

**OFFICE OF THE MUNICIPAL COUNCILLORS OF MIDNAPORE
P.O. –MIDNAPORE:: DIST.- PASCHIM MEDINIPUR
PIN CODE- 721101**

Memo No.- 1607/PWD/13

e-NIT No. - 1

Dated :-24.07.2014.

NOTICE INVITING e-TENDER

BID NO. :WBMAD/ULB/MIDNAPORE/CM/eNIT-1/2014-15

1. The Chairman ,on behalf of the board of Councillors, Midnapur Municipality, P.O.- Midnapur, Dist.- PaschimMedinipur, PIN-721101 invites e-tenders from the reputed, resourceful and experienced Companies/Firms/Contractors, as per following statement for the following works/work (Submission through Online) :

Sl. No.	Brief description of work	Estimated Amount (₹)	Earnest Money (₹)	Eligibility of Contractor	Cost of Technical, Financial Bid documents & Municipality Tender Form 2911(ii) (₹)	Period Of Completion
01	CONSTRUCTION OF THE MUNICIPAL OFFICE BUILDING (PART) WITHIN MUNICIPAL PREMISES UNDER MIDNAPUR MUNICIPALITY.	30,95,042.00	<i>77376 [In the form of Bank Draft]</i>	Enlisted Bonafied contractor of Municipalities Group A & other Govt. and Semi-Govt. organization of West Bengal & reliable Bonafied resourceful outsiders.	Notified Letter	6 (Six) Months

2. Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to

<https://etender.wb.nic.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 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://etender.wb.nic.in> under the link "Information about DSC".

3. Intending tenderers can search and download NIT and tender documents electronically by logging on the website <https://etender.wb.nic.in> or <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the only mode of collection of tender documents.
4. In case of online submission the EMD(Earnest Money Deposit) if applicable should be send physically to the office of the Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.-PaschimMedinipur, PIN-721101, payable at Midnapore under sealed cover 24 hours after submission of technical bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://etender.wb.nic.in> or <https://wbtenders.gov.in>. During participation in e-tendering, tender fees is required to deposit physically to the office of the Chairman, Midnapore Municipality, stated in Sl. No. 01, in the form of Bank Draft/B.C. in favour of Chairman, Midnapur Municipality, P.O.-Midnapur, Dist.-PaschimMedinipur, PIN-, payable at Midnapore under sealed cover 24 hours after submission of technical bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://etender.wb.nic.in> or <https://wbtenders.gov.in>. Tender document may be download from Website & Submission of technical bid / Financial Bid as per Tender time schedule stated in Sl. No. 08. The documents submitted by the bidders should be properly in the indexed & self attested with seal. However, during execution of formal agreement, the contractor shall submit 10 non judicial stamp paper in favour of Agency/Contractor's Name for tender agreement.
5. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

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

- i) Other Contractors as mentioned in the statement of the NIT, the prospective tenderers who are eligible to participate as per relevant GO mentioned in the statement, should have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice at least one work of similar nature under the above mentioned authority, having a magnitude of 40%(Forty percent) of the Estimated amount put to tender (without consideration of any price devaluation). In support of the credential, scanned copy of the **Completion Certificate** issued by the Executing Authority should be loaded as **Non-Statutory Document** through Online.
- ii) Uploading of scanned copies of Pan Card, Income Tax (Sara) Acknowledgement receipt for Assessment year 2012-13, Professional Tax receipts for the year 2013-14, VAT registration Certificate including VAT Return in the technical proposal as **Non Statutory Documents**. Enlisted contractors are to upload scanned copy of their Certificate of Enlistment.
- iii) Registered Unemployed Engineers' Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i), registration papers in support of their registration, Bye Laws, audited balance sheet showing accounts up to 2011-12, Latest valid clearance certificate from the ARCS, eligible list of the Registered Unemployed Engineers' Co-Operative Societies and registered Labour Co-

Operative Societies issued by the concerned ARCS showing the name of their society 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 [Non Statutory Documents].

7. Submission of Tenders

7.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 2, 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 under Cl. 8. 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).

