

# Office of the Burdwan Municipality

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Memo No. 388/E/XII-4

Date: 29/12/2016

## NOTICE INVITING e-QUOTATION

### NOTICE INVITING e- QUOTATION NO.1OF 2016-17 (Fresh Call)

The Honourable Chairman on behalf of Burdwan Municipality, invites invites e-Quotation from interested Consultant firms for the works given below :-

(Submission of Bid through **online**)

Sl.No.	Name of the work	Location of Work	Cost of Processing fees	Earnest Money	Time of Completion	Eligibility
1)	Preparation of DPR for construction of new administrative building (B+G+VI) at this office premises.	At Burdwan Municipality office premises	Rs. 10000.00 [To be paid by lowest bidder only]	Rs. 50,000.00	60 days from date of receipt of work order (for submission of Final Draft D.P.R. for sanction)	Registered, Bonafide & Resourceful consultant firms

The purpose of this assignment is to obtain consultancy service from the selected firm for preparation of Detailed Project Report for construction of **B+G+VI** storied building for new administrative building; under Burdwan Municipality. While planning, prevailing local Municipal Bye-Laws etc. should be strictly followed.

Consultant Firms having requisite experience and having required man power are hereby invited to submit technical and financial bids for above said consultancy services.

**TERMS &  
CONDITIONS**

1. In the event of e-filling, intending bidder may download the quotation documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate.
2. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in> Submission of Technical Bid and Financial Bid will be done as per Time Schedule stated below –

Sl.No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	30.12.2016 ,10:00 A.M
2	Documents download start date	30.12.2016 11:00 A.M
3	Documents download end date	16.01.2017 06:00 P.M
4	Bid submission start date (On line)	30.12.2016 11:30 A.M
5	Bid Submission closing (On line)	16.01.2017 6:30 P.M
6	Bid opening date for Technical Proposals (Online)	18.01.2017 11:30 A.M
7	Date of uploading list for Technically Qualified & list of	TO BE INFORMED
8	Date for opening of Financial Proposal (Online)	TO BE INFORMED LATER ON

The **FINANCIAL OFFER** of the prospective quotationer will be considered only if the **TECHNICAL BID** of the quotationer is found qualified by the ‘Tender Committee’ The decision of the ‘Tender Committee’ will be final and absolute in this respect. The list of Qualified Bidder/Bidders will be displayed in the website.

3. **Earnest money: The requisite** Earnest money of Rs - 50,000/- ( Rupees Fifty Thousand Only) Deposit shall accompany with bid proposal, in the form any Nationalized/scheduled bank only drawn in favour of the Chairman, Burdwan Municipality, Burdwan Refer instruction in this regard as stated earlier.

**Eligibility Criteria:**

1. The applicant Consultant Company/ firm / agency should be reliable and resourceful and should have experiences of completing similar types of job. The applicant must submit their IT return acknowledgement, P. Tax clearance certificate, Service Tax registration, PAN Card, registration certificates by the Companies Act 1956 of India (wherever applicable) etc.

2. The consultant might be a joint venture or consortium companies, and then Technical Bid evaluation will be executed for the Lead firm. The copy of MoA between the JV companies must be submitted with the application.

3. The bidder should have an avg. Annual Turnover of not less than **Rs. 25 lakhs** in the last 3 (Three) financial year.

4. The applicant Consultant Company/ firm / agency should have experience of at least one approved DPR of value more than **5.0 Crores** for construction of Multistoried Building under any Central / State Government/ Statutory Authorities/ Municipal Authorities during last 3 financial years. Documentary evidence for completion should be submitted.

5. The applicant Consultant Company/ firm / agency should have the personnel as their permanent employees and the CV of the Consultants must be enclosed with the

- i) Structural Design Engineer - 1 No.
- ii) Architect - 1 No.
- iii) Mechanical Engineer - 1 No.
- iv) Electrical Engineer - 1 No.

