

OFFICE OF THE BURDWAN MUNICIPALITY

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Memo No: -88/SWM/XII-9

Dated: - 23/07/2018

NOTICE INVITING ELECTRONIC TENDER No - 1

Tender Ref No.- Notice Inviting Quotation No-1/2018-19 2nd call

The Honorable Chairman behalf of Burdwan Municipality, invites e-Tender for the work detailed in the table below. (Submission of Bid through online).

Sl. No.	Name of the work	Earnest Money	Name of the Concerned Division	Eligibility of Contractor.
1.	Mechanised de-sludgeing of Septic tanks and Septic pits at Burdwan Medical College Hospital Campus.	25,000.00	Burdwan Municipality.	Bonafide, reliable and resourceful contractors having experience in the similar nature of work. Details in Tender Notice.

1. In the event of e-filing intending bidder may download the tender document from the website directly with the help of Digital Signature Certificate & necessary earnest money may be remitted through online internet banking in favour of chairman, Burdwan Municipality, payable at Burdwan, District Burdwan & same may be documented through e-Filling. (Details of which has been narrated in “Instruction to Bidders”).

2. Both technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be downloaded from website & submission of Technical Bid/Financial Bid will be done as per Tender Schedule Stated in Sl.No.9. The documents submitted by the bidders should be properly in indexed and be self –attested with seal. The FINANCIAL OFFICER of the prospective Tenderer will be considered only if the TECHNICAL BID of the Tenderer is found qualified by the ‘Tender Evaluation committee’. Will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

3. Eligibility Criteria for Participation in Tender :

i) The prospective bidders shall have satisfactorily completed as prime agency at least one work of similar nature under the authority of Sate / Central Gov. State / Central Gov. undertaking / Statutory Bodies Constituted under the statute of the Central / State Government and having sufficient credential of the work which the agency has completed.

N.B. Estimated Amount, Date of completion of project & detail communicational address of Client with phone number must be indicated in the Credential Certificate.

The copy of the work order/letter of acceptance (L.O.A) along with the specific price schedule of the work for which the credential has been issued must be attached. Otherwise the tender accepting authority reserves the right to reject the technical bid outright.

ii) Pan Card, Trade License in same nature of business, G.S.T Registration Certificate, Professional Tax receipt Challan for the year 2017-18 to be accompanied with the Technical Bid document. Income Tax (Saral), Acknowledgement Receipt for assessment year (2017-18) to be submitted. [Non Statutory Documents].

iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Department during the last 5 year prior to the date of this NIT. Such debar will be considered as disqualification towered eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).

iv) Registered Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, and Valid Clearance Certificate from A.R.C.S. Along with other relevant supporting papers. [Non Statutory Documents].

v) A prospective bidder shall be allowed to participate in the Job either in the capacity of individual or as a partner of a firm.

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

vii) Where there is a discrepancy between the rate in figures & words the rat in words will govern.

viii) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.

ix) Joint Venture will not be allowed.

4. The Municipal Authority will not be held responsible for death or injury to labour during operation of the work.

5. The successful agency must to have to adhere the extant rules & norms regarding operation of Scavengers.

6. No Mobilization Advance and Secured Advance will be allowed.

7. Bids shall remain valid for a period not less than 120 (One Hundred Twenty) days after the dead line date for Financial Bid / Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."

8. Date & Time Schedule:-

Sl. No.	Particulars	Date & Time
1	Date of publishing of tender (Online).	25/07/2018 at 12.00am
2	Document Download / Sale Start Date.	25/07/2018 at 1:00 Pm
3	Bid Submission Start Date.	25/07/2018 at 2.00Pm
4	Bid Submission Closing Date.	07/08/2018 at 06.00 pm
5	Date of Opening technical Bid.	10/08/2018 at 10.00 am
6	Date of technical Bid evaluation.	Notice Later On
7	Date of Opening financial Bid.	Notice Later On
8	Date of Financial Bid Evaluation.	Notice Later On

9. There shall be no provision of Arbitration.

10. No. price preference and other concession will be allowed.

11. **Earnest Money** : - for participating in the Quotation, the Bidders shall have to pay the Earnest Money as specified in this NIEB shall be paid by online internet bank transfer of NEFT or RTGS (as per GO No.3975-F(Y) DT.28-07-2016 of Finance Dept., Govt. Of West Bengal).

Every such Transfer shall be done on or after the date of publish of NIEB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online Transfer of Earnest Money receipt has to be uploaded as statutory document. (Scanned copy).

12. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.

13. The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during tenure of work and the contract will be for one time job / work. Refund of Security Deposit will only be made after Six months from successful completion maintaining of appropriate service level of the work as mentioned above.

14. 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. Chairman, Burdwan 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 Bidder at the stage of Bidding.

15. Refund of EMD: The Earnest Money of all the unsuccessful Tenderer deposited in favour of Chairman, Burdwan Municipality will be refunded by the Chairman, Burdwan Municipality on receipt of application from Tenderer after completion of tender process in all respect.

16. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

17. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.

18. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances

19. The Chairman, Burdwan Municipality. Reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

20. During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

21. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufacture or false in that case, work order will not be issued in favour of the Tenderer under any circumstances.

22. **Scope of Work** :-

List of Septic tanks with location at B.M.C & H, Main Campus, Purba Bardhaman.

Thorough mechanized de-sludging of Septic tanks and Septic pits by Cesspool emptier with appropriate machine & Labour etc.

A.	<u>Location</u>	<u>No of Tanks</u>	
1.	Students Hostel	4	(Four)
2.	ER Block (CBS)	3	(Three)
3.	Psychiatry Block	1	(One)
4.	New Building	4	(Four)
5.	RRMB Block	6	(Six)
6.	Blood Bank	1	(One)
7.	MSVP Office Building	2	(Two)
8.	Chest Block	2	(Two)
9.	P.P. Unit	2	(Two)
10.	Pediatric Block	3	(Three)
11.	OPD Block	5	(Five)
12.	Oncology Block	1	(One)
13.	Isolation Ward	1	(One)
14.	CB Block	2	(Two)
15.	SW(1+2) (Main Building)	2	(Two)
16.	Canteen (Damodar)	1	(One)
Total		40	(Forty)

Measurement of Septic Tanks: -

200 User – 10 No (9.5m X 3.2m X 1.70m)	=	516.8 Cu.m	= 516800 Ltr. approx
100 User – 20 No (6.3m X 2.6m X 1.70m)	=	556.92 Cu.m	= 556920 Ltr. approx
50 User – 10 No (5.6m X 2.1m X 1.60m)	=	188.16 Cu.m	= 188160 Ltr. approx
Total	=	1261.88 Cu.m	= 12, 61,880 Ltr. approx

B. Septic PIT 100 (Approx)

a. Burdwan Municipality will make payment for the contracted services under this NIT on monthly basis.

- b. The rate to be quoted inclusive of labour charges cost of Machinery, equipments and all taxes, duties as applicable.
- c. Municipal Authority have every right to addition and alteration the Scope of work for the benefit of Public Interest.
- d. The collected de-sludging material of septic tanks has to be disposed at the present at Kalna Road Trenching Ground.
- e. The working hours may vary due to unavoidable circumstances.
- f. The bidder has to quote the rate per Litter.
- g. An agreement will be executed between the successful bidder (s) and the Burdwan Municipal authority before execution of work. It can be renewed with certain addition, alteration of terms and conditions, if necessary.

21. 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:-

- i) NIT
- ii) Technical bid
- iii) Financial bid

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.

2. 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://e-tender.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.

3. 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 3 DSC is given as a USB e-Token.

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. Submission of Tenders.

General process of submission, Tenders is to be submitted online through online 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 further two covers (folders).

A-1. Statutory Cover Containing

a) **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

- i. Prequalification Application (Sec-B, Form – I)
- ii. 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, Burdwan Municipality
- iii. Demand Draft towards cost of tender documents as prescribed in the N.I.T. against each of the serial
- iv. Format undertaking Section –B form II on company’s letter head”.
- v. Structure and organization [Form No-III] Section B.
- vi. Experience profile [Form No-IV] Section B.
- vii. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.
- viii. NIT(*Properly filled in & upload the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid*).
- ix. Special Terms, condition & specification of works.

A-2. Non statutory Cover Containing

- i. Professional Tax (PT) deposit receipt Challan for the financial year 2017-18, Pan Card, IT, Saral for the Assessment year 2017-18, G.S.T. Registration Certificate, Registration Certificate under Company Act. (If any).Trade License in same nature of business.
- ii. Registered Deed of partnership Firm/ Article of Association & Memorandum IV. Power of Attorney (For Partnership Firm / Private Limited Company, if any)
- iii. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered Co-Op(S)Credential for completion of at least one similar nature of work under the authority of state / c e n t r a l G o v t . Statutory b o d i e s under State/Central Govt. constituted u n d e r the statute of the state / state Govt. having an experience in same nature of work prior to the date of issue of this NIT is to be furnished.(Ref. Cl. No. 3(i) of this NIT. 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 as ‘A-1’ & ‘A-2’ will render the tender liable to summarily rejected for both statutory & non statutory cover

Sl.No	Category Name	Sub-Category Description	Details
A	Certificates	Certificates	<ol style="list-style-type: none"> 1. G.S.T Registration certificate & Acknowledgement. 2. PAN 3. P. Tax Challan (2017-18) 4. Latest IT Receipt 5. IT-Saral for Assessment year 2017-18 6. Trade License in same nature of business.
B	Company Details	Company Details-1	<ol style="list-style-type: none"> 1. Proprietorship firm 2. Partnership firm (Partnership deed, Trade license) 3. LTD. Company (Incorporation certificate Trade License in same nature of business.). 4. Society (society registration copy, trade License) Power of Attorney.
C	Credential	Credential-1	Similar nature of work done & completion certificate which is applicable for eligibility in this tender.

B. Tender Evaluation Committee(TEC)

1. Opening of Technical proposal :-
Technical proposals will be open by the Chairman, Burdwan Municipality or his authorized representative electronically from the web site stated in Cl. No. 3 using their Digital Signature Certificate.
2. Cover (folder) statutory documents (vide Cl. No. 6.A-1) should be open first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. – 6.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
3. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.
4. Uploading of summary list of technically qualified Tenderer
5. Pursuant to scrutiny & decision of the screening committee 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 before 48 hours of opening of financial bid.
6. While evaluation the committee 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.
7. Intending Tenderer may remain present if they so desire.

C. 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 per month per point online through computer in the space marked for quoting rate in the BOQ.
- ii The Quoted rate should be inclusive of G.S.T and any other taxes & duties, as applicable.
- iii Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- iv Intending Tenderer may remain if they so desire.

2 Penalty for suppression / distortion of facts

Submission of false document by tendered is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act.

3 Rejection of Bid

The Employer reserves the right to accept or reject any bid and to cancel the bidder process and reject all bids at any time prior to the award of contract without there by 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.

4 "Any intending bidders who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub rule under clause 3 of Tender Form No.2911 or terminated under any clause of Standard Bidding Document by the Engineer-in-charge/Employer during last 3(three) years will not eligible to participate in any bid under any Directorate under this Department for another 2(two) years from the date of imposition of last termination notice by the Engineer-in-charge/Employer."

5 AWARD OF CONTRACT

The Bidder who's 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.

The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & BOQ will be the part of the contract document

**Chairman,
Burdwan Municipality.**

Memo No: -

Dated:-

1. The Principal Secretary, Municipal Affairs Deptt, writer's Building, Kol-700001.
2. The Director, State Urban Development Agency (SUDA), salt lake, ILGUS BHAVAN, Kol-700106.
3. The Sabhadhipati, Burdwan Zilla Parishad, Purba Bardhaman.
4. The Dist. Magistrate, Burdwan District, Purba Bardhaman.
5. The Principal, Burdwan Medical College, Purba Bardhaman.
6. The M.S.V.P. Burdwan Medical College & Hospital, Purba Bardhaman.
7. The Executive Engineer, Burdwan Dive., ME. Dte. Purta Bhavan, 5th Floor, sreepalli, Purba Bardhaman.
8. The Executive Engineer / Asst. Engineer, P.W.D / S.S, Purba Bardhaman.
9. Vice Chairman, Burdwan Municipality.
10. The M.C.I.C (S.W.M). Burdwan Municipality.
11. The Executive Officer / Finance Officer, Burdwan Municipality.
12. Secretary / Accountant. Burdwan Municipality.
13. S.I. (Health) Burdwan Municipality
14. Notice Board and Official Website, Burdwan Municipality, Purba Bardhaman.
15. To the Editor

**Chairman,
Burdwan Municipality.**

SECTION – B FORM – I

PRE-QUALIFICATION APPLICATION

To
The Chairman
Burdwan Municipality
G.T Road, Burdwan-713101

Ref. : Tender for

(Name of work)

E-N.I.T. No. : /

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. 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:

- 1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract
bid under this project.
- 2) 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:

Seal and Signature of the Tenderer

SECTION – B Form-II

[To be furnished on Company’s Letter Head]

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S _____
or any of constituent partner(s) had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date :

SECTION – B FORM – III

STRUCTURE AND ORGANISATION

1) Name of Applicant :

2) Office Address :

Telephone No. ----- :

Fax No. -----

Name and Address of Bankers :

showing the structure
company with names of
personnel and technical
with Biodata

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

Signature of applicant including title
and capacity in which application is made

FORM – IV
Experience Profile
SECTION – B

Name of the Firm _____

List of projects completed that are similar in nature to the works having more than **40% (forty percent)** of the project cost.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for work	Contract price in Indian Rs.	Percent age of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in Completion (if any)

Note:

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

 Signature of applicant
 including title and capacity
 in which application is
 Made

Signature Not Verified

Digitally signed by DATTA DR SWARUP