

**OFFICE OF THE COUNCILLORS OF CHAMPDANY MUNICIPALITY**1, POURA BHAWAN ROAD, CHAMPDANY  
P.O.-BAIDYABATI , DIST.-HOOGHLY , PIN-712222NOTICE INVITING e-TENDER**Notice Inviting e-Tender No: MAD/CHAMPDANY/eNIT01/18-19****Date – 18/04/2018**

1. On behalf of the board of councilors, The Chairman, Champdany Municipality, invites online tender (electronic Tender) from reliable, resourceful, bonafide and experienced /Firms/ Individual contractors/ having experience, credential and financial capacity for supplying and execution of similar nature of work in Government/ Govt.Undertaking/ autonomous Bodies/ Statutory Bodies and Local Bodies having executed work value not less than 50% of the estimated amount in a single contract during last 5(five) years from the date of issue of this NIT are eligible for the work as stated below:

**Description:**

Sr. No.	Name of the work:-	Estimated Amount / Amount put to Tender (Rs.)	Cost of Tender paper with Technical & Financial Bid documents and other Annexure (Rs.)	Earnest Money 2% of Estimated Amount (Rs.)	Completion time (days)	Name of Fund
01	Construction of Guard Wall for Protection of Pond and Construction of Cement Concrete Road of Ex. Brick Pavement Road at K.B.M. Road-II ( B.R. Ambedkar Sarani) Kalbal Sardar Bustee in Ward No- 08	18,95,295.00	3,000.00	37,905.00	120	DMA
02	Construction of Cement Concrete Road Flank of Spence Road Starting from Philips Road to R.B.S. Road in Ward No- 10.	40,26,448.00	7,500.00	80,529.00	120	DMA
03	Construction of Cement Concrete Road Flank of Spence Road Starting from G.T. Road to Philips Road in Ward No-10.	44,98,058.00	7,500.00	89,961.00	120	DMA
04	Construction of Guard Wall and Cement Concrete Road at Library Road Bye Lane Prantik Starting from Library Road in Ward No- 17.	21,15,756.00	4,500.00	42,315.00	120	DMA

05	Construction of Cement Concrete Road and Improvement of Open Surface Drain on Black Top Surface at West Khan Pukur Road Starting from R.B.S. Road to High Drain in Ward No- 12.	28,39,439.00	4,500.00	56,789.00	120	DMA
06	Construction of Cement Concrete Road at A.C.G. Road (Starting from G.T. Road upto P.B.M. Road ) in Ward No- 6 & 19.	23,81,001.00	4,500.00	47,620.00	120	DMA
07	Construction of Cement Concrete Road on Black Top Surface at Naya Bustee Road Starting from G.T. Road to Gate No- 10 in Ward No-11.	44,65,386.00	7,500.00	89,308.00	120	DMA
08	Construction of Cement Concrete Road on Black Top Surface at Naya Bustee Road Starting from R.B.S. Road to Gate No-10 in Ward No-11.	44,69,987.00	7,500.00	89,400.00	120	DMA
09	Construction of Cement Concrete Road of Pourbhaban Road Starting from G.t. Road to Palta Ferry Ghat and upto Indiramaidan Gate in Ward No-06.	40,36,320.00	7,500.00	80,726.00	120	DMA
10	Construction of Cement Concrete Road with Improvement of Side Drain of S.M. Bye Lane- II starting from K.B.M. Road upto S.M. Road in Ward No-20.	6,18,421.00	1,500.00	12,368.00	60	DMA

**Date & Time Schedule (Table-I)**

A	Name of the work:	<b>As per the list above.</b>
B	Location of Site:	At Champdany Municipality,P.O-Baidyabati, Dist.- Hooghly, State:-West Bengal.
C	Name and Address of the E.I.C:	Chairman, Champdany Municipality, 1 Poura Bhawan Road, P.O-Baidyabati, District-Hooghly Phone No.033 26323429, email: <a href="mailto:champdanyulb@gmail.com">champdanyulb@gmail.com</a>

D	Eligibility of the Contractor :	Shall satisfy the stipulations stated in this NIT and also in clause 6-i.
E	Printed form in which tender is to be submitted:	As stated in the respective clauses given below.
F	Date of Publishing of e-Tender :	<b>18/04/2018 at 18.00 Hrs.</b>
G	Document downloaded / sale start date (Online):	<b>18/04/2018 at 18.00 Hrs.</b>
H	Bid Submission Start Date:	<b>19/04/2018 at 10.00 Hrs.</b>
I	Bid Submission End Date(online):	<b>03/05/2018 at 15.00 Hrs.</b>
J	Last date & time of submission of Original Demand Drafts for Earnest Money and Tender fees(off line) in the Municipal Office at Champdany:	<b>04/05/2018 at 15.00 Hrs.</b>
K	Date of opening technical proposal (online):	<b>07/05/2018 at 12.00 Hrs.</b>
m	Date of opening of financial proposal (online):	To be notified during uploading of Technical Evaluation Sheet of Tenderer
N	Date of uploading of list of Tenderers along with the rates through (on line), also if necessary for further negotiation through (offline) for final rate. Date to be intimated later in due course of time for further negotiation:	To be notified later.
o	Period of completion:	As given in the Description of Work
P	Materials:	No departmental materials will be issued to the contractor.