6. The applicant Consultant Company/ firm / agency should have their local presence as main office/branch office in West Bengal

Sd/-

**CHAIRMAN  
Burdwan Municipality**

Copy forwarded for information and necessary action to:-

- 1. The Secretary, Municipal Affairs Deptt.
- 2. The Director, State Urban Development Agency (SUDA), Salt Lake, ILGUSBHAVAN, Kol-700106.
- 3. The Dist. Magistrate, Burdwan District, Burdwan.
- 4. The Superintending Engineer (West Circle), M.E. Dte., Burdwan
- 5. The Executive Engineer, Burdwan Dive., M.E. Dte. purta Bhavan, 5th Floor, sreepalli, Burdwan.
- 6. Vice- Chairman, Burdwan Municipality
- 7. The M.C.I.C (P.W.), Burdwan Municipality;
- 8. The Executive Officer, Burdwan Municipality
- 9. Notice Board and Official Website, Burdwan Municipality, Burdwan

Sd/-

**CHAIRMAN  
Burdwan Municipality**

## **SECTION - A INSTRUCTION TO BIDDERS**

### **General guidance**

Instructions / Guidelines for electronic submission of the quotations have been annexed for assisting the Consultant Firms to participate in e-Quotation.

**i. Registration of Consultant:**

Any Consultant Firms willing to take part in the process of participation in bid will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> the Consultant is to click on the link for e-tendering site as given on the web portal.

**ii. Digital Signature certificate (DSC):**

Each consultant is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount.

**iii.** The consultant can search & download N.I.Q. & Quotation Document(s) electronically from computer once he logs on to the website mentioned in Clause A.(i). using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

**iv. Submission of quotation :**

Quotation is to be submitted through online to the website stated in Clause A.1. 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).

**v. Technical Proposal:**

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

**(a). Statutory Cover Containing the following documents**

- 1) Earnest money of Rs - 50,000/- ( Rupees Fifty Thousand Only) Deposit shall accompany with bid proposal, in the form any Nationalized/scheduled bank only drawn in favour of the Chairman, Burdwan Municipality, Burdwan Refer instruction in this regard as stated earlier
- 2) N.I.Q. (*download properly and upload the same Digitally Signed*). **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate in N.I.Q., the quotation is liable to be summarily rejected.**
- 3) Special Terms & Conditions.

**(b). Non-statutory Cover Containing the following documents:**

1. Experience of at least one approved DPR of value more than **5.0 Crores** for construction of Multistoried Building under any Central / State Government/ Statutory Authorities/ Municipal Authorities during last 3 financial years.
2. The avg. annual turnover of the consultant firm shall not be less than Rs. 25 lakh during the last three years in the above mentioned similar works with supporting documents.
3. Registration of Company / Firm.
4. Relevant Documents in support of existence of office in West Bengal
5. VAT / Works contract tax / Service tax registration certificate (as applicable).
6. List of Human resources of the consulting agency with qualification and experience in details.
7. IT return of last 3 years – profit & loss A/C.
8. Bankers certificate – Solvency Certificate (if Required)
9. Original Power of Attorney of the person signing the NIQ documents or photocopy duly attested by Notary Public.
10. PAN of the Firm.
11. Valid Trade license certificate
12. Details of on-going assignments.
13. Information of Firms /Organization.

(i ) Firm's Legal Entity and Name :

(ii) Type of organization (Individual/Partnership/Pvt. Ltd./Limited/Corporation/other)

(iii) Date of Registration & Registration no. (Documents to be enclosed)

N.B. : Failure of submission of any of the above mentioned documents as stated in section “A” will render the quotationer liable to be rejected for both statutory & non statutory cover.

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

<b>Sl.No.</b>	<b>Category Name</b>	<b>Sub-Categor</b>	<b>Detail(s)</b>
<b>A.</b>	Certificate(s)	Certificate(s)	VAT / Works contract tax / Service tax registration certificate (as applicable).PAN P Tax (deposit challan) (Latest) Latest receipted copy of IT Return.
<b>B.</b>	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) ltd. Company.
<b>C.</b>	Credential	Credential – 1	Experience of at least one approved DPR of value more than <b>5.0</b> Crores for construction of Multistoried Building under any Central / State Government/ Statutory Authorities/ Municipal Authorities during last 3 financial years
<b>D.</b>	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization ( <i>as per N.I.Q.</i> )

**1. Tender Committee**

1. Tender Committee constituted as per Order of the Chairman, Burdwan Municipality will function as Committee for selection of technically qualified consultant.
2. Opening & evaluation of quotation:

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

**3. Opening of Technical Proposal:**

Technical proposals will be opened by the Chairman, Burdwan Municipality or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

4. Intending quotationer may remain present if they so desire.

5. Cover (folder) for Statutory Documents (Ref. Sl. No. A. v(a) ) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A. v.(b)) will be opened. If there is any deficiency in the Statutory Documents the quotation will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non statutory cover will be Downloaded & handed over to the Quotation Tender Committee.
7. Summary list of technically qualified firm will be uploaded online.
8. Pursuant to scrutiny & decision of the Evaluation Committee the summary list of eligible quotationer & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
9. During evaluation the committee may summon the consultant & 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.

## **2. Financial Proposal**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The consultant is to quote the rate both in word and figure online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the consultant.

Technical capability of a bidder will be judged on the basis of information furnished.

### **i.) Penalty for suppression / distortion of facts:**

If any quotationer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Quotation Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the quotationer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

### **ii.) Rejection of Bid:**

Chairman, Burdwan Municipality reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without assigning any reason thereof .

### **iii.) Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

**iv.)**An agreement will have to be executed between Chairman, Burdwan Municipality and the successful bidder before commencement of work.

Sd/-

**Chairman  
Burdwan Municipality**

## **SPECIAL TERMS & CONDITIONS**

a. Preparation of Detailed Project Report for construction of **B+G+VI** storied building for new administrative building under Burdwan Municipality premises .

1) General information: Construction of the new administrative building with ancillary works at Burdwan Municipality premises is proposed to be taken up.

2) **Scope of work :**

Detailed Project Report including layout plan of proposed building services like electrical, surface drain, water supply etc. with necessary details and shall be proposed strictly in conformity with the applicable code requirement and standards.

**In preparation of Detailed Project Report the following work and analysis need to be included:**

2.1.1 **Field work :**

a.) The survey of existing Infrastructures and site surroundings.

b.) Survey of the proposed site and preparation of site plan of the proposed area showing objects on land etc.

2.1.2. **Physical Tests :**

Sub- soil investigation work to be taken up for structure and foundation design. A report on soil investigation duly signed by competent personnel shall be submitted along with DPR.

2.1.3 **Planning and Design :**

The site plan with building layout with allied services should be finalized after the discussions with municipal authorities.

The report shall include following drawings:-

Site Plan

Survey map showing, objects on the land

Building layout



#### 2.1.4 **Infrastructure Planning, Design :**

All infrastructure components including Surface Drain, water supply arrangement, power supply, etc. for the administrative shall be prepared.

- a) The water supply arrangement should be made for Drinking water and sanitary work.
- b) The drawings, details and specification of drainage network for storm and sewage water disposal shall include long section, cross section and other necessary details.
- e) Power supply should include connection to proposed building, lighting arrangement, pump room etc. The design should include a power distribution system and other necessary details required to provide electrical connection with firefighting arrangement.

#### 2.1.5 **Building / plant unit Details :**

- a) Building drawings of proposed containing the following:

Floor plan & details for Structural, Electrical – etc.  
Sections and Elevations.

- b) Building drawing with plan, elevation section, necessary details for Architectural, Structural , Water supply, Plumbing, Electrical etc. for other relevant infrastructure such as store keeper's room, guard room, toilet block etc.

#### 2.2 **Specifications and Costing :**

- a) Specifications and cost should follow the latest WB PWD current Schedule of Rates (SOR).
- b) Specification for surface drain, water supply arrangement, power supply, boundary wall etc. shall be mentioned.

#### 2.3 **Clearances and Sanctions :**

The consultant shall provide documents, detailing which may be required for execution of this project. In case of any dispute or correction required in DPR/ Drawings/ Estimates necessary rectification must be provided promptly.

### **3.0 Schedule of Services :**

- |  |  |
|--|--|
| a) Draft plan with Site analysis, Physical Test, Concept Layout plan, infrastructure assessments etc.  | 15 days from the date of issue of work order   |
| <b>b) Preliminary Draft DPR</b><br>with the contents, Drawings mentioned in paragraph 2.1.1- 2.1.4 and detail estimates as mentioned in paragraph 2.2 of scope of Work | 30 days from the date of issue of work order   |
| c) <b>Final draft DPR</b> with all the contents and drawing mentioned in Scope of Work i.e. Paragraph 2.   | 60 days from the date of issue of work order   |
| d) Submission of <b>Final DPR</b> :  | 15 days from the approval letter of Final draft DPR considering any changes suggested by this end. |

### **4.0 Reports:**

- a.) 6 (six) copies of each Draft DPR with drawings in A1 size are to be prepared and to be submitted along with 3(three) soft copies in CD containing all DPRs . In case of modification any changes suggested by Competent Authorities. Final Draft DPR, same number of copies (hard & soft) as mentioned above after incorporating the modifications are to be prepared and submitted.

### **5.0 Responsibility for Accuracy of Project Proposals :**

The consultant shall be responsible for accuracy of all the data used in project preparation and the designs/ drawings and estimates prepared by him as part of the project.

Drawing, design for the proposed building and other related works, building (s) plan should be economical, functional and eco-friendly.

#### **Works to be taken up and reports to be submitted for submission of D.P.R in each site:**

- i) Submission of Survey Map after survey of proposed site.
- ii) Sub-soil investigation and submission of field and Laboratory Test Report for structural design.
- iii) Index map & Google map , latitude, longitude of the proposed site along with soft copy of Google map and site location.
- iv) Particulars of land , Mouza , Dag No. , Khatian No. Area of land etc.
- v) Preparation of drawing including plan, elevation and structural design and drawings as required for the purpose of getting approval/sanction/ clearance from different competent authority.

- vi)**Preparation of architectural and structural drawing .
- vii)** Preparation of Bill of Quantities (B.O.Q.).
- viii)** Preparation of detailed working drawings.
- ix)** Preparation of detailed design and drawings for structural work.
- x)** Preparation of schematic drawing for Sanitary-plumbing, Electrical, Firefighting, drainage & Sewerage disposal.
- xi)** Preparation of drawing for pavement, Boundary wall and other site development works as required for the premises.
- xii)** Estimate and drawing for proposed building.
  
- xii)** Source of Electricity and involvement of cost.
- xiii)** Estimate for land development and estimate for boundary wall with gate.
  
- xiv)** Preparation of any other drawings, bar chart, design, estimate, documents etc. which may be required as per rules & bye-laws of local authority for construction of building.

Detailed Project Report covering detailed design, drawings, working drawings for execution etc. will have to be submitted in soft copy (specially all drawing in xxx.dwg format & others documents in suitable format) and hard copy.

**Data , Services and Facilities to be provided by the Client :**

It is expected that the client and the field offices will provide all readily available information as requested by the Consultant. The following data will be provided by the client :

- (i) Available data lying with the Department which may be required by the Consultant in this regard.
- (ii) **Review Meetings:** The Consultant may be required to attend review meeting which will be conducted periodically by Municipal Authorities. or at work site.
- (iii) **Penalty for delay :** For any delays in completing the tasks stated in para-3 (Schedule of Services) above by the consultant, a penalty of Rs 1000 /- per day shall be levied

**Mode of payment:** The total fees for consultancy services shall be paid by the Authority percentage-wise on the amount charged by the firm in different phases :

Sl. no.	Different Stages of Project preparation	Amount of payment
1.	Preparation and submission of preliminary/schematic drawings, design with the rough cost	10% of the amount charged by the Consultan
2.	On preparation and submission of Final Draft DPR and any other documents required for the purpose of sanction from different authorities and submission of bill of quantities with soil test report.	40% of the amount charged by the Consultant.
3.	Submission of Final DPR after Approval/Sanction from authority concerned.	45% of the amount charged by the Consultant.
4.	After completion of tender process for execution of the proposed building.	5% of the amount charged by the Consultant

**Arbitration:**

- 9. There shall be no provision of Arbitration.

Sd/-

**Chairman  
Burdwan Municipality**

**ANNEXURE-I**

**The Technical offer must be accompanied by a forwarding letter in the format vide**

From

.....  
.....  
.....

Telephone Number..... Fax Number.....  
e-mail ID .....

**To**

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

Sub.:- **Consultancy Service for Preparation Detailed Project Report (DPR) for the work of “Planning and Designing of New Administrative Building with ancillary infrastructures**

Sir,

Pursuant to the Notice inviting Offers on the subject above, issued by Chairman,Burdwan Municipality., I/We hereby submit our offers for being appointed as the consultants to Burdwan Municipality for **Preparation of Detailed Project Report (DPR) for the sites at ----- connection with the work of “Planning and Designing of New Administrative Building with ancillary infrastructures”.**

We have thoroughly read and understood the instructions in the Offer Document, submission of offers will not devolve any right on us to be considered for selection.

We agree to keep this offer of ours open for acceptance by Burdwan Municipality. up to 180 days after the last date of receipt of offer and agree not to revoke our offer at any time during such period.

In the event of our offer being accepted, we agree to execute the formal contract/agreement with Burdwan Municipality as per the stipulated deadline in the award letter.

Yours faithfully,

(Name & Designation of the person signing with office seal)