

OFFICE OF THE COUNCILLORS OF UTTARPARA-KOTRUNG MUNICIPALITY

Uttarpara, Hooghly.

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**Notice Inviting e-Tender No. : UKM/016(e)/2015-16(2<sup>nd</sup> call)**

**Memo No : 4/1239**

**Dated 20-05-2016**

Chairman, on behalf of Uttarpara-Kotrung Municipality invites e-tender for the work detailed in the table below. (Submission of Bid through **online**) List of Schemes:

| Sl. No | Name of the work (1)  | Amount put to Tender (Rs.) (2)   | Earnest Money (Rs.) (3)   | Period of Completion (4)                    | Name of the Concerned officer (5)    | Eligibility of Contractor (6)  |
|--------|---|--|---|---|--------------------------------------|--|
| 01     | Beautification of Manomohan Udyan Park at C.A.Ground in ward no 14 (AMRUT SCHEME) | Rs. 6,58,545.00 (Rupees Six Lakh Fifty Eight Thousand Five Hundred and Forty Five only ) | 2% of estimated value to be submitted in the form of Bank Draft/Pay Order from Nationalized Bank in favour of "Uttarpara-Kotrung Municipality" payable at Uttarpara during submission of Tender | 40 days from the date of issuing work order | Chairman, U.K.M, Uttarpara, Hooghly. | a) Bonafied resourceful contractors having experience of execution of similar type of works/supply in Govt. Organization and with a valid payment certificate of executing a single contract of value not less than 1/2 of the estimated amount of this work/supply. No private credentials will be considered. Satisfactory completion certificate must have to be produced while depositing the tender. b) Intending Contractors /Tenderers must be financially sound and have their machineries required for the job. |

The cost of tender paper fee of Rs 2000/- (two thousand) for sl no-1, has to be paid in form of bank draft in favour of "Uttarpara-Kotrung Municipality" payable at Uttarpara

only by the L1 (lowest bidder) after the financial evaluation and before the formal agreement. The lowest bidder will contact the concerned deptt in this regard, failing which the bid will be treated as cancelled.

1) In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money may be remitted through **Demand Draft** issued from any nationalized bank in favour of the “**Chairman, Uttarpara-Kotrung Municipality**” payable at **Uttarpara-Kotrung** and also to be documented through e-filling. The original **Demand Draft** for Earnest Money Deposit (EMD) should be submitted physically in the Tender Box at the Office chamber of **Chairman, Uttarpara-Kotrung Municipality** under sealed cover before 24 hrs of the date and time of opening of tender.

2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per time Schedule stated in Sl. No.-15.

4) The financial offer of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the ‘Board of Councillors of Uttarpara-Kotrung Municipal Authority. The decision of the ‘Board of Councillors of Uttarpara-Kotrung Municipal Authority’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

#### 5) Eligibility criteria for participation in the tender

(1) As per NIT detail table (Sl. No. -7) above

Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2015-2016, Pan Card, VAT Registration are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

#### **Joint Ventures will not be allowed.**

A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job without assigning any reason thereof.

The executing agency may not get a running payment unless the gross amount of running bill is 30% of the tendered amount whichever is less. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No.-2911(of **Uttarpara-Kotrung Municipality**) so far as they relate to quantum and frequency of payment is to be treated as superseded.

Adjustment of price in respect of construction materials shall not be applicable. The bidders shall quote their rate accordingly.

#### **No mobilization advance and secured advance will be allowed.**

Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

All materials required for the proposed work shall be of specified grade inconformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from every Bill of the selected agency. There shall be no provision of Arbitration.

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

6) Date and Time Schedule:

| Sl. No | Particulars  | Date & Time                |
|--------|--|----------------------------|
| 01     | Date and Uploading of NIT & Other Documents  | 20/05/2016                 |
| 02     | Documents download/sell start date (Online)  | 20/05/2016 at 18.55 Hrs    |
| 03     | Bid submission start date (Online)   | 20/05/2016 at 18.55 Hrs    |
| 04     | Bid submission closing (Online)  | 27/05/2016 at 17.00 Hrs    |
| 05     | Last date of submission of original copies of the cost of Tender Documents & Earnest Money Deposit (Offline) | 30/05/2016 up to 16.00 Hrs |
| 06     | Bid opening date for Technical Proposals (Online)  | 31/05/2016 after 10.00 Hrs |
| 07     | Date of uploading list for Technically Qualified Bidder (Online)   | To be Notified Later       |
| 08     | Date for opening of Financial Proposal (Online)  | To be Notified Later       |

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

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

9) 2% of the estimated amount put to tender to be deposited in favour of "**Uttarpara-Kotrung Municipality**" in the form of Bank Draft on any nationalized Bank payable at Uttarpara.

10) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

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

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

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

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

**15) The intending Tenderers are required to quote the rate online.**

16) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

17) **Guiding Schedule of Rates:-**Rates have been taken from P.W.D./P.H.E. (W.B.) for “Building Works”, “Sanitary & Plumbing Works” Schedule of rates effective since 1st August'2010 read with 3rd & 4th corrigendum and “Roads” Schedule of rates effective since 2010.

