

E-N.I.Q. No: - 6 Of 2022-23

BID DOCUMENTS

Tender for- TWO PART BID

Part –I: Technical Bid

Part-II: Financial Bid

Memo No- 744/Nal/Muni dated : 22-03-2023

N.I.Q. No- E-Tender 06 of 2022-23 of Chairman Nalhati Municipality, Birbhum

Quotations are invited from the bonafied Agency for Seeding Aadhar (Actually as Aadhar) Data update in MIS ONLINE Works in Connection With Annual Verification (Existing Beneficiary) under NSAP under Nalhati Municipality.

Sl No	Name of Work	Rate per Beneficiary
1	Existing Data Analyze through VLOOKUP (MIS DATA & DBT DATA) & PRINTING Works	10
2	Existing Data Verification Door to Door.	8
3	Collected Data Entered One by One into MIS ONLINE.	10
4	Existing Benf Convert (as Proper Status as per Survey) into MIS ONLINE.	7
5	Death Beneficiary Delete One by One From MIS ONLINE.	10
6	Existing Benf Adhar Name & No With Enrolment No into MIS ONLINE.	20
7	Existing Benf Bank A/C Linking With NPCI MAPPER into MIS ONLINE.	20
8	Existing Beneficiary Attachment One by One into MIS ONLINE.	20
9	All Existing Benf Set in Mother Span.	20
10	New Beneficiary	AS PER GOVT RULE

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 /Etoken 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> 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://wbtenders.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 (sara) Acknowledgement receipt for Assessment year 2021-22, Professional Tax receipt for the year 2022-23, GST registration Certificate 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**

8. Submission of Tenders

Date and Time Schedule:

Sl. No.	Particulars	Date and Time
A.	Date of uploading of Bid Document and Tender Documents (Online Publishing Date)	22-03-2023 3.10 pm
B.	Documents download start date (Online)	22-03-2023 3.15 pm
C.	Documents download end date (Online)	31-03-2023 5.00 pm
D.	Date and time of bid queries submission	nil
E.	Bid submission starting	22-03-2023 5.15 pm

F.	Bid Submission closing (Bid Due Date)	31-03-2023 5.00 pm
G.	Bid opening date for Technical Proposals	03-04-2023 10.00 am
H.	Date of communicating list for Technically Qualified Bidders	-----
I.	Date of Opening of Financial Proposal	-----
J.	Date of issuance of Work Order / Signing of Agreement	-----

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 various scanned and Digitally signed. The documents will be encrypted (Transformed in to non readable formats).

N.B.: if the stipulated dates (offline) being is 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 farther 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 there registration, Bye Laws, audited balance sheet showing accounts up to date

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 Chairman 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, Chairman 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 Chairman, 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 Chairman, Chairman, 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 Chairman, Chairman, Nalhati Municipality, Po-Nalhati(TS),Dist-Birbhum, Pin-731243 at the office of the Chairman Chairman, 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 Chairman 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 Chairman, Chairman, 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 code of practice and manufacturer accordingly and shall be procured and supplied by 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 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.

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 by the department Chairman, Nalhati Municipality, 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) NIQ

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) days 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 chairman, 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 is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Engineer-in-charge may cause the same to be made good by 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 SECURITY DEPOSIT 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 entailed for any delay of payment, if any intending tenderers may consider this criterion while quoting their rates.

21) There shall be no provision of arbitration. Hence clause 25 of Municipality Tender Form 2911 (ii) is not 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: - 744/ / (12)/Nal/Muni/23 Dated: - 22-03-23

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
Rajendra Prasad Singh
Chairman
Nalhati Municipality