

# Office of the Burdwan Municipality

G.T. Road, Burdwan, West Bengal, India – 713101  
Phone: +91 0342 2662518 / 2664121 / 2662777 | Fax: +91 0342 2560717  
Email: burdwanmunicipality@gmail.com | Website: www.burdwanmunicipality.gov.in

Memo No. :349/i/E.D.

Dated. : 17/01/2022

**NOTICE INVITING ELECTRONIC TENDER NO.- 8/2021-22**  
**(Submission Through Online)**  
**Tender Ref: No. WBMAD/BM/CIVIL/8/21-22**

1. *The Chairperson, Board of Administrators, Burdwan Municipality* invites online percentage rate tender from reliable, resourceful, bonafide and experienced Partnership firms / companies / individual contractors, for execution of the following works.

Sl No	Name of the Works	Amount Put to Tender (Rs.)	Earnest Money @ 2% (Rs.)	Price of agreement papers consisting of Technical and Financial Bid Documents and other annexure and W.B. as per Govt. Norms . (3 copies)	Fund	Period of Completion	Defect Liability Period
1	Repairing, Maintenance & Improvement of Road by Partly Cement Concrete and Partly Bituminous from Diganta to Becharhat Primary School in Ward No.- 13 under Burdwan Municipality.	10,02,213.38	20,044.26	Only successful bidder (L1) shall pay as per usual govt. norms	15 <sup>th</sup> FC (B)	30 days	As per Govt. norms
2	Repairing & Improvement of Bituminous Road from Padmasree Children Park to Youth Club Mandir via firing Math to Tonar Londry to Khatal More in Ward No.- 11 under Burdwan Municipality.	12,26,290.27	24,525.80		15 <sup>th</sup> FC (B)	30 days	
3	Repairing of Bituminous Road at Goda from Kajirhat more to Bijlipar via Ward Committee office in Ward No.- 26 within Burdwan Municipality.	16,79,951.75	33,599.00		15 <sup>th</sup> FC (B)	30 days	
4	Construction of 1 <sup>st</sup> floor at U.P.H.C. (N.U.H.M.) Goodshed Ampara in Ward No.- 7 under Burdwan Municipality.	10,59,634.26	21,192.68		NUHM & 15 <sup>th</sup> FC (B)	60 days	

2. The Tender Inviting Authority may call the bidders/L1 for verification of credentials if required.
3. Submission of Tender:- a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

## Time Schedule for Downloading, Uploading and Opening of Tender Documents:-

a)	Date of uploading of e-N.I.Q. and other Documents(online) (Publishing Date)	18-01-2022 from 10.00hrs
b)	Documents download start date (Online)	18-01-2022 from 10.:55 hrs
c)	Documents download end date (Online)	31-01-2022 from 12:00 hrs
d)	Online Bid Submission Start Date and Time	18-01-2022 from 16:00 hrs
e)	Online Bid Submission Last Date and Time	31-01-2022 from 12:00 hrs
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	03-02-2022 from 12:00 hrs
g)	Date for opening of Financial Bid (Online)	To be notified later on.

Tenders will be opened by the Tender Inviting Authority or his representatives in presence of tenderer or their