

OFFICE OF THE COUCELLORS OF  
KANDI MUNICIPALITY

Receipt No. 865  
Date 18/2/13  
Signature M

P.O.- Kandi, Dist.-Murshidabad, State-West Bengal, Pin: - 742137

Telephone & Fax No: - 03484-257345 e-mail ID – kandimunicipality@yahoo.com

Notice Inviting e-Tender No : MAD/ULB/KANDI/UIDSSMT/NIeT-01/12-13/Retaining of 2012-2013 form  
the Chairman, Kandi Municipality

**DETAILED NOTICE INVITING e-TENDER**

MEMO NO. - 291/III-KM/UIDSSMT/13

DATED- 05/02/2013

1. On behalf of the board of councillors, The Chairman, Kandi Municipality, invites e-Tender (electronic Tender) from eligible resourceful & bonafide contractors as per the enclosed list (Table-1) (Submission of Bid through online)

**Date & schedule (Table-I)**

a)	Name of the work:-	Retaining Wall and Earth Filling for Water Treatment Plant within Kandi Municipality under UIDSSMT a component of JNNURM Programme.
b)	Location of Site:-	At Kandi Water Treatment Plant near Manoharpur P.O.Kandi, Dist.- Murshidabad, State:- West Bengal.
c)	Name and Address of the E.I.C:-	Executive Engineer, Berhampore Division, M.E.Dte. 5, Babulbona Road, Madhupur, Berhampore, Murshidabad Land Phone No.- 03482-250679,
d)	Eligibility of the Contractor :-	Govt. bonafide contractor or reputed firm having experience for construction similar nature of work at least 40% of the estimated amount put to tender within last (five) financial years (FY 2007-2008 to FY 2012-2013) and a should possess valid PAN card, VAT/ Sales Tax, P.T (Challan) and Valid trade license. MOU / Joint Venture/s contract in any form will not be allowed or provided in the contract (refer clause 6-i).
e)	Estimated value of the work put to tender:-	Rs. 94,46,630 /-
f)	Price per copy of the set of tender documents:-	Nil
g)	Earnest money:-	Rs. 1,88,940 /-

i)	Printed form in which tender is to be submitted:-	As stated in the respective clauses given below.
i)	Date of Publishing of Tender i.e. the date of up loading of NleT and tender documents (on line)	06/02/2013
j)	Document download starting date (on line) / sells starting date (on line)	06/02/2013 at 10:00 Hrs.
k)	Date of starting of Bid submission i.e. Technical and financial BID submissions starting date (on line)	07/02/2013 at 10:00 Hrs.
l)	Last date & time for bid submission i.e. Technical and financial BID submissions closing date (on line)	06/03/2013 upto 17:00 Hrs.
m)	Last date & time of submission of Original Demand Drafts for Earnest Money (off line) in the Municipal Office at Kendi.	11/03/2013 upto 17:00 Hrs.
n)	Date of opening technical proposal (on line)	13/03/2013 at 12:00 Hrs.
o)	Date of opening of financial proposal (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
p)	Date of uploading of list of Tenderers along with the rates through (on line), also if necessary for further negotiation through (offline) for final rate. Date to be intimated later in due course of time for further negotiation.	To be notified later.
q)	Period of completion	365 Days
r)	Materials:-	No departmental materials will be issued to the contractor.

*Note: In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above (refer Table-1).*

2. Applicants 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> using the option —Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
3. Intending Tenderer can search and download NIT and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
4. For participating in the tender, the Tenderer shall have to pay The Earnest Money in the form of Demand Draft or Banker's Cheque drawn in favour of The Chairman, Kandi Municipality. Payable at Kandi, issued by any Nationalized Bank issued on / after the date of publication of this Notice, for the amounts mentioned in the Table-1. The original copies of the Demand Draft / Banker's Cheque etc. towards Earnest Money Deposit should be submitted physically in sealed envelopes in the Office of the Chairman, Kandi Municipality, on or before 11/03/2013 upto 17:00 Hrs (See Table-1) superscribing **Agency Name, NIT No., Contact No. & the work they applied for....**". Scanned copies of the Demand Draft or Banker's Cheque (Self Attested) for both towards the EMD should be uploaded as Statutory Document / Technical File. The Labour Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard & have to submit self attested photocopy of necessary GO (along with the Bank Draft for purchasing the tender document) in this regards.
5. *A prospective Tenderer 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. The Earnest Money of the all the unsuccessful tenderers, deposited in favour of The Chairman, Kandi Municipality, will be refunded after issuing work order of the said work.*
6. **Eligibility criteria for participation in tender:**
  - 1) The prospective Tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co. Op. / Labour Co. Op. etc. etc.) should have sufficient resources, financial solvency, sufficient experience & should have satisfactorily completed during the last 5 (five) financial years (FY 2007-2008 to FY 20122013) prior to the date of issue of this Notice at least one work of similar nature under the