*Note: In case of Bandh/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 (refer Table-1).*

2. Applicants 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> using the option Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
3. Intending Tenderer can search and download NIT and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
4. For participating in the tender, the Tenderer shall have to pay The Earnest Money in the form of Demand Draft Only drawn in favour of **CHAMPDANY MUNICIPALITY- EMD ACCOUNT** Payable at **Champdany**, issued by any Nationalized Bank issued on / after the date of publication of this Notice, for the amounts mentioned in the **Table-I**. The original copies of the Demand Draft towards **Earnest Money Deposit** should be submitted physically in sealed envelopes in the **Office of The Chairman, Champdany Municipality**, on or before **05/03/2018 at 15.00 Hrs.** (See Table-I) super scribing Agency Name, NIT No., Contact No. & the work they applied for....” **Scanned copies of the Demand Draft (Self Attested) towards the EMD should be uploaded as Statutory Document / Technical File.**
5. A prospective Tenderer 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. The Earnest Money of the all the unsuccessful renderers, deposited in favour of The Chairperson, Champdany Municipality, will be refunded after issuing work order of the said work.

#### **6. Eligibility criteria for participation in tender:**

1. The prospective Tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co. Op. /

Labour Co. Op. etc. etc.) should have sufficient resources, financial solvency, sufficient experience & should have satisfactorily completed during the last 5 (Five) financial years (FY 2011-2012 to FY 2016-2017) prior to the date of issue of this Notice at least one work of similar nature under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a magnitude of **50% (Fifty percent)** of the Estimated amount put to tender supported by completion certificate in support of the credential. Scanned copy of the Completion Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online. Payment certificate/work order/certificate stating work under progress will not be considered as credential in this respect.

2. Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts (AY 17-18) along with audited Accounts, up to date Professional Tax receipts, up to date VAT & GST registration Certificate including GST Return, Up-to-date Trade License in the Technical Proposal as Non Statutory Documents.

- i) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.
- ii) All Tenderers should have to upload only their self attested copies of the requisite documents in the web site for submitting their bid.

4. The bidder should submit tender specific bank solvency certificate for proving the capability to do the similar work.

5. **Time schedule:** Work shall be completed within 120 days from the date of Issue of work order. The total time period as specified above for the completion of the job is to be strictly maintained and is the essence of the order.

**The Tender Documents shall consist of the following documents:**

- i.) NIT
- ii.) K FORM
- iii.) PREQUALIFICATION
- iv.) BOQ

## **7. Submission of Tenders**

### 7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-I. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

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

#### **A. Statutory Technical folder containing,**

##### **i) PREQUALIFICATION (Properly download, filled & upload the same Digitally Signed)**

- a) Application (As Shown in the given format in Annexure-A in the end of the E-NIT or in Prequalification Document), in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail.

b) Experience Profile (As Shown in the given format in Annexure-B in the end of the e-NIT or in Prequalification Document), download, filled & upload Digitally Signed.

**ii) EMD & OTHER DOCUMENTS (Properly scanned & upload the same Digitally Signed)**

Scanned copies of the Demand Draft (Self Attested) towards Earnest Money Deposit (EMD) as prescribed in the E-NIT against the work if applicable, against in favour of the **Chairman, Champdany Municipality** Payable at **Champdany**.

**iii) E-NIT (Properly download & upload the same Digitally Signed)**

**Notice Inviting e-Tender (E-NIT)**, all Corrigendum & Addendum should be properly downloaded & uploaded the same Digitally Signed.

**iv) K FORM (Properly download & upload the same Digitally Signed)**

K Form. (Properly download & upload the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid. *In case quoting any rate in K Form the tender liable to summarily rejected*).

**Note:**

- i) Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii) Tenders will be summarily rejected if any item in the statutory cover is missing.
- iii) In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- iv) Necessary deduction i.e. GST . I.T. CESS etc. will be made as per relevant Govt. order.

**B. Non-Statutory Technical folder containing,**

- i) Up to date Professional Tax (PT) Clearance receipts and PAN, up to date Income Tax Return receipts (17-18) , Audited Accounts FY 16-17 up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.
- ii) Up to date GST & VAT Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.
- iii) Registered Deed for Partnership Firm.
- iv) Completion Certificate for the 3 (three) consecutive years [as stated in Clauses 6 (i)] for one single work of similar nature worth at least 50% (Fifty Percent) of the amount put to tender for the work the contractor intends to participate.
- v) For Registered Unemployed Engineers 'Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of their registration, Bye Laws, up to date audited balance sheet.

