

NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY

UNNAYAN BHAVAN, 1ST FLOOR, BLOCK-A, SEC-II, SALT LAKE CITY, KOLKATA-700091

Memo No: 18 /NDITA/18

Date: 05/01/2018

NOTICE INVITING e-TENDER e-TENDER No: **WBMAD/NDITA/45/2017-18** OF EXECUTIVE OFFICER, NDITA

Works details in the table below.

Sl. No.	Name of Work	Value put to Tender (₹)	Earnest Money(₹)	Time of Completion
1.	Maintenance of existing Landscaping and Arboriculture, repairing and maintenance of Garden lights and Trident lights, Bamboo fencing, Cleaning and Sweeping, Guarding and Watching Ring Road and Link Road for one year, which may be renewed yearly depending on the performance for a period of three years.	To be Quoted	4,00,000.00	365 days

1. Separate tenders are invited by the **Executive Officer, Nabadiganta Industrial Township Authority** for the work mentioned in the list attached herewith, through electronic tendering (e-tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.
2. **General Guidance for e-Tendering**
Instructions/Guidelines for tenderers for electronic submission of the tenders online have been stated in the subsequent clauses.
3. **Registration of Contractors**
Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System, through logging on to <http://wbtenders.gov.in>. The contractor is to click on the link for e-tendering site as given on that web portal. **Joint Ventures will not be considered.**
4. **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 website stated in Clause 3. DSC is given as a USB e-Token.
5. **Collection of Tender Documents**
The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 3 using the Digital Signature Certificate. This is the only mode of collection of tender documents.
6. **Participation in more than one work**
Any contractor can collect and submit tenders for any number of works depending on his credential and financial capability.

7. Submission of Tenders

7.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 3, 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. 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).

7.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardised formats in further two covers (folders).

a) Technical File (Statutory Cover) containing,

- i. NIT & Addendum/Corrigendum if any.
- ii. Tender Form No. 1
- iii. Tender Fee – No Tender Fee is chargeable.
- iv. Structure and organisation (**Form-A**).
- v. 'Power of Attorney' – Scanned copy of power of attorney by the competent authority, if the power is delegated for signing the bid to persons other than the applicant must be uploaded.
- vi. Others
 - a) Declaration of not having common interest in the same serial (vide **Form-B**).
 - b) List of documents submitted should be mentioned in attached format (**Annex-P**). **'Annex-P' should have to fill properly, if required documents not mentioned in the 'Annex-P' the authority may not be liable to verify that.**
Three different categories are provided in the NIT to submit bidders important documents. Bidders are requested to submit their documents in following manner. Sl. No. 5 to 17 of 'Annex-P' should be submitted under category 1(Certificates) & 2(Company details). Sl. No. 18 (Credentials) of 'Annex-P' should be submitted under category 3 (Credential).
- vii. Drawings (if required).

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

b. My Document (Non-Statutory Cover) containing,

- i. Certificates
 - a) Valid PAN issued by the IT Deptt., Govt. of India.
 - b) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
 - c) Professional Tax (PT) Clearance Certificates, Income Tax Return verification form of last Assessment Year valid on the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.
 - d) Current Bank Solvency certificate of ₹ 1 (one) Crore.
 - e) Valid of Electrical Contract License. (In case of Electrical works)
 - f) Declaration of the Electrical Supervisor engaged in the Concerned Company to be

submitted through Notary. (In case of Electrical works)

- g) Supervisor's Competency Certificate holding part No. at least for 1, 2, 7A & 11. (In case of Electrical works)
- h) Electrical Workman's permit having part (I) & (V) and (XI) Completion Certificate with Schedule of works along with Order Copy of works as stated above. (In case of Electrical works)

ii. Company Details

- a) Registered Deed for Partnership Firm from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
- b) Trade Licence for Proprietorship Firms.

c) ESIC registration certificate and current ESI challan

d) PF registration certificate and current PF challan.

- e) Memorandum of Articles for Limited Companies.
- f) Society Registration and Bye-Laws for Cooperative Societies.

iii. Credential

- a) The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this NIT at least one work of similar nature of P.W.D / P.W.(R) Deptt. / Zilla Parishad / I&WD / Other Govt. Deptt. / Semi-Govt. / Autonomous body and having a magnitude of 40(Forty) percent of the Estimated amount put to tender of respective work and the said **40% credential value will be considered in respect of work actually completed (Considering percentage above/below or AT PAR)**. Credential certificate should be issued by the person not below the rank of Executive Officer / Executive Engineer / Divisional Engineer/ Chairman as the case may be.