State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a magnitude of 40% (Forty percent) of the Estimated amount put to tender supported by completion certificate in support of the credential. Scanned copy of the Completion Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online. Payment certificate/work order/certificate stating work under progress will not be considered as credential in this respect.

ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, up to date VAT registration Certificate including VAT Return in the Technical Proposal as Non Statutory Documents.

iii) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.

iv) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

v) All Tenderers should have to upload only their self attested copies of the requisite documents in the web site for submitting their bid.

**The Tender Documents shall consist of the following documents:**

I.) NleT II.) Municipal

Tender Form III.) BOQ

## **7. Submission of Tenders**

### **7.1 General process of submission**

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

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

**a. Statutory Technical folder containing,**

- i) Application (As Shown In the given format in Annexure-A in the end of the NleT), in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail.
- ii) Scanned copies of the Demand Draft or Banker's Cheque (Self Attested) towards Earnest Money Deposit (EMD) as prescribed in the NleT against the work if applicable, against in favour of the **Chairman, Kandi Municipality Payable at Kandi**. The Labour Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.
- iii) **Notice Inviting e-Tender (NleT)**, all Corrigendum & Addendum (Properly downloaded & uploaded the same Digitally Signed)
- iv) **Municipal Tender Form**. (Properly download & upload the same Digitally Signed *except quoting rate*, quoting rate will only encrypted in the B.O.Q. under Financial Bid. *In case quoting any rate in Municipal Tender Form the tender liable to summarily rejected*).

**Note:**

- i) Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii) If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii) Tenders will be summarily rejected if any item in the statutory cover is missing.
- iv) In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- v) Necessary deduction i.e. VAT, S.T. I.T. CESS etc. will be made as per relevant Govt. order.

**b. Non-Statutory Technical cover containing,**

- i) Up to date Professional Tax (PT) Clearance receipts and IT PAN, up to date Income Tax Return receipts valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.

ii) Up to date VAT Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year. iii) Registered Deed for Partnership Firm.

iv) Completion Certificate for the 5(five) consecutive years [as stated in Clauses 6 (i)] for one single work of similar nature worth at least 40% (Forty Percent) of the amount put to tender for the work the contractor intends to participate.

v) Bank solvency certificate.

vi) For Registered Unemployed Engineers 'Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of their registration, Bye Laws, up to date audited balance sheet.

vii) Experience profile should be furnished in given format in Annexure-B in the end of this page.

**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 Documents 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 to upload the Technical Documents.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. VAT Registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts (refer clause 6-II )

	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Completion Certificate for Similar Nature of Work Done (refer clause 6-i)

**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO REJECT.**

**8. 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 (Percentage Above (+)/ Below (-)/ At per (+0.00)) over the total estimated cost of the intended job online through computer in the space marked for quoting rate in the BOQ.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

**9. Penalty for suppression / distortion of facts:** If any Tenderer fails to produce the original hard copies of the documents uploaded or 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 or if there is any suppression, the Tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman may take appropriate legal action against such defaulting Tenderer.

**10. Rejection of Bid**

The employer (Tender accepting authority) receives the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderer or Tenderers.

**11. Award of Contract**

The Tenderer whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority. The notification of award will constitute the formation of the Contract. The Agreement in Municipal Tender Form with incorporation of all the required documents, i.e., NleT including all its addenda & corrigendum, Application and Financial Offer on Bill of Quantities (BOQ) will be executed between the Tender Accepting Authority and the successful Tenderer. The Tender Inviting Authority may ask for submission of the hard copy of all the uploaded documents of all eligible tenderers along with original, before awarding contract.

## 12. Formalities

During execution if any approval from the competent authorities is required the same has to be obtained by the tenderer/agency.

