

Office of the Burdwan Municipality

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Memo No. 2/E/XII-4/GCM

Dated: 24.08.17

NOTICE INVITING ELECTRONIC BID No. **2/2017-18**
Tender Ref: No. WBMAD/BM/GCM /2/17-18

(Submission of Tender through online)

The Chairman, Burdwan Municipality, on and for behalf of the Board of Councillors of Burdwan Municipality invites sealed competitive Bid on Item rate Basis (Two part System) from reliable and resourceful Agency/Companies/Firms/Contractors having sufficient experience the eligibility and depicted hereunder for participating in the e-Bid.

1.	Name of Work:	Supply & Installation of Accessories at Geetanjali park at Court Compound in Word no :-9 Under Burdwan Municipality under Green City Mission
2.	Scope of Work	Please see BOQ
3.	Location of Works:	Geetanjali park at Court Compound in Word no :-9 under Burdwan Municipality
4.	Eligibility to participate in the Bid	Having sufficient experience in similar nature of jobs/civil engineering jobs having value not less than the 40 % of total quoted value during last five financial years prior to the date of issue of this Notice in any Government Department/Board/ Semi-Govt. /Corporation /Statutory Authority/ Undertaking etc. AND G.S.T Registration Certificate, Up to date P. Tax clearance Certificates, PAN Card, up to date Income Tax Return receipts etc.
		Note: a) Only works of nature depicted above completed successfully will be treated as credential. b) The bidder should have no adverse report, on any account, against their organization for any project worked during last 5 (five) years or working at present. This clause will lead for rejection of application, even after fulfilment of other eligibility criteria.
5.	Documents to be produced in support of Credential for Bid Part-I (Prequalification Documents)	A successful performance and completion certificate supplemented with work order along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice (Ref: Sl. No. 4 :Eligibility to participate in the Bid). Besides this, following documents shall have to be furnished:

			All documents in original to be produced in due course of time as & when asked by the Bid inviting authority.																														
6.	Earnest Money		2% of the Quoted Bid price in two parts, viz.																														
		a.	The requisite cost of Bid documents (If any) and Earnest Money, as specified in this NIEB. shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., 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 have to be uploaded as Statutory document.(Scanned copy) Earnest Money Deposit i.e. 2% of bid amount beyond stated amount i.e. Rs.1000.00 (Rupees One Thousand Only) shall have to be deposited after acceptance of Bid Proposal by the lowest bidder.																														
7.	Cost price of Bid documents		NIL																														
8.	Date and Time Schedule :-		<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Particulars</th> <th>Date and Time</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Date of uploading of NIEB. and Bid Documents online) (Publishing Date)</td> <td>25/08/2017 at 10:00 Hrs.</td> </tr> <tr> <td>b)</td> <td>Documents download/sell start date (Online)</td> <td>25/08/2017 at 11:00 Hrs.</td> </tr> <tr> <td>c)</td> <td>Bid submission start date (On line)</td> <td>25/08/2017 at 12:00 Hrs</td> </tr> <tr> <td>d)</td> <td>Bid Submission closing (On line)</td> <td>15/09/2017 at 18:00 Hrs.</td> </tr> <tr> <td>e)</td> <td>Bid opening date for Technical Proposals (Online)</td> <td>19/09/2017 at 12:00 Hrs.</td> </tr> <tr> <td>f)</td> <td>Date of uploading list for Technically Qualified Bidders (online)</td> <td>To be notified later</td> </tr> <tr> <td>g)</td> <td>Date and Place for opening of Financial Proposal (Online)</td> <td>To be notified during uploading of Technical Evaluation Sheet of Bidders</td> </tr> <tr> <td>h)</td> <td>Date of uploading of list of qualified bidders along with the offer rates through (on line),</td> <td>To be notified later.</td> </tr> <tr> <td>i)</td> <td>Also if necessary for further negotiation through offline for final rate.</td> <td>To be notified later.</td> </tr> </tbody> </table>	Sl. No.	Particulars	Date and Time	a)	Date of uploading of NIEB. and Bid Documents online) (Publishing Date)	25/08/2017 at 10:00 Hrs.	b)	Documents download/sell start date (Online)	25/08/2017 at 11:00 Hrs.	c)	Bid submission start date (On line)	25/08/2017 at 12:00 Hrs	d)	Bid Submission closing (On line)	15/09/2017 at 18:00 Hrs.	e)	Bid opening date for Technical Proposals (Online)	19/09/2017 at 12:00 Hrs.	f)	Date of uploading list for Technically Qualified Bidders (online)	To be notified later	g)	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders	h)	Date of uploading of list of qualified bidders along with the offer rates through (on line),	To be notified later.	i)	Also if necessary for further negotiation through offline for final rate.	To be notified later.
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9.	Time of completion		Time of completion of the work 30 (Thirty) calendar days from the date of issue of Work Order.																														
10.	Site inspection & general information		Intending Bidders are required to inspect the site with particular reference to location and infrastructure facilities.																														
12.	Validity of Bid		A Bid submitted shall remain valid for a period of 120 calendar days from the date set for opening of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.																														
13.	Withdrawal of Bid		A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.																														
14.	Acceptance of		"The Chairman, Burdwan Municipality" will accept the Bid. He /She																														

