



OFFICE OF THE MUNICIPAL COUNCILLORS OF PANIHATI

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Memo No.:-PM/PWD/ASST. ENG/2016-17

Date – 08.11.2016

NOTICE INVITING E-TENDER THROUGH <https://wbtenders.gov.in/nicgep/app> E-PROCUREMENT PORTAL UNDER GOVT. OF WEST BENGAL

Civil Work in different ward under Panihati Municipality

Tender Reference No. : - WBMAD/PM/PWD/NIT-03/2016-17

Separate tenders are invited by the **Asst. Engineer, Panihati Municipality** on behalf of the Panihati Municipality for the works mentioned in the list given below, through electronic tendering (e-Tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Intending bidders desirous of participating in the tender are to log on to the website www.panihatimunicipality.in (the web portal of the Panihati Municipality) and click on to the “e-procurement” link provided. They may also visit the website <https://wbtenders.gov.in> for the tender. Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below under “General terms and conditions and information”.

Last date & time of submission of bids online is 24.11.2016 up to 6 P.M.

The intending bidder must read the terms and conditions of the NIT carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

All information posted on the website consisting of NIT and related documents, BOQ, Corrigendum etc. and Drawings, if any, shall form part of the tender document.

LIST OF WORKS

N.I.T No. WBMAD/PM/PWD/NIT-03/2016-17

Sl no	Name of Work	EMD and Tender Fee Payable to	Amount put to Tender (₹)	Earnest Money Deposit (2%)	Cost of Tender Paper (₹)	Time allowed for completion	Source of fund
1	2	3	4	5	6	7	8
1	Renovation and conservation of Pond at Sahid Colony in Ward no-13 under Panihati Municipality	Executive Officer Panihati Municipality	931853.00	18638/-	5000/- Cost of Tender Papper Tender Document & Cess	90 Days	BEU P
2	Renovation and conservation of Pond at 2 no D.B Nagar in Ward no-14 under Panihati Municipality	Executive Officer Panihati Municipality	1131610.00	226323/-	5000/- Cost of Tender Papper Tender Document & Cess	90 Days	BEU P
3	Beautification of Work at Panihati Mahavidyalaya	Executive Officer Panihati Municipality	425094.00	8502/-	2000/- Cost of Tender Papper Tender Document & Cess	90 days	BEU P
4	Construction of Ground Floor Panihati Mahavidyalaya for Girls Part -14	Executive Officer Panihati Municipality	700153.66	14004/-	5000/- Cost of Tender Papper Tender Document & Cess	90 days	BEU P
5	Construction of Ground Floor Panihati Mahavidyalaya for Girls Part -15	Executive Officer Panihati Municipality	709156.54	14184/-	5000/- Cost of Tender Papper Tender Document & Cess	90 days	BEU P

6	Construction of Ground Floor Panihati Mahavidyalaya for Girls Part -XVI	Executive Officer Panihati Municipality	503585.01	10072/-	2000/- Cost of Tender Papper Tender	90 DAYS	BEU P
7	Construction of Ground Floor Panihati Mahavidyalaya for Girls Part -XVII	Executive Officer Panihati Municipality	800121.00	21604/-	5000/- Cost of Tender Papper Tender Docum ent & Cess	90Days	Beup

- **Payment Certificate will not be treated as credential.**

i) **Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertaking, Statutory/Autonomous bodies constituted under the central/ State statute, on the executed value completed / running work will be taken as credential.**

(To be documented through e-filing) [Non Statutory Documents]

1. In the event of e-filing intending bidder may download the tender document from the **website <https://wbtenders.gov.in>** directly with the help of Digital Signature Certificate.
2. **Eligibility Criterion for participation in the tender**

The prospective Bidders are required to submit copies of current Income Tax return along with PAN, VAT registration Certificate & current Professional Tax receipt Challan (to be documented through e-filing)

