



# Office of the Municipal Councillors Bankura Municipality

P.O. BANKURA, DIST. BANKURA, PIN:722101

Ph. No. (☐) 03242-259269/250367

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Memo no: - 7249 /VIII-14 /AMRUT

Dated- 06/02/2023

## NOTICE INVITING ELECTRONIC TENDER NO.:- WBMAD/BM/29/AMRUT/22-23

TENDER ID:- 2023\_MAD\_467774\_1

The Chairperson, Bankura Municipality on behalf of Board of councillors, invites e-Tender on rate quote basis from reputed and resourceful contractor/Company /firm /Public Sector Undertaking / Government Company having experience in Govt. Departments for execution of similar nature of works for the works as given in the table below (Submission of both technical and price Bid through online).

Sl. No.	Name of the works	Estimated amount put to tender	Earnest Money	Period of Completion	Eligibility of Contractor
1	Construction of Operator Room, MS Pipeline in the Rising Main with installation of Sluice Valve Near Lokhatora Samsan within Bankura Municipality under AMRUT	Rs. 28,34,820/- (Rupees twenty-eight lakh thirty-four thousand eight hundred and twenty) only	Rs. 56,696/- (@ 2% of the estimated amount)	60 Days	Put in Serial No. 5

1. In the event of e-filling, intending tenderer may download the tender documents consisting of this NIEt. 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-2911(II) and Corrigenda & Addenda (if any) from the web site <http://wbtenders.gov.in> directly with the help of digital signature certificate. Necessary cost of earnest money may be remitted through online by Net Banking through ICICI Bank Payment Gateway in favour of "Chairperson, Bankura Municipality, payable at Bankura and also to be documented through e-filling the original through online by net banking against Earnest Money Deposit (EMD). Intending tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering as per notification no. 199-CRC/2M-10/2012, dated 21.12.2012 of the Secretary, Public Works Department, CRC Branch, Government of West Bengal. However the successful L1 (Lowest) bidder will have to pay the cost of Agreement Documents of 3 (three) sets @ price mentioned in the list prescribed in Notification no. 452-A/PW/O/10C-35/10, dated 26.07.2011 of Secretary, Public Works Department (Accounts Branch), Government of West Bengal.

2. Both Technical Bid & 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 & Financial Bid will be done as per time schedule.

4. 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 Chairperson, 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.

**5. Eligibility criteria for participation in the tender:**

i. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% (forty percent) of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice.

**OR**

[Non-statutory document ]

ii. Intending tenderers should produce credentials of 2(two) similar nature of completed works, each of the minimum value of 30% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

**OR**

[ Non-statutory document ]

iii. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above.

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

iv. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency i.e. the tenderer.

v. 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]

vi. Income Tax Return Receipt for the Latest Assessment year, copy of up-to-date P.T. Deposited Challan, GST Registration Certificate, up to date GST clearance Certificates, up to date P. Tax clearance Certificates, PAN Card etc. are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

vii. 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)

viii. **Bank Solvency & Annual Turnover:** - Bank Solvency - 40% (forty percent) of the estimated amount put to tender. The solvency certificate should be issued within 1 (one) year prior publication of tender notice & Annual Turnover - 100% (hundred percent) of the estimated amount put to tender.

**Bid Capacity:** - The available Bid capacity (to be calculated on the basis of prescribed format) of the prospective applicant shall not be less than that of the estimated amount put to tender as per **Annexure-A** in terms of memorandum no- 45-W(C)/1m-23/15 Dated- 3.02.2015 of Principal Secretary Public works Department, works Branch, Govt. of West Bengal.

ix. 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 favour of applicant. No either name along with applicant’s name in such enclosures will be entertained.

