

**NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY**

**UNNAYAN BHAVAN, 1<sup>ST</sup> FLOOR, BLOCK-A, SEC-II, SALT LAKE CITY, KOLKATA-700091**

**NOTICE INVITING TENDER No – WBMAD/NDITA/11/2013-14**

**Memo No: 828/NDITA/W- 436/13**

**Date: 10.09.2013**

1. Separate quotations are invited by the **Executive Officer, Nabadiganta Industrial Township Authority** for the works mentioned hereunder, through electronic tendering (e-tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Name of Work: Daily collection of solid waste, daily sweeping and cleaning of street and alleys, transportation, stacking and spreading the waste at specified disposal ground, for Nabadiganta Industrial Township Area for 1 year which may be renewed annually depending on the performance for a total period of 3 years (maximum).

2. **General Guidance for e-Tendering**

Instructions/Guidelines for bidders for electronic submission of the tenders online have been stated in the subsequent clauses.

3. **Registration of Contractors**

Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System, through logging on to <http://wbtenders.gov.in> . The contractor is to click on the link for e-tendering site as given on that web portal. **Joint Ventures will not be considered.**

4. **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 website stated in Clause 3. DSC is given as a USB e-Token.

5. **Collection of Tender Documents**

The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 3 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

6. **Participation in more than one work**

Any contractor can collect and submit tenders for any number of works depending on his credential and financial capability.

7. **Submission of Tenders**

- 7.1 **General process of submission**

Tenders are to be submitted online through the website stated in Clause 3, 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. 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).

## 7.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardised formats in further two covers (folders).

### **a. Technical File (Statutory Cover) containing,**

- i. NIT & Addendum/Corrigendum if any.
- ii. Tender Form No. 1 (Section-A)[WBF No. 2911(ii)]
- iii. Condition & requirement for Tendering (Section-B)
- iv. Condition & General Terms (Section-C)
- v. Technical Specification (Section-D)
- vi. Tender Fee – No Tender Fee is chargeable.
- vii. Earnest Money Deposit – The requisite Earnest Money, amounting to Rs. 1,00,000/- (Rupees One Lakh) only shall be paid by drawing a Demand Draft/Pay order on any Nationalized Bank/Scheduled Bank in favour of Nabadiganta Industrial Township Authority, payable at Kolkata. Every such Demand Draft /pay order shall be drawn on or after the date of publish of N.I.T. At the time of uploading the tender, the intending tenderer shall upload a scanned copy of such Demand Draft/pay order along with his/her tender. However, such Demand Draft/pay order shall invariably have to be submitted by the intending tenderer or sent by post/courier to the Tender Accepting Authority, for which the Tender Accepting Authority will not be held responsible for delay in delivery or loss of the Demand Draft /Pay order so mailed through post /courier. Any tender without such Demand Draft/Pay order (Excepting exemption as per G.O.) shall be treated as informal and shall automatically be treated as cancelled.
- viii. Structure and organisation (Form-A).
- ix. 'Power of Attorney' –  
Scanned copy of power of attorney by the competent authority, if the power is delegated for signing the bid to persons other than the applicant must be uploaded.
- x. Others
  1. Declaration of not having common interest in the same serial (vide Form-B).
- xi. Drawings (if required).

### **Note:**

- i. Quotations will be summarily rejected if any item in the statutory cover is missing.

### **b. My Document (Non-Statutory Cover) containing,**

- i. Certificates
  1. Professional Tax (PT) Clearance Certificates and IT PAN valid on the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.
  2. VAT Return Certificate of the last quarter of the previous financial year.
  3. ESI, EPF Registration documents.
- ii. Company Details
  1. Registered Deed for Partnership Firm / Consortiums from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.

2. Trade Licence for Proprietorship Firms.
3. Memorandum of Articles for Limited Companies.
4. Society Registration and Bye-Laws for Cooperative Societies.

iii. Credential

1. The prospective bidders shall have satisfactorily completed as a prime agency during the last 3(three) years prior to the date of issue of this NIT at least one work of similar nature of P.W.D / P.W.(R) Deptt. / Zilla Parishad / I&WD / Other Govt. Deptt. / Semi-Govt. / Autonomous body and having a magnitude of 50 lakhs (Rupees Fifty Lakhs) only in a year. Credential certificate should be issued by the person not below the rank of Executive Officer / Executive Engineer / Divisional Engineer/Chairperson of Municipalities.

N.B. Similar nature of work as per BOQ, Estimated amount, Gross bill value, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

iv. Others

1. Declaration of not having common interest in the same serial (vide Form-B).

***Failure of submission of any one of the abovementioned documents will render the tender liable to summary rejection.***

v. Submission of original copies of documents for Deposition of Earnest Money

The original copies of the Demand Draft / Pay order towards Earnest Money Deposit should be submitted in sealed envelopes in the office of the **Nabadiganta Industrial Township Authority, Unnayan Bhavan, 1<sup>st</sup> Floor, Block-A, Sec-II, Salt Lake City, Kolkata-700091**, as per time schedule before the date of opening of Financial Bid. Delayed submission / Non-submission of original copy of EMD shall lead the tender to be treated as informal and the tender shall automatically be treated as cancelled.

### 7.3 Financial Proposal

The financial proposal should contain the following documents in one cover (folder), i.e. Bill of Quantities (BOQ). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ only. In case, quoting rate in other form, the quotation is liable to be summarily rejected.

Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

### 7.4 Eligibility Criteria

Contractor having Work Orders with Completion Certificates of executing 50 Lakhs (Rupees Fifty Lakhs) only value of similar nature of work in a single contract (during last 3 years from the date of this NIT), The Tender Inviting and Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding :-

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability
- c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of desired proper documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be outrightly rejected at any stage without any prejudice.

#### 7.4.1 Completion Certificate

- i. Completion Certificates for fully (100%) completed works during the current year and last three financial years will only be accepted. Certificates issued for partly completed works will not be considered.
- ii. Completion Certificate of work executed in the Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineering Department, I&WD, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water & Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioners (HRBC); Semi Govt. Organisation, Urban Local Body, Engineering Departments of Central Government and Organization, like Farakka Barrage Project (FBP) Authority, Railways, Kolkata port Trust (KoPT); and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organisations. Such certificates are further to be countersigned by immediate superior authority of the Issuing Authority for all cases other than direct State / Central Government Departments and Railways.

#### 7.4.2 Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a period as will be decided by the competent Authority. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited.

#### 7.5 Taxes & duties to be borne by the Contractor

Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges. Service Tax, if applicable, would be reimbursed subsequently.

#### 7.6 Site inspection before submission of tender

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of **Nabadiganta Industrial Township Authority, Unnyan Bhavan**, between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

#### 7.7 Conditional and incomplete Quotation

Conditional and incomplete tenders are liable to summary rejection.

## 8. Opening and evaluation of quotations

### 8.1 Opening of Technical Proposal

- i. Technical proposals will be opened by the **Executive Officer, Nabadiganta Industrial Township Authority** and/or his authorised representatives electronically from the website stated in Clause 3, using their Digital Signature Certificate.
- ii. Intending bidders may remain present if they so desire.
- iii. Cover (Folder) for Statutory Documents (vide Clause 7.2.a) should be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Paragraph – 7.2.b) will be opened. If there is any deficiency in the Statutory Documents, the bidder will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non- statutory Cover will be downloaded, and handed over to the Tender Accepting Authority.

### 8.2 Uploading of summary list of technically qualified tenderers (1st round)

- i. Pursuant to scrutiny and decision of the Tender Accepting Authority, the summary list of eligible bidders will be uploaded in the web portals.
- ii. While evaluation, the Tender Accepting Authority may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

### 8.3 Opening and evaluation of Financial Proposal

- i. Financial proposals of the bidders declared technically eligible by the Tender Accepting Authority will be opened electronically from the web portal stated in Clause 3 on the prescribed date, by the **Executive Officer, Nabadiganta Industrial Township Authority**,
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. After evaluation of Financial Proposal, by the Competent Authority, **Executive Officer, Nabadiganta Industrial Township Authority**, may upload the final summary result containing inter- alia, name of contractors and the rates quoted by them against each work provided the rate obtained appears fair and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the, Tender Accepting Authority, it may be chosen to declare the former publication stated in above as semi- final and notify all the tenderers through the website to attend sealed bids to be followed by open bids to be held at his office at prescribed date and time, which will be done offline, i.e. as manually, as per present procedure.
- v. After holding such bids, final summary result would have to be uploaded in the web portal, through corrigendum.
- vi. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

**8.4 Procedures to be followed when one/two technically qualified tenderers participated in any tender.**

- a. Normally, financial bid of technically qualified single/two tenders shall not be accepted in the first instance. In that case the financial bid(s) shall not be opened and the tender process shall be dropped. A fresh notice inviting tenders (2<sup>nd</sup> call) shall be issued and the procedure shall have to be followed by the intending bidders afresh.

**9. Acceptance of Tender**

- I. Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.
- II. During the entire process of the tender, if it is found that any penal measures imposed by any Govt/Semi-Govt. Deptt/Autonomous body against any intending tenderer, the Authority reserves the right to reject any bid offered by the said tenderer.

**10. Return of Earnest Money of the unsuccessful tenderer(s)**

For return of the Earnest Money, in the form of BD or in other forms, of the unsuccessful tenderer(s), he/she/they is/are to apply for the same to **Executive Officer, Nabadiganta Industrial Township Authority**, giving the reference to the work, NIT No., date of tender, BD details all in a complete form. The Earnest Money of all tenderers other than the lowest tenderer in each case may be refunded, after acceptance of the rate in comparative statement or immediately after expiry of Ten days from the date of final bid, whichever is earlier.

**11. Payment**

The payment of RA as well as final bill for any work will be made depending on the progress of work and no claim for delay in payment will be entertained.