	Bid		does not bind himself/herself to accept otherwise the lowest Bid and reserves to himself/herself the right to reject any or all of the Bids received without assigning any reason thereof.
15.	Intimation		Successful agency shall have to make an agreement (by three copies) with the Burdwan Municipality, in the prescribed pro-forma by depositing @ Rs. 750/- (Rupees Seven Hundred Fifty only.) for cost of each document in cash stating that the agency is agreeable to execute the works as and when require (as per the rates quoted and terms and conditions laid down in the quotation papers) to the Municipality with in the Municipal/Adjoining areas (as the case may be).
16.	Escalation of Cost		There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract, and other obligation, if any.
17.	Name & address of Engineer-In-Charge (EIC) of the Work		The Assistant Engineer, Burdwan Municipality, Dist.-Purba Bardhaman, West Bengal -713101 Phone & Fax: 0342 2662518 & 0342 2560717 E-mail ID – info@burdwanmunicipality.gov.in
18.	Execution of Work		The Contractor is liable to execute the whole work as per direction and instruction of the Assistant Engineer, Burdwan Municipality who is the "Engineer- in- Charge" of the work under the control of "The Chairman" Burdwan Municipality
19.	Payment		Payment will be made to the successful Bidder by the "The Chairman, Burdwan Municipality"
20.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder, who resorts to this will render his Bid liable to rejection.

Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.

21.	In case office faces sudden closure owing to reason beyond the scope and control of "The Chairman, Burdwan Municipality", any of last date/dates as schedule in Sl. No 8 may be extended up-to/to next and following working day without issuing further and separate notice, as the "The Chairman, Burdwan Municipality", feels it to be necessary and exigent.
22.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.
23.	Sufficient care has been taken to avoid variance in between the contents of the listed Documents in the Bid document. However, if there is any variance between the contents of different documents, the provision of documents appearing earlier in the list shall prevail over the same provided in the contents coming later.
24.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.
25.	Bid Acceptance Authority is the "The Chairman, Burdwan Municipality".
26.	In case of any dispute arising from any clauses of similar nature between bid documents and W.B. Form no. -2911(ii), the decision of the "Chairman, Burdwan Municipality", Burdwan will be final and binding.
27.	All usual deductions for taxes as applicable i.e. GST, IT etc. as applicable will be made from the bills from time to time (please refer cl.57 of section C).
28.	No conditional Bid shall be entertained.
29.	In the event of e-Filing intending bidder may download the Bid document from the website

