

**Office of the Councillors of  
Midnapore Municipality  
Midnapore**

**Water Works Department**

**NOTICE INVITING TENDER**

Tender Notice Memo No. 5782 /W.W

Dated 21/3/18

Sealed tenders (offline) in printed form are hereby invited from all bonafied, resourceful contractors/agencies/suppliers **quoting rates** on monthly basis for **Operation, Maintaining and comprehensive maintenance (all mechanical and electrical portions) of Pump Houses located in different areas under Midnapore Municipality as detailed below during the year 2018-20.**

**1. At Najargaunje and Nannurchawk.**

**1. Time schedule of tender procedure:**

Sl. No.	Activity	Start Date & Time	End/ Last Date & Time
1.	Issue of tender form from cash counter on deposit of cost of tender form. <b>Cost of each tender form is Rs. 300/-</b>	28.03.18 at 11.00AM	28.03.18 at 2.30 P.M
2.	Dropping of sealed tender at concerned section of this office	29.03.18 At 3.00 P.M	29.03.18 At 3.30 P.M
3.	Opening of tender at the chamber of the undersigned	29.03.18 At 3.30 P.M	29.03.18
4.	Technical Evaluation	29.03.18	29.03.18
5.	Opening of Financial/Price Bid	29.03.18	29.03.18

N.B. i) In case of any unscheduled holiday/ bundh / strike on aforesaid dated, the next working day will be treated as scheduled date for the purpose.

ii) Tender received by post/mail/courier will not be entertained.

**2. Tender Documents:**

The tender documents consisting of the following shall be submitted by the tenderer in the following 3(three) separate envelopes:

Sl. No.	Document	Envelope
1.	Earnest Money	Envelope marked – “Bid Security”
2.	Technical Bid with relevant documents, plans and drawing of the work, if any	Envelope marked – “Technical Bid”
3.	Tender Form – Price Bid	Envelope marked – “Price Bid”

**Above envelope, as applicable, shall be kept in a big outer envelope, which shall also be sealed. The envelope shall be dropped in tender box placed at concerned section clearly marking the name of agency, name of work and NIT no. On the envelope.**

In the first instance, the Envelope marked – “Bid Security” of all the Bidders containing the Bid Security shall be opened. If the Earnest Money is found proper, Technical Bid shall be opened in the presence of contractors. The Financial Offer in Envelop marked – “Price Bid” shall be opened only if the tenderers meet the qualification criteria as per the Bid document.

**3. Earnest Money:**

Earnest Money amounting to Rs.25,000/- should be deposited in favour of the Chairman, Midnapore Municipality in the form of Bank Draft/ Demand Draft payable at Midnapore in a separate envelope marked – Bid Security” without which the tender will be rejected. Earnest Money deposited by unsuccessful tenderers will be released after conclusion of tender process.

**4. Technical Bid:** Envelope marked – “Technical Bid” will contain following documents-

Category	Self certified photocopies (to be verified later)
Certificates	PAN Card of the bidder
	GST Registration certificate
	Professional Tax Payment Certificate
Firm/ Company Details	Valid Trade License / Enlistment
	Registration with ROC (if applicable)
	Partnership Deed (if applicable)
	Power of Attorney (if applicable)
Financial Information	Income Tax return for the last year/current year
Credential	Financial Statement of Past years (if applicable )
	Document showing similar type of work experience if any
	Manufacturing License (in case of manufacturer )
	Brochure of the product of products (in case of purchase)

**5. Price Bid:**

Envelope marked – “Price Bid” will contain Tender Form mentioning quoted price against the maintenance works. The rate inclusive of GST is to be quoted in Indian Rupees only. Each page of the tender form must be signed and stamped by the authorized signatory of the bidder.

**6. Eligibility for participation in tenders:**

Bonafied, resourceful contractors, agencies, Indian Organization/ Firms/ Companies, State Registered Co-Operative Societies with credentials in maintenance works of tube wells, pipelines not otherwise blacklisted or debarred by order on the date of publication of NIT are eligible to participate. A prospective bidder shall be allowed to participate in a single job/work either in the capacity of individual or as a partner of a firm. If he or she is found to have applied severally in a single job, all his or her applications will be rejected for that job.

**7. Security money/ Performance Deposit/ Bank Guarantee:**

The EMD of L1 bidder will be converted into Security deposit. After successful completion of entire period of maintenance Security Deposit will be refunded within the three months. No interest is payable on the SD. The whole or part of the security money may be forfeited by the undersigned if the maintenance work is not started immediately or carried out properly as per agreement.

**8. Site inspection before submission of tender:**

The intending tenderers should make local inspection to get themselves acquainted thoroughly with the condition prevailing at the site taking into consideration all factors and nature of work before submission of tender. No petition for enhancement of rate after submission of tender will be considered.

**9. Execution of Agreement:**

Successful tenderer whose bid is approved for acceptance will have to execute an agreement with the Tender Inviting Authority in standard form which may be had from this office with a Non-Judicial stamp paper of Rs.10/- (Ten) only for the proper performance of the contract within 3(Three) days of receipt of Letter of Acceptance (LoA) failing which the earnest money shall forthwith stand forfeited and the communication of acceptance of the tender shall automatically stand cancelled.

**10. Conditional and incomplete tender:**

Conditional tender with variable price clause and incomplete tender will not be accepted.

**11. Forfeiture of EMD:**

Earnest money of the tenderer is liable to be forfeited in case of any false submission/ statement. In case of any refusal to abide by terms and condition or refusal to enter into a written agreement as per prefixed terms and condition the authority is at liberty to forfeit earnest money and take lawful actions.

**12. Withdrawal / Cancellation policy of the Authority:**

The undersigned reserves the right either to accept or to reject any tender without assigning any reason whatsoever. The undersigned is not bound to accept any bid, and its sole discretion reserves the right to annul the selection process at any time prior to the award of job /work without assigning any reason to the bidders and without thereby incurring any liability to the bidders.

**13. Contractors engaging Labour:**

The contractor shall comply with the provisions of payment of wages Act, 1936, Minimum Wages Act, 1948, Industrial Dispute Act, 1947, maternity Benefit Act 1961, the contract labour (Regulation & Abolition) Act, 1970, West Bengal Building and other Construction Worker's (RE & CS) Act, 1996 and the Employees' Provident Fund & Miscellaneous provision Act 1952.

**14. Payment terms:** **A)** Payment against the work/Purchase will be made as per bills subject to availability of Municipal Fund through NEFT/ RTGS/ ECS. No claim to delay in payment will be entertained. **B)** Tax Invoice(s) needs to be issued by the supplier, contractors raising claim under the contract showing separately the tax charged in accordance with the provision of GST Act,2017. **C)** Income Tax – TDS, GST- TDS as applicable will be deducted as per Rule. **D)** Construction Workers' Welfare Cess @ 1% will be deducted from the gross value of the bill in case of construction works in terms of Sec. 2(1)(d) and 2(1)(f) of Building & other construction Workers' (RE &CS) Act, 1996 & W.B. Building & other construction Workers' (RE & CS) Rules, 2004 made there under and Finance Department Order No.-853-F, dated-01/02/2006. **E)** Contractor will get Labour License from the o/o the ALC and submit the copy of Labour License along with bills complying with the provision of the West Bengal Contract Labour (R&A) Rules, 197.

Sl. No.	Name of the Work	Earnest Money	Time	Price of each tender form
1.	<b>Operation, Maintaining and comprehensive maintenance (all mechanical and electrical portions) of Pump Houses located in different areas under Midnapore Municipality as detailed below during the year 2018-20.</b>  1. At Najargaunje and Nannurchawk.	Rs.25,000/-	2 Year	Rs.300/-

  
Chairman  
Midnapore Municipality

BAN  
21.03.18

Dated:- 21 / 3 / 18

Memo No. 5782 /w.w./12

Copy forwarded to :-

1) The District Magistrate, Paschim Medinipore. 2) The Executive Engineer, MED, Midnapore Division. 3) The S.D.O Midnapore Sadar. 4) The Sabhapati Zillaparisad, Midnapore. 5) The B.D.O, Midnapore. 6) The Head Clark. 7) The Accountant. 8) The C.I.C Water works Dept. 9) The E.O (M.M). 10) 10. The Cashier (Receipt) with instruction to issue tender to intending contractors on receipt of cost of tender forms during the specified time period as indicated in the tender notice, 11) The Office Notice Board. 12) The F.O Midnapore Municipality.

Chairman  
Midnapore Municipality