

E-N.I.T. No: - 1 Of 2023-24

BID DOCUMENTS

Project of Development Scheme under 'Development of Municipal Areas'

Tender for- TWO PART BID

Part -I: Technical Bid

Part-II: Financial Bid

Memo No-1718/Nal/Muni dated : 12/07/2023

E-Tender No- 01 of 2023-24 of Chairperson, Nalhati Municipality, Birbhum

1. List of Scheme: -

SL.NO	NAME OF SCHEME	TENDER AMOUNT	EARNEST MONEY	COST OF TENDER PAPER	TIME OF COMPLETION	ELIGIBILITY
01.	Construction of Box Culvert and PCC Road with Mastic Asphalt from Misti Mahal Shop to Railway Underpass in ward no-06 and Railway Underpass to Shivmandir in ward no- 02 under Nalhati Municipality	Rs. 80,37,999.00	Rs. 1,60,760.00	NIL	60 days	40 % of similar nature of work in a single contact within 5 years
02	Construction of P.C.C Road from Rosid house to towards Kuddush house in ward no-13 under Nalhati Municipality.	Rs. 47,04,001.00	Rs. 94,080.00	NIL	60 days	40 % of similar nature of work in a single contact within 5 years

2. Date and time Schedule: -

1	Date of uploading of N.I.T. & Tender Documents (online) (Publishing Date)	12/07/2023 at 3.00 PM
2	Tender documents download start date (online)	13/07/2023 at 5:00 PM
3	Tender documents download end date (online)	07/08/2023 at 5:00 PM
4	Bid proposal submission start date (online)	13/07/2023 at 5:00 PM
5	Bid proposal submission end date (online)	07/08/2023 at 5:00 PM
6	Date of open Technical bid	10/08/2023 at 10:00 PM

3. Any contractor willing to take part in the process of E-Tender will have to be enrolled & registered with the Government E-Procurement system; through logging on to <https://etender.wb.nic.in> using the option "Click here to Enroll". Possession of a valid Class II Digital Signature Certificate (DSC) in the form of smart card /Token in the company's name is a prerequisite for registration and participating in BID submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agency, details of which are available in the web site <https://etender.wb.nic.in> in under the link "Information about DSC"

4. Intending tenderers can search and download NIT and tender documents electronically by logging on the website <https://etender.wb.nic.in> or <https://wbenders.gov.in> using his Digital Signature Certificate (DSC).

This is the only mode of collection of tender documents.

5. Submission of the EMD (Earnest Money Deposit) and cost of Tender paper if applicable should transfer via The cost of the EMD as specified should be deposited only on line basis .The documents during execution of formal agreement, the contractor shall submit Rs.10 non judicial stamp paper in favour of Agency/Contractor's name for Tender agreement.

6. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner.

7. Eligibility criteria for participation in the tender.

i) Other contractor as mentioned in the statement of the NIT, the prospective tenders who are eligible to participate as per relevant GO mentioned in the statement, should have satisfactorily completed as a prime agency during the last 3(three) years prior to the date of issue as this notice at list one work of similar nature under the above mentioned authority, having a magnitude of 40%(fifty percent) of the estimated amount put to tender (without consideration on any price devolution). In support of the credential, scanned copy of the **Completion Certificate** issued by the executing authority should be loaded as **Non-Statutory Document** through online.

ii) **Annual average turn-over last three consecutive audited financial year should be greater than the tender value.**

iii) Uploading of scanned copies of pan card, Income Tax (salar) Acknowledgement receipt for Assessment year 2018-19, Professional Tax receipt for the year 2019-20, GST registration Certificate including GST return in the technical proposal as **Non Statutory Documents**. Enlisted contractor are to upload scan copy of their Certificate of Enlistment.

iv) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i), registration paper in support of their registration, bye Laws, audited balance sheet showing account up to last 3(three) years. latest valid clearance certificate from the ARCS, eligible list of the Registered Unemployed Engineer's Co-Operative Societies and registered Labor Co-Operative Societies issued by the concerned ARCS showing the name of their society as Non Statutory Document.

v) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association of Memorandum [Non Statutory Documents].

vi) Quantity of any item may vary 10% for which no change of rate will be allowed.

vii) **The successful contractor must completed the work within the time specified for completion No Question of time will be allowed except in special case**

viii) **M10% (Ten) of bill amount including earnest money will be kept in this office as security money for 5 years for buildory works as per the latest Govt. norms from the date of work completion.**

ix) **Authority to reserves the right to issue of tender paper and accept or the reject any or all the tender assigning any reason**

A-2. Non statutory / Technical Documents

i. Professional Tax (PT) deposit receipt challan for the financial year 2023-24, PAN Card, GST Registration Certificate.

ii. Registered Deed of partnership Firm

iii. Trade License from the respective Municipality/Panchayet etc.

i. Requisite Credential Certificate for completion of at least one similar nature of work in any

Govt. Department having a magnitude of at least 40 (Forty) percent of the estimated amount of the work put to tender on or after 01.04.2018 (in applicable cases)

ii. Upto date IT return with 5 years balance sheet with Audit.

iii. Properly filled up all forms of Bid Capacity and UDIN number generate by the Chartered Accountant.

iii) Bank Solvency Certificate (50% of estimated amount put to Tender).

8. Submission of Tenders

8.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 2, in two folders, at a time of each work, one is Technical proposal and another is Financial proposal, before the prescribed date and time mentioned under

Cl. 8. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, scanned and Digitally signed. The documents will be encrypted (Transformed into non-readable formats).

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

8.2 Technical Proposal

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

a. Statutory / Technical file cover containing,

ii. Earnest Money Deposit (EMD) as prescribed in the NIT against each serial of work if applicable. The cost of the EMD as specified should be deposited only on line basis through ICIC Bank Payment gateway.

iii. Notice inviting tender.

iv. Municipality tender Form. No. 2911 (ii)

Note:

i. Only download copies of the documents mentioned under Cl. 7(iii) & (iv) are to be uploaded, virus scanned and digitally signed by the contractor.

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

iii. *Tender will be summarily rejected if any item in the statutory cover is missing.*

b. Non statutory / Technical file cover containing,

i. Professional Tax (PT) clearance certificate and IT PAN shall remain valid up to date of opening of the tender. Application for such clearance address to the component authority may also be considered.

ii. GST registration Certificate and Return Certificate of the last quarter of the current financial year.

iii. Registered Deed for partnership firm.

iv. Completion Certificate [as stated in the Clauses 6(i)] for one single work of similar nature work /worth at least 40% of the amount put to tender for the work the contractor intends to participate.

v. For Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of their registration, Bye Laws, audited balance sheet showing accounts up to date

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN

THE FOLLOWING MANNER.

Sl. No.	Category Name Sub	Description	Details
A	CERTIFICATES	CERTIFICATES	1. PAN CARD 2. P.Tax (Challan) (2023-24) /Professional clearance certificate 3. GST Registration Certificate. 4. Upto date IT return with 5 years balance sheet with Audit. 5. Properly filled up all forms of Bid Capacity and UDIN number generate by the Chartered Accountant.
B	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Incorporation Certificate, Trade License) 4. Co-Operative Society(Society Registration Certificate, Bye Laws, Audited Balance sheet for the Last five years. Power of Attorney (Registration)

C	CREDENTIAL	Credential1 Credential2	Similar Nature of Work Done as stated Sl no 1 . Completion Certificate which is applicable for eligibility.
D	Financial(Info)	Payment certificate, profit & Loss Balance sheet	Only payment certificate, profit & Loss Balance sheet

Note: failure of submission of an one of the above mentioned documents will render the tender liable to summary rejection. The original copies of the **NEFT/RTGS** receipt both towards cost of Tender Documents and Earnest Money Deposit (if applicable) should be dropped in sealed envelope in the office of the Chairperson Nalhati Municipality, P.O-Nalhati(TS), Dist.-Birbhum, PIN- 731243, at least one day before the date of opening of Technical Proposal.