	http://wb.tender.gov.in directly by the help of Digital Signature Certificate & necessary cost of Bid document (if any) may be paid by online internet bank transfer or NEFT or RTGS & same may be documented along with earnest money Deposit through e-Filing, (scanned copy to be submitted) (Details of which has been narrated in "Instruction to Bidders"). Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website http://etender.wb.nic.in . Bid document may be downloaded from website & submission of Technical Bid/Financial Bid as per Bid Schedule.
30.	The requisite Earnest Money, as specified in this NIEB shall be paid by online internet bank transfer or NEFT or RTGS.
31.	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 Bid, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
32.	Prospective applicants are advised to note carefully the minimum qualification criteria as Mentioned in 'Instructions to Bidders' before bidding.
33.	During scrutiny, if it is come to the notice to Bid inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the Bid and that application will be out rightly rejected without any prejudice.
34.	Before issuance of the work order, the Bid inviting authority may verify the Credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A./ work order will not be issued in favour of the bidder under any circumstances.
35.	If any discrepancy arises between two similar clauses on different notifications, the decision of "The Chairman, Burdwan Municipality, Burdwan" is final & binding.
36.	Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act.1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
37.	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 Bid 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 Bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
38.	Any legal matter will be settled within the jurisdiction of Hon'ble District Judges Court at Burdwan, Dist.-Burdwan, West Bengal.
39.	Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Bid documents before the Bid Inviting Authority in writing 48 hours prior to Pre Bid Meeting, beyond such period no representation in that behalf will be entertained by the Bid Inviting Authority.
40.	The successful Bidder will remain liable for following with West Bengal Contract Labour (Regulation & Abolition) Act 1970 and necessary certificates from appropriate authority to be submitted within 07 (seven) days from the date of issue of work order, otherwise the work order will be cancelled.
41.	Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The entire amount of such 10% (ten percent) of Security Deposit (Initial 2% + additional 8%) will be refunded without any interest only after defect liability period i.e. 1 year.

Chairman
Burdwan Municipality

INSTRUCTION TO BIDDER/BIDDERS

SECTION – A-I

1) General guidance for e-Bidding

Instructions/ Guidelines for bidders for electronic submission of the Bids have been annexed for assisting them to participate in e-Bidding.

2) Registration of Bidder

Any Bidder willing to take part in the process of e-Bidding will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wb.tender.gov.in> The Bidder is to click on the link for e-Bidding site as given on the web portal.

3) Digital Signature certificate (DSC)

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of Bids, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider 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.

4) The contractor can search and download NIEB and Bid 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 Bid Documents.

5) Submission of Bids.

General process of submission, Bids 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 and the other is Financial Proposal before the prescribed date and 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

1. Prequalification Document

- i. As per Sl. No. 4
- ii. Prequalification Application (Sec-B, Form – I)
- iii. Scanned Copy of Online transfer of Earnest Money receipt have to be uploaded as Statutory document.

2. NIEB(download and upload the same Digitally Signed)

3. Technical Document (To be filled, scanned & digitally signed)

- i. Affidavits (Ref:-Declaration of the Bidder)

A-2. Non statutory Cover Containing/My Documents

- i. Registration Certificate under Company Act. (If any).

- ii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iii. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- iv. Clearance Certificate for the Current Year issued by the Assistant Registrar of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the Bid liable to be summarily rejected for both statutory and non-statutory cover.

Intending Bidders should upload Non-Statutory documents as per following folders in My Document:

E-Bidding system of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES		
		A1. CERTIFICATES	1. G.S.T Registration/PAN / P. Tax Clearance Certificate 2. Income Tax Acknowledgement Receipt (Latest)
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	1. Proprietorship Firm (Trade License). 2. Registered Deed of partnership Firm 3. Registration Certificate under Company Act. (if any). Ltd. Company (Incorporation Certificate , Trade License) 4. Power of Attorney (For Partnership Firm/ Private Limited Company, if any) 5. Society (Society Registration copy, Trade License)
C	CREDENTIAL		Completion Certificates along with work order and payment certificate issued by competent authority (as per Sl No. 4 of NleB)

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the Bid liable to summarily rejected for both statutory & non statutory cover. All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the contractor in the Declaration Folder of My Documents.

B. Bid Evaluation

- i. Opening and evaluation of Bid: - If any Bidder is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii. Opening of Technical proposal: - Technical proposals will be opened by the The Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate.
- iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 5.A-2) will be

opened. If there is any deficiency in the statutory documents the Bid will summarily be rejected.

iv. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the Bid Evolution Committee for scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc..

v. Uploading of summary list of technically qualified bidders.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Bidder and for which their proposal will be considered and uploaded in the web portals.

vii. While evaluation, 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.

C. Financial proposal

As per Sl. 11, Bid Price/ Price Schedule, to be uploaded digitally signed by the Bidder.

6) Financial capacity of a Bidder will be judged on the basis of working capital and available bid capacity as mentioned in the NIEB to be derived from the information furnished in **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification)

7) Penalty for suppression / distortion of facts

Submission of false document by Bidder is strictly prohibited and in case of such act by the Bidder the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

8) REJECTION OF BID

The Employer (Bid accepting authority) 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 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 (Bid accepting authority) action.

The Bidder whose Bid has been accepted will be notified by the Bid Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Bid Form will incorporate all necessary documents e.g. NIEB, all addenda-corrigendum, different filled-up forms (Section -B), Price Schedule and the same will be executed between the Bid Accepting Authority and the successful Bidder.

Chairman
Burdwan Municipality

SECTION – B

FORM –I

PRE-QUALIFICATION APPLICATION

To
The Chairman,
Burdwan Municipality,
PO:-Burdwan, Dist:-Burdwan,
West Bengal,

Ref: - Bid

for _____

_____ (Name of work) _____

NIEB No.:

Dear Sir,

Having examined the Statutory, Non statutory and NIEB 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) Bid Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.

(b) Bid Inviting and Accepting Authority reserves the right to reject any application without assigning any reason.

Encl: - e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: -

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

Declaration of the Bidder

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Bid documents which is required to be submitted in time duly)

I,, son of
....., aged about years by
occupation do hereby solemnly affirm and confirm as follow:

1. That, I am the Of have
duly authorized by and competent to affirm this affidavit on behalf of the said Bidder.

2. That, I have inspected the site of work covered under NIEB (NIEB No)
circulated through Office memo bearing No -----dated -----
and have made myself fully acquainted with the site conditions existing level/proposed
level and local conditions in and around the site of work. I have also carefully and
meticulously gone through the Bid documents. Bid of the above named Bidder is offered
and submitted upon due consideration of all factors and if the same is accepted, I on and
for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide
by all the covenants, conditions and stipulations of the Contractual documents and to
carry out, complete the works to the satisfaction of the Bid accepting Authority of the
Work and abide by all instructions as may given by the Engineer in Charge of the work
time to time. I also hereby undertake to abide by the provisions of Law including the
provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, GST Tax
Act, Income Tax Act as would be applicable to the Contractor upon entering into formal
Contract / agreement with the Bid Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the
Bidder has been suppressed in the Bid documents.

4. That the statement above made by me is true to my knowledge.

Deponent
Solemnly affirmed by the said
.....

before me.
.....
(1st class Judicial Magistrate / Notary Public)

Copy forwarded for information to-

1. The District Magistrate, Burdwan.
2. The Sabhadhipati / Chief Executive Officer, Burdwan Zilla Parishad, Burdwan.
3. The Chief Engineer, M.E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 700091.
4. The Superintending Engineer (West Circle), M.E. Dte., Burdwan
5. District Magistrate, Purba Bardhaman
6. The Executive Engineer, Burdwan Division, M.E. Dte.
7. The Media Officer, Department of Information and Cultural Affairs, Writers Buildings, Kolkata- 700001.
8. The Executive Officer, Burdwan Municipality.
9. Notice Board.
10. Respective file.

**Chairman
Burdwan Municipality**