

**OFFICE OF THE MUNICIPAL COUNCILORS OF BANKURA**



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**Dated- 25 / 01 / 2020**

**Memo no:- 4415 (1-27) / VIII-14**

**NOTICE INVITING ELECTRONIC TENDER NO- WBMAD/CM/BM/16/SL1-27/19-2020 OF THE  
CHAIRMAN, BANKURA MUNICIPALITY  
Id. No. 2020\_MAD\_268566\_1 to 27**

The Chairman, Bankura Municipality, invites e-Tender for the work detailed in the table below. (Submission of Bid through online)

1. List of schemes:-

Sl No	Name of the work	Estimated amount put to tender	Earnest Money	Price of Technical & Financial Bid Documents Form- 'K' & Other Document. (for the L1 Bidder at the time of agreement)	Period of Completion
1	Reconstruction of bitumious road from front of Dharmashala to Rathtala via Chandidas cinema hall within ward no 5 of Bankura Municipality.	Rs. 1395006/- (thirteen lakh ninety five thousand six) only	Rs. 27900/- (twenty seven thousand nine hundred) only	Rs. 3000.00 (three thousand only)	30(thirty) days
2	Reconstruction of bitumious road from (i) house of Dharani Das to house of Asok Nag at Cinema Road and (ii) house of Tapan Mishra to Ramdulal Chatterjee at Majhi para within ward no 5 of Bankura Municipality.	Rs. 1282392/- (twelve lakh eighty two thousand three hundred ninety two) only	Rs. 25648/- (twenty five thousand six hundred forty eight) only	Rs. 3000.00 (three thousand only)	30(thirty) days
3	Reconstruction of bitumious road from Hareswear mela to Pilgrim Road via Fansidanga More within ward no 6 under Bankura Municipality.	Rs.2190548/- (twenty one lakh ninety thousand five hundred forty eight) only	Rs. 43811/- (forty three thousand eight hundred eleven) only	Rs. 4500.00 (four thousand five hundred) only	30(thirty) days
4	Reconstruction of cement concrete road at different places of Moldubca area within ward no - 7 of Bankura Municipality	Rs.835584/- (eight lakh thirty five thousand five hundred eighty four) only	Rs. 16712/- (sixteen thousand seven hundred twelve) only	Rs. 2000.00 (two thousand) only	30(thirty) days