7.3 Financial Proposal

The Financial proposal should contain the following documents in one cover(folder),i.e. Bill of Quantities(BOQ). The Contractor is to quote the rate (percentage above or below) online through computer in the space marked for quoting rate in the BOQ, only download copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

Penalty for submission /distortion of facts : *if an Tenderer fails to product the original hard copies of the documents uploaded or any other documents on demand of Tender inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies if there is any suppression, the Tenderer will be suspended from the participating in the tenders on e-tender platform for a period of 3(three) years. In addition,his user ID will be deacti GSTed and Earnest Mone Deposit will stand forfeited, Chairperson Nalhati Municipality, P.O-Nalhati(TS), Dist.-Birbhum, PIN-731243 may take appropriate legal action against such defaulting tenderer.*

9. Opening and evaluation of Tender

9.1 Opening of Technical Proposal

- i) Technical Proposal will be opened by The Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243, and/or his authorized representatives electronically from the website stated in Clause 2, using their Digital Signature Certificate (DSC) at the office of the Chairperson, Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243 on the date
- ii) Intending tenderers may remain present if they so desire.
- iii) Cover (Folder) for statutory Documents will opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is an deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (transformed into readable formats)documents of the Non-statutory cover will be download, and evaluated for eligibility.
- v) pursuant to scrutiny & decision after evaluation the summary list of eligible tenders & the serial number of work for which their proposal are considered will be uploaded in the web portals.
- vi) While evaluation the tender inviting authority ma summon the tenderers & seek clarification /information or additional or original hard copy of an of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

9.2 Opening and evaluation of Financial Proposal

- i) Financial Proposal of the Tenderers found technically eligible, will be opened electronically from the web portal stted in clause 2 on the prescribe date, by the Chairperson, Chairperson, Nalhati Municipality, Po-Nalhati(TS),Dist-Birbhum, Pin-731243 at the office of the Chairperson Chairperson, Nalhati Municipality, Po-Nalhati(TS),Dist-Birbhum, Pin-731243ii) The encrypted copies will be decrypted and retes will be read out of contractors remaining present at that time.

iii) After Evaluation of the Financial proposal, b the Chairperson Nalhati Municipality, At+Po- Nalhati, Dist- Birbhum, Pin-731243ma upload the final summary result containing inter-alia, name of contractor and the rates quoted them against each work provided he is satisfied that the rates obtained are fair and reasonable and the is no scope of further lowering down of rate.

10. Lowest valid rate should normally be accepted, However, the Tender accepting Authority, i.e Chairperson, Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243, does not bind himself to do so and reserves the right to reject an/or all the tenders, for valid reasons and also reserve the right to distribute the work amongst more than one tenderer.

11. All materials required for the proposed works shall be of approved brand in accordance with relevant ode of practice and manufacturer accordingly and shall be procured and supplied b the agency at their own cost. Authenticated evidence for purchase of cement and steel are to be submitted along with the challan and test certificate. If required b the Engineer-in-charge, further testing from any Government approved Testing Laboratory shall have to be conducted By the agency at their own cost.

12. The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Tenders, no cost of Bidding shall be reimbursable b the department Chairperson, Nalhati Municipaity, at+Po- Nalhati,Dist- Birbhum, Pin-731243 reserves the right to reject an application for participating and to accept or Reject an offer without assigning any reason whatsoever and is not liable for an cost that might have incurred by any Bidder at the stage of Bidding.

14. No Conditional Tender/incomplete tender will be accepted.

15. The Tender Documents shall consist of the following documents

i) Municipality Tender Form 2911(ii)

ii) NIT

iii) BOQ

16. if an discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one of the following sequence.

a) Municipality Tender Form 2911 (ii)

b) NIT

c) Technical bid

d) Financial bid

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

18. Earnest Money deposited by the successful tenderers will be refunded on application to the Chairperson, Nalhati Municipality, At+Po- Nalhati, Dist- Birbhum, Pin-731243.

