**iv) Design of electrical, fire protection work :**

After submission of all designs and details working drawings & price schedule of all electrical works including internal and external, water supply and fire protection & alarm system, lift, plumbing machineries, ventilation system for whole building and design.

25 % (Twenty-five percent) of the total quoted amount/ (Part payment may be made based on volume of work done).

**v) Balance 20%** (Twenty percent) of total quoted amount will be paid after submission of completion drawing, final NOC from fire department & completion certificate of the building from concern municipal authority.

15. **Income Tax:** Income tax & other taxes as admissible will be deducted from each bills as per Government Rules.

16. **Security Deposit:** Security deposit @ 10% will be deducted from each stages of payment mad to you and will be refunded after successful completion of work i.e. after actual completion of work as per the latest order of P.W.D dept. (G.O 177-CRC/2M-57/2008 date- 12.07.12).

17. **No extra payments:** No payment for salary, travelling allowances, daily allowances or any other form will be made.

18. All necessary drawings & design papers, calculations, soil testing etc (as per scope of work) should be submitted by the consultants to DMC for checking and corrections as necessary. Consultant must attend during the time of checking by the Assistant Engineer.

19. The consultants will be required to get all the drawings and/or all site layout work prepared by them, approved by the corporation and all the drawings prepared by the consultant shall mention the names and designations of the officers of the Consultants who have contributed to the preparation of the drawings.

20. The work shall be proceed with according with stipulated time due diligence and the time shall be deemed to be the essence of the contract and the consultants may debarred from participation in any job of corporation and the consultants shall liable for loss or damaged caused to the corporation.

21. In no circumstances, the quoted rate will be altered after acceptance of the quotation.

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**SCOPE OF WORK****A. Preparation of concept plan:**

Submission of technical officer is the prime job of the selected applicants & after technical evaluation, Consultant for the project could be selected.

On the basis of site plan issued, the applicants shall study the maximum built-up area (in all floors) permissible considering the Bye-laws of concern municipal authority and rules of fire protection & alarm system and aviation rules if necessary) etc.

The Consultant will submit Basement plan, ground floor plan, all floor plans, and elevations (front side & rear etc.) birds. Eye 3D view of the Bldg. Complex etc. Arrangements regarding water supply, drainage and sewerage, major electrical installation, parking space provided as per rules are to be clearly shown.

These are preliminary drawings but should have fairly reasonable conceptions on the basis of which technical evaluation will be made. These preliminary drawings will ultimately be developed into detailed architectural drawings.

Following guide lines may be considered while submitting the technical offer including concept plan.

1. Maximum number of floors is to be considered as available as per Durgapur Municipality rules.
2. Maximum area of each floor should be as maximum as possible.
3. Building may be constructed in stages.
4. In basement is also required for car parking, provision for the following spaces should be made at ground floor along with different building services, space for security personnel, transformer generator room etc.
5. Specified. location, capacity of underground tank, overhead tank, drawing arrangement of water from Durgapur Municipality and raising main to over head tank should be
6. Outline of roof drainage, surface drainage & sewerage connections including inspection pits, manholes etc. should be indicated clearly.
7. In ground floor Commercial space, transformer, generator, LT & HT room, Pump room, security room & others etc.
8. In First floor also commercial space/outsourcing
9. In Second floor to fifth floor office space
10. Internal space utilisation/electrical/S & P/Water installation within each floor needed not be shown at preliminary stage.
11. Any suggestion as to be best utilisation of land for construction of the Multi-storied office building.
12. For determining height of the building rules of concern municipal authority, fire protection rules (if any should be followed).

**B. Preparation of detailed architectural, structure (including foundation based on soil testing report) (internal electrical S & P (design external electrical, W/S installation, installation of lift, fire protection & alarm system etc. for the whole building and design of interior decoration including preparation of detailed working drawings, preparation of priced schedule of works etc. :**

1. The consultant, whose conceptual offer will be finally selected, will have to hold detailed discussions with the DMC to develop the conceptual drawings into detailed drawings.
2. During discussions, requirement of Durgapur Municipal Corporation, Department of Fire Service, shall be taken into account in details. To arrive at final decision, the consultant will have to keep consultant liaison, the consultant will have to keep constant liaison with the officials of all the department.
3. Consultant will then prepare detailed Architectural drawings satisfying all building rules as well as requirement of DMC and also submit necessary plans to Durgapur Municipality within one month from the date of commencement of work at their own cost to get necessary sanction from the authority. They will then submit one model of the office building cum commercial complex showing all details for display and guidance.
4. Thereafter the consultant shall design and prepare the detailed working drawings of all components, (10 copies) including foundation design on the basis of approved architectural drawings. For design of suitable foundation, soil testing report and design should be as per latest provision of IS code.
5. While planning the complex, due attention need to be given regarding ecological and environmental aspects.
6. Planning should also be done keeping provision of stages in construction.

