

# **NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY**

**UNNAYAN BHAVAN, 1<sup>ST</sup> FLOOR, BLOCK-A, SEC-II, SALT LAKE CITY, KOLKATA-700091**

## **NOTICE INVITING TENDER No – WBMAD/NDITA/04/2015-16**

(2nd Call of WBMAD/NDITA/02/2015-16 , Dated: 17/04/2015)

**Memo No: 572/NDITA/15**

**Date: 14/05/2015**

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. Earnest Money Deposit – The requisite Earnest Money, as specified in this N.I.T. shall be paid by drawing a Demand Draft/Pay order on any Nationalized Bank/Scheduled Bank in favour of Nabadiganta Industrial Township Authority, payable at Kolkata. Every such Demand Draft /pay order shall be drawn on or after the date of publish of N.I.T. At the time of uploading the tender, the intending tenderer shall upload a scanned copy of such Demand Draft/pay order along with his/her tender. Any tender without such Demand Draft/Pay order (Scanned copy of original) Excepting exemption as per G.O. shall be treated as informal and shall automatically be treated as cancelled.
- v. Structure and organisation (Form-A).
- vi. ‘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.
- vii. ‘Technical Bid’ – Technical specification for portable compactor of 10.5 cubic metre capacity and Technical specification of prime mover-chassis mounted rear loading hook loader capable of lifting and transporting portable compactor of capacity 10.5 cum.
- viii. Others
  - a) Declaration of not having common interest in the same serial (vide Form-B).
- ix. Drawings (if required).

**Note:**

- i. Tenders will be summarily rejected if any item in the statutory cover is missing.

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

- i. Certificates
  - a) Professional Tax (PT) Clearance Certificates and PAN, 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.
  - b) VAT Return Certificate of the last quarter of the previous financial year.
  - c) Valid of Electrical Contract License. (In case of Electrical works)
  - d) Declaration of the Electrical Supervisor engaged in the Concerned Company to be submitted through Notary. (In case of Electrical works)
  - e) Supervisor’s Competency Certificate holding part No. at least for 1, 2, 7A & 11. (In case of Electrical works)
  - f) 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) Memorandum of Articles for Limited Companies.
  - d) Society Registration and Bye-Laws for Cooperative Societies
- iii. **A. Eligibility Criteria/ Credential.**
  - a) The bidder must have minimum 2 (two) years of experience of manufacturing portable compactors & prime mover chassis hook loaders. Only manufacturers and authorized distributors of portable compactor & Hook Loader can quote.

- b) The bidder must have supplied minimum 20 nos. of portable/stationary compactors & 10 nos, of Hook loaders in last three years. Certificate of satisfactory performance of both the equipments for minimum 1 (one) year to be submitted along with tender bid. Experience of supply & performance certificate portable compactor without any reinforcement ribs on the body (where the complete compactor unit is taken by the Hook Loader) will only be considered. Credential of successful commissioning of the equipments will also be accepted.
- c) The bidder should have supplied Portable Compactor –Hook Loader combination to at least two Govt. / Reputed Pvt. Organization in India in last 2(two) years for similar kind of operations. Here also supply & performance of Static / Stationary / Moveable or any other type of compactors will not be accepted.
- d) Bidder should submit their own actual technical specification instead of only agreeing to compliance / confirming to the technical specification of Portable Compactor & Hook Loader as mentioned in the tender.
- e) Scanned copy of PAN card, P.Tax. Valid income tax ( for last 3 years), VAT clearance certificate, Last 3 years audited balance sheet, Credentials, Work Order, Payment Certificate, Bank Solvency Certificate in current Financial year and other supporting documents, Registration Certificate and / or trade license of the company must be submitted duly digitally signed at desired location in the official website <https://wbtenders.gov.in>.
- f) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty debarment etc.faced by him under any Govt. / Semi Govt. / Autonomous body / Institution through on line at desired location.
- g) Earnest Money:- The tenderer shall have to upload scanned copy of requisite earnest money along with the tender document in prescribed manner failing which the tender shall be rejected. The balance earnest money if any to fulfill 2 (two) percent of the tender value is to be deposited at the time of execution of formal agreement.
- h) The original documents of EMD (Earnest Money Deposit) may have to be furnished before the tender inviting Authority, when asked to do so during evaluation of the tender and L1 bidder shall submit the hard copy of original EMD and also have to furnish all the relevant documents in original to the Tender Inviting Authority along with the letter of acceptances of L.O.I.

**B. Completion Certificate**

- i. Completion Certificates for fully (100%) completed works during the current year and last three 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.

**C. 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.

#### D. **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 matter will be dealt with legally along with black listed of the tenderer.

#### iv. Others

- a) Declaration of not having common interest in the same serial (vide Form-B).
- b) List of all documents submitted.

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

#### v. **Deposition of Earnest Money as per Govt. of West Bengal Finance Department, Audit Branch Order No. 1592-F(Y) dated 20<sup>th</sup> March, 2014.**

In case of e-tendering, EMD/Bid security shall be collected as soft copy (Scanned copies of the originals) for Bank Drafts/Pay Order. The L1/Successful bidder shall have to submit the copy of the Bank Draft/Pay Order 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 construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

The original documents of EMD (Earnest Money Deposit) may have to be furnished before the tender inviting Authority, when asked to do so during evaluation.