5	Reconstruction of bitumious road from (i) house of Suresh Sarkar to existing culvert near M. Bandapadhyay's house and (ii) Idgamahalla sweeper colony to Sikhariya para road through Hatmohatap School within ward no 12 of Bankura Municipality.	Rs.1244612/- (twelve lakh forty four thousand six hundred & twelve) only	Rs. 24892/- (twenty four thousand eight hundred ninety two) only	Rs. 2500.00 (two thousand five hundred only)	30(thirty) days
6	Construction of cement concrete road and drain at different places of Sukanta Pally within ward no - 4 of Bankura Municipality.	Rs.2617959/- (twenty six lakh seventy nine thousand nine hundred & fifty nine) only	Rs. 52359/- (fifty two thousand three hundred fifty nine) only	Rs. 5000.00 (five thousand only)	30(thirty) days
7	Reconstruction of bitumious road of District Correctional Home Road Starting from Machantala More to Correctional Home within ward no 1 of Bankura Municipality.	1329425/- (thirteen lakh twenty nine thousand four hundred & twenty five) only	Rs. 26589/- (twenty six thousand five hundred eighty nine) only	Rs. 3000.00 (three thousand only)	30(thirty) days
8.	Reconstruction of CC road from Laxmikanta Garai's Shop at Gopinathpur to the Shop of Bishnu Kumar Agarwal at the junction of Natunganj Road and Construction of CC Road over BT Road from Rashtala More to Namu Teligoria Mansa Mela Area within Ward No 3 of Bankura Municipality.	906977/- (nine lakh six thousand nine hundred & seventy seven) only	Rs. 18140/- (eighteen thousand one hundred forty) only	Rs.2000.00 (two thousand only)	30(thirty) days
9.	Reconstruction of bitumious road of Jogeshpally Road starting from L.I.C. More to the house of Durga Babu via the house of Manas mandal and Naru Bagdi and Natunchati Haripara Road starting from Saradamoni College to the House of Debesh Babu at haripara Lane within ward no 21 of Bankura Municipality.	4179199/- (forty one lakh seventy nine thousand one hundred & ninety nine) only	Rs. 83584/- (eighty three thousand five hundred eighty four) only	Rs. 8500.00 (eight thousand five hundred only)	30(thirty) days
10.	Construction & reconstruction of bituminious with a crossing culvert from Bibekananda More to NH 60 near Dwarakeswar brige within from ward no 23 under Bankura Municipality.	2940872/- (twenty nine lakh forty thousand eight hundred & seventy two) only	Rs. 58817/- (fifty eight thousand eight hundred seventeen) only	Rs. 6000.00 (six thousand only)	30(thirty) days
11.	Construction of Khudiram Sarani road with cement concrete over bituminious damaged road within ward no 22 under Bankura Municipality.	1255196/- (twelve lakh fifty five thousand one hundred & ninety six) only	Rs. 25118/- (twenty five thousand one hundred eighteen) only	Rs. 3000.00 (three thousand only)	30(thirty) days
12.	Reconstruction of bituminious along with C.C. of Millanpally Main road with a by lane within ward no 22 under Bankura Municipality.	2137614/- (twenty one lakh thirty seven thousand six hundred & fourteen) only	Rs. 42752/- (fourty two thousand seven hundred fifty two) only	Rs. 4000.00 (four thousand only)	30(thirty) days
13	Construction of cement concrete road at Malla & Saradapally (N) within ward no. 20 under Bankura Municipality.	2436614/- (twentyfour lakh thirty six thousand six hundred & fourteen) only	Rs. 48732/- (fourty eight thousand seven hundred thirty two) only	Rs. 5000.00 (five thousand only)	30(thirty) days