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7. Design and detailing works of the complex include the following :-
- i. Preparation of site plan, different floor plans including basement & ground floor plans, roof, elevations, sections, details of all architectural features-like doors, windows, facade, fan, light etc.
  - ii. Detailed economic design of foundation, showing sectional drawings in respect of foundation system. Detailed of lay-out plans of piles, general arrangements foundation & floor beam, RCC detail pipes and pile caps(if require), column, starters, beam, slab etc. Detailed structural calculation duly signed by structural engineer & necessary vetting from concern authority.
  - iii. Design & detailing including preparation of detailed working drawings of all the structural members of building.
  - iv. Design & Retailing of lift well, lift base slab, lift machine room etc.
  - v. Design detailing including preparation of detailed working drawings of drainage, internal sanitary & plumbing installation, sewerage, water supply connections, underground water storage tank, pump house, fire protection & alarm system etc.
  - vi. Design and detailing of boundary wall, paved ways etc.
  - vii. Design & detailing work of interior decoration system indicating detailed specification of materials etc. for the portion to be occupied by DMC.

**DETAILED SCOPE OF WORK OF ELECTRICAL WORK**

- viii. Computation of electrical power requirement of the entire complex considering all utilities;
- ix. Design of internal electrification of the building including provision of emergency load point.
- x. Detailed estimate & drawings of the internal electrifications, modern Air condition system(floor wise) of the building with load calculation,
- xi. Detailed estimate, design & drawing of the compound lighting system,
- xii. Detailed estimate, design & drawing of the passenger &, goods lift suitable for the said building.
- xiii. Detailed estimate, design & drawing of indoor sub-station i.e. selection of indoor transformer, switchgear, breads;, controlling switches, L.T. Panel board, power cables controlling cables, metering arrangement etc. with proper rules & specification,
- xiv. Design. & drawing of the distribution system of L.T. power supply the individual floors and different installations,
- xv. Design, drawing & estimate of the
  - a) Protection systems as earthing of sub-station & building.
  - b) Lighting conductors,
  - c) Automatic fire alarm system & detection system,
  - d) Protection against earthfault & other faults.
- xvi. Detailed estimate design & drawing of the Diesel generating set suitable to cater the emergency load.
- xvii. Detailed civil drawings of sub-station room, lift machine room, lift ducts, ducts for rising main, cable tray etc] as required for installation of the equipments. xvii. Design & drawing of aviation obstruction light.
- xviii. Consultants should process requisite authority in doing the above tax and may have<sup>1</sup> to produce requisite papers before us in order to get necessary approval from the Licensing Board, Govt. of West Bengal as and when required,
- xix. Data & Voice Network of the building including computer & telephone system.
- xx. Building Security System with all details.
- xxi. Detailed estimates along B.O.Q of the buildings with vetting, for above mention Civil, Electrical, Mechanical. Preparation of price schedule of work of all the jobs including sanitary plumbing and electrical works etc, on the basis of current Schedule of rates of P. W.D., Govt, of West Bengal as applicable in that area. In case the rate of any item-of work, which is not covered in (he above schedule following schedule of rates in order of priority should be consulted :-
  - a) Schedule of rates of P.W. (Roads) Deptt. as applicable.
  - b) Schedule of rates of PWD (Building and Sanitary) as applicable,
  - c) Schedule of rates of Public Health Engineering Deptt. as applicable.

If any rate for any item of work is not found in all the above schedule of rates, rate of this item will be derived by analysis of rate plus 10% contractors profit. Supporting documents should be submitted along with the estimate.

All estimates should be submitted in 15 (fifteen) copies.

