

# Office of the RAMPURHAT MUNICIPALITY

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## **NOTICE INVITING e-TENDER**

NOTICE INVITING e - TENDER NO: -WB/UD&MAD/RM/ NIT - 24/2017-18 Dated 28-02-2018.

Memo No 628/RM/Dev/(Pwd)2017-18

Dated:28-02-2018

**Chairman, Rampurhat Municipality** invites e-tender for the work detailed in the table below. (Submission of BID through online)

a) Bonafied outsider contractors having experience of execution of similar type of works/supply in Govt. Organization and with a valid payment certificate of executing a single contract of value not less than 40% of the estimated amount of this work/supply No private credentials will be considered Satisfactory completion certificate must have to be produced while depositing the tender.

b) Intending Contractors/Tenderers must be financially sound and have their machineries required for the job.

### **List of Works**

Sl. No	Name of the work	Estimated amount (Rs.)	Earnest Money (Rs.)	Price of Bid & Other documents (Rs.)	Period of Completion (Days)
1	2	3	4	5	6
1	Internal electrical works including fitting & fixing electro-mechanical equipments forthe single storied Building of U PHC at Rampurhat under NUHMSHEME WARD NO-6	Rs. 7,16,089.00	Rs. 14,322.00	Nil	10 Days

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money may be remitted through **online** in favour of **"The Chairman, Rampurhat Municipality"** payable at Rampurhat and also to be documented through e-filling..
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per time Schedule stated in Sl. No.-06.
- 4) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the Chairman, Rampurhat Municipality. The list of Qualified Bidders will be displayed in the website.

**5) Eligibility Criteria & Product Specification for participation in the tender –**

- ✚ Tenderer shall abide thoroughly the rules given in SECTION-A, INSTRUCTION TO BIDDER.
- ✚ **Joint Ventures will not be allowed** - A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.
- ✚ **No mobilisation advance and secured advance will be allowed** - Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
- ✚ Before supplying the chair, a sample is to be produced. Authority will check all the specifications & comfort level of sitting and then will finalize. A little change in specification (if necessary) is to be accommodated.
- ✚ 10% security deposit will be deducted from your bill including the earnest money initially deposited.
- ✚ All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.
- ✚ Constructional Labour Welfare CESS @ 1% (*one percent*) of cost of construction will be deducted from every Bill of the selected agency. There shall be no provision of Arbitration
- ✚ .
- ✚ 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.
- ✚ Tenderer who is not entrusted with same nature of work within last three years shall not be eligible.

**6) Date and Time Schedule:**

Sl. No.	Particulars	Date and Time
01	Date of uploading of N.I.T. & Other Documents	28-02-2018 FROM 11.00am
02	Documents download start date	28-02-2018 from 3.00 P.M
03	Documents download end date	09-03-2018 up to 2.00 P.M
07	Bid opening date for Technical Proposals	11-03-2018 at 3.00 P.M
08	Date of uploading the list of Technically Qualified Bidder	To be notified later.
09	Date of uploading the final list of Technically Qualified Bidder after disposal of appeals, if any	To be notified later.
10	Date of Original Documents verification of Bidders	To be notified later.
11	Date for opening of Financial Proposal	To be notified later.

7) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of the Authority. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 1 (One) year from the date of completion of the work. Provision in Clause No. 17 of Form No. -**2911(ii) (of Rampurhat Municipality)** shall be treated as superseded.

8) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

9) 2% of the estimated amount put to tender to be deposited in favour of **“The Chairman, Rampurhat Municipality” payable at Rampurhat** in the form of Bank Draft on any nationalized/scheduled Bank payable at Rampurhat.

10) 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.

11) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of **Rampurhat Municipality** reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

12) **Refund of EMD:** - The Earnest Money of all the **unsuccessful Tenderers** deposited in favour of The Chairman, **Rampurhat Municipality” Rampurhat** will be refunded by the Chairman on receipt of application from Tenderers.

13) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in **‘Instructions to Bidders’** stated in Section – ‘A’ before tendering the bids.

**14) Conditional / Incomplete tender will not be accepted under any circumstances.**

**15) The intending Tenderers are required to quote the rate [online](#).**

16) Contractor shall have to comply with the provisions of (a) the contract labour

(Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

17) **Guiding Schedule of Rates:-** Rates have been taken from Schedule of Rates for Road and Bridge works 2008-09 of P.W.(Roads) Directorate (W.B.) 7<sup>th</sup> Corrigendum with effect from 30-04-2012.

18) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect /manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

19) The Chairman, Rampurhat Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

20) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman i.e. Tender Inviting Authority within 2 (*two*) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Inviting Authority.

21) Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

22) 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) Form No. - 2911(ii) (of Rampurhat Municipality)
- 2) N.I.T.
- 3) Technical Bid
- 4) Financial Bid

**23) Qualification criteria:**

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

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) 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.

24. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

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

**Chairman**  
**Rampurhat Municipality**

Memo No. 628/(14)/RM/2017-18

Dated: 28/02/2018

1. The Engineer-in-Chief, M.E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 91
2. The Chief Engineer, M.E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 91
3. The Director, SUDA, ILGUS Bhawan, salt lake City, Kolkata. – **with a request to publish this NIT in the departmental website.**
4. The Additional Chief Engineer, M.E.Dte., Bikash Bhawan, Kol- 91,
5. The Superintending Engineer, Western Circle, M.E. Directorate. Patal bazaar, Burdwan,.
6. The Superintending Engineer, P.H.E, Suri Division Birbhum,
7. The District Magistrate, Birbhum,
8. The Executive Engineer, Birbhum Division, M.E.Dte. suri, Birbhum,
9. The Executive Engineer, P.H.E. Dte., Suri Division, Suri, Birbhum,
10. The Executive Engineer, P.W.D Division, Suri Division, Suri, Birbhum,
11. The Media Officer, Dept. of I & CA, Writer's Building, Kolkata- 1
12. The Executive Officer, RAMPURHAT Municipality.
13. The Sub-Assistant Engineer, RAMPURHAT Municipality.
14. The Accountant, RAMPURHAT Municipality Notice Board

S/d -Aswini Tewari  
**Chairman**  
**Rampurhat Municipality**

### 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 Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of Rampurhat Municipality” **Rampurhat** the contractor is to click on the link for e-Tendering site as given on the web portal).

##### **ii. Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National 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 contractor 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 Tenders:**

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:**

- 1) Form No.- 2911 (of Rampurhat Municipality)
- 2) N.I.T.
- 3) Form-I & III (on company's letter head.)
- 4) EMD & Tender Fee SCAN COPY

***(NIT, 2911(ii) & Corrigendum downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Rampurhat Municipality 2911, the tender is liable to be summarily rejected.)***

**Financial Proposal:-**

**5(b). The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

**5(c). Non-Statutory Document:**

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

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 up load" and then click the "Technical" Folder to upload the Technical Documents

Sl No.	Category Name	Sub-Category Description	Details
A	Certificate(s)	Certificate(s)	GST & Acknowledgement. PAN. P Tax (Challan) (2017-18). Latest IT Receipt. IT-Saral for Last Three Financial year and Should be licence holder of W.B.S.E.D.C.L L.T or H.T
B	Company Detail(s)	Company Detail(s)	Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C	Credential	Credential	Bonafied Contractor having experience similar 40% of value of the work as tendered in single work order within last five (5) years.
D	Financial Info		Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
E	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience.
F	Earnest Money	2% of the Quoted Amount	The requisite cost of Bid documents and Earnest Money, as specified in this NIEB shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal) to the A/C No.- (Details can be had from the office of the Chairman), Rampurhat, Birbhum (payable at Rampurhat) & same may be documented along with Earnest Money Deposit through e-Filing, (proof scanned copy to be submitted). Every such Net Banking shall be performed on or after the date of publish of NIEB. At the time of uploading the Bid, the intending Bidder shall upload a proof scanned copy of such Net Banking along with his/her Bid. Any Bid without such proof document (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled

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

**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 Board of Councilors' 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.

### **Financial Proposal**

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 per) 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 tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

### **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 whose 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 in Form No. Rampurhat Municipality-2911(ii) 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. along with requisite cost through Demand Draft / Pay Order/DCR issued from any nationalized bank in favour of **the Chairman, Rampurhat Municipality** within time limit to be set in the letter of acceptance.

**Seal and Signature of the Tenderer**

**Chairman  
Rampurhat Municipality**



**SECTION – B**  
**FORM – I**  
**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chairman**  
**Rampurhat Municipality**  
**Rampurhat, Birbhum,**  
**Pin - 731224**

Ref. : Tender for-----

(Name of work) -----

**e-N.I.T.No : WB/UD&MAD/RM/e-NIT- 24/RM/2017-18 Dated 28/02/2018.**

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-Filing –**

- 1) Statutory Documents.
- 2) Non Statutory Documents.

**Date:**

**Signature of the Bidder with  
 seal of Organization**

**SECTION - B****Form-II**

**(To be furnished on non – judicial stamp paper of appropriate value duly notarized)**

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.

- 1) 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 N.I.T.
- 2) 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.
- 3) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 4) 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:

**SECTION – B****Form-III****STRUCTURE AND ORGANISATION**

- 1) Name of Applicant : \_\_\_\_\_
  
- 2) Office Address : \_\_\_\_\_
  
- 3) Telephone No. : \_\_\_\_\_
  
- 4) Fax No. : \_\_\_\_\_
  
- 5) Name and Address of Bankers : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  
- 6) 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