[Non-statutory documents]

- x. 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]
- xi. 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]
- xii. 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
- xiii. Joint Ventures will not be allowed.
- xiv. 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 an applied severally in a single job, all his applications will be rejected for that job without assigning any reason thereof.
6. 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.
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 NIET. The tenderer shall quote their rate (percentage above / below / at par) 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. 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.
12. Bids shall remain valid for a period not less than 180 (one hundred and eighty) days 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.
13. 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 his 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.

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

Sl. No.	Particulars	Date & Time
1	Date of publishing NleT documents (online) (Publishing Date)	07.02.2023 from 11:00 AM onwards
2	Date of uploading of NleT and other documents (online)	07.02.2023 at 11:00 AM
3	Date of start of downloading tender documents, etc. (online)	07.02.2023 from 12:00 PM onwards
4	Date of start of submission of Technical Bid & Financial Bid (online)	07.02.2023 from 12:00 PM onwards
5	Date of Pre-Bid Meeting with the intending bidders in the office of the Superintending Engineer, South Circle, Municipal Engineering Directorate, Koushallya, Kharagpur, Dist.-Paschim Medinipore. (Optional for the bidders)	NA
6	Date of closing of downloading the tender documents etc. (online)	21.02.2023 up to 17.00 P.M.
7	Date of closing of submission of Technical Bid & Financial Bid (online)	21.02.2023 up to 18.00 P.M.
8	Date of opening of the Technical Bid (online)	24.02.2023 after 11.00 A.M.
9	Date of uploading of list of Technically Qualified Bidders (online)	Will be notified later on.
10	Date and Place for opening of Financial Proposal (Online)	Will be notified later on. during uploading of Technical Evaluation Sheet of Bidders
11	Date of uploading of list of qualified bidders along with the offer rates through on line.	Will be notified later on.

**15.** There shall be no provision of arbitration since Clause 25 of the Conditions of Contract of the West Bengal Form No. '2911(ii)' is omitted vide notification no. 558/SPW, dated 13.12.2011 of Secretary to the Government of West Bengal, Public Works Department.

**DEFECT LIABILITY PERIOD :** Vide Notification No.5784-PW/L&A/2M-175/2017 dated 12.09.2017, the modified Clause 17 of Form 2911(II)

**16. Acceptance of Bid:** The "Chairperson, Bankura Municipality" will accept the Bid. He / She reserves to himself / herself the right to reject any or all of the Bids received without assigning any reason thereof.

**17. 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 contract, and other obligation, if any.

**18. Name & address of Engineer-In-Charge (EIC) of the Work :** Executive Engineer, Bankura Division, Municipal Engineering Directorate, Department of Urban Development & Municipal Affairs, Government of West Bengal, 280/A, Taragati Samanta Road, Kenduadihi, Bankura-722102.

**19. Execution of Work:** The Contractor is liable to execute the whole work as per direction and instruction of the Executive Engineer, Bankura Division, M.E.Dte.

**20. Payment:** Payment will be made to the successful Bidder by "Chairperson, Bankura Municipality" periodically on the progress of work as per availability of fund and the bill should be duly recommended by Executive Engineer, Bankura Division, Municipal Engineering Directorate

**21. 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.

**22. Earnest Money:** The amount of earnest money @ 2% (two percent) of the Estimated Amount put to tender in the shape of online by Net Banking through ICICI Bank Payment Gateway in favour of "Chairperson, 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. Total EMD to be paid through online (any of the banks listed in the ICICI bank payment Gateway). In case of payment through ICICI bank payment Gateway, ICICI bank through online will also be valid as per Memorandum No.3975-F(Y) dated-28/07/2016 of Finance Department, Govt. of WB. Retention money towards performance security/Security Deposit amount @ 1% of

the value of work shall be deducted from the running account bill in terms of Memorandum No. 201-F(Y), dated 18.01.2021 of Finance Department, Audit Branch, Group-T, Government of West Bengal and in total security money will be 3% including 2% earnest money.

**23.** 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 e-Tender, the cost of visiting the site shall be at the tenderer's own expense.