**DETAILED SCOPE OF WORK FOR MECHANICAL WORK**

- xxii. Design & Planning of lift pump (submersible pumps sets) including controlling equipments, water line (rising main & distribution network) considering the provision of storage of water for fire fighting.
- xxiii. The power line from the distribution main to the panel board.

- xxiv. Design of panel board including bus bar chamber, incoming & outgoing trench, switch fuse/circuit breaker etc. as necessary.
- xxv. Priced schedule for the above work (xx-xxii) should be prepared compiling above clause no. 7 (xix) and the same should be submitted
8. All design, specification of items etc. should confirm to relevant IS Codes. If there is no relevant IS Codes, standard practice as adopted in different Govt. departments should be considered.
9. As the construction of the multi storied Building may be taken up in stages, the consultant while designing & detailing of different works should consider independent functioning of installations such as water supply, sanitary & plumbing, electrical & mechanical installations etc.
10. All designs, specifications, priced schedule of works should be submitted in 15 (fifteen) copies to DMC.
11. All drawings architectural, structural, electrical and others should be submitted in 10 (ten) copies.
12. Consultant shall provide all the services required in respect of getting the sanctioned plans, designs approved; from the respective authority including supply of necessary / relevant drawings to them at their own cost to respective authority. Provisional fire clearance certificates from Fire Deptt., Govt. of West Bengal required.
13. All detailed design and other calculation papers showing each step of calculation should submitted to DMC for obtaining approval of the process in triplicate. However, consultant will remain fully responsible regarding correctness of analysis, design, calculations, structural/ system safety and efficient operational performance. A certificate in this regard should 'be produced by the consultant on the body as each drawing to be submitted by the consultant.
14. All detailed architectural / general arrangement/structural / foundation /electrical/mechanical/ sanitary & plumbing/ water supply and other relevant drawings should be submitted to DMC in triplicate for obtaining approval. Drawing should be prepared strictly on the basis of design calculation papers. The consultant will remain totally responsible regarding correctness in preparation of drawing should provide sufficient views / sections/plans of the structural elements and relevant components so that there remain no ambiguity in understanding the drawing.
15. The consultant should submit the approved detail design calculations and other calculation papers, as relevant, on A4 size type written bound volumes in triplicate (copy required for sanction -"from different authority will be given separately other than this copies) with appropriate title over each volume as per "requirements.
16. Consultant should submit **original tracing papers** of the approved drawings before each stage of payment.
17. Consultant should **quote rate on lump sum** for the entire job as described above. No other payment in any form will be made.
18. The estimate should be based on latest schedule of PWD Govt. of WB (details in cl xxi).
19. The soil test is within the scope of this work.
20. Any addition and alteration which may be required during the actual execution of work are within the scope of this work.
21. The work covers all items which are part and parcel of successful completion of aforesaid work.

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DMC

**Memo No:DMC/PW/**

**Dated: /01/2017**

**Copy to:**

- |  |   |
|--|---|
| 1. The District Magistrate, Burdwan  | 2. The Mayor, DMC   |
| 3. The Chief Executive Officer, ADDA   | 4. MMIC, (PWD, Store, Purchase)                           |
| 5. MMIC (Water Supply)   | 6. MMIC (Public Health, SWM, Elect Crem., Birth & Death)  |
| 7. The SDM, Durgapur   | 8. Leader of Opposition, DMC                              |
| 9. The Chairman, Borough 1,2,3,4,5   | 10. The Superintendent Engineer, West Circle MED, Burdwan |
| 11. The Executive Engineer,MED, GoWB, Asansol Division,<br>S B Gorai Road, BarafKal, PHE Office Complex, Asansol |   |
| 12. Dy. Chief Engineer,(Civil),DSP, T A Building, DGP-5  | 13. Executive Engineer, DPL                               |
| 14. Executive Engineer, DCL  | 15. Sub Div. Information & Cultural Officer, Dgp          |

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## SECTION - A INSTRUCTION TO BIDDERS

### General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

- i. **Registration of Consultant:**  
Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of DMC the contractor is to click on the link for e-Tendering site as given on the web portal).
- ii. **Digital Signature certificate (DSC):**  
Each consultant 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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.
- iii. The consultant can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. **Participation in more than one work:**  
A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.
- v. **Submission of Expression of Interest:**  
Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

### Technical Proposal:

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

#### 5(a). Statutory Cover containing the following documents:

- i) **PREQUALIFICATION DOCUMENTS:**  
Prequalification Application (Sec-B, Form - I)  
Scan copy of E.M.D of Rs. 10,001/- in favor of DMC
- ii) **Notice Inviting E-Expression of Interest.**  
*(Corrigendum downloaded properly and upload the same Digitally Signed).*
- iii) **TECHNICAL DOCUMENTS**
  - Ref. Format undertaking Section -B form II on company's letter head.
  - Structure and organization [Form No-III] Section B.
  - Experience profile [Form No-IV] Section B.