 - i) Registered Partnership deed should be furnished (for partnership firm only) along with Power of Attorney to sign on the tender documents. (if required) and the company shall furnish the Article of Association and Memorandum. (to be documented through e-filing)
 - ii) For registered unemployed Engineers Co-operative Societies /unemployed Labour Co-operative Societies work completion certificate and payment certificate from Engineer in Charge for similar nature of works done satisfactorily as primary agency having credential as above. (to be documented through e-filing)
 - iv) Declaration regarding structure and the organization.(to be documented through e-filing)
 - v) Registered Unemployed Engineers Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish current Tax return along with PAN, VAT registration Certificate & Professional Tax receipt Challan for the current year, Registration Certificate, valid Bye Law, Current Audit Report along with other relevant supporting papers. (to be documented through e-filing)
 - vi) For Registered Unemployed Engineers Co-operative Societies should submit documents of the society consists at least 10(ten) members out of which at least 60% should hold Degree / Diploma in any branch in engineering as per memo no. 44-A/4M-11/2002 dt. 09.01.2004 of Deputy Secretary III, P.W.D.
 - viii) In case of proprietorship & partnership firms and company tax audited report in 3CD form to be furnish along with balance sheet and profit & loss account and all schedules forming the part of balance sheet and profit & loss account. Tax audited report balance & profit & loss A/c including all schedules forming the part of balance sheet and profit& loss A/c should be in favour of applicant. No other name along with applicant name, in such enclose will be entertained. (should be documented through e-filing)
 - ix) **The Working Capital shall not be less than 15% (Fifteen) percent of the amount put to tender out of which minimum 10% shall be of applicants' own resource.**
 - x) The prospective bidder should own / hired through lease agreement in between leaser & lessee as required plant & machinery (Detail as mentioned in Sl. No.15/NIT).The required plant & machineries of prescribed specification as shown in format (Sec. B Form – IV). **Conclusive**

proof of own / hired (Tax invoice, waybill, delivery challan, in corporation in the balance sheet as fixed assets for own and lease agreement in between leaser & lessee for hired) for each plant & machineries in working condition shall have to be submitted. Present location of installation of main plant & machineries and status as mentioned in specified format (vide Cl. No. B.4.1/ section B) has also to be disclosed. If the same is already engaged in other works, then name of client along with his contact no. should be furnished in the declaration by the intended bidder countersigned by the client with tentative date of release of such plant & machineries where the same are presently engaged. If necessary, authority screening committee may inspect plant & machinery physically or called for the original documents as proof of ownership of the same (to be documented through e-filing).

- xi)** The prospective Bidder Should have in their full time engagement experienced technical personnel, the minimum being one Degree holder Civil Engineer / one Diploma holder Civil Engineer (Authenticated document in respect of qualification and engagement shall have to be documented through e-filing)
6. Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderers may consider this criterion quoting their rates or the authority may restricted the total expenditure upto the current Administratively Approved amount.
 7. The selected Bidder, during execution of the job may not get a running payment unless the gross amount of running bill would reach 50(Fifty) lakh or 30% of the tendered amount whichever is less. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No. 2911(ii) so far as they related to quantum and frequencies of payment are to be treated as superseded.
 8. There shall be no provision of Arbitration. Hence clause 25of the West Bengal Form No. 2911(ii) shall not be allowed vide memo no.558/SPW dated 13.12.2011 of P.W.D. Establishment Branch.
 9. Constructional Labour Welfare Cess@1 %(One percent) of the cost of construction will be deducted from every bill of the selected agency. VAT, Royalty & all other Statutory Levy / Cess will have to be borne by the contractor. As the rates in the Schedule of rate are inclusive of all the taxes & Cess as stated above.
 - 8. The available Bid Capacity (to be calculated on the basis of prescribed format Annexure – A, Form-I & Form – II of Section - B) of the prospective applicant shall not be less than the Estimated amount put to tender.**

All the documents to be submitted in support of Annexure –A must be duly signed and sealed by the applicant /bidder and authenticated by Statutory Auditor's Firm

