



Panihati Municipality

P.O.- Panihati, P.S.- Khardah,
Dist.- North 24 Parganas, Kolkata -7001114
Tel No.033 2553-2909 ; Fax 033 2358 5800

Website –www.panihatimunicipality.in; E- mail: panihatimunicipality@yahoo.co.in

Memo No.:-PM/VD/2015-16/ E_01

Date – 17.02.2016

Notice Inviting Tender for Fabrication & Procurement of Hydraulic Operated Access Platform-11 mts Working Height(Arial Type).

Tender Reference No. :- PM/VD/2015-16 /NIT-E_01; dated 17.02.2016

Separate tenders are invited by the **Chairman, 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 25.02.2016 up to 17:00 Hrs

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.

i) Name of the Job:

a) Hydraulic operated Access Platform-11 mtr working height; Working Angle- 360° full Swing; Platform/Bucket Loading Capacity- 250 Kg with full shock proof and max. heat resistance capacity; Max Working Out reach- 4.00 Mtr; Cylinder- Branded; Hydraulic pump- Branded; Valve & Hose – branded; Stabilizer- Hydraulic Type In back end; Power Out put- Through PTO; To be Mounted over TATA 407 Vehicle (Provided By Municipality)

Accessories and other specific characters should be mentioned with brand name in the form including Warranty and service module. Minimum One year Warranty. Provide Structural Drawing & Diagram for information.

LIST OF WORKS

N.I.T No. PM/VD/2015-16/NIT-E_01 date – 17.02.16

Sl no	Name of Work	EMD and Tender Fee Payable to	Amount put to Tender ()	Earnest Money Deposit ()	Cost of Tender Paper ()	Time allowed for completion	Source of fund
1	2	3	4	5	6	7	8
	Hydraulic Operated Access Platform(Arial Type)- 11 Mtr. Working Height	Chairman, Panihati Municipality	7,50,000.00	2%	5000/-	60 days	Others

***** Prior permission to be taken from the concerned Authority to deposit the Cost of Tender at Panihati Municipality.*

3. Date and Time Schedule:

Sl. No.	Particulars	Date and Time
A.	Uploading of Tender (Online Publishing Date)	18.02.2016 at 12 hrs
B.	Documents download / start date (Online)	18.02.2016 at 13 Hrs
C.	Starting date for on-line Bid submission	18.02.2016 at 13 Hrs
D.	Closing date for on-line Bid Submission	25.02.2016 at 17.00 Hrs
E.	Technical Bid opening	26.01.2016 at 14.00 Hrs
F.	Financial Bid opening	To be notified later
G.	Uploading list of successful bidder/s	To be Notified Later on
H.	Last date of submission Physical documents (Hardcopy and Pay order Demand Draft)	25.01.2016 at 13.00 Hrs

4. Earnest Money: Earnest money of **2%** only to be paid in the form of **Demand Draft/ Banker's Cheque drawn in favour of "Chairman, Panihati Municipality"** payable at **"Panihati"**. The Earnest money is refundable to the unsuccessful bidders. EMD exempted for SSI units.

Notice for invitation of TENDER contains the following:

Section 1: Terms and Conditions

Section 2: Guideline of e-Tender

Section 3: Selection Criteria

Section 4: Annexure

Section 1: Prequalification Criteria

Bidder must meet the following Technical criteria & Additional Criteria:

- **Bidder should at least 5 Years Experience in the similar field of work.**
5. **Eligibility criteria for participation in the tender.**
- ii) ~~The prospective~~ prospective bidders shall have in their full time engagement experienced technical
- Valid upto date clearance of Income Tax return / Professional Tax Clearance Certificate / P.T.
 - a. (Deposit Challan) / Pan Card / VAT Registration Certificate/ Voter ID Card for self identification to be accompanied with the Technical documents [Non statutory Documents] Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents]
 - Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.
 - **Joint venture will not be allowed to participate in the above NIT.**
 - A prospective bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.
 - Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
 - Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
6. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility. All materials should be as per IS specification and procured by the agency. Steel should be used of the following brand tata, elegant, shyam , Bhushan etc.
7. **Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency.**
8. In connection with the work, **Arbitration** will not be allowed.
9. **Bids shall remain valid** for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the **Chairman, Panihati Municipality** as non-responsive.
10. **The work is of URGENT in nature and agency entrusted for it shall have to complete the work within stipulated time without any failure.**
14. **All the agencies shall have to fill up their mobile number and email address otherwise the tenders may be treated as informal. Municipal Tender form shall be downloaded and filled up and thereafter the scanned copy shall be uploaded along with the tender.**
14. A) **The bidders participated in the Tender, who fail to submit the EMD offline within the date and time as stipulate in Tender may be Barred for participating any NIT for 1**

(One) year from the date of said NIT.