#### iv) TECHNICAL OFFER

*Upload the conceptual drawings of the multi-storied office cum commercial complex as per guide lines of concern municipal authority and as enumerated within the scope of work.*

#### v) FINANCIAL PROPOSAL:-

- a) **The rate will be quoted lump sum basis in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

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**(b). Non-statutory Cover Containing the following documents:**

- i. Professional Tax (PT) deposit receipt challan for the latest financial year, Pan Card, IT clearance certificate,
- ii. Registration no. of the Architect registered with the Council of Architecture, Govt, of India.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. For Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies under take / Central Government constituted under the statute of the State / State Government tender during the last 5 (*five*) years prior to the date of issue of this N.I.T. is to be furnished. [Ref. Sl. No. 5(i) of this NIT and (Section - B, Form - IV)]. Scanned copy of Original Credential Certificate as stated in Sl. No. 5.(i).

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. : A.5.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

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

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.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	Registration no. of the Architect registered with the Council of Architecture, Govt, of India. PAN. P TaxDeposit Chillan for the latest year IT clearance certificate.
B.	Company Detail(s)	Company Detail	Proprietorship Firm ( <i>Trade License</i> ) -Structure & Org.] Partnership Firm ( <i>Partnership Deed, Trade License</i> ) Ltd. Company ( <i>Incorporation Certificate, Trade License</i> ) Society ( <i>Society Registration Copy, Trade License</i> ) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential	completion certificate under any Government Department or other Statutory Bodies or Public Sector Undertakings during the period 2012-2017

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**Tender Evaluation Committee (TEC)**

Evaluation Committee constituted by the Competent Authority of DMC will function as Evaluation Committee for selection of Technically Qualified Consultant.

**Opening of Technical Proposal:**

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**1. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The consultant is to quote the rate (lump sum basis) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

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

If any tendered fails to produce power point presentation of technical offer, the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tendered and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Tentative Date & time of technical meeting maintain in the table-II, 2-b-iv. If change, mention on that day.

**Rejection of Bid:**

Employer 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 affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**Award of Contract**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T

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**SECTION - B**  
**FORM - I**

**PRE-QUALIFICATION APPLICATION**

To  
Commissioner  
Durgapur Municipal Corporation  
City Centre, Durgapur - 713 216

Ref. : Expression of interest for \_\_\_\_\_  
(Name of work) \_\_\_\_\_  
\_\_\_\_\_

E-EOI No.: WBDMC/COMM/PW/ \_\_\_\_\_

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. 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 bidding for the work(s) given in Enclosure to this letter.

We understand that:

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

**Enclosure(s) : e-Filling -**  
1) Statutory Documents.  
2) Non Statutory Documents.

**Date :**  
Seal and Signature of the Tenderer

**SECTION - B**  
**Form-II****[To be furnished on Company's Letter Head ]**

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (*five*) years prior to the date of this Notice inviting E-EOI.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

\_\_\_\_\_  
Signed by an authorized officer of the firm\_\_\_\_\_  
Title of the officer\_\_\_\_\_  
Name of the Firm with Seal

Date : \_\_\_\_\_

Seal and Signature of the Tenderer

Commissioner  
DMC

**SECTION - B**

**FORM - III**

**STRUCTURE AND ORGANISATION**

1) Name of Consultant : \_\_\_\_\_

2) Office Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_

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

3) Name and Address of Bankers : \_\_\_\_\_

\_\_\_\_\_

BANK IFSC Code: \_\_\_\_\_

Account No: \_\_\_\_\_

4) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Biodata : \_\_\_\_\_

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

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

Seal and Signature of the Tenderer

Commissioner  
DMC

**SECTION - B****FORM - IV****Experience Profile**

Name of the Firm : \_\_\_\_\_

List of projects completed the works having more during the last 5 (*five*) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for job	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 Employers 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

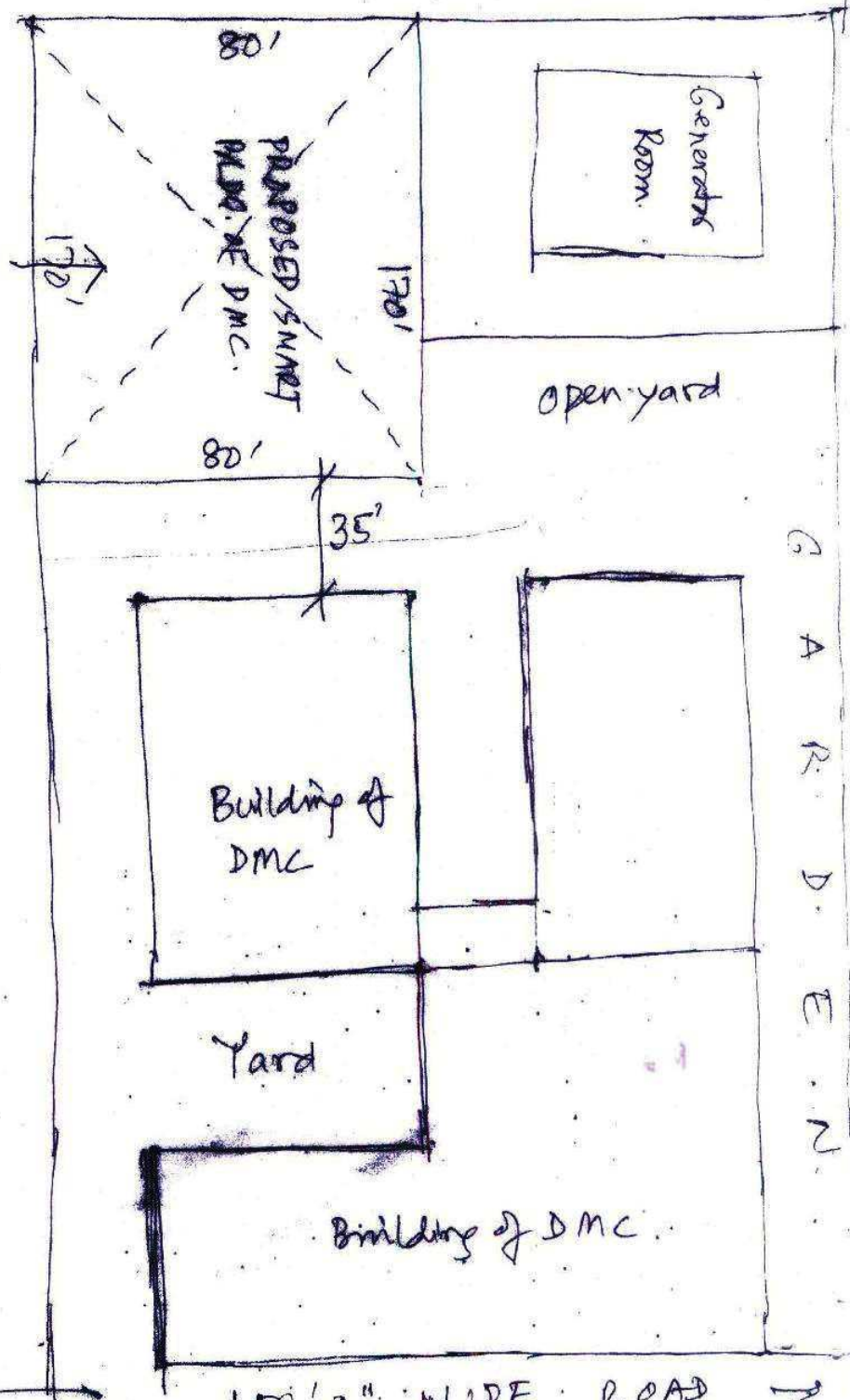
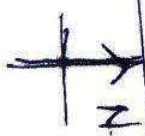
Seal and Signature of the Tenderer

Commissioner  
DMC

SUMATTA COMPLEX

← 60'-0" WIDE ROAD →

↑ 100'-0" WIDE ROAD ↓



G  
A  
R  
D  
E  
N

← 100'-0" WIDE ROAD →