N.B.: *If the stipulated dates (offline) being a holiday otherwise disrupted then next working days will be fixed for necessary works.*

7.2 Technical Proposal

The technical Proposal should contain scanned copies of the following in further two covers (folders).

a. Statutory / Technical file cover containing ,

- i. Demand Draft/ Banker's Cheque towards cost of tender documents as prescribed in the NIT, against the work, in favour of the Chairman, Midnapore Municipality.
- ii. Demand Draft/ Banker's Cheque towards Earnest Money Deposit(EMD) as prescribed in the NIT against the work , in favour of the Chairman, Midnapore Municipality.
- iii. Notice Inviting Tender.
- iv. Municipality Tender Form .No.2911(ii)

Note:

- i. *Only download copies of the documents mentioned under Cl. 7(iii) & (iv) are to be uploaded, virus scanned and digitally signed by the contractor.*
- ii. *If any contractor is exempted from payment 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.***

b. Non-Statutory / Technical file cover containing ,

- i. Professional Tax (PT) Clearance certificate and IT PAN shall remain valid up to the date of opening of the tender. Application for such clearance addressed to the competent authority may also be considered.
- ii. VAT registration Certificate and Return Certificate of the last quarter of the current financial year.
- iii. Registered Deed for Partnership Firm.
- iv. Completion Certificate [as stated in the Clauses 6(i)] for one single work of similar nature work/worth at least 40% of the amount put to tender for the work the contractor intends to participate.
- v. For Registered Unemployed Engineers' Co-Operative Societies and registered Labour Co-Operative Societies registration papers in support of their registration, Bye Laws, audited balance sheet showing accounts up to 2011-12.

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	<ol style="list-style-type: none"> 1. VAT registration Certificate 2. PAN Card 3. P. Tax(Challan) 2013-14 4. Income Tax Return for AY 2012-13.
B.	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed , Trade License) 3. LTD. Company (Incorporation Certificate, Trade License) 4. Co-Operative Society(Society registration Certificate, Bye Laws, Audited Balance Sheet for the FY 2011-12) 5. Power of Attorney(Registration)
C.	CREDENTIAL	Credential 1 Credential 2	Completion Certificate for Similar Nature of Work Done as <ol style="list-style-type: none"> 1. Mentioned 7.2/b//iv 2. Enlistment Copy issued by Department.

Note: Failure of submission of any one of the abovementioned documents will render the tender liable to summary rejection. The original copies of the Demand Draft / Banker's Cheque both towards cost of tender documents and Earnest Money Deposit (if applicable) should be dropped in sealed envelopes in the office of the **Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.-PaschimMedinipur, PIN-721101** at least one day before the date of opening of Technical proposal.

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 (percentage above or below) online through computer in the space marked for quoting rate in the BOQ, Only download copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

Penalty for submission / distortion of facts: If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of 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, Midnapur Municipality, P.O.-Midnapur, Dist.-PaschimMedinipur, PIN-** may take appropriate legal action against such defaulting tenderer.

8. Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1	Publishing of Tender (Online)	24.07.2014
2	Documents download/sell start date (Online)	24.07.2014 at 6 PM
3	Bid submission start date (Online)	24.07.2014 at 6 PM
4	Bid submission end date (Online)	30.07.2014 at 6 PM
5	Last date of submission of original copies for the cost of tender documents & earnest-money (Offline)	04.08.2014 upto 2 PM
6	Opening of Technical Proposal(Online)	06.08.2014 at 12 PM

7	Date of uploading list for Technically Qualified(Online)	Notify letter
8	Opening of Financial Proposal(Online)	Notify letter

9. Opening and evaluation of tender

9.1 Opening of Technical Proposal

- i) Technical Proposals will be opened by the *Chairman, Midnapur Municipality, P.O.- Midnapur, Dist.-PaschimMedinipur, PIN-*, and/or his authorized representatives, electronically from the website stated in Clause 2 , using their Digital Signature Certificate (DSC) at office of the *Chairman, Midnapur Municipality, P.O.- Midnapur, Dist.- PaschimMedinipur, PIN-* on the date already mentioned under Cl. 8.
- ii) Intending tenderers may remain present if they so desire.
- iii) Cover (Folder) for Statutory Documents (vide Clause 7.2a) will 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 tender will summarily be rejected.
- iv) Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be download, and evaluated for eligibility.
- v) Pursuant to scrutiny & decision after evaluation the summary list of eligible tenders & the serial number of work for which their proposal are considered will be uploaded in the web portals.
- vi) While evaluation the tender inviting authority may summon 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.

9.2 Opening and evaluation of Financial Proposal

- i) Financial proposals of the tenderers found technically eligible, will be opened electronically from the web portal stated in Clause 2 on the prescribed date, by the Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.- PaschimMedinipur, PIN-721101 at office of the Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.- PaschimMedinipur, PIN-721101.
- 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 the Financial Proposal, by the Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.-PaschimMedinipur, PIN-721101 may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided he is satisfied that the rates obtained are fair and reasonable and there is no scope of further lowering down of rate .

10. Acceptance of Tender:

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority, i.e. Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.-PaschimMedinipur, PIN-721101 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.