19. Prospective Bidders shall have to execute the work in such a manner so the appropriate service level for the stipulated stretches/length of road under the improvement is to be maintained during stipulated contractual period till completion of and a period of 1(one) year from the date of successful completion of the work to the entire satisfaction of Engineer –in-charge. If any defect/damage id found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at per with instant project work, or in default, the Engineer-in-charge may cause the same to be made good b the other agency the deduct the expense (of which the certificate of the Engineer-in-charge shall be final)from an sums that may be then, or any time thereafter become due to contract or from his security deposit, or the proceeds of the sale thereof, or of sufficient portion hereof. Refund of Security Deposit will only be made on the pro-rate basis i.e release of such security Deposit on(30% OF THE SUCURITY DIPOSITE SHALL BE REFUNDED TO THE CONTRACTOR EXPIREY OF FOUR YEAR OF ACTUAL DATE OF COMPLETION , THE BALANCE 70% OF SECURITY DEPOSITE REFUNDED EXPIRE OF 5 YEAR OF ACTUAL DATE OF COMPLETION)

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

21) These shall be no provision of arbitration. Hence clause 25 of Municipality Tender Form 2911 (ii) is no omitted vide notification no 558/SPW dated 13/12/2011 of Principal Secretary, P.W & P.W(Roads) Department.

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

iii) Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01/11/2006 in pursuance with G.O No-599A/4M-28/06 dated 27/09/2006.


23. For details information and other condition standard Bid document as circulate vide no-1005/MA/C-10/Misc-14/2008 dated 11/11/2019 of UDMA dept. Govt. of W.B. is to be referred(copy enclose).

Copy forwarded for information and wide publicity in his notice board to-

Memo No: - 1718/ / (12)/Nal/Muni/23 Dated: - 12.07.2023

Copy forwarded for information and wide publication to the:-

- 1) The District Magistrate, Birbhum.
- 2) The Executive Engineer, M.E.D. Birbhum Division Suri.
- 3) Executive Officer, Nalhati Municipality.
- 4) Finance Officer, Nalhati Municipality.
- 5) Sub-Assistant Engineer, Nalhati Municipality.
- 6) Concerned Ward Councillors are requested to kindly consult the SAE/ N.M. and Agency.
- 7) President of P.W.D. Standing Committee, Nalhati Municipality.
- 8) Accountant, Nalhati Municipality.
- 9) A.F.C. Nalhati Municipality.
- 10) I.T. for Web uploading.
- 11) Office Notice Board.
- 12) Daily News Paper.


Chairman
Nalhati Municipality
Chairman
Nalhati Municipality

**SECTION – B
FORM – I**

PRE-QUALIFICATION APPLICATION

To

.....

Ref : Tender for
(Name of work)
NIeT No.: (Sl. No.)

Dear Sir,

Having examined the Statutory, Non-statutory & NIeT documents, I/ we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of in the capacity
..... duly authorized to submit the
order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) **Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.**
- (b) **Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.**

Enclosure(s): e-Filling:-

- 1. Statutory Documents.**
- 2. Non-Statutory Documents.**

Date:

.....
**Signature, name and designation
of Authorised Signatory.**

For and on behalf of
(Name of the Applicant)

N.B.: This application must be made in the Letter Head Pad of the firm in which application is made, clearly mentioning the address and contact number and email ID of the firm.

SECTION – B
FORM – II

Financial Statement

Information of audited financial statement for the last year to demonstrate the current soundness of the Bidder's financial position

Name of Bidder: _____

1. The Bidder's Net Worth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.
2. Bidders, who meet the minimum qualification criteria, will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the works. The available bid capacity will be calculated as under:

Assessed Available Bid Capacity = $[A \times N \times 2 - B]$ = Rs.

Where,

- A = Maximum value of engineering works in respect of projects executed in any one year during the last 5 (*five*) years (updated to the price level of the year indicated in table below under note) taking into account the completed as-well-as works in progress. The projects include turnkey project / item rate contract / construction works.
- N = Number of years (i.e. year) prescribed for completion of the works for which Bids are invited.
- B = Financial Liability of the bidder to incurred for existing commitments and on-going works during the period of the subject contract.

To seal calculate the value of "A"

- (i) A table containing value of engineering works in respect of projects (turnkey project / item rate contract / construction works) undertaken by the Bidder during last 5 (*five*) years is as follows:

Sl. No.	Year	Value of engineering works undertaken w.r.f. projects (Rs. in Crores)
1	Year-5 (2017-2018)	
2	Year-4 (2018-2019)	
3	Year-3 (2019-2020)	
4	Year-2 (2020-2021)	
5	Year-1 (2021-2022)	

- (ii) Maximum value of projects that have been undertaken during the F.Y. out of the last 5 (*five*) years and value is Rs. Crores (*Rupees*) only. Further, value updated to the price level of the year indicated in Table is as follows:

Rs. Crores X (updatation factor as per Table)

= Rs. Crores (*Rupees*) only

Table indicating the factor for the year for updatation to the price level is indicated as under

Sl. No.	F.Y./Calendar Year	Updatation factor
1	Year-1 (2021-2022)	1.00
2	Year-2 (2020-2021)	1.05
3	Year-3 (2019-2020)	1.10

4	Year-4 (2018-2019)	1.15
5	Year-5 (2017-2018)	1.20

(iii) Net worth for the last year (*i.e.*, *F.Y. 2021-2022*) of (name of the company) is Rs. Lac (*Rupees*.....) only.

.....

**Signature, name and designation of
 Authorised Signatory**
For and on/belief of
(Name of the Applicant)

.....
**Signature of authorised signatory of the
 Statutory Auditor’s firm.**

Name of the Statutory Auditor’s firm

Seal of the audit firm:
 (Signature and Designation)

To calculate the value of “B”

3. A table containing value of all the existing commitments and ongoing works to be completed during the next.....years (prescribed time for completion of the works for which Bids are invited) is as follows:

Sl.	Name of Work/ Project	Name of Employer	Percentage of Participation of Bidder in the project	Stipulated period of completion as per Agreement / LOA with the start date	Value of Contract as per Agreement / LOA (Rs.)	Value of work completed (Rs.)	Balance value of work to be completed (Rs.)	Anticipated date of completion	Financial liability to incurred for the said Work/ Project during the period of the subject contract (Rs.)
1	2	3	4	5	6	7	8	9	10

.....

**Signature, name and designation of
 Authorised Signatory**
For and on/belief of

SECTION – B
FORM – II B

This is to certify that we have verified the consolidated financial statement of _____
_____ (Name of the Firm in which application is
made) having its Registered Office at _____

_____ (address
of the Firm). Based on our examination of Books and Records and other documentary evidences
we certify that the financial data of the company given in the balance sheets are detailed
hereunder for the Financial year(s) as mentioned below are true and correct.

Sl. No.	Description	Financial Data for the last 5 audited Financial Years				
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1.	Net Worth (Calculated on the basis of capital, profit and free reserve available to the firm should be positive)					
2.	Working Capital					
3.	Annual Turnover (Civil Construction Work)					

Available Liquid Assets

1. Working Capital : Rs. _____
 2. Uncommitted Bank Guarantees : Rs. _____
 3. Credit facilities : Rs. _____
Total Liquid Assets : Rs. _____

Date: _____

~~Signature of authorised signatory of the Statutory Auditor's firm.~~

.....
Name of the Statutory Auditor's firm

Seal of the audit firm:
 (Signature, name and designation and

.....

Signature, name and designation of Authorised Signatory

For and on/belief of
 _____ **(Name of the Applicant)**

N.B.: This application must be made in the Letter Head Pad of the firm in which application is made, clearly mentioning the address and contact number and email ID of the firm and also generate UDIN.

SECTION – B
FORM – III

STRUCTURE AND ORGANISATION

A. 1 Name of Applicant : _____

A. 2 Office Address : _____

Telephone No. : _____

Mobile No. : _____

Fax No. : _____

Email : _____

A. 3 Name and Address of Bankers : _____

A. 4 Attach an Organization Chart showing
the structure of the Company with
names
of key personnel and technical staff
with
Bio-Data. : _____

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation. Date: _____

.....
Signature, name and designation

of Authorised Signatory.
For and on behalf of _____
(Name of the Applicant / Firm with Seal)