N.B. Similar nature of work as per BOQ, Estimated amount, Gross bill value, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

Failure of submission of any one of the abovementioned documents will render the tender liable to summary rejection.

iv. **Deposition of Earnest Money**

The amount of Earnest Money is to be submitted through e-procurement system as per F.D. G.O. No.3975-F(Y) Dr.-28, July, 2016

Necessary Earnest Money will be deposited by the bidder. Electronically; online through his net banking enabled bank account, maintained at any bank or: offline through any bank by generating NEFT/ RTGS challan from the e-tendering portal.

Earnest Money will be considered @ 2% of the quotation amount. Additional earnest money (if any; if the earnest money is less than 2% of quoted amount) will be deposited in the form of Demand Draft in favour of "NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY" payable at Kolkata within 1(one) week from the date of issuance of LOI to the L1/Successful bidder.

7.3 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 (percentage above/below or AT PAR) online through computer in the space marked for quoting rate in the BOQ only. In case, quoting any rate in Tender form-1, the

tender is liable to be summarily rejected.

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

7.4 Eligibility Criteria

Contractor having Work Orders with Completion Certificates of executing **at least 40% value (Completed value of work considering percentage above/below or AT PAR)** of similar nature of work in a single contract (during last 5 years from the date of this NIT), The Tender Inviting and Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding :-

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability
- c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of proper documents in support of a, b, c above. If any document submitted by a bidder is either manufactured or false or in case their previous work record is not satisfactorily in NDITA the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

7.4.1 Completion Certificate

- i. Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.
- ii. Completion Certificate of works executed in various Departments of Central, State Govt./Semi Govt. Organization/Statutory Body/Local Body/Govt. undertaking shall only be considered. Such certificates are to be issued by an official not below the rank of Executive Engineer/Divisional Engineer/ District Engineer/Project Manager/Executive Officer/Chairman, as the case may be.

7.4.2 Eligibility criteria for participating in more than one tender

- i. Normally separate completion certificate of fully physically completed works is to be provided for separate work. However, completion certificate for **one particular work may be considered as eligible for participation in maximum two numbers of serials, provided required credential for two such works satisfies the requirement in all respect from one such completion certificate.**

7.4.3 Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a period as will be decided by the competent Authority. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited.

7.5 Taxes & duties to be borne by the Contractor

Income Tax, GST, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess will have to be borne by the contractor and the rate should be

quoted accordingly after consideration of all these charges. Service Tax, if applicable, would be reimbursed subsequently.

7.6 Site inspection before submission of tender

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of **Nabadiganta Industrial Township Authority, Unnayan Bhavan**, between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

7.7 Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection.

8. Opening and evaluation of tender

8.1 Opening of Technical Proposal

- i. Technical proposals will be opened by the **Executive Officer, Nabadiganta Industrial Township Authority** and/or his authorised representatives electronically from the website stated in Clause 3, using their Digital Signature Certificates.
- ii. Intending tenderers may remain present if they so desire.
- iii. Cover (Folder) for Statutory Documents (vide Clause 7.2.a) should be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Paragraph – 7.2.b) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non- statutory Cover will be downloaded, and handed over to the Tender Accepting Authority.

8.2 Uploading of summary list of technically qualified tenderers (1st round)

- i. Pursuant to scrutiny and decision of the Technical Accepting Authority, the summary list of eligible tenderers and the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.
- ii. While evaluation, the Tender Accepting Authority may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

8.3 Opening and evaluation of Financial Proposal

- i. **Notification no. 925-F(Y), dated 14.02.2017 of Finance Department, Audit Branch, Govt of W.B. will follow for acceptance of L1/H1 bid/ Single bid when the no. of qualified bidders during 2nd call is less than 3.**
- ii. Financial proposals of the tenderers declared technically eligible by the Tender Accepting Authority will be opened electronically from the web portal stated in Clause 3 on the prescribed date, by the **Executive Officer, Nabadiganta Industrial Township Authority**,
- iii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iv. After evaluation of Financial Proposal, by the Tender Accepting Authority, **Executive**

Officer, Nabadiganta Industrial Township Authority, may upload the final summary result containing inter- alia, name of contractors and the rates quoted by them against each work provided it is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

- v. After holding such bids, final summary result would have to be uploaded in the web portal, through corrigendum.
- vi. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

8.4 Procedures to be followed when one/two technically qualified tenderers participated in any tender.

- a. Normally, financial bid of technically qualified single/two tenders shall not be accepted in the first instance. In that case the financial bid(s) shall not be opened and the tender process shall be dropped. A fresh notice inviting tenders (2nd call) shall be issued and the procedure shall have to be followed by the intending bidders afresh.