27. The Contractor will have to submit the receipt of payment of **Royalty** to the Government for use of sand, stone materials, laterite, Moorum, gravel etc. to the Engineer-In-charge before preparation of bill for payment, when they collect the materials directly from the source. If they collect the materials from the authorized quarry holder or commercials establishment who directly or indirectly pay the royalty to the Government, necessary certificate or cash memo for sale in that respect from them shall have to be produced to the Engineer-In-Charge failing which necessary deduction from the dues of the contractor may be made as fixed by the Engineer-In-Charge.
28. Bids will remain valid for a period not less than **120 days (One Hundred twenty days)** after the deadline date for financial offer submission and necessary affidavit in the form of non-judicial stamp paper required to be furnished along with Financial Bid. Offer valid for a shorter period shall be rejected by screening committee as non-responsive. If the Bidder withdraws the Bid during the period of Bid validity his Earnest Money Deposited to be forfeited.
29. **All materials both Civil & Electrical including bitumen (of all grade), bitumen emulsion, cement, steel, electrical installations shall be of approved brand in accordance with relevant I.S. code of practice and manufacture accordingly and shall be procured and supplied by the agency at their own cost. Authenticated evidence for purchase of bitumen, bitumen emulsion, cement, steel and electrical installations which are required for the project have 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. Only Bitumen (Bulk)VG30 (60/70 & Bitumen emulsion (packed) M.S. type) of Indian Oil/Bharat Petroleum/Hindustan Petroleum will be permitted as Straight run bitumen& penetration grade bitumen**
30. No Mobilization Advance / Secured Advance will be allowed.
31. **For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of works / item itself including description etc. whatsoever as stated in BOQ, that cant' be claimed during agreement or so . In that case sanctioned estimate will be binding criteria.**
32. Prospective Bidders should note carefully the minimum qualification criteria as mentioned in instruction to bidders before tendering the bids.
33. No Conditional / Incomplete Bid /. Tender will be accepted under any circumstances.
34. Before uploading tender document through e-filing each page of the tender documents are to be signed by the Bidder/ owner/ partner / authorized signatories having legal authority to do so, failing which the Bid will be treated as informal.

18. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of the Bid, no cost of Bidding shall be reimbursable by the Department. The **Chairman, Panihati Municipality** reserves the right to accept or reject any / all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by the Bidder at the stage of Bidding.

19. IMPORTANT INFORMATION

A. Current Schedule of Rates of Roads & Bridge, Building, S&P and Electrical Works with latest addenda & Corrigendum of P.W. Directorate, Government of West Bengal w.e.f 01.07.2014 will be applicable in this Tender.

B. Date & Time Schedule

Sl. No.	Particulars	Date and Time
A.	Uploading of Tender (Online Publishing Date)	08.11.2016 11.AM
B.	Documents download / start date (Online)	08.11.2016 11.AM
C.	Starting date for on-line Bid submission	08.11.2016 11.AM
D.	Closing date for on-line Bid Submission	24.11.2016 6 PM
E.	Technical Bid opening	25.11.2016 12 PM
F.	Financial Bid opening	NOTIFY LATER
G.	Technical Documents Hard Copy and online e-tender uploading confirmation sheet submitted Asst. Engineer Room	25.11.2016 1 PM
H.	Estimate and Drawing to be collected Concern Authority Asst. Engineer , Panihati Municipality	

- **Earnest Money & Tender Processing Fees payable at Cash Counter , Panihati Municipality , Panihati , Kolkata**

C: LOCATION OF CRITICAL EVENTS

Bid Opening:

➤ **Bid Opening :** **Panihati Municipality**
P.O.- Panihati, P.S.- Khardah
Pin- 700114

Interested bidder or his authorized representative may be presented at during opening of Panihati Municipal Office may call open bid /sealed bid after opening of the said bid to obtain the suitable rate further, if it is required. No objection in this respect will be entertained if raised by any bidder present or absent during opening of tender.