14.	Construction of cement concrete road with crossing culvert along with repairing of drain check wall within ward no. 19 under Bankura Municipality.	3154485/- (thirty one lakh fifty four thousand four hundred & eighty five) only	Rs. 63090/- (sixty three thousand ninety) only	Rs. 6500.00 (six thousand five hundred only)	30(thirty) days
15.	Reconstruction of different bituminous along with C.C. road within ward no 18 under Bankura Municipality.	2819471/- (twenty eight lakh nineteen thousand four hundred & seventy one)only	Rs. 56389/- (fifty six thousand three hundred eighty nine) only	Rs. 6000.00 (six thousand only)	30(thirty) days
16.	Construction and reconstruction of cement concrete road at different places at Mishrapara Pathakpara and Loharpara beside the Hi- drain within ward no. 9 under Bankura Municipality.	1643317/- (sixteen lakh forty three thousand three hundred & seventeen) only	Rs. 32866/- (thirty two thousand eight hundred sixty six) only	Rs. 3500.00 (three thousand five hundred only)	30(thirty) days
17.	Reconstruction of bituminous road from Subhankar sarani More to Kabbar gate & Dipen das house to Bypass road within ward no 11 of Bankura Municipality.	3607821/- (thirty six lakh seven thousand eight hundred & twenty one) only	Rs. 72156/- (seventy two thousand one hundred fifty six) only	Rs. 7500.00 (seven thousand five hundred only)	30(thirty) days
18.	Construction of of CC road from Subhankar Sarani back side of Zilla Parishad Auditorium- Sri Uday Mahapatra house through Dr. Srimani house and Animesh Chodhury house through Banshi Behula house to Shib Mandir house within ward no 11 of Bankura Municipality.	2705747/- (twenty seven lakh five thousand seven hundred & forty seven)only	Rs. 54115/- (fifty four thousand one hundred fifteen) only	Rs. 5500.00 (five thousand five hundred only)	30(thirty) days
19	Reconstruction of bituminous road of Patpur road starting from Stadium more to Boltala Harimela at Patpur area within ward no 17 of B.M.	3034334/- (thirty lakh thirty four thousand three hundred & thirty four) only	Rs. 60687/- (sixty thousand six hundred eighty seven) only	Rs. 6000.00 (six thousand only)	30(thirty) days
20.	Construction of C.C. Road from the house of Ananda Babu to the house of Joydeb Singha via the house of Subhas Sahana and Dompapa and malakar para at Lokepur area within ward no-16 under Bankura Municipality.	1976941/- (nineteen lakh seventy six thousand nine hundred & forty one)only	Rs. 39539/- (thirty nine thousand five hundred thirty nine) only	Rs. 4000.00 (four thousand only)	30(thirty) days
21.	Construction of C.C. Road from the house of Totan Hazra to main road via the house of Rathin Dey and Cure Nurshing home to the house of Joytsna Das at Pranabananda pally area within ward no-15 under Bankura Municipality.	1935482/- (nineteen lakh thirty five thousand four hundred & eighty two) only	Rs. 38710/- (thirty eight thousand seven hundred ten) only	Rs. 4000.00 (four thousand only)	30(thirty) days
22.	Construction of C.C. Road from Lokepur Post office to the house of Samiran Chatterjee at Had para and from the house of Asoke Das to the house of Bankim Das at Sikharia Para area within ward no-15 under Bankura Municipality.	756085/- (seven lakh fifty six thousand & eighty five) only	Rs. 15122/- (fifteen thousand one hundred twenty two) only	Rs. 2000.00 (two thousand only)	30(thirty) days
23.	Construction of C.C. Road from house of Shit babu to the house of Swadesh Patra from house of Sandhya Bauri to the house of Asoke Sen and the house of Kalyan Adhikari to the house of Ghatak Babu at Pranabananda pally area within ward no-15 under Bankura Municipality.	1593021/- (fifteen lakh ninety three thousand & twenty one) only	Rs. 31860/- (thirty one thousand eight hundred sixty) only	Rs. 3500.00 (three thousand five hundred only)	30(thirty) days

24.	Construction of C.C. Road from house of Prasenjit Sahis to Mansa mandir via the house of Subha Majumdar and shop of Lab to the house of Tapan Banerjee at Chameri basti area within ward no-15 under Bankura Municipality.	1488202/- (fourteen lakh eighty eight thousand two hundred & two) only	Rs. 29764/- (twenty nine thousand seven hundred sixty four) only	Rs. 3000.00 (three thousand only)	30(thirty) days
25.	Construction of of CC road from the mother & Child hub to existing CC road, from existing CC road to the house of Tusar Kanti Sinha in front of the house of Sudip Das and from the house of Abhijit Das to the house of Tapan Das at Mrinmoyee pally within ward no 13 of Bankura Municipality.	2548599/- (twenty five lakh forty eight thousand five hundred & ninety nine) only	Rs. 50972/- (fifty thousand nine hundred seventy two) only	Rs. 5000.00 (five thousand only)	30(thirty) days
26.	Construction of of CC road from the shop of Sanjay Kundu to Kabirajpara more, Dutta mela to Bauripara via Daserbandh , soap of Matu to Padderpara durga mela, Nimtala more to the house of Dilip Mukherjee and Basulimela to the Henshpara kalimandir via Baistampara at Rajgram area within ward no 14 of Bankura Municipality.	3125828/- (thirty one lakh twenty five thousand eight hundred & twenty eight) only	Rs. 62517/- (sixty two thousand five hundred seventeen) only	Rs. 6500.00 (six thousand five hundred only)	30(thirty) days
27.	Construction of of CC road from Mansamela to the house of Dhiraj Sahana at Lokepur Malpara area within ward no 16 of Bankura Municipality.	1162599/- (eleven lakh sixty two thousand five hundred & ninety nine) only	Rs. 23252/- (twenty three thousand two hundred fifty two) only	Rs. 2500.00 (two thousand five hundred only)	30(thirty) days

For Road Works : Schedule of rates for Road & Bridge Works of P.W. (Roads) Directorate effective from 03/8/2018 alongwith. up-to-date corrigenda and addenda.

**Building Works :** Schedule of rates of P.W.D. with effect from 01/11/2017 for Building, Sanitary & Plumbing works, materials and labour along with upto date corrigenda and addenda.

In the event of e-filing, intending tenderer may download the tender documents consisting of this N.I.T. Instruction to tenderer (section-A), different forms & affidavits (Section-B), Special Terms & Conditions (Section-C), Specification of work (Section-D), Schedule of works (BOQ), Form-‘K and Corrigenda & Addenda (if any) from the web site <http://etender.wb.nic.in> directly with the help of digital signature certificate. Necessary cost of earnest money may be remitted through RTGS / NEFT issued from any nationalized / scheduled bank in favour of “Chairman, Bankura Municipality, payable at Bankura and also to be documented through e-filing the original RTGS / NEFT against Earnest Money Deposit (EMD)

1. Both Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed in the Website <http://etender.wb.nic.in>
2. Tender documents may be downloaded from website and submission of Technical Bid & Financial Bid will be done as per time schedule.
3. The FINANCIAL OFFER of the prospective tenderer will be consider only if the TECHNICAL BID of the tenderer is found qualified by the ‘Tender Evaluation Committee’ formed by the Chairman, Bankura Municipality. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect. The list of qualified tenderer will be displayed in the website.
4. Eligibility criteria for participation in the tender.
  - i. The prospective tenderer shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this notice at least in a single same nature work of this Municipality and having a magnitude of 40% (Forty percent) of the amount put to tender.

[Non-statutory documents]

N.B.: Estimated amount, Date of completion of project and detail communicational address of client must be indicated in the Credential Certificate.

- ii.** The prospective tenderer shall have in their full time engagement experienced technical personal. (Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation)
- [Non-statutory documents]
- iii.** Income Tax Acknowledgement Receipt for the Latest Assessment year, copy of P.T. Deposited Challan for the year 2019-2020, copy of Pan Card, GST Identification No. are to be accompanied with the Technical Bid Documents.
- [Non-statutory documents]
- iv.** The prospective tenderer 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 of rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective tenderer without which the Technical Bid shall be treated as non-responsive)
- v.** The available Bid capacity (to be calculated on the basis of prescribed format) of the prospective applicant shall not be less than estimated amount put to tender.
- vi.** In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3 CD Form are to be furnished along with the balance sheet and profit and Loss Account and all the documents along with schedules forming the part of balance sheet and Profit & Loss Account should be in favor of applicant. No either name alongwith applicant's name in such enclosures will be entertained.
- [Non-statutory documents]
- vii.** The prospective tenderer should own or arrange through lease hold registered agreement, the required plant and machineries. Conclusive proof of ownership in favour of owner, leaser of plant & machineries in working condition shall have to be submitted.(Ref. Form-IV, Section-B)
- [Non-statutory documents]
- viii.** Register partnership deed for partnership firm is to be submitted. The company shall furnish the Article of Association and Memorandum. 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 or such firm to upload such tender.
- [Non-statutory documents]
- ix.** Registered Unemployed Engineer's Co-operative Societies / Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report Minutes of last A.G.M. along with other relevant supporting papers
- x.** Joint Ventures will not be allowed.
- xi.** A prospective tenderer 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. A prospective tenderer (including his participation in partnership) shall be allowed to participate in single work as mentioned in the list of schemes of this NIT.
- 5.** The successful tenderer shall establish field testing laboratory equipped with requisite instruments in conformity with relevant code of practice and technical staff according to the requirements of works to be executed.
- 6.** The executing agency (successful tenderer) may not get a running payment unless the gross amount of running bill will be 50(fifty) lakh or 30% of the tendered amount whichever is less. Provision in Clause(s) 7, 8 & 9 contained in Form-'K' so far as they relate to quantum and frequencies of payment are to be treated as superseded.
- 7.** Constructional Labour welfare Cess @ 1% (one percent) of cost of construction will be deducted from every bill of the selected agency, Royalty & all other Statutory levy / Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.

**8.** Adjustment of Price (increase or decrease) Vide Notification No.23-CRC/2M-61/2008, Dated:13.03.2009 & Notification No. 38-CRC/2M-61/2008 Dated 20.04.2009 shall not be applicable. Since B.O.Q for the works under this N.I.T. the tenderer shall quote their rate (percentage above / below / at per) accordingly considering that no escalation and / or price adjustment will be allowed by the department there to under any circumstances.

**9.** No Mobilization Advance and Secured Advance will be allowed.

**10.** Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, shoring of materials, labour shed, laboratory etc at their own cost and responsibility nearest to the work site.

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

**12.** All materials required for execution of each work (as per BOQ) to be produced and supplied at site by the contractor at his own cost.

**13.** Bids shall remain valid for a period not less than 60 days (sixty) from the last date of submission of Financial Bid / Sealed Bid if the tenderer withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited without assigning any reason thereof.

**14.** All materials required for the proposed scheme including bitumen (all grade) bitumen emulsion cement & steel shall be of specified grade & approved brand in conformity with relevant code of practice (latest revision) & manufacture accordingly & shall be produced & supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of bitumen, bitumen emulsion, cement & steel are to be submitted along with Chalan and test certificates in the event of further testing by the Engineer-in-charge, then such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost. Only 60/70 (VG 30) grade paving bitumen of I.O.C.L / B.P.C.L. / H.P.C.L (from nearest depot) will be permitted as straight run bitumen.

**15.** Date & Time schedule:-

Sl No	Particulars	Date & Time
1	Date of uploading of N.I.T and other documents	29.01.2020 at 09.00 hours
2	Date of start of downloading the documents, etc	29.01.2020 at 11.00 hours
3	Date of start of submission of Technical Bid & Financial Bid	29.01.2020 at 12.00 hours
4	Date of closing of downloading the documents, etc	12.02.2020 at 16.00 Hours
5	Date of closing of submission of Technical Bid & Financial Bid	12.02.2020 at 17.00 Hours
6	Date opening of Technical Bid at Office of the Board of Municipal Councillors, Bankura Municipality.	14.02.2020 at 17.00 Hours

**16.** There shall be no provision of arbitration hence C.I. 25 of Form-'K' is omitted vide notification no. 558/SPW dt. 13.12.2011 of Secretary, to the government of West Bengal.

**17.** DEFECT LIABILITY PERIOD : Vide Notification No.5784-PW/L&A/2M-175/2017 dated 12.09.2017, the modified Clause 17 of Form 'K' to be read as : Three years Defect Liability Period:

- i) 30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;
- ii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;

**18.** Earnest Money: The amount of earnest money @2% (two percent) of the Estimated Amount put to tender in the shape of RTGS/NEFT of any nationalized / scheduled bank drawn in favour of "The Chairman, Bankura Municipality payable at Bankura against the work. This clause is also applicable for all categories of applicants except those are exempted as per prevailing Government Order.

**19.** The tenderer at the Tenderer'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 Tenderer's own expense.

**20.** The intending tenderer shall clearly understand that whatever may be the outcome of the present invitation of Bids no cost of binding shall be reimbursable by the Chairman, Bankura Municipality reserves the right to reject any application for purchasing Bid documents and to except or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of bidding.

**21.** Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in Instructions to Tenderer before bidding.

**22.** In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.

**23.** All intending tenderer are requested to be present in the chamber of the Chairman, Bankura Municipality during opening of the tender to observe the tender opening procedure.

**24.** **CONDITIONAL and INCOMPLETE TENDER** will not be accepted under any circumstances.

**25.** Necessary requirement of principal machineries and laboratories which must be possessed either owned or leased by the tenderer [Non-statutory documents]

Other modern machinery required for the work to be executed by Mechanical means as far as practicable. Necessary certificate should be submitted for authenticity of own / leased machineries.

N.B: Original documents in support of own possession / arrange through lease hold registered agreement of the aforesaid machineris is to be furnished if required by the Tender Inviting Authority.

In the event of acceptance of lowest tendered rate no multiple lowest rates will be considered by the department.

**26.** The Chairman, Bankura Municipality reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.

**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 tender will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.

**28.** Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary After verification , if it is found that such documents submitted by the lowest tenderer is either manufacturer or false in that case work order will not be issued in favour of the tenderer 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.** Form- 'K'
- ii.** N.I.T
- iii.** Special terms & Condition
- iv.** Technical Bid
- v.** Financial Bid

### **Qualification Criteria**

The Tender Inviting & Accepting Authority will determine the eligibility of each tenderer, the tenderer shall have to meet all the minimum criteria regarding:

- a.** Financial Capacity.
- b.** Technical Capability comprising of personal & equipment capability.
- c.** Experience.

The eligibility of a tenderer will be ascertained on the basis of the documents 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 tenderer is either manufactured or false, in such cases the eligibility of the tenderer / tender will be rejected at any stage without any prejudice.

**30.** This N.I.T shall form a part of the contract document. The successful tenderer on acceptance of his bid by the Accepting Authority sign the contract consisting of N.I.T. all tender documents forming part of the time of

the Bid uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and standard Form-‘K’ (Ref. Sl. No. A.9.-section-A).

**31.** Periodical quality test of materials supplied by the agency and final products are to be made as per guideline of schedule of P.W.D. / I.S. at contractor’s cost. Normally quality control test of supplied materials / final products will be done in the Deptt. Laboratory. Otherwise testing of materials / final products will be done from the outside recognized laboratory at the discretion of Engineer-in-charge. In both the cases necessary cost of testing charges will be borne by the agency.

Sd/-  
Chairman  
Bankura Municipality

**Memo No: 4415 (1-27) (10) /VIII-14**

**Dated : 25 / 01 / 2020**

Copy forwarded for information to:-

1. The Hon’ble Member Chairman-in-councill (P.W.D), Bankura Municipality.
2. The Executive Officer Bankura Municipality.
3. The Finance Officer Bankura Municipality
4. The Head Clerk, Bankura Municipality.
5. The Accountant, Bankura Municipality.
6. The Cashier, Bankura Municipality.
7. Notice Board of this Office
8. The I.T. Co-ordinator, Bankura Municipality, Bankura asked to uploading official website of this Municipality.

Sd/-  
Chairman  
Bankura Municipality



## SECTION - A

### INSTRUCTION TO BIDDER

#### **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.

#### **a. Registration of Contractor:**

- i. 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 <http://wbtenders.gov.in> 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. Submission of Tenders:  
Tenders are to be submitted through online to the website stated in notice 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). NIT with Special terms & conditions and specification of works.

#### **b. Non-statutory Cover Containing the following documents:**

- i. Professional Tax (PT) deposit receipt challan for the financial year 2019- 2020, Pan Card, IT Saral for the Assessment year 2019-2020, GST Identification Number.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any) duly registered.

- v. Statutory audit report or Tax Audited Report in 3 CD/ 3 CA form along with Balance Sheet & Profit & Loss A/c. for the last 5 (*five*) years (year just preceding the current Financial Year will be considered as year – D)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co- Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co- Operative Society / Engineers' Co-Operative Society.  
List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill.
- vii. List of Technical staffs along with structure & organization .
- viii. Financial Statement

Necessary affidavit may be done against the same have to be submitted along with the tender. Scanned copy of Original Credential Certificate as stated of N.I.T. shall have to submit (on line).

- ix. Affidavits (Ref:- format for general affidavit shown in Form No. X & Y, Section - B)
- x. Certificate of revolving line of credit by the Bank (*if required*).

**N.B.:** Failure of submission of any of the above mentioned documents as stated in NIT. may render the tenderer liable to be rejected for both statutory & non statutory cover.

**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 No Statutory Documents' to send the selected documents to Non-Statutory folder. Next Click the tab Click to Encrypt and upload and then click the Technical Folder to upload the TechnicalDocuments.

Sl. No.	Category Name	Sub- Category	Detail(s)
A.	Certificate(s)	Certificate(s)	<ol style="list-style-type: none"> <li>1. GST Identification Number &amp; Acknowledgement. PAN.</li> <li>2. P Tax (Challan) (2019- 2020).</li> <li>3. Latest IT Receipt.</li> </ol>
B.	Company Detail(s)	Company Detail	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License) Partnership Firm</li> <li>2. (Partnership Deed, Trade License) Ltd. Company(Incorporation Certificate, Trade License) Society (Society</li> <li>3. Registration Copy, Trade License,</li> </ol>
C.	Credential	Credential	Completion certificate or Credential certificate for executed amount of completed work from competent authority which is applicable for eligibility in this tender.
D.	Equipment	Machineries	Declaration of equipments as par document
E.	Financial (Information)	Work in hand	<ol style="list-style-type: none"> <li>1. Financial Statement (Section – B FORM-II)</li> <li>2. Affidavits – X and Affidavits - Y.</li> <li>3. Certificate of revolving line of credit by the Bank.</li> </ol>
		Profit & Loss A/c. and Balance Sheet for the last five financial year .	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
F.	Man Power	Technical Personnel	List of Technical Staffs along with Structures & organization.

## Tender Evaluation Committee (TEC)

### Opening & evaluation of tender:

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 Chairman, Bankura Municipality and his authorized representative electronically from the website using their Digital Signature Certificate (DSC) and verified by the S.A.E.

P.W. Department Bankura Municipality, Bankura.

Intending tenderers may remain present if they so desire

## **Section A**

Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

encrypted (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 Tender Evaluation Committee 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 or 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.

## **Financial Proposal**

- I. The financial proposal should contain the following documents in one cover (folder) i.e.
  - Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.
- II. Financial capacity of a bidder 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 (Section - B) i.e., Application for Pre-qualification & 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 nationalized bank / authorize bank of **RBI** 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 Bidder, the Bidder 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 Engineer-in-Charge / Employer. The audited Balance sheet for the last 3(*three*) years, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

III. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

IV. 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 Evaluation Committee 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.

V. 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.

VI. Award of Contract

- a. The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
- b. The notification of award will constitute the formation of the Contract.

## Section B

1. A table B containing value of all the existing commitments and ongoing workings to be completed during the next \_\_\_\_\_ years (prescribed time for completion of the works for which Bids are invited) is as follows :

Sl.No.	Name of Work Project	Name of the Employer	Percentage of participation of Bidder in the project	Stipulated period of completion as per Agreement / L OA with the start date	Value of contract as per Agreement / L OA Rs	Value of work completed Rs.	Balance value of work to be completed Rs	Anticipated date of completion	Financial liability to incurred for the said work/project during the period of the subject
1	2	3	4	5	6	7	8	9	10

.....  
 .....  
 Signature, name and designation  
 of Authorised Signatory  
 For and on behalf of  
 .....  
 (Name of the Applicant)

Note :

1. All the documents to be submitted in support of Annexure-A must be duly signed and sealed by the applicant/bidder and authenticated by Statutory Auditor's firm \_\_\_\_\_

**SECTION – B**  
**AFFIDAVIT-X**

**(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)**

Work in progress				Work order issued but work not started		
Sl. No .	Name of the work with Tender No.	Estimated Amount	% of work executed	Sl. No .	Name of the work with Tender No.	Tendered Amount

.....  
 Signed by an authorized officer of the firm.  
 Title of the officer  
 Name of the Firm with Seal  
 Date: \_\_\_\_\_

**SECTION – B**

**AFFIDAVIT – Y**  
**(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)**

- 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 tender by the A N Y G O V T Department 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: \_\_\_\_\_



**SECTION – B**  
**FORM-I**  
**STRUCTURE AND ORGANISATION**

- 1) Name of Applicant :
- 2) Office Address :  
\*Telephone No. and e-Mail ID :  
Fax No. :
- 3) Name and 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.

**Telephone No. and \*eMail id must be filled up.**

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

**SECTION – B**  
**FORM – II**  
**FINANCIAL**  
**STATEMENT**

B/II/1 Name of Applicant

B/II/2 Annexure-A

Information of audited financial statements for the last year to demonstrate the current soundness of the Bidder's financial position :

1. The Bidder's Net worth for the last year calculated on the basis of capital, profit and free reserve available to the firm as the should be positive.

In case of Joint Ventur, Net worth for each partner of the joint venture should be positive, which shall be calculated as follows:

- i) If Joint Venture is a company, Net worth should be consists of share capital, profit and free reserve available to the company.
- ii) If Joint Venture is a partnership of proprietary firm, Net worth should consist of capital, profit and free reserve available to the firm.

2. Bidders, who meet the minimum qualification criteria, will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the works. The available bid capacity will be calculated as under :

**Assessed Available Bid Capacity = (AxNx2-B)** where

A=Maximum value of engineering works in respect of Projects executed in any one year during the last five years (updated to the price level of the year indicated in table below under note) taking into account the completed as well as works in progress. The projects include turnkey project/item rtate contract/Construction works.

N= Number of years (i.e., ---- year) prescribed for completion of the works for which Bids are invited.

B= Financial liability of the bidder to be incurred for existing commitments and on going works during the period of the subject contract.

To calculate the value of "A"

i) A table containing value of Engineering Works in respect to Projects (Turnkey projects/item rate contract/Construction works) undertaken by the Bidder during the last 3 years is as follows :

Sl. No.	Year	Value of Engineering Works undertaken w.r.t. Projects(Rs. in crores)
1	Year-3	
2	Year-2	
3	Year-1	

ii) Maximum value of projects that have been undertaken during the F.Y. \_\_\_\_\_ out of the last 3 years and value thereof is Rs. \_\_\_\_\_ Crores

(Rupees \_\_\_\_\_). Further, value updated to the price level of the year indicated in Table is as follows : Rs. \_\_\_\_ Crores X \_\_\_\_\_ (Updation Factor as per Table annexed)  
= Rs. \_\_\_\_\_ Crores (Rupees \_\_\_\_\_).

Table indicating the factor for the year for updation to the price level is indicated as under

Sl. No.	F.Y./Calender Year	Updation factor
1	Year-1	1.00
2	Year-2	1.05
3	Year-3	1.10

iii) Net worth for the last year of \_\_\_\_\_ (name of the company)..Rs. ....(in Cr.).....

Thus, available assessed Bid Capacity Stands as: (A x N x 2-B) = ..... = Rs.

Signature, name and designation of  
Authorised Signatory

For and on behalf of  
..... (Name of Applicant)

.....  
..... Name of the Statutory Auditor's firm

Seal of the Audit Firm:  
(Signature, name and designation and Membership No. of authorized signatory)

To calculate the value of "B"

- 3 Following table containing value of all existing commitments and ongoing workings to be completed during the next ..... Years (prescribed time for completion of the works for which Bids are invited) as follows:

Sl. No.	Name of Work/ Project	Name of the Employer	Percentage of participation of Bidder in the project	Stipulated period of completion as per Agreement/ LOA with the start date	Value of Contract as per Agreement/ LOA  Rs.	Value of work completed  Rs.	Balance value of work to be completed  Rs.	Anticipated date of completion	Financial liability to be incurred for the said work/ project during the period of the subject contract Rs.
1	2	3	4	5	6	7	8	9	10
i)									
ii)									
iii)									
								TOTAL	

<p>.....</p> <p>Signature, name and designation of authorized signatory</p> <p>For and on behalf of (Name of the Applicant)</p>
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Note:

All the documents to be submitted in support of Annexure-A must be duly signed and sealed by the applicant/ bidder and authenticated by Statutory Auditor's firm

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

# 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 25% (*forty percent*) of the project cost executed during the last 3 (*three*) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer for supervision	Contract price in Indian Rs.	Percentage of Participant 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 incompletion (if any)

Note:

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

.....  
.....

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