9. Acceptance of Tender

- I. Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.
- II. During the entire process of the tender, if it is found that any penal measures imposed by any Govt/Semi-Govt. Deptt/Autonomous body against any intending tenderer, the Authority reserves the right to reject any bid offered by the said tenderer.

10. Payment

The payment of RA as well as final bill for any work will be made depending on the progress of work and no claim for delay in payment will be entertained.

11. Bid validity: The Bid will be valid for 120 days from the date of opening of the Financial Bid.

12. Schedule of Dates for e-Tendering

Sl. No.	Activity	Date & Time
1.	<i>Publishing Date</i>	<i>06/01/2018 at 12:00 hrs.</i>
2.	<i>Document Download start date</i>	<i>06/01/2018 at 12:30 hrs.</i>
3.	<i>Bid submission start date</i>	<i>06/01/2018 at 12:30 hrs.</i>
4.	<i>Bid submission end date</i>	<i>29/01/2018 at 14:00 hrs.</i>
5.	<i>Technical Bid opening date</i>	<i>31/01/2018 at 14:30 hrs.</i>
6.	<i>Uploading of Technical Bid Evaluation sheet</i>	<i>To be notified later on</i>
7.	<i>Financial Bid opening date</i>	<i>To be notified later on</i>
8.	<i>Uploading of Financial Bid evaluation sheet</i>	<i>To be notified later on</i>

Note:- The bidder whose bid shall have been accepted will be notified by the Tender Accepting Authority through letter of acceptance.

The letter of acceptance will constitute the formation of contract.

FORM-A
STRUCTURE AND ORGANISATION

A.1 Name of applicant

A.2 Office Address with Pin code no.
Telephone No.
Fax No.....
E-mail Address:.....

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

Form – B
Declaration against Common Interest

I/We, Sri/Smt, the authorized signatory on behalf of do hereby affirm that I/We/any of the member of bidding against NIT No..... SI. No..... do not have any common interest either as a partner on any partnership firm / consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date:
Signature:

Annex – P
List of documents submitted

Name of the work:

NIT No.: SI No. Tender ID:

Sl. No.	Submitted documents	Name of the File
1	NIT	
2	FORM 1	
3	FORM A	
4	FORM B	
5	Income tax return submitted for the year, &	
6	Trade Licence: Valid up to.....	
7	PAN NO:.....NAME:	
8	GST Reg.....	
9	Professional Tax Submitted up to:	
10	Electrical Contract license (in case of Electrical works):	
11	Electrical workman permit (in case of Electrical works):	
12	ESIC registration certificate (if applicable in NIT)	
13	PF registration certificate (if applicable in NIT)	
14	Bank Solvency, Amount:	
15	Technical Parsons:	
16	Tools & Machineries	
17	(If any other parameter required as per NIT)	
18	Credential for the similar nature of work (50% of the work value)	
	Name of the work	Completion date
		Amount (In Lac)

Date:
Signature:

ADDITIONAL TERMS & CONDITIONS.

1. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the contractor.
2. The tender will be on the basis of the Schedule of Rates and the contractors are to quote rate in terms of percentage higher or lower or at par which will apply to all the rates in the Tender Schedule irrespective of whether quantities are entered in the schedule or not i.e. all the items and rates as shown in the schedule with the tendered percentage increase or decrease will be applicable to this tender. In analysing the rates for supplementary items, if found necessary and which are not covered by this Schedule of item and rates, the principles as laid down in clause 12 of the tender form in Form-1 [W.B.F. 2911(ii)] in which the contract will be executed, shall be followed.
3. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
4. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
5. Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
6. The Department shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
7. For price preference, if applicable to W.B. Govt. Undertakings, the intending tenderers shall produce attested copies of the G.O.'s in favour of respective undertakings along with their application. Otherwise their claim will not be entertained in any case.
8. Imposition of any duty / tax rules etc whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the tenderer. Original challans of those materials, which are procured by the tenderer may be asked to be submitted for verification.
9. CESS @ 1% of the cost of construction works shall be deducted from the Gross value of the Bill in Terms of Finance Department order No. 853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering Authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region concern.