1. In case of any unscheduled holiday on the aforesaid dates [Sl. (vi) &(vii)}, the next working day will be treated as schedule / prescribed date for the same purpose
2. Earnest Money @2.00% of the estimated amount put to tender in the shape of Bank Draft or Pay order of any Nationalized Bank to be drawn in favour of the concerned **Chairman, Panihati Municipality** is to be documented through e-filling The L1 bidder shall submit the hard copy of the draft to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder, as per **order no. 1592-F(Y) dated 20.03.2014**. Balance amount of earnest money if any required (calculated on the basis of 2% of total quoted value) has to be deposited by the

successful bidders in the form of demand draft or pay order of any Nationalized Bank to be drawn in favour of the concerned Engineer, Panihati Municipality at the time of execution of Formal Agreement. The earnest money of the successful bidders (being converted to security deposit) deposited, will remain under the custody of the department till satisfactory completion of the work in full including extended quantity if ordered for. Besides this, necessary percentages shall be deducted from the progressive bids so as to make it 10%(Ten percent) of the value of work billed for.

3. Provision of fixed permanent security for exemption for payment of earnest money as been deleted vide PWD (Accounts Branch) Notification No. 24-A/2D-13/2010 dated 31.01.2014.
The Earnest Money of the unsuccessful Bidder (s) will be refunded from the office of the Executive Engineer P.W.D. concerned with the Work, after He/She/They is/are to apply for the Page No 6[NIT No.17-2ndcall of 2015-2016/2 of SEEC/PWD] same, giving the reference to the Work, NIT No., date of Tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all the tenderers other than lowest tenderers should be refunded as per norms laid down in the Notification No. 451-A/PW/O/10C-35/10 dated 26.07.2011 of Accounts Branch, P.W.D.
4. The successful Bidder shall have to execute Formal Agreement with **Chairman, Panihati Municipality** through the concerned **Assistant Engineer, Panihati Municipality** in triplicate copies of printed form no. W.B.F. 2911(ii) within 7(Seven) days from the issuance of Letter of Acceptance. All document required for execution of Formal Agreement along with WBF 2911(ii) are to be purchased from the Office of the concerned **Assistant Engineer, Panihati Municipality**. On usual payment of cost as per Notification no 452-A/PW/O/10C-35/10. Dated 26th July 2011.of per set. The Formal Agreement comprises of the following documents and forms a part of the Agreement.
 - Specific priced schedule of the work.
 - Financial Bid.
 - Notice Inviting Tender
 - Special Terms & Conditions
 - Letter of Acceptance.
5. The concerned **Executive Officer, Panihati Municipality** will issue work order along with necessary information in this regard.
6. Bank guarantee shall not be accepted for the purpose of the security
7. Agency shall have to arrange required land for installation of Plant & machineries (Specified for the awarded work), storing materials, labour shade etc. at their own cost and responsibility nearest to the work site.
8. If any tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting tender to this Circle and Division and Sub-Division under this Circle for minimum period of 1(one) year.
9. No Adjustment of Price or Price Escalation of any kind will be allowed. Notification No. 23-CRC/2M-61/2008 dated 13.03.2009 & Notification No. 38-CRC/2M-61/2008 dated 20.04.2009 shall not be applicable for the job included in this NIT.
10. The intending bidder(s) required to quote the rate (percentage above/below/at per) over the total estimated cost to tender online considering that no escalation and / or price adjustment will be allowed by the department under any circumstances.
11. The Bidder, at the Bidder's own Responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtained all information that may be necessary for preparing Bid and entering into an agreement for the work / works as mentioned in the NIT. The costs for visiting the working site shall be at the bidder own expense.

