

Memo No. : ME/BHP/898/1T -13/02 pt-II

Date : 01/02/2016

NOTICE INVITING TENDER

Tender Notice No. 06/(E.E)/ME/BHP/of 2015-2016

Executive Engineer, Murshidabad Division, M.E. Directorate, 5 Babulbona Road, Madhupur, Berhampore, Murshidabad, invites 1(One) no. e-Tender (electronic Tender)(2nd Call) of the below mentioned work from eligible resourceful & bonafide contractor(s) as per the enclosed list (Table -1). Eligibility, All important dates, Period of completion & other criteria for all the works are being listed in Table-2. (Submission of Bid through online).

1. A.) Name of Work, Time of completion of work, Estimated Value of work put to Tender, Earnest Money & Price per set of Tender Documents :-

TABLE - 1

Sl. No. of Schemes	Name of Works	Time of Completion of work	Estimated Value of works put to Tender	Earnest Money	Price per set Tender Documents
I.	Laying interlocking designer paver block within on going Water Treatment Plant at Dhuliyon under UIDSSMT Programme. (The Estimate based on PWD Schedule of Rates for Building Works, effective from 01.12.2015)	15 Days from issue of W/O	Rs. 9,69,884/-	Rs. 19,400/-	Nil

- B.) Eligibility, All important dates, Period of completion & materials issue status for the above mentioned work.

TABLE - 2

i.	Eligibility of the Contractor :-	Govt. bonafide contractor or outsiders or reputed firm having an experience for construction similar nature of work at least 40% of the estimated amount put to tender within last 3 (Three) years prior to the date of publishing of this Tender and also should possess valid PAN Card, I.Tax Return Receipt, VAT/ Sales Tax (Latest Return), P. Tax (Challan) and Valid Trade License. MOU/ Joint Venture/ Sub contract in any form will not be allowed as provided in this contract (refer clause 6-i). 1) The Agency has to submit the survey report including image(s) showing pattern of paver block which he intended to use when submitting bid online. (Please refer clause-7.1.A) 2) The Agency has to submit the Work Programme to accomplish the work within schedule date & time during submitting the bid online. (Please refer clause-7.1.A)
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ii.	Printed form in which tender is to be submitted:-	As stated in the respective clauses given below.
iii.	Date of Publishing of Tender i.e. the date of up loading of NleT and tender documents (on line)	01/02/2016
iv.	Document download starting date (on line) / sells starting date (on line)	01/02/2016 at 18:00 Hrs.
v.	Date of starting of Bid submission i.e. Technical and financial BID submissions starting date (on line)	01/02/2016 at 18:00 Hrs.
vi.	Last date & time for bid submission i.e. Technical and financial BID submissions closing date (on line)	09/02/2016 at 18:00 Hrs.
vii.	Date of opening technical proposal (on line)	10/02/2016 at 12:00 Hrs.
viii.	Date of opening of financial proposal (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
ix.	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.
x.	Materials:-	No material will be supplied by the department.

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 (refer Table-2).

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 NleT 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/ Bank Guarantee drawn in favour of **Executive Engineer, Berhampore Division, Municipal Engineering Directorate** Payable at **SBI Berhampore**, issued by any Nationalized Bank issued on / after the date of publication of this Notice, for the amounts mentioned in the **Table-1. Scanned copies of the Demand Draft/ Bank Guarantee (Self**

Attested) towards the EMD should be uploaded as Statutory Document / Technical File. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder. The Labour Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard & have to submit self-attested photocopy or duly attested by a Gazetted Officer of necessary GO in this regards.

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 tenderers (if deposited) in favour of **Executive Engineer, Murshidabad Division, Municipal Engineering Directorate**, will be refunded after issuing work order of the said work.

6. Eligibility criteria for participation in tender:

i) 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 3 (Three) years prior to the date of publishing of this Tender at least one work of similar nature under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Reputed Govt. Organization etc., having a magnitude of **40% (Forty 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 may not be considered as credential in this respect.

ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, up to date VAT registration Certificate including VAT Return in the Technical Proposal as Non Statutory Documents.

iii) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.

iv) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

v) All Tenderers should have to upload only their self-attested copies of the requisite documents in the web site for submitting their bid.

The Tender Documents shall consist of the following documents:

- i.) NleT
- ii.) WEST BENGAL FORM NO-2911(ii)
- 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 **Prequalification** Document), in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail id of applicant.

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

c) Survey report including image(s) of pattern of paver block which the agency intended to use.

d) Work Programme to accomplish the work within schedule date and time.

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

Scanned copies of the Demand Draft/ Bank Guarantee (Self Attested) towards Earnest Money Deposit (EMD) as prescribed in the NleT against the work if applicable, against in favour of **Executive Engineer, Berhampore Division, Municipal Engineering Directorate** Payable at **SBI Berhampore**. The Labour Co-operative societies, who want to avail exemption of Earnest Money Deposit, shall have to upload necessary G.O. in this regard.

iii) NleT (Properly download & upload the same Digitally Signed)

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

iv) WEST BENGAL FORM NO-2911(ii) (Properly download & upload the same Digitally Signed)

West Bengal Form No-2911(ii) (Properly download & upload the same Digitally Signed except quoting rate, quoting rate will only be encrypted in the B.O.Q. under Financial Bid. *In case quoting any rate in West Bengal Form No-2911(ii) the tender liable to summarily reject.*)

Note:

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

ii) If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

iii) Tenders will be summarily rejected if any item in the statutory cover is missing.

iv) In case of any inadvertent typographical mistake the same to be treated to be corrected as to conform to the prevailing relevant schedule of rates or technically sanctioned estimate.

v) Necessary deduction i.e. VAT, S.T., 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 IT, PAN, up to date Income Tax Return receipts valid 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 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 last 3 (Three) years prior to the date of publishing of this Tender [as stated in Clauses 6 (i)] for one single work of similar nature worth at least 40% (Forty Percent) of the amount put to tender for the work, the contractor intends to participate.

v) Bank solvency certificate.

vi) 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.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. VAT Registration Certificate (Latest) 2. PAN Card 3. P.Tax (CHALLAN) 4. Income Tax Return receipts (refer clause 6-ii)
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade Licence) 2. Partnership Firm (Partnership Deed, Trade Licence) 3. LTD. Company (Registration Certificate, Trade Licence) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Completion Certificate for Similar Nature of Work Done (refer clause 6-i)

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS MAY 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 Executive Engineer 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 who's 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 West Bengal Form No-2911(ii) with incorporation of all the required documents, i.e., NleT 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 Executive Engineer, Murshidabad Division, Municipal Engineering Directorate in the office hour of all working days till last date of submission of Tender.

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 8% (eight 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 two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.

(a) WEST BENGAL FORM NO-2911(ii)

(b) NleT

(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 NleT.

(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 recognized laboratory at the discretion of Engineer-in-Charge. In both the cases necessary cost of testing charges will be borne by the agency.

**Executive Engineer
Murshidabad Division
M.E Directorate**

E-Tender Copy will be forwarded for information and wide publicity through Notice Board to :-

- 1.) The Secretary, Municipal Affairs Department, Writers' Buildings, Kolkata 700001
- 2.) The Chief Engineer, M.E. Directorate, Bikash Bhavan, Salt Lake City, Kolkata - 700091
- 3.) The Additional Chief Engineer, North, Siliguri, M.E.Directorate.
- 4.) The Superintending Engineer, Central Circle, Municipal Commercial Complex (2nd Floor), N.S.Road, Malda-732101
- 5.) The District Magistrate, Berhampore, Murshidabad, West Bengal 742101
- 6.) The Director, ILGUS Bhavan, HC Block, Sector- III, Salt Lake, Kolkata - 700106
- 7.) The Project Director CMU, ILGUS Bhavan, Sector-III, Block- HC, Kolkata - 700106- **with a request to publish this NleT in the departmental website as well as website of the Govt. of West Bengal.**
- 8.) The Chairman, Dhuliyān Municipality, Dhuliyān, Murshidabad, West Bengal. Pin-742202
- 9.) The District Information and Cultural Officer, Old Collectorate Building, Barrack square, Bahāmpur, Murshidabad.
- 10.) The Accountant, Murshidabad Division, M.E.Directorate.
- 11.) The Notice Board.
- 12.) In respective office file.

**Executive Engineer
Murshidabad Division
M.E Directorate**