

# MIDNAPUR MUNICIPALITY

MIDNAPUR

Memo. No. 3084/106A

Dt. 25/02/2020

## NOTICE INVITING TENDER

NIT NO.....3084.....Dated...25/02/20.....

Sealed tenders (offline) in printed form are hereby invited from the bonafied, resourceful contractors / agencies / suppliers for execution of works / projects, procurement / purchase / supply of goods, articles, stores as detailed in the Annexure.

### 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.	27.02.2020 12.00 PM	07.03.2020 01.00 PM
2	Dropping of sealed tender form at concerned sec of this office	27.02.2020 02.00 PM	07.03.2020 01.00 PM
3	Opening of tender at the chamber of the undersigned	07.03.2020 03.30 PM	N/A
4	Technical Evaluation	07.03.2020 04.00 PM	N/A
5	Opening of Financial/Price Bid	07.03.2020 04.30 PM	N/A

N.B. i) In case of any unscheduled holiday / bundh / strike on aforesaid dates, 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:

Amount of Earnest Money as noted against each work or 2% of the quoted amount will have to be deposited in favour of the Administrator, Midnapore Municipality in the shape of Bank Draft, Bankers Cheque payable at Midnapore. Earnest Money should be deposited with tender in a separate envelope marked "Bid Security" without which the tender will be rejected. The EMD of L1 bidder will be returned after expiry of contract period on satisfactory completion of the work/contract. Earnest Money deposited by unsuccessful tenderers will be released. No interest is payable on the EMD.

### 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 ★
	Financial Statements of past years ★
Credential	Manufacturing License (in case of manufacturer)
	Valid Drug License (in case of purchase of drug)
	Brochure of the product or products (in case of purchase)

(★) Compulsory

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**5. Price Bid:**

Envelope marked-"Price Bid" will contain Tender Form mentioning quoted price against the estimate. In case of purchase/procurement/supply of goods, materials, rate for each item inclusive of GST is to be quoted in Indian Rupees only. Make and Brand name of material must be mentioned. Each page of the tender form must be signed and stamped by the authorized signatory of the bidder.

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

Bonafide, resourceful contractors, agencies, Indian Organizations/ Firms /Companies, State Registered Co-operative Societies with credentials in execution of engineering construction and procurement/supply projects 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. Participation in more than one serial of work out of list of works in the tender notice:**

One tenderer may bid for maximum of 2(two) works at a time as per the list of works mentioned in tender notice if his resource/capital permits.

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

Successful tenderers will have to deposit further amount as will be intimated as Security money/Performance Deposit/Bank Guarantee in favour of the Administrator, Midnapore Municipality within 7(seven) days of receipt of intimation of acceptance of tender. The whole or part of the security money may be forfeited by the undersigned if the work/supply is not started immediately or carried out properly as per agreement.

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

The intending tenderers should make local inspection to get themselves acquainted thoroughly with the conditions 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.

**10. 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.

**11. Delivery of goods/articles:** In case of purchase/procurement, the articles/goods must be delivered within 7(seven) days of receipt of work order.

**12. Conditional and incomplete tender:**

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

**13. 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 conditions or refusal to enter into a written agreement as per prefixed terms and conditions the authority is at liberty to forfeit earnest money and take lawful actions.

**14. 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. No documents will be entertained, if sent by post/courier.

**15. For Road Works:**

In case of execution of road works-construction/reconstruction-the executing agency/contractor shall be responsible for maintenance of the road during the period of 3years starting from the date of completion of work as per G.O.No-592/MA/C-10/3S-21/2013,Dated-28/10/2016. Photographs of the location before commencement of works and after completion of the work are to be submitted along with the bills.

**16. Contractors engaging Labour:**

The contractor shall comply with the provisions of payment of wages Act.,1936, Minimum Wages Act, 1948, Employees' Liability Act, 1938, 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 Funds & Miscellaneous provisions Act 1952.

**17. 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 provisions of GST Act, 2017. C) Income Tax-TDS,GST-TDS as applicable will be deducted as per Rule. D) Security Deposit @10% will be deducted. E) Construction Workers' Welfare Cess @1% will be deducted from the gross value of the bill in case of works contract in terms of Finance Department Order No-853-F,dated-01/02/2006. F) The Royalty & Cess-in case of minor minerals used for the construction work will be deducted from the bills as per West Bengal Minor Mineral Rules,2002 and the letter of DLLRO, Paschim Medinipur vide memo no-586/I-MM/06(STQP-M)/2015,Dated-29/01/16 and Notification no-422-CI/MINES RULE/002/02/MI, Memo no-129/7941-7958/e/2002,dated-20/12/2002. G) Contractor will get Labour License from the o/o the ALC and submit the copy of Labour License along with bills complying with the provisions of the West Bengal Contract Labour (R&A) Rules,1970.

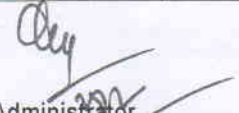
**18. Additional Performance Security:** @10% of the tendered amount in the form of bank guarantee from a scheduled Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be obtained from the successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender.

In the bidder fails to submit Additional Performance Security within 7(seven) working days from the date of LoA or the time period as approved by the Tender inviting Authority, his Earnest Money will be forfeited.

If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of contract period as per relevant clauses of the contract.

Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/altered by this Additional Performance Security.

Sl No	Name of supply	Quantity	EMD (Rs)	Time of Supply	Price of each tender form
	<p><b>Procurement of Jute Bag, Midnapore Municipality.</b></p> <p><b>Specification:</b> Jute Bag</p> <p><b>Size:</b> 16" ( H) X 16" (W) + 4" three side Gusset.</p> <p><b>Fabric:</b> Laminated Jute</p> <p><b>Handel:</b> Cotton Cord</p> <p><b>Print:</b> Both Side Printing Municipality Name and massage</p> <p>NB:- All rate of the item should be quoted in unit quantity including including all taxes and GST.</p> <p>The rates will valid for one(1) year from the publication of tender notice</p>	<p>Initially Approximate 3000 on of Jute Bag</p> <p>The rates will valid for one(1) year from the publication of tender notice</p>	10000/-	10 days	300/-

  
 Administrator,  
 Midnapore Municipality.

Memo No. \_\_\_\_\_ / (P) /

Dated:- \_\_\_\_\_ /

**Copy forwarded to:** - 1) The Dist. Magistrate, Paschim Medinipur. 2) The Sabhadhipati Zilla Parishad, Midnapore, 3) The S.D.O Midnapore, 4) The Ex Engineer, M.E.D. Midnapore Division, Bidghan Nagar, Midnapore., 5) The Ex. Engg. P.W.D Midnapore Division no: - I, Midnapore 6) The B.D.O Midnapore, 7) The E.O., Midnapore Municipality, 8) The F.O., Midnapore Municipality, 9) The Head Clerk, 10) The Acctt. 11) IT Coordinator, Midnapore Municipality, 12) The Cashier (Receipt) with instruction to issue tender forms to intending contractors on receipt of cost of tender forms during the specified time period as indicated in the tender notice. 14) The Office Notice Board Midnapore Municipality, 13) The Municipal Contractors Association, Midnapore - for information.

  
 Administrator,  
 Midnapore Municipality.