12. Prospective Bidder shall have to execute the work in such manner so that appropriate level of service of the road under improvement is to be maintained during progress of the work and during Defect Liability Period of 3(Three) Years from the date of successful completion of the work upto the entire satisfaction of the Engineer in Charge. If any defect / damage is detected during this period as mentioned above the contractor shall make the same good at his own expense to the satisfaction of the of the Engineer in Charge or in default the Engineer in Charge may cause the same to be made good by other agency and deduct the cost (of which the certificate of the Engineer in Charge shall be final) from his security deposit or any sums that may be then, or at any time thereafter become due to the contractor. Security Deposit shall become payable only after expiry of the Defect Liability Period after making necessary deduction if applicable. However the Engineer in Charge may on his satisfaction and his discretion refund one-third of the total security deposit after expiry of 1st. year from the date of completion of the work, another one-third of the total security deposit after expiry of 2nd. year from the date of completion of the work and remaining part of the total Security deposit after expiry of 3rd. year from the date of completion of the work. Hence condition of refund of Security Deposit as stated in Para 2&3 of Clause No. 17 of WBF 2911(ii) is hereby superseded.
13. If more than one Bidder quoted same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder.
14. At any stage during scrutiny, if it is found that the credential or any other papers which the Bidder uploaded during Bidding process, found incorrect / manufactured / fabricated, that bid will be considered as non-responsive and out right rejected with forfeiture of Earnest Money and action will be taken as per stipulation of IT Rules in force.
15. Before issuance of Letter of Acceptance / Work order, the tender accepting authority may verify the credential & other documents of the lowest bidder so uploaded online if found necessary. If it is found such document incorrect / manufactured / fabricated, Letter of Acceptance / Work order will not be issued in favour of the bidder under any circumstances and action will be taken accordingly.
16. In case of Ascertaining of Authority at any stage of application or execution of work, necessary registered Power of Attorney is to be produced.
17. The Tender inviting and accepting authority through a screening committee will determined the eligibility of each Bidder, the Bidder shall have to meet all the minimum criteria regarding;
 - o Financial Capacity
 - o Technical Capability comprising of personal & equipment capability.
 - o Experience.
18. The Earnest Money may be forfeited if;-
 - o If the Bidder withdraws the Bid during the period of Bid validity.
 - o In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
 - o During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other document which were uploaded& digitally signed by the Bidder are incorrect / manufactured / fabricated.
19. 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;-
 - o Notice Inviting Tender
 - o Special Terms and Conditions
 - o Technical Bid.
 - o Financial Bid.

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the work schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for

particular works.

N.B: The eligibility of the Bidder will be ascertained on the basis of document submitted / uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted / uploaded by the Bidder is either manufacture or false the eligibility of Bidder will be out rightly rejected at any stage without prejudice and action will be taken as per stipulation of IT Rules in force.

All applicants must be uploaded following information & documents

- 1. Pan Card**
- 2. Trade License**
- 3. Vat Acknowledge and last Challan**
- 4. P. Tax Challan**
- 5. It Return 3 years**
- 6. Form –I & II**
- 7. Credential certificate for completion for Civil work of Compacting Station within KMC / Municipal area is mandatory (Work Order & Payment Certificate/Job completion certificate)**
- 8. Technical Personal Contract**

Technical Cover Documents :-

- 1. NIT**
- 2. EMD**
- 3. Company Profile**
- 4. Credential**

Financial Cover Documents :-

- 1. BOQ**

**Executive Officer
Panihati Municipality**

SECTION - A **INSTRUCTION TO BIDDERS**

General guidance for e-tendering

Instruction/Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. **Registration of bidder**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government system; through login on to <https://wbtenders.gov.in> (the web portal of Public Works Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature Certificate (DSC)**

Each bidder is required to obtain a class or registered unemployed Engineers Co-operative Society Ltd. Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount at the website stated in clause 3 DSC is given as a USB e-Token.