15. The tender for the works invited in this NIT are urgent and shall be completed during stipulated time as per NIT.

- LOCATION OF CRITICAL EVENT

- Pre Bid Meeting →

Panihati Municipality
P.O.- Panihati, P.S.- Khardah
Pin- 700114

- Bid Opening →

Panihati Municipality
P.O.-Panihati, P.S.- Khardah,
Pin- 700114

15.B.. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer/Motor Vehicle In-charge or any other responsible authority at his own cost for a period as per prevailing Govt. rule from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.

15.C. In case of Re-Tender, no bid security /EMD is required for the bidders who responded to the first tender provided did not get back the EMD deposited with the first bid.

No interest would be paid on the Security Deposit.

16. All Bidders are requested to present in the Office of the Panihati Municipality during opening the financial bid **Chairman, Panihati Municipality** may call **Open Bid/Seal Bid** after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

17. Earnest Money: The amount of **Earnest Money @ 2% (two percent)** of the estimated amount put to tender will be submitted in the shape of Bank Draft/Pay Order/Bankers Cheque of any nationalized bank drawn in favour of the **Chairman, Panihati Municipality** against the work. This clause is also applicable for all categories of applicants except those are **exempted as per Government Order no. 1110F, dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal.**

18. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The **Chairman, Panihati Municipality** reserves the right to reject any application for purchasing Bid Documents 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 Tenderer at the stage of Bidding.

19. Refund of EMD: The Earnest Money of all the unsuccessful Tenderers deposited in favour of the concerned Chairman, along with the Tenders will be refunded by the said Chairman / **Executive Officer, Panihati Municipality** on receipt of application from Tenderers.

20. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.

21. **Conditional/ Incomplete tender will not be accepted.**
22. The intending tenderers are required to quote the rate *on line*.
27. During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Municipal Authority reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
28. **In case if there be any objection regarding prequalifying the Agency that should be lodged to the Chairman / Executive Officer, Panihati Municipality within 1 days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Chairman / Executive Officer, Panihati Municipality** Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other documents of the lowest tenderer if necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
29. **Submission of cost of tender and tender documents**-The intending tenderers shall not have to pay the cost of tender and tender documents for the purpose of participating in e-tendering. Vide memo. No-199-CRC/2M-10/2012. Dated-21.12.2012. (and subsequent memo no-9701-F(Y), Dated-30/11/2012. Of the Finance (Audit Branch) department) of Secretary to the Govt. of W.B.
30. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.
- i) NIT
 - ii) Special terms & conditions.
 - iii) Technical Bid.
 - iv) Financial Bid
31. **Qualification criteria.**
The tender inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.
- a) **Financial Capacity.**
 - b) **Technical Capability comprising of personnel & equipment capability.**
 - c) **Experience/Credential**
 - d) The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

**Executive Officer
Panihati Municipality**

**Chairman
Panihati Municipality**

SECTION A

INSTRUCTION TO BIDDERS SECTION – A

1. *General guidance for e-Tendering*

Instructions/ 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 Contractor

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> (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 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 Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.

3. The contractor can search & download NIT & Tender Documents electronically from computer

once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is

the only mode of collection of Tender Documents.

4. Participation in more than one work

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.

A prospective bidder (including his participation in partnership) shall be allowed to participate in single road /building work as mentioned in the list of schemes.

5. Submission of Tenders.

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date &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 non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following in two covers (folders).

A-1. Statutory Cover/ Technical file Containing

- i. Prequalification Application (Sec-B, Form – D).
- ii. Demand Draft/ Bankers Cheque towards cost of tender documents as prescribed in the NIT, against each serial of work in favour of **Chairman, Panihati Municipality** concerned with the work
- iii. Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the **Chairman, Panihati Municipality**.
- iv. Special Terms, condition & specification of works.

Financial Proposal (in cover folder)

A-2 . The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

B. Non statutory / Technical Documents

- i. Professional Tax (PT) deposit receipt challan for the financial year 2012-2013 & 13-14, Pan Card, IT, Saral for the Assessment year 2012-2013 & 13-14, VAT Registration Certificate.

- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- v. Credential for completion of at least one similar nature of work under the authority of State/ Central Govt. statutory bodies under State/Central Govt. constituted under the statute of the State/ State Govt. having a magnitude of 40(Forty) percent of the Estimated amount put to tender during the last 5(five) years prior to the date of issue of this NIT is to be furnished.(Ref. Cl. No. 4(i) of this NIT(Section – B, Form – V). Scanned copy of Original Credential Certificate as stated in 5(i) of NIT.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1, A2 & B) 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**

Click the check boxes beside the necessary documents in the My Document 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	1. VAT Registration certificate. 2. PAN 3. P. Tax (Challan) (2012-13 & 13-14) 4. Latest IT Receipt
B.	Company Details	Company Details – I	1. Proprietorship Firm (Trade License) . 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society (Society Registration copy, Trade License) 5. Power of attorney
C.	Credential	Credential 1	1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender .

i. Opening & evaluation of tender:-

If any contractor is exempted from payment of EMD, copy of relevant Government order needs to be furnished.

- ii. Opening of Technical proposal: - Technical proposals will be opened by the **Chairman / Executive Officer, Panihati Municipality** and his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- iii. Intending tenderers may remain present if they so desire.
- iv. Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. – 5. B) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- v. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the **Chairman / Executive Officer, Panihati Municipality**
- vi. Uploading of summary list of technically qualified tenderers.
- vii. Pursuant to scrutiny & decision of **Chairman, Panihati Municipality** the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- viii. While evaluation the **Chairman/ Executive Officer, Panihati Municipality** may summon of the tenders & 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.

A.2. Financial proposal

- i) 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.
 - ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor/ agency.
6. 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 **Chairman, Panihati Municipality** 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. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Panihati Municipal Authority may take appropriate legal action against such defaulting tenderer.

The Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

7. AWARD OF CONTRACT

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

**Chairman,
Panihati Municipality**

SECTION – B
FORM-III

All the agencies shall have to fill up their mobile number and email address otherwise the tenders may be treated as informal. This form shall be downloaded and filled up and thereafter the scanned copy shall be uploaded along with the tender.

STRUCTURE AND ORGANISATION

- A. 1. Name of Applicant (Firm) :
- Office Address :
- Telephone No. :
- Mobile No. :
- Fax No. :
- A. 2. Office Address
- I) Telephone No. :
- Mobile No. :
- Fax No. :
- II) **E-mail id (Mandatory)** :
- A. 3. Name and address of Bankers. :
- A. 4. Attach an organization chart showing :
Structure of the company with names of
Key personnel and technical staff with
Bio-data.

SECTION-B
FORM-V
EXPERIENCE PROFILE

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO A VALUE OF 40% OF THE ESTIMATED VALUE PUT TO TENDER.

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

Note : a) Certificate from the Employers to be attached.

b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All informations that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.

d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.

e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled his Security Deposit will be forfeited.

Signature and address of the
Tenderer

Signature of Tender of
Accepting Authority

EXTENSION OF TIME :

For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & Plants etc., would be entertained under any circumstances. The contractor should consider the above factor while quoting his rate.

ARRANGEMENT OF DELIVERY :

The contractor/ agency will arrange delivery of his Plants and Machineries, etc. at his own cost for the execution/ testing and inspection of the work.

**Signature and address
the Tenderer**

**Signature of Tender of
Accepting Authority**

REFUND OF SECURITY DEPOSIT:

As mentioned in Vol I, Sec A, Instruction to Bidders Clause-16.

Signature and address
of the Tenderer

Signature of Tender
Accepting Authority

DECLARATION BY THE TENDERER

I/We have inspected/ discussed about the requirement of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein along with the specification attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

Signature of Tenderer

Postal address of the Tenderer

**Chairman / Executive Officer
Panihati Municipality**

Annexure –III : Financial Statement

Name of the Bidder:

Summary of generation of revenue on the basis of audited financial statement of the last three financial years.

	2012-13 (INR in lakhs)	2013-14 (INR in lakhs)	2014-15 (INR in lakhs)
Annual Turnover			

Average Annual Revenue is XXXXXXXXX (INR in Lakh):

Name of the Firm with Seal

Date_____

❖ Evaluation of Tender:

- ❖ **Opening of Tender:-** Tenders will be opened by the Tender Inviting Authority electronically from the website using Digital Signature Certificate.
- ❖ **Statutory Cover** (sub-folder) documents will be opened first and if found in order, Non-Statutory (sub-folder) documents and Financial Bid will be opened. If there is any deficiency in the statutory documents the bid will summarily be rejected.
- ❖ Decrypted (transformed into readable formats) documents of the Non-Statutory (sub-folder) will be downloaded and handed over to the Tender Evaluation Committee. Scrutiny of Tender and recommendation thereafter will be made to the Chairman / Executive Officer, Panihati Municipality, West Bengal.
- ❖ **Uploading of summary list of successful bidder/s - Pursuant to scrutiny and decision of the screening committee, the summary list of successful bidder/s will be uploaded in the web portals.**
- ❖ While evaluating, the committee 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 are not produced within the stipulated time frame, their proposals will be liable for rejection.
- ❖ Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- ❖ The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.
- **Validity of Tender:** Tender submitted shall remain valid till the time Tender authority announces list of the successful bidder/s.
- **Withdrawal of TENDER:** A Bid once submitted shall not be withdrawn within the validity period.
- **Acceptance of Bid :** **Chairman, Panihati Municipality** reserves the right to accept or reject any or all Tenders without assigning any reason thereto. **Chairman / Execitive Officer, Panihati Municipality** reserves the right to withdraw from the process or any part thereof, to accept or reject any / all offer (s) at any stage of the process and / or modify the process or any part thereof or to amend any terms without assigning any reasons. No financial obligations will accrue to **Panihati Municipality** in such an event. **Municipal Authority shall not be responsible for non-receipt of correspondence sent by post / email / courier / fax.**

- **Intimation:** The successful Bidders will be notified regarding acceptance of Bid through e-mail at any time during the evaluation process. **Municipal Authority** reserves the right to call for any such information/ clarification from any or all the bidders and they will be obliged to provide the same within a reasonable timeframe.
- **Influence:** Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and the Bidder resorting to it will render his Bid liable to rejection.

CONDITIONS

That the work is to be carried on with due diligence & executed are to be done in the most substantial and work man like manner. The Materials used when supplied by the contractors are to be of the best quality as approved by the second part and in all cases are to be verified by the Motor Vehicle In-charge and approval of the Chairman whose decision as to the rate of progress and the quality of Work or Materials shall be final.

That the quantity of Work executed shall be measured and payments made on the completion of the work.

- That in the case of delay, bad work or materials Chairman may remove the same and have they replaced, deducting the value of work, rejected or materials removed or the cost of replacing the same as he may think. Proper from any amount due or that may become due to the Party making this Tender/ quotation without any notice to the contractor.
- That the designs, drawings and instruction in writing relating to the work signed by the Chairman and lodged in his office for inspection during office hours shall be strictly confirmed to.
- That the Chairman shall have power to make any alteration in the original design or instructions that may appear to him to be necessary during the progress of the work which shall be carried out on the same condition as agreed to in respect of the main work within such times as the Chairman by writing specifying the alteration may direct. If there should be no rate agreed on for the extra work then the work shall be done at the rates mentioned in the schedule/specification of rates mentioned by the Chairman. Such alteration shall not invalidate the contract but the time for completion of the work will be extended in the proportion that the extra work bears to the original contract work and in case of any dispute. The norms of Govt. Order shall be followed.
- If it shall appear to the Chairman that any work has been executed with unsound in perfect or unskillful work man ship or with materials of an inferior description, the contractor shall on demand in writing forthwith rectify remove or re-modify in

whole in part as the case may require without any additional charge and in the event of his/her refusing to do so within a period specified by the Chairman or in the case of failure to remove from the site of the work within a specified period any materials or articles which are considered of unsound or inferior quality, and are not in accordance with the terms of the contract and to provide immediately suitable materials or articles in lieu of those condemned then damages shall be paid at the rate of five percent on the amount of the estimate for every day not exceeding 10 days for a failure to comply with the written demand of the Chairman and thereafter the Chairman shall be competent to terminate the contract in writing and the contractor shall remain obliged to pay all excess expenditure that the Chairman will have to incur to get the work executed in terms of his approved estimate, design, drawing, specification and instruction.

- That should the Chairman consider the work, although not executed in strict accordance with the specification may be allowed to stand, he / she is empowered to pay for the same at such reduced rates as he/ she may fix, but this proceeding is quite optional on his/her part.
- If the contractor fails to start the work forthwith on receipt of the work-order latest within 7 (seven) days of receipt of the work-order, the Chairman shall be competent to terminate the agreement without any notice and by forfeiture of the earnest money of the contractor.
- If the contractor leaves the work unfinished without prior permission of the Chairman and does not start even after notice to be served on him/her once, the agreement may be cancelled by the Chairman without any notice and the balance work executed by the contractor at the cost of the contractor, and a deduction of 2% (Two Percent) of the total value of work done shall be made from the Contractor's Bill, if the work is delayed beyond the time granted as per agreement, if permission of the chairman or extension of time is not obtained by the contractor.