**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 Documents 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	Details
A.	CERTIFICATE	CERTIFICATE (ALL CERTIFICATE SHOULD BE UP TO DATE)	<ol style="list-style-type: none"> <li>1. GST Registration Certificate</li> <li>2. PAN Card</li> <li>3. P.Tax (CHALLAN)(2017-18)</li> <li>4. ITR (17-18)</li> <li>5. Audited Accounts (FY 16-17) (refer clause 6-2 )</li> </ol>
B.	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade Licence)</li> <li>2. Partnership Firm (Partnership Deed, Trade Licence)</li> <li>3. LTD. Company (Registration Certificate Trade Licence)</li> <li>4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet</li> <li>5. Power of Attorney (Registered)</li> </ol>
C.	CREDENTIAL	CREDENTIAL	Completion Certificate for Similar Nature of Work Done (refer clause 6-(1) & (5))

**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO REJECT.**

#### **8. Financial Proposal**

i) The Financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The contractor is to quote the rate (Percentage Above (+)/ Below (-)/ At per (+0.00)) over the total estimated cost of the intended job online through computer in the space marked for quoting rate in the BOQ.

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

#### **9. Penalty for suppression / distortion of facts:**

If any Tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairperson may take appropriate legal action against such defaulting Tenderer.

#### **10. Rejection of Bid**

The employer (Tender accepting authority) receives the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderer or Tenderers.

#### **11. Award of Contract**

The Tenderer whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority. The notification of award will constitute the formation of the Contract. The Agreement in K Form with incorporation of all the required documents, i.e., E-NIT including all its addenda & corrigendum, Application and Financial Offer on Bill of

Quantities (BOQ) will be executed between the Tender Accepting Authority and the successful Tenderer. The Tender Inviting Authority may ask for submission of the hard copy of all the uploaded documents of all eligible tenderers along with original, before awarding contract.

#### **12. Formalities**

During execution if any approval from the competent authorities is required the same has to be obtained by the tenderer/agency.

#### **13. Work Site & Drawing**

Before quotation of rate the tenderer should inspect the site and get fully acquainted with the all physical and technical parameters related to the successful completion of the work. Intending tenderers may see the drawing of work from the Office of the Chairman, Champdany Municipality, or Office of the Chairperson, Champdany Municipality in the office hour of all working days till last date of submission of EMD (Off Line)

#### **14. Mode of Payment**

Payment will be made as per the availability of the fund from the govt. for the respective project. No mobilization advance and secured advance will be allowed.

#### **15. Security Deposit**

Retention money towards performance Security amounting to 10% (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit.

**16.** Constructional Labour Welfare CESS @1% (one percent) of cost of construction will be deducted from every Bill of the selected agency.

**17.** If any discrepancy arises between to similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.

- (a) K Form
- (b) NIT
- (C) All Corrigendum & Addendum

#### **18. Supplementary/Additional Items of Works:**

Notwithstanding the provisions made in the related printed tender form, any item of work which can legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed in the manner as stated below:-

- (a) Rate of Supplementary items shall be analyzed in the 1st instant extended possible from the rates of the allied items of work appearing in the tender schedule.
- (b) Rate of supplementary items shall be analyses to the maximum extent possible from rates of the allied items of work appearing in the schedule of rates of probable items of work as will be in force at the time of E-NIT.
- (c) If the rates of the supplementary items cannot be computed even after application of clauses stated above, the same shall be determined by analysis from market rates of material, Labour and carriage cost prevailing at the time of execution of such items of work. Profit and overhead charges (both together) @ 10% (ten percent) will be allowed only. The contractual percentage will not be applicable.
- (d) Black market rates shall never be allowed.

(e) It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

**19.** Periodical quality test of materials supplied by the agency and final products are to be made as per guideline of schedule of PWD / I.S. at Contractor's cost. Testing of materials / final products will be done from the outside





**ANNEXURE-B**

**Experience Profile (in statutory cover)**

**List of projects completed that are similar in nature to the works having more than 50% of the project cost executed for the last 5 (five) financial years i.e. from FY 2011-2012 to FY 2016-2017**

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

**Memo No. – MAD/CHAMPDANY/PWD/eNIT01/18-19**

**Date – 18/04/2018**

Copy forwarded for information to-

1. The Joint Secretary, GoWB, U.D & M.A Deptt., Nagarayan, Kolkata-64
2. The Chief Engineer, M.E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 700 091
3. The Director, SUDA, ILGUS Bhawan, Salt Lake City, Kolkata.
4. The project director CMU, ILGUS Bhawan, Salt Lake City, Kolkata- **with a request to publish this E-NIT in the departmental website as well as website of the Govt. of West Bengal.**
5. The District Magistrate, Hooghly.
6. The Executive Engineer, Hooghly Division, MED
7. The Executive Officer, Champdany Municipality,
8. The Finance Officer, Champdany Municipality,
9. The Assistant Engineer, Champdany Municipality
10. The Sub-Assistant Engineer, Champdany Municipality.
11. The OS, Champdany Municipality.
12. Notice Board.
13. Web Site of Champdany Municipality