### 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 **Taxes & duties to be borne by the Contractor**

Income Tax, VAT, Sales Tax, 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.

### 7.5 **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.

### 7.6 **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. 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**,
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. 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.
- iv. After holding such bids, final summary result would have to be uploaded in the web portal, through corrigendum.
- v. 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 (2<sup>nd</sup> 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. Bid validity:** The Bid will be valid for 120 days from the date of opening of the Financial Bid.

**11. Schedule of Dates for e-Tendering**

<b>Sl. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
<b>1.</b>	<b><i>Publishing Date</i></b>	<b><i>15.05.2015 at 11:00 hrs.</i></b>
<b>2.</b>	<b><i>Document Download start date</i></b>	<b><i>15.05.2015 from 11:00 hrs.</i></b>
<b>4.</b>	<b><i>Bid submission start date</i></b>	<b><i>15.05.2015 from 11:00 hrs.</i></b>
<b>5.</b>	<b><i>Bid submission end date</i></b>	<b><i>06.06.2015 upto 17:30 hrs.</i></b>
<b>6.</b>	<b><i>Submission of EMD</i></b>	<b><i>Scanned copy of Bank Draft should be submitted along with the tender</i></b>
<b>7.</b>	<b><i>Technical Bid opening date</i></b>	<b><i>08.06.2015 at 11:00 hrs.</i></b>
<b>8.</b>	<b><i>Uploading of Technical Bid Evaluation sheet</i></b>	<b><i>To be notified later on</i></b>
<b>9.</b>	<b><i>Financial Bid opening date</i></b>	<b><i>To be notified later on</i></b>
<b>10.</b>	<b><i>Uploading of Financial Bid evaluation sheet</i></b>	<b><i>To be notified later on</i></b>
<b>11.</b>	<b><i>Submission of Hard copy of EMD</i></b>	<b><i>After Issuance of LOI to the L1/Successful bidder</i></b>

**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.

## **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. Valid Electrical Contract License.
11. Declaration of the Electrical Supervisor engaged in the Concerned Company to be submitted through Notary.
12. Supervisor's Competency Certificate holding part No. at least for 1, 2, 7A & 11.
13. 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.
14. All the unserviceable materials will have to be deposited at NDITA as per direction EIC.
15. Certificate of Electrician holding workman's permit part 1(a) & (b) is to be produced to EIC before taking layout of the work.
16. VAT/Sales Tax, 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.

17. All working tools and plants, scaffolding, construction of vats & platforms will have to be arranged by the contractor at his own cost.
18. 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.
19. 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.
20. 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 authenticable 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. No Departmental materials shall be issued to the contractor
- 27. Commercial terms & conditions :**
  - I. Payment terms:
    - a) 10% (Ten percent) of contract price as advance after issue of Work order / Purchase Order / LOI against Bank Guarantee of equivalent amount.
    - b) 70% (Seventy percent) of contract price after receipt of equipments and its successful commissioning.
    - c) 20% (Twenty percent) of contract price after trial run & training to NDITA personnel.



- II. Inspection will be done at manufacturing site of bidder.
  - III. There shall be complete integrated free warranty for an initial period of 12 (Twelve) months
  - IV. Supply should be completed within 120 (days) from the date of issue of L.O.I. / Work Order / Purchase Order.
  - V. Delay fine will be 2% of the contract price per month after 120 days.
  - VI. Price should be Ex-works price inclusive of all taxes & duties, freight. Final Registration, comprehensive insurance & trial & training.
  - VII. Price quoted should be firm and should remain valid up to 180 days from the date of opening of tender.
  - VIII. Bank Guarantee towards performance security @ 10% of the contract price to be adopted which shall be retained by NDITA for one year warranty period.
  - IX. List of spares & consumables for 5 (five) years maintenance period with Individual rate should be mentioned but not to be included in the offered price.
  - X. Delivery to be made to NDITA site.
  - XI. The total quoted amount / price (both in figures and words ) shall have to be written in tender in Tender Form-1.
  - XII. For evaluation of price bid, only total offer rate will be considered.
28. Addendum / Corrigendum, if any, may be available from this 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

**LIST OF WORKS UNDER NIT NO: WBMAD/NDITA/04/2015-16 Dated: 14.05.2015**

(2nd Call of WBMAD/NDITA/02/2015-16 , Dated: 17/04/2015)

Sl. No.	Description	Quantity	Unit	Rate		Amount		Earnest Money		Time of Completion
				Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	
01	Portable Compactor capacity of 10 cum with Tip Cart Mechanism	03	No.					2% of total amount of Sl.No.01 & 02.	4 (four) Months from the date of Purchase Order / L.O.I.	
02	Prime Mover Chassis mounted Hook Loader capable of lifting and transporting Portable Compactor of capacity 10.5cum.	01	No.							

**Executive Officer**  
**Nabadiganta Industrial Township Authority**

**Memo No: 572/1(14)/NDITA/15**

**Date: 14/05/2015**

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

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

**Executive Officer**  
**Nabadiganta Industrial Township Authority**