**24.** 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. The Chairperson, Bankura Municipality reserves the right to reject any application for purchasing Bid documents and to accept 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.

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

**26.** 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.

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

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

**29.** 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 machineries 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.

**30.** The Chairperson, Bankura Municipality reserves the right to cancel the NIeT due to unavoidable circumstances and no claim in this respect will be entertained.

**31.** 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.

**32.** 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 manufactured or false in that case work order will not be issued in favour of the tenderer under any circumstances.

**33.** 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-'2911(ii)'
- ii.** NIeT
- 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.

**34.** This NleT 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 NleT. 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- '2911(ii)' (Ref. Sl. No. A.9.-Section-A).

**35.** 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.

**36.** Corrigenda if any will be publish in website only.

Sd/-  
**Chairperson**  
**Bankura Municipality**

**Memo no: - 7249 (10) / VIII-14 / AMRUT      Dated-06/02/2023**

**Copy forwarded for information and wide circulation to:-**

1. The State Mission Director, AMRUT, ILGUS Bhaven, HC Block, Sector-III, Bidhnagar, Kolkata-700106
2. The District Magistrate, Bankura
3. The Chief Engineer, M.E,Dte., , Bikash Bhavan, Saltlake, Kolkata-700106
4. The Addl. Chief Engineer, M.E,Dte., , Bikash Bhavan, Saltlake, Kolkata-700106
5. The Superintending Engineer, South Circle, Municipal Engineering Directorate,Khargapur
6. The Executive Engineer, Municipal Engineering Directorate, Bankura Division, Bankura
7. The Executive Officer, Bankura Municipality
8. The Finance Officer, Bankura Municipality
9. Official website of Bankura Municipality: <http://www.bankuramunicipality.org>
10. Website: - <https://wbtenders.gov.in>

Sd/-  
**Chairperson**  
**Bankura Municipality**

## INSTRUCTION TO TENDERERS

### 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 [https:// wbenders.gov.in](https://wbenders.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 NIEt 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*

- a) **Notice Inviting e-tender (NIEt)**, all Corrigendum & Addendum should be properly downloaded & uploaded the same Digitally Signed.
- b) **Prequalification & others documents** (To be download, filled, scanned and upload the same digitally Signed in a single PDF file in sequence)
  - i. Pre-qualification Application (Section-B, Form – I).
  - ii. Financial Statement (Section – B, Form – II).
  - iii. Affidavits (Ref:- format for general affidavit “Y”)
  - iv. Structure and Organisation (Section-B, Form-III)
  - v. Special Terms, condition and specification of works.
- c) In the event of e-Filing intending tenderer may download the tender document from the website <https://wbenders.gov.in> directly by the help of Digital Signature Certificate & necessary cost of tender document (if any) may be remitted online by net Banking through ICICI Bank Payment Gateway. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website <http://etender.wb.nic.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender Schedule.

Financial Tender will be submitted duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be downloaded from website & submission of Financial part as per Tender Schedule.

The requisite cost of tender documents and Earnest Money, as specified in this NIT shall be paid online by net Banking through ICICI Bank Payment Gateway. If the status of deposition of earnest money is found unsuccessful, any such tender (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled.

#### **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, GST 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. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the last five years (year just preceding the current Financial Year will be considered as year – I)
- 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: Scanned copy of Original Credential Certificate as stated in NIT (under Sl. no -5).

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 Tender 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 Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the Deptt. of Urban Development & Municipal Affairs, 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 tenderer.

6. Financial capacity of a tenderer will be judged on the basis of working capital and available tender capacity as mentioned in the NIeT 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.

The audited Balance sheet for the last five years, net worth tender 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. REJECTION OF TENDER**

The Employer (Tender Accepting Authority) reserves the right to accept or reject any tender and to cancel the tendering processes and reject all tenders 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 whose tender 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. NIeT, 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.

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

Sd/-  
**Chairperson,**  
**Bankura Municipality**

**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 Technical Documents.

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(latest financial year).</li> <li>2. P Tax (Challan) (latest financial year).</li> <li>3. Latest IT Receipt. (latest financial year).</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 financial year 2017- 2018	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the FN Year 2018-2019	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2019- 2020	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the FN Year 2020-2021	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2021- 2022.	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.

**SECTION – B**

**(Forms to be submitted by the tenderer)**

**FORM –I**

**PRE-QUALIFICATION APPLICATION**

**To  
The Chairperson  
Bankura Municipality**

Ref: -

for \_\_\_\_\_

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

**N.I.eT.No.:**

Dear Sir,

Having examined the Statutory, Non statutory and NIEt 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 tendering for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract tender under this project.

(b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

1. Statutory Documents
2. Non Statutory Documents

Date: -

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

**SECTION – B**  
**Form - II**  
**FINANCIAL STATEMENT**

**B.1** Name of Applicant :

**B.2** Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)					
b) Current liabilities : (It should include bank over draft)					
c) Working capital : (a) – (b)					
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus )					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

<b>B.3</b> Annual value of works undertaken :					
Work in hand i.e. Work order issued	As on 31.03.2022	As on 31.03.2021	As on 31.03.2020	As on 31.03.2019	As on 31.3.2018

Signed by an authorized officer of the firm

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

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

Date\_\_\_\_\_

**SECTION - B**  
**FORM- III**  
**STRUCTURE AND ORGANISATION**

**A.1** Name of applicant:

**A.2** Office Address:

Telephone No. and Cell Phone No. :

Fax No. :

E mail :

**A.3** 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.**

**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 40% (*forty percent*) of the project cost executed during the last 5 (five) 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

**AFFIDAVIT “Y”**

**Declaration of the Tenderer**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value And Duly Notarized)

I, ....., son of

.....

....., aged about ..... years by  
occupation ..... do hereby solemnly affirm and confirm as follow:

1. That, I am the ..... Of .....  
have duly authorized by and competent to affirm this affidavit on behalf of the said tenderer.

2. That, I have inspected the site of work covered under NIeT (NIeT No ) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Quotation documents. Tender of the above named tenderer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid tenderer, being lawfully and duly authorized, promise to tender by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Tender accepting Authority of the Work and tender by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to tender by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, GST Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Quotation Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the tender has been suppressed in the tender documents.

4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....

before me.

.....  
(1st class Judicial Magistrate / Notary Public)

**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:



**ANNEXURE – A**

**(FINANCIAL INFORMATION OF THE BIDDERS)**

Name of Applicant:

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 as the difference between total assets and total liabilities should be positive.

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 rate 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:  $(A \times N \times 2-B) = \dots = \text{Rs.}$

<p>.....</p> <p>.....</p> <p>Signature, name and designation of Authorised Signatory</p> <p>For and on behalf of</p> <p>..... (Name of Applicant)</p>
--

<p>.....</p> <p>..... Name of the Statutory Auditor's firm</p> <p>Seal of the Audit Firm:          (Signature, name and designation and Membership No. of authorized signatory)</p>
--

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) 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/ 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	

.....

Signature, name and designation of authorized signatory

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

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

APPLICATION FOR TENDER

To  
The Chairperson  
Bankura Municipality,  
Bankura.

Tender No. ....

Amount put to tender.....

Dear Sir,

Having examined the Statutory, Non statutory & NIeT documents, I/We hereby like to state that I/We willfully accept all your conditions and offer to execute the works as per Tender No. stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids for  
And on behalf of (Name of Firm): \_\_\_\_\_  
(In BLOCK CAPITALS or typed)

Office Address: \_\_\_\_\_

Telephone No.(s) (Office): \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E mail ID \_\_\_\_\_

**DECLARATION AGAINST COMMON INTEREST**

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

Date:

Signature of the Bidder with seal

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