➤ **Name and Address of the nodal officer of the work:**

**Chairman, Panihati Municipality
P.O.- Panihati, P.S.- Khardah,
Dist.- North 24 Parganas,
Kolkata-700114**

Following clauses are to be adhered to by the Bidder during the process of Bidding

- a) This Tender notice constitutes no form of commitment on the part of Panihati Municipality other than to provide further information on the specific tasks to be undertaken. Furthermore, this notice confers neither the right nor an expectation on any party to participate in the proposed process.
- b) Bidders shall bear all costs associated with preparation and submission of the Tender. Panihati Municipality shall not, under any circumstances, be responsible or liable for any such costs, whether direct, incidental or consequential.
- c) Only the courts at Kolkata (with exclusion of all other courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise out of or in connection with the bidding procedure.
- d) Intending bidder may download the Tender document from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate and submit the same through e-Filing (Details of which has been narrated in Section 2 under “Guideline for preparation and submission of Tender”). Digitally signed Tender is to be submitted through website <http://wbtenders.gov.in> as per Tender Schedule.
- e) Prospective bidders are advised to note carefully the minimum qualification criteria as mentioned in ‘Section-2’ before bidding.
- f) Before empanelment, the bid inviting authority may verify the credential and other documents with the original, if found necessary. After verification, if it is found that documents submitted by the bidder are false, in that case, the empanelment of the bidder will be cancelled.
- g) Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
- h) Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions for submission of TENDER. Before the TENDER Inviting Authority in writing 48 hours prior to Pre Bid Meeting, beyond such period no representation in that behalf will be entertained by the TENDER Inviting Authority. TENDER Inviting Authority reserves the right to have pre Bid conference with the intending Bidders if deemed necessary. No further clarifications will be entertained from the bidders after the completion of pre-bid meeting.

Section 4: Selection Criteria

4.1 The selection for the empanelment would be done by a TENDER sub-committee formed by Board of Councillors of Panihati Municipality based on a preset evaluation criteria.

Note: The authority reserves all rights to reject the shortlisted bidders at any stage without assigning any reason thereof. .

4.2 Municipal Authority will notify successful Bidder through comparative analysis by a high power TENDER committee formed by Panihati Municipality.

Annexure - IV: Declaration of Authorised Signatory

(To be forwarded on the letterhead of the interested entity submitting the Tender)

Reference No. _____

Date _____

**To,
The Chairman / Executive Officer,
Panihati Municipality
P.O.- Panihati, P.S.- Khardah
Dist.- North 24 Parganas, Kolkata-114
West Bengal, India.**

**Sub: Notice inviting for Purchasing i) Hydraulic Operated Access Platform(Arial Type)-
11 Mtr. Working Height**

Sir,

This is with reference to the advertisement dated 18.08.14 for empanelment of **i) Hydraulic Operated Access Platform(Arial Type)-11 Mtr. Working Height**

We have read and understood the contents of the TENDER and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the TENDER.

We have agreed that _____ (insert individual's name) will act as our representative and has been duly authorized* to submit the Tender.

Yours faithfully,

Authorised Signatory

For and on behalf of (Name of the company)

*** Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company**

Annexure -V. Details about the Bidder

Name of Bidder: _____

Registered Office Address: _____

Telephone No: _____

Fax No: _____

e-Mail: _____

Website: _____

Kolkata Office Address (if any): _____

Telephone No: _____

Fax No: _____

e-Mail: _____

District Office Address (if any): _____

Telephone No: _____

Fax No: _____

e-Mail: _____

Name of the Contact Person for this assignment: _____

Designation: _____

Address: _____

Telephone No: _____

Cell phone No: _____

e-Mail: _____

Fax No: _____

Signature of bidder including title & capacity in which application is made.**Annexure -VI. Work Experience in the last 5 Years**

Sl. No.	Name of the similar job /assignment	Name of the clients(mention clearly whether it is a Govt./semi-govt./other reputed organisation)	Work Place (Urban / Rural)	Total Value of the Project in INR
1				
2				
3				
4				
5				

Annexure - IX: Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities)

(To be forwarded on the letterhead of the interested entity submitting the TENDER)

Date:

**To,
The Chairman / Executive Officer,
Panihati Municipality
P.O.- Panihati, P.S.- Khardah
Dist.- North 24 Parganas, Kolkata-114
West Bengal, India.**

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by Government of India or any State/UT/local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)

Seal of applicant Name:

Designation: