

**OFFICE OF THE COUNCILORS OF KAMARHATI MUNICIPALITY**  
**P.O: BELGHARIA, DIST: NORTH 24- PARGANAS**  
**NOTICE INVITING TENDER**

Memo. No.: 1037/KM/PW/2015-16

Dated : 08.02.2016

**TENDER NO: WBMAD/KM/ NIT-4(e) /2015-16**

**The Chairman**, on and for behalf of the Board of Councilors of Kamarhati Municipality invites e-bid Tenders from reliable and resourceful Companies/Firms/Contractors having experience and acumen in construction work as noted below :

SI no	Name of Works :	Earnest Money [2% of the estimated amount put to Tender] Rs.	Amount put to tender (Rs.)
1	Construction of R.N.Tagore Road(Mastic Road) from M/S Anmol Electronics,B.T.Road to Muchipara,Dakshineswar within Kamarhati Municipality in Ward No-16. [2 <sup>nd</sup> Call]	2% of Amount Put to Tender	12610052.70
2	Development of Senerah Road starting from B.T.Road to Nilgunj Rd. under Ward No.23 [2 <sup>nd</sup> Call]	2% of Amount Put to Tender	753919.44

**3. Date and Time Schedule :-**

Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.T. and Tender Documents online) (Publishing Date)	08.02.2016 after 16.30 Hrs.
b)	Documents download start date	08.02.2016 after 16.30 Hrs.
c)	Bid submission start date (On line)	08.02.2016 after 16.30 Hrs.
d)	Bid Submission closing (On line)	15.02.2016 upto 16.30 Hrs.
e)	Last Date of submission of original copies of the Earnest Money Deposit and the acknowledgement copies of bidding document to AE of Kamarhati Municipality.	15.02.2016 upto 16.30 Hrs.
f)	Bid opening date for Technical Proposals (Online)	16.02.2016 upto 12.00 Hrs.
g)	Date of uploading list for Technically Qualified Tenderers (online)	To be notified Later
h)	Date and Place for opening of Financial Proposal (Online)	To be notified Later



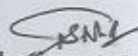
	Date of uploading of list of tenderers along with the offer rates through (on line),	To be notified Later
	Also if necessary for further negotiation through offline for final rate.	To be notified Later
4.	Time of completion	Time of completion of the Contract is 180 Days for All the Groups from the date of issue of Work Order.
5.	Site inspection & general information	Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices.
6.	Tender documents	A full set of Tender documents consists of 2 Parts. These are;
	I)	<b>Part I</b> containing all documents in relation to the name of the firm applied for and credentials possessed by them along with all relevant documents.
	II)	<b>Part II</b> containing following documents;
	a.	Bid Price / Price Schedule.(.xls sheet)
7.	Validity of Bid	A Bid submitted shall remain valid for a period of 180 calendar days from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.
8.	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.
9.	Acceptance of Bid	The Chairman, Kamarhati Municipality will accept the Bid. He does not bind himself to accept otherwise the lowest Bid and reserves to himself the right to reject any or all of the Bids received without assigning any reason thereof.
10.	Intimation	The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Municipal Form with the Chairman, Kamarhati Municipality and fulfill all his obligations as required by the Contract.
11.	Escalation of Cost	There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the O&M of the contract.
12.	Name & address of Engineer-In-Charge (EIC) of the Work	Assistant Engineer, Kamarhati Municipality.
13.	Execution of Work	The Contractor is liable to execute the whole work as per direction and instruction of the Assistant Engineer, Kamarhati Municipality. who is the Engineer in Charge of the work.



	Payment		Payment will be made to the Contractor/Agency by the Chairman, Kamarhati Municipality periodically only on receipt of written recommendation from the Assistant Engineer, Kamarhati Municipality.
15.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.
	<b>Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.</b>		
16.	In case office faces sudden closure owing to reason beyond the scope and control of the Chairman, any of last date/dates as schedule in Sl. No 3 may be extended up-to/to next and following working day without issuing further and separate notice the Chairman feels it to be necessary and exigent.		
17.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.		
18.	Bid Acceptance Authority is the Chairman, Kamarhati Municipality.		
19.	In case of any dispute arising from any clauses of similar nature between bid documents and Municipal tender form, the decision Assistant Engineer, Kamarhati Municipality, will be final and binding.		
20.	All usual deductions for taxes i.e. ST, IT, and Labour welfare Cess etc. as applicable will be made from the bills from time to time .		
21.	No conditional/ incomplete Bid shall be entertained.		
22.	In the event of e-Filing intending bidder may download the tender document from the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> directly by the help of Digital Signature Certificate & necessary cost of tender document may be remitted through demand draft/ pay order issued from any nationalized bank/Scheduled bank in favour of <b>Chairman, Kamarhati Municipality payable at Kolkata</b> & same may be documented along with earnest money Deposit through e-Filling, (scanned copy to be submitted) (Details of which has been narrated in "Instruction to Bidders").		
23.	Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> . Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule. The requisite cost of tender documents and 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 <b>in favour of Chairman, Kamarhati Municipality payable at Kolkata</b> . 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.		
24.	The Bidder, at the Bidder's 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, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.		



.	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 ULB. The Chairman, Kamarhati Municipality reserves the right to reject any application for purchasing Bid documents and to accept or reject any or all the offered bid /bids without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.
26.	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
27.	During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
28.	Before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A. / work order will not be issued in favour of the bidder under any circumstances.
29.	If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence: i) Municipal Form ii) NIT iii) Special terms & Condition iv) Technical bid v) Financial bid
30.	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.
31.	Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

  
**Chairman**  
**Kamarhati Municipality**

## INSTRUCTION TO TENDERERS/BIDDERS SECTION – A

### **1. General guidance for e-tendering**

Instructions/ Guidelines for tenderers for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

### **2. Registration of Tenderer**

Any tenderer 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 tenderer is to click on the link for e-tendering site as given on the web portal.

### **3. Digital Signature certificate (DSC)**

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Tenderer. DSC is given as a USB e-Token.

4. The contractor can search and download N.I.T. and Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **5. Submission of Tenders.**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in 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 copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **A. Technical proposal**

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

##### **A-1. Statutory Cover Containing**

i. Prequalification Application (Sec-B, Form – I)

ii. Only the Lowest bidder have to submit the cost of tender documents/ original documents as prescribed in the N.I.T., against each serial only after the financial evaluation.



iii. Scanned Copy of Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the N.I.T. against each of the serial of work in **favour of Chairman, Kamarhati Municipality. Payable at Kolkata**

iv. Financial Statement (Section – B, Form – II).

v. Affidavits (Ref:- format for general affidavit shown in "Y" Part "B". )

vi. Printed Tender Form and N.I.T. (Sl. 10; Part I) with all addenda and corrigendum (**download and upload the same Digitally Signed, quoting rate will only encrypted in the Price Schedule under Financial Bid. In case quoting any rate in Printed Tender Form the tender will be summarily rejected**).

vii. Special Terms, condition and specification of works.

viii. Certificate of Bank Guarantee by any Nationalized Bank (if required).

ix. Bank Solvency Certificate over the Tender amount of One (1.00) Crore (if required)

#### **A-2. Non statutory Cover Containing**

i. Professional Tax (PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, VAT Registration Certificate(up to date).

ii. Registration Certificate under Company Act. (If any).

iii. Registered Deed of partnership Firm/ Article of Association and Memorandum

iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)

v. Details Statement of Profit and Loss A/c for the for Last Three (3) years (year just preceding the current Financial Year will be considered as year – I)  
**In Case of the amount put to tender is above One (1.00) Crore , Bidders must have to submit the copy of Audited Balance Sheet for Last three Financial year( if required).**

vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)

vii. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.

viii. List of laboratory Instrument.

ix. List of technical staff along with structure and organization (Section – B, Form – III).

x. Credential: Bidder must have submit the credential in similar nature of work by completion certificate or payment certificate , **30 Percent of the Amount Put to The Tender for Each Serial.**

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to be summarily rejected for both statutory and non statutory cover.

### ***B. Tender Evaluation***

i. Opening and evaluation of tender: - If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).

ii. Opening of Technical proposal: - Technical proposals will be opened by the Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate.

iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non statutory documents (vide Cl. No. - 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evolution Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Kamarhati Municipality, Govt. of West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines.

v. Uploading of summary list of technically qualified tenderers.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenderer and for which their proposal will be considered and uploaded in the web portals.

vii. While evaluation, the committee 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 are not produced within the stipulated time frame, their proposals will be liable for rejection.

### ***C. Financial proposal***

As per Sl. 10, Part II. To be uploaded digitally signed by the Bidder.

6. Financial capacity of a tenderer will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. to be derived from the information furnished in **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working



Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. **This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Tenderer, the Tenderer will be provided with a revolving line of credit.** Such revolving line of credit should be maintained until the works are taken over by the Authority. Details Statement of Profit and Loss A/c for the for Last Three (3) years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.

#### **7. Penalty for suppression / distortion of facts**

Submission of false document by tenderer is strictly prohibited and in case of such act by the tenderer the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

#### **8. REJECTION OF BID**

**The Employer (tender accepting authority) 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 Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.**

The Tenderer who's Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.T., all addenda-corrigendum, special terms and condition (Section -C), different filled-up forms (Section -B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Tenderer.

  
**Chairman**

**Kamarhati Municipality**