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

19) The Chairman, Uttarpara-Kotrung Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and

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

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

22) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

- 1) Form No.-2911(ii)(of Uttarpara-Kotrung Municipality)
- 2) N.I.T.
- 3) Technical Bid
- 4) Financial Bid

23) Qualification criteria:

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

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

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial

stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder /tenderer will be rejected at any stage without any prejudice.

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

## SECTION - A INSTRUCTION TO BIDDERS

### **General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

#### **i. Registration of Contractor:**

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

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

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **iv. Participation in more than one work:**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

#### **v. Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

### **Technical Proposal:**

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

#### **5(a). Statutory Cover containing the following documents:**

- 1) Form No.- 2911(ii)(of Uttarpara-Kotrung Municipality )
- 2) N.I.T.
- 3) Form-1 to 4

4) Cost of Tender Paper & EMD Scan Copy.

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

**Financial Proposal :-**

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

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

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

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder

| Sl. No | Category Name     | Sub-Category Description | Detail(s)   |
|--------|-------------------|--------------------------|---|
| A      | Certificate(s)    | Certificate(s)           | VAT & Acknowledgement<br>PAN<br>P.F.<br>P.Tax (Challan)(2014-15)<br>Latest IT Report Receipt<br>IT-Saral for Assessment year<br>2014-15   |
| B      | Company Detail(s) | Company Detail(s)        | Partnership Firm (Partnership Deed, Trade License)Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company. |
| C      | Credential        | Credential               | Similar nature of work done & completion certificate which is applicable for eligibility in the tender as per Form-IV Section-B   |
| D      | Financial Info    |                          | Balance Sheet & Profit & Loss A/c. for the last 3(three) years (year just preceding the current Financial Year will be considered as year-I)  |
| E      | Man Power         | Technical Personnel      | List of Technical Staffs with Qualifications & Experience.  |

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

**Seal and Signature of the Tenderer**

**Chairman  
Uttarpara-Kotrung Municipality**

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

**Opening of Technical Proposal:**

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC). Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a).) will be opened first and if found in order, cover (folder) for Non- Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee. Summary list of technically qualified tenderers will be uploaded online. Pursuant to scrutiny & decision of the Board of Councilors' the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**1. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above/Below/At par) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

**Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**Rejection of Bid:**

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for employer's action.

**Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in Form No. -2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft / Pay Order/DCR issued from any nationalized bank in favour of the " **Uttarpara-Kotrung Municipality** "within time limit to be set in the letter of acceptance.

Seal and Signature of the Tenderer

Chairman,  
Uttarpara-Kotrung Municipality

SECTION – B  
FORM – I  
PRE-QUALIFICATION APPLICATION

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To  
The Chairman  
Uttarpara-Kotrung Municipality  
Uttarpara, Hooghly.  
712258.

Ref. : Tender for \_\_\_\_\_

(Name of work) \_\_\_\_\_

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**Notice Inviting e-Tender No. : UKM/016(e)/2015-16(2<sup>nd</sup> call)**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_ in the

Capacity \_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority /Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority /Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclosure(s) :** e-Filling –  
1) Statutory Documents.  
2) Non Statutory Documents.

**Date:**



**Seal and Signature of the Tenderer**

**Chairman,  
Uttarpara-Kotrung Municipality**

SECTION – B

Form-II

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date: \_\_\_\_\_

**Seal and Signature of the Tenderer**

**Chairman  
Uttarpara-Kotrung Municipality**

SECTION – B

FORM – III

STRUCTURE AND ORGANISATION

1) Name of Applicant :

\_\_\_\_\_

2) Office Address :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No:-

\_\_\_\_\_

Fax No:-

\_\_\_\_\_

3) Name & Address of Bankers:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Attach an organization chart :  
showing the structure of the  
company with names of Key  
personnel and technical staff  
with Bio-data.

\_\_\_\_\_

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation

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

Seal and Signature of the Tenderer

Chairman, Uttarpara-Kotrung Municipality

SECTION - B

FORM - IV

Experience Profile

Name of the Firm : \_\_\_\_\_

List of projects completed that are similar in nature to the works having more than 50% (fifty percent) of the project cost executed during the last 3(three) years.

| Name of Employer | Name, Location & nature of work | Name of Consulting Engineer responsible for supervision | Contract price in Indian Rs. | Percentage of participation of Company | Original date of start of work | Original date of completion of work | Actual Date of starting the work | Actual Date of completion of work | Reasons for delay in completion (if any) |
|------------------|---------------------------------|---|------------------------------|--|--------------------------------|-------------------------------------|----------------------------------|-----------------------------------|--|
|                  |                                 |   |                              |  |                                |                                     |                                  |                                   |  |

Note:-

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in Schedule will result in Disqualification of the firm

\_\_\_\_\_  
Signature of applicant including title and

and capacity in which application is made

**Seal and Signature of the Tenderer**

**Chairman, Uttara-Kotrung Municipality**