11. A tender once quoted shall remain valid for a period of 180 days from the last date of submission of tender.

12. All materials required for the proposed works excluding VG-30 GRADE Bitumen, 60/70 grade bitumen & bitumen emulsion etc. shall be of approved brand in accordance with relevant code

of practice and manufacture accordingly and shall be procured and supplied by departmentally or the agency at their own cost which decided by Tender Inviting Authority. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

13. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Tenders, no cost of Bidding shall be reimbursable by the Department Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.-PaschimMedinipur, PIN-721101 reserves the right to reject any application for participating 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 Bidder at the stage of Bidding.

14. No conditional tender / incomplete tender will be accepted.

15. The Tender Documents shall consist of the following documents.

(i) Municipality Tender Form 2911(ii)

(ii) NIT

(iii)BOQ&

(iv)Drawing(where applicable)

16. 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:

(a)Municipality Tender Form 2911(ii)

(b)NIT

(c)Technical bid

(d) Financial bid.

17. The successful tenderer shall have to submit the following copies of the tender documents within 7 (seven days) of receipt of the notice of acceptance of tender for execution of Formal Agreement.Failure to comply within the specified time, the contractor shall render his contract liable to termination with forfeiture of earnest money:

i. Two sets of documents each set containing Municipality Tender Form 2911(ii), NIT, BOQ&Drawing(where applicable).

ii. One set of documents containing page 2 of Municipality Tender Form 2911(ii), NIT, BOQ&Drawing(where applicable).

The above documents shall have to be purchased from the office of the Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.-PaschimMedinipur, PIN-721101 on payment of the prices per copy mentioned in the NIT. All the copies shall have to be signed mentioning the accepted rate in the appropriate space and submitted within the specified time.

18. Earnest Money deposited by the unsuccessful tenderers will be refunded on application to the Chairman, Midnapore Municipality, P.O.-Midnapore, Dist.-PaschimMedinipur, PIN-721101.

19. Prospective bidders shall have to execute the work in such a manner so that appropriate service level for the stipulated stretches/length of the drain under the improvement is to be maintained during stipulated contractual period till completion and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of Engineer-in-Charge. If any defect / damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Engineer -in-Charge may cause the same to be made good by other agency and deduct the expense (of which the certificate of the Engineer-in-Charge shall be final) from any sums that may be then, or at any time thereafter become due to contract or

from his security deposit , or the proceeds of the sale thereof, or of sufficient portion thereof. Refund of Security Deposit will only be made on the pro-rata basis i.e. release of such security deposit on expiry of 1st year (from date of completion of the work).

20. Payment for the executed work will be made as per the availability of the fund and no claim whatsoever will be entrained for any delay of payment, if any. Intending tenderers may consider this criterion while quoting their rates.

21. These shall be no provision of arbitration. Hence clause 25 of Municipality Tender Form 2911(ii) is no omitted vide notification no. 558/SPW dated 13.12.2011 of Principal Secretary, P.W. & P.W. (Roads) Department.

22. In case of any inadvertent typographical mistake found in the BOQ, the same shall be treated to be corrected as to conform to the prevailing relevant schedule of rates and / or technical sanctioned estimate.

23. Deduction of Tax shall be as below as per provision of section 40 of the W.B. VAT Act,2003 with effect from 01.08.2006:

i.3% (Three percent),when the contractor is registered under the VAT Act and such registration is valid on the date of making such payment for which the valid VAT Registration Certificate including VAT return of the last quarter is to be produced by the contractor along with a declaration from the contractor that his certificate of registration is valid to the best of his knowledge and that he will intimate the contractee i.e. Chairman in case of any notice issued by Commercial Taxes Authority regarding the cancellation of his certificate of registration.

ii.5% (Five percent), in all other cases.

iii. Cess @1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01.11.2006 in pursuance with G.O. No. 599A/4M-28/06 dated 27.09.2006.

**Chairman
Midnapore Municipality**

- 1) The Sabhadipati, Zila parisad,Paschim Medinipur
 - 2)The Executive Engineer MED,Midnapore Division,paschim medinipur
 - 3) The Executive Engineer ,PWD , Midnapore Division I ,Paschim Medinipur
 - 4) Phe , Midnapore Division,Paschim Medinipur
 - 5)The District Magistrate,Paschim Medinipur
 - 6)The SDO,Midnapur Sadar, Paschim Medinipur
 - 7) The BDO, Midnapur Sadar, Paschim Medinipur
 - 8)Accountant/H.C/CIC PWD/Cashier/ E.O
- Office Notice Board and Contractor Association
Copy forwarded for information and wide publicity in his notice board to.

Chairman

Midnapore Municipality