3. **Collection of Tender Documents**

The Bidder can search & download NIT and bid documents electronically from computer ones he logs on to the website mention in clause 2 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

4. **Submission of Bids**

General process of submission, Bids are to be submitted through online to the website in Cl.2 in two folders for each work before the prescribe date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly digitally signed. The documents will get encrypted (transformed into no readable format)

A. Technical Proposal

The Technical proposal should contain scanned copies of the following further two covers A-1

Statutory Cover Containing

- i. NIT& Special Terms and Conditions in NIT, Special Specification for the Works in NIT, with All Corrigendum & addendum (if any) (Properly downloaded & upload the same Digitally Signed)[Sec-C & Sec-D]
- ii. Financial Statement [Form-I, Form-II]

A-2 **Non-Statutory Covers containing**

- i. Registration certificate under company act (if any)
- ii. Registered Deed of partnership Firm / Article of Association & Memorandum (if any).
- iii. Power of Attorney (For Partnership Firm / Private Limited Company (if any).
- iv. Professional Tax (P.T.) deposit receipt challan for the Financial Year 2011-2012.
- v. VAT registration Certificate, PAN Card, valid acknowledgement receipt of upto-date income tax return.

- vi. Tax audit report in 3CD Form along with Balance Sheet & profit & loss A/c for the last five years (years just preceding the current Financial year will be consider as year -1)
- vii. Bye laws are to be submitted by the Registered Labour Co-operative (s) / Unemployed Engineers Co-operative(s).
- viii. List of machineries & Laboratory Instrument possessed by own / leased / arranged along with authenticated copy of invoice, challan & waybill. [As per Sec-B, Form IV]
- ix. List of Technical staffs along with structure of Organization [Sec-B, Form-III]
- x. Scanned copy of Credential from Engineer in Charge,
 - i). Intending Tenderers should produce credentials of a similar nature of completed works of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice i.e. not before than June 2010. (price upto dated @ 10% per annum, compoundable from the date of completion of the work) or,
 - ii). Intending Tenderers should produce credentials of 2(two) similar nature of completed works, each of the minimum value of 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice i.e. not before than June 2010. (price upto dated @ 10% per annum, compoundable from the date of completion of the work) or,
 - iii). Intending Tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above,
 - iv). In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer..

A). Payment Certificate will not be treated as credential.

B). Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertaking, Statutory/Autonomous bodies constituted under the central/ State statute, on the executed value completed / running work will be taken as credential.

(To be documented through e-filing) [Non Statutory Documents]

NOTE: failure of submission of any of the above mentioned documents (as stated A-1 & A-2) will render the tender liable to summarily rejected for both Statutory & Non Statutory cover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER

B. Financial Proposal

- i. The Financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ) the Bidders shall quote their rate (Percentage Above (+) / Below (-) / At per) on line in the space marked for quoting the same in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the prospective Bidder.

5. Tender Screening Committee (TSC)

- i) Screening Committee constituted vide G.O. no. 3330-ENC/2012 dt. 19.03.2012 of the Engineer in Chief & Ex-officio Secretary, P.W.D. will continue to function as screening committee for determination technically qualified Bidders.
- ii) Opening & evaluation of tender :-
If any Bidder is exempted from payment of EMD [those having minimum Fixed Security Deposit of 12.50 Lack to PW & PW(Roads) Department or Registered Labour Co-operative] relevant certificate to be furnished.
- iii) Opening Technical proposal :-
Technical proposals will be opened by the Superintending Engineer, P.W.D. Eastern Circle along with his authorized representatives electronically from the web site stated in Cl. 1 using their Digital Signature Certificate.
- iv) Intending Bidder may remain present if they so desire.
- v) Cover (folder) statutory documents [vide Cl. 5A-1] should be opened first and if found in order, cover (folder) for non-statutory documents [vide Cl. 5A-2] will be opened. If there is any deficiency in statutory documents the tender will summarily be rejected.