## 13. Specification

Before quotation of rate the tenderer should inspect the site and get fully acquainted with the all physical and technical parameters related to the successful completion of the work.

## 14. Mode of Payment

Payment will be made as per the availability of the fund from the govt. for the respective project. No mobilization advance and secured advance will be allowed.

## 15. Security Deposit

Retention money towards performance Security amounting to 10% (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit. 16. Constructional Labour Welfare CESS @1% (one percent) of cost of construction will be deducted from every Bill of the selected agency.

17. If any discrepancy arises between to similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.

(a) NleT

(b) Municipal Tender Form

## 18. Supplementary / Additional Items of Works:

Notwithstanding the provisions made in the related printed tender form, any item of work which can legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed in the manner as stated below:-

(a) Rate of Supplementary items shall be analyzed in the 1st instant extended possible from the rates of the allied items of work appearing in the tender schedule.

(b) Rate of supplementary items shall be analyses to the maximum extent possible from rates of the allied items of work appearing in the schedule of rates of probable items of work as will be in force at the time of NleT.

**A** If the rates of the supplementary items cannot be computed even after application of clauses stated above, the same shall be determined by analysis from market rates of material, Labour and carriage cost prevailing at the time of execution of such items of work. Profit and overhead charges (both together) @ 10% (ten percent) will be allowed only. The contractual percentage will not be applicable.

(d) Black market rates shall never be allowed.

(f) It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

19. Periodical quality test of materials supplied by the agency and final products are to be made as per guideline of schedule of PWD / I.S. at Contractor's cost. Normally quality control test of supplied materials / final products will be done in the Depttl. 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.

**ANNEXURE-A**

**APPLICATION (In Statutory Cover)**

To,  
The Chairman,  
Kandi Municipality,  
P.O. - Kandi, Dist. - Murshidabad,  
West Bengal.

Ref: - Tender for \_\_\_\_\_  
work) \_\_\_\_\_ (Name of

N.I.T. (e) No.: \_\_\_\_\_ Of 2012-13 of The Chairman, Kandi Municipality,  
Kandi, Murshidabad, West Bengal.

Dear Sir,

Having examined the Statutory, Non statutory & NIT including all its Corrigendum & Addendum, 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:

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

Enclo:- e-Filling:- 1.

**Technical proposal**

- i. Statutory Documents
- ii. Non Statutory Documents

**2. Financial proposal**

- i. Bill of quantities (BOQ). (With quoted the rate)

Date:-

Place:-

Signature of applicant

## ANNEXURE-B

### Experience profile (In Non-Satutory cover)

List of projects completed that are similar in nature to the works having more than 40% of the project cost executed for the last 5(five) financial years i.e. from FY 2007-2008 to FY 2012-2013

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible for supervision of work	Estimated amount put to tender (Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

sdh  
Chairman,

Kandi Municipality.

DATED- 05/02/2018

MEMO NO. - 291/III-KM/UIDSSMT/ <sup>(14)</sup> H (15)/18

Copy forwarded for Information to-

1. The Chief Engineer, M.E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 91
2. The Director, SUDA, ILGUS Bhawan, salt lake City, Kolkata.
3. The project director CMU, ILGUS Bhawan, salt lake city, Kolkata- with a request to publish this NleT in the departmental website as well as website of the Govt. of West Bengal.
4. The Additional Chief Engineer, North, M.E.Dte., Siliguri.
5. The Superintending Engineer, Central Circle, M.E. Directorate. Malda.
6. The District Magistrate, Murshidabad.
7. The Executive Engineer, Berhampore Division, M.E.Dte. Berhampore
8. The Executive Engineer, P.W.D Berhampore Division, Berhampore.
9. The Executive Engineer Irrigation Berhampore Division, Berhampore.
10. The Media Officer, Dept. of I & CA, Writer's Building, Kolkata- 1 - with a request to publish it at least two leading dailies ( one in Bengali , one in Hindi & one in English) & Electronic Media.
11. The Executive Officer, Kandi Municipality.
12. The Sub-Assistant Engineer, Kandi Municipality.
13. The Accountant Kandi Municipality.
- ✓ 14. Notice Board.

sdh  
Chairman,

Kandi Municipality.  
Chairman

Kandi Municipality  
Kandi, Murshidabad