10. In case of Electrical works

- i. Valid Electrical Contract License.
- ii. Declaration of the Electrical Supervisor engaged in the Concerned Company to be submitted through Notary.
- iii. Supervisor's Competency Certificate holding part No. at least for 1, 2, 7A & 11.

- iv. Electrical workman's permit having part (I) & (V) and (XI) Completion Certificate with Schedule of works along with Order Copy of works as stated above.
- v. All the unserviceable materials will have to be deposited at NDITA as per direction EIC.
- vi. Certificate of Electrician holding workman's permit part 1(a) & (b) is to be produced to EIC before taking layout of the work.
- vii. For each work a register endorsed by concerned EIC for recording attendance and time of work for the licensed electrician, skilled and unskilled labours must be maintained regularly which should be kept at convenient place as per discussion with the EIC concerned and same must be checked and signed by the NDITA officer.
- viii. At least one licensed electrician must be present at site regularly during execution of work whose contact no. must be submitted to this office.

11. No mobilization / secured advance will be allowed.

- 12. GST, Cess, Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
- 13. All working tools and plants, scaffolding, construction of vats & platforms will have to be arranged by the contractor at his own cost.
- 14. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
- 15. The contractor should see the site of works and tender documents, drawings etc. before submitting tender and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements and security etc. The Executive officer may order the contractor to suspend any work that may be subjected to damage by weather conditions. No claim will be entertained on this account. There may be variation in alignment, location of structures etc. as per local needs etc. between the preparation and execution of the scheme for which the tendered rate and contract will not be invalidated. The contractor will not be entitled to any claim or extra rate on any of these accounts.
- 16. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has to be authenticated from the Engineer-in-Charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
- 17. The work will have to be completed within the time mentioned in the tender notice. A suitable work program is to be submitted by the contractor within 7(seven) days from the date of receipt of work order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7 (seven) days from the date of receipt of work order who will receive

instruction of the work, sign measurement book, bills and other papers etc. in absence of the contractor.

18. The contractor will have to apply as per clause 5 of Tender Form No. 1 for extension of time, if the work is not commenced or stopped or delayed due to non-receipt of departmental materials or land or due to injunction or public interference etc. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
19. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a public thoroughfare.
20. The contractor will have to accept the work programme and priority of work fixed by the Executive Officer, NDITA so that most vulnerable reach and/or vulnerable items are completed before the date needed by the Authority for any justified reason.
21. The quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items.
22. No Departmental materials shall be issued to the contractor
23. Addendum / Corrigendum, if any, may be available from the e-Tender portal. The same may not be published in the 'News papers'.



Executive Officer

Nabadiganta Industrial Township Authority



NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY


Unnayan Bhavan, 1st Floor, Block - A, Sector - II, Salt Lake, Kolkata - 700 091

Memo No: 18/1(14)/NDITA/18

Date: 05/01/2018

Copy forwarded for kind information and with request for publicity to:-

1. The Secretary KMDA, Unnayan Bhavan, Bidhannagar.
2. The Chief Engineer, Municipal Engineering Directorate, Bikash Bhavan, Bidhannagar, Kolkata - 700 091.
3. The Project Director, Sundarban Development Board, Mayukh Bhavan.
4. The Municipal Commissioner, Bidhannagar Municipal Corporation.
5. The Sub-Divisional Officer, Bidhannagar.
6. The Special Engineer, Urban Development & Municipal Affairs Department, Nirman Bhavan, Bidhannagar, Kolkata- 700 091.
7. The Executive Engineer 24 Parganas, Divn-II, MED, Bikash Bhavan.
8. The Executive Engineer (PWD) Division-I, Purta Bhavan.
9. The Chief Engineer, NDITA
10. The Executive Engineer, NDITA.
11. The Finance Officer, NDITA
12. Notice Board, NDITA.
13. Publication in our official website (www.ndita.org) , website of the Deptt. of M.A. (www.wbdma.gov.in) & (<http://wbtenders.gov.in>)
14. Publication in daily news papers.


Executive Officer

Nabadiganta Industrial Township Authority