**12. Bid validity:** The Bid will be valid for 90 days from the date of opening of the Financial Bid.

**13. Schedule of Dates for e-Tendering**

Sl no	Activity	Date & Time
1.	<i>Publishing Date</i>	<i>11.09.2013 at 3:00 p.m.</i>
2.	<i>Document Download start date</i>	<i>11.09.2013 from 3:30 p.m.</i>
4.	<i>Bid submission start date</i>	<i>11.09.2013 from 4:00 p.m.</i>
5.	<i>Document Download end date</i>	<i>02.10.2013 upto 4:00 p.m.</i>
6.	<i>Bid submission end date</i>	<i>02.10.2013 upto 5:00 p.m.</i>
7.	<i>Physical submission of EMD</i>	<i>03.10.2013 upto 1:00 p.m.</i>
8.	<i>Technical Bid opening date</i>	<i>03.10.2013 at 3:00 p.m.</i>
9.	<i>Uploading of Technical Bid Evaluation sheet</i>	<i>To be notified later on</i>
10.	<i>Financial Bid opening date</i>	<i>To be notified later on</i>
11.	<i>Uploading of Financial Bid evaluation sheet</i>	<i>To be notified later on</i>

**Note:-** The bidder whose bid shall have been accepted will be notified by the Tender Accepting Authority through letter of acceptance.

The letter of acceptance will constitute the formation of contract.

### **Additional Terms & Conditions.**

1. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the contractor.
2. The Quotations are invited for a work-period of 1 (one) year (may be renewed upto a total period of 3 years). The agency will have to apply for such renewal. The renewal will be based on the performance of the previous year. The quotation will be the basis of rate quoted by the bidders against the items in the BOQ.
3. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
4. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
5. The NDITA shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
6. The NDITA shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
7. Price preference, if applicable to W.B. Govt. undertakings the intending tenderers shall have to produce attested copies of the G.O.'s in favour of respective undertakings along with their application, otherwise their claim will not be entertained in any case.
8. Imposition of any duty / tax rules etc whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the tenderer. Original challans of those materials, which are procured by the tenderer may be asked to be submitted for verification.
9. CESS @ 1% of the cost of construction works shall be deducted from the Gross value of the Bill in Terms of Finance Department order No. 853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering Authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region concern.
10. **No mobilization / secured advance will be allowed.**
11. VAT/Sales Tax, Cess, Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
12. All working tools and plants, scaffolding, construction of vats & platforms will have to be arranged by the contractor at his own cost.
13. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
14. The contractor should see the site of works and tender documents, drawings etc. before submitting tender and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements and security etc.

The Executive officer may order the contractor to suspend any work that may be subjected to damage by weather conditions. No claim will be entertained on this account. There may be variation in alignment, location of structures etc. as per local needs etc. between the preparation and execution of the scheme for which the tendered rate and contract will not be invalidated. The contractor will not be entitled to any claim or extra rate on any of these accounts.

15. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be get issued from the Engineer-in-Charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
16. The work will have strictly to be executed within the time mentioned in Section-D (Technical Specification). The contractor should inform in writing the name of his authorized representative at site within 7 (seven) days from the date of receipt of work order who will receive instruction of the work, sign measurement book, bills and other papers etc. in absence of the contractor.
17. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a public thoroughfare.
18. The contractor will have to accept the work program and priority of work fixed by the Executive Officer, NDITA so that most vulnerable reach and/or vulnerable items be completed before the time/date needed by the Authority with justified reason.
19. The quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items.
20. No Departmental materials shall be issued to the contractor.
21. Addendum / Corrigendum, if any, may be available from this portal. The same may not be published in the Newspaper.

Executive Officer  
Nabadiganta Industrial Township Authority

**Copy forwarded for kind information and with request for publicity to:-**

1. The Vice Chairman, NDITA
2. The Chief Engineer, Municipal Engineering Directorate, Bikash Bhavan, Bidhannagar, Kolkata- 700091.
3. Secretary KMDA, Prasasan Bhavan, Bidhannagar.
4. Project Director, Sundarban Development Board, Mayukh Bhavan.
5. The Special Engineer, Urban Development Department, Sech Bhaban Bidhannagar, Kolkata- 700091.
6. The Executive Engineer 24 Parganas, Divn-II, MED
7. Sub- Divisional Officer, Bidhnnagar, Mayukh Bhavan.
8. Executive Officer, Bidhannagar Municipality
9. Executive Engineer (PWD) Division-I, Purta Bhavan.
10. Technical Advisor/NDITA
11. The Executive Engineer/ NDITA.
12. The Finance Officer/ NDITA
13. The Notice Board, NDITA.
14. Publication in our official website ([www.ndita.org](http://www.ndita.org)) & website of the Deptt. of M.A. ([www.wbdma.gov.in](http://www.wbdma.gov.in))
15. Publication in daily news papers (3)

Executive Officer  
Nabadiganta Industrial Township Authority