- vi) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be down loaded & handed over to the tender evaluation Committee.
- vii) Uploading of summary list of technically qualified Bidders will be made.
- viii) Pursuant to scrutiny and the decision of the screening committee the summary list of eligible Bidder and the Sl. No. of work for which their proposal will be uploaded in the web portals.
- ix) During evaluation the screening committee may summon any of the Bidders and seek clarification / information or seek additional documents or Original documents copy of which has already submitted by the Bidder and if these are not produced in time their proposals will be liable for rejection.
- x) Financial capacity of a Bidder will be judged on the basis of working capital and available Bid capacity as mentioned in the NIT to be derived from the information furnished **FORM – I & II (Sec.- B) i.e., application (for prequalification) and financial statement. The available Bid Capacity (to be calculated on the basis of prescribed format Annexure – A, Form-I & Form – II of Section - B) of the prospective applicant shall not be less than the Estimated amount put to tender.**

All the documents to be submitted in support of Annexure –A must be duly signed and sealed by the applicant /bidder and authenticated by Statutory Auditor's Firm. If an applicant feels that his/their working capital beyond own resource may be insufficient, he / they may include with the application letter of Guarantee issued by a Nationalized Bank to supplement the applicant. **This letter of guarantee should be address to the tender inviting / accepting authority and should guaranteed duly specifying the name of the work that in case of contract awarded to this Bidder, Bidder will be provided with revolving line of credit.** Such revolving line of credit should be maintained until the works are taken over by the Engineer in Charge / Employer.

The audited balance Sheet for the last five years net worth Bid capacity etc. are to be submitted which must demonstrate the soundness of the Bidder's financial position, showing long profitability including an estimated financial projection of the next two years.

6. Penalty for Suppression / Distortion of facts.

Submission of false document by Bidder is strictly prohibited & if found bid will be considered as non-responsive and out rightly rejected with forfeiture of Earnest Money and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

7. Rejection of Bid

The tender inviting Authority i.e. **Executive Officer, Panihati Municipality** reserve the right to accept or reject any Bid or cancel Bidding process and reject all Bids at any time prior to the award of contract without assigning any reason thereof. No claim in this regard by the Bidder (s) for such action will be entertained by the Tender inviting Authority.

8. Opening of Financial Bid

8.1 Financial proposals will be opened by the **Executive Officer ,Panihati Municipality** along with his authorized representative electronically as per schedule date, time & place.

8.2 After opening of Financial Bid if situation demands, **Executive Officer, Panihati Municipality** may call off-line open Bid among the Bidders to lower down the offer rate further. **So all bidders are requested to be present at the schedule Bid opening place.** No objections in this respect will be entertained raised by any Bidder who will be present during opening of tender, or from any Bidder who will be absent at the time of opening of tenders.

9. Award of Contract

11.1 The Bidder whose offer has been accepted will be notified by the Tender Inviting / Accepting Authority through Letter of Acceptance (LOA)

The issuance of Letter of Acceptance will constitute the formation of contract.

11.2 the Tender accepting authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question and will declare the firm ineligible, either indefinitely or for stated period of time, for awarding contract with the P.W. & P.W. (Roads) Department, Government of West Bengal

Note: - In this Contract there is no provision of

- h) **Arbitration**
- i) **Price Escalation or Price Adjustment**
- j) **Mobilization Advance**
- k) **Secured Advance**

**Executive Officer
Panihati Municipality**

PANIHATI MUNICIPALITY

FORM-1
APPLICATION FOR TENDER
(To be typed in company letter pad, scanned and uploaded)

To
The Chairman
Panihati Municipality
B.T Road , Panihati
Kolkata-700114
North 24 Parganas

NIT No: -.....

Serial No applied for: -.....

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities and addenda.

Dated this _____ day of _____ 201_____

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____
(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

FORM-2

Certificate regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of.....

For the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl.No	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1.	2013-14		
2.	2014-15		
3.	2015-16		
Total			

Average Turnover: In Rs.....

Note:

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
3. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the bidder with seal

FORM – 4

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the Panihati Municipality for taking decision related with the tender for which the said NIT was uploaded.

Full signature of the Person
(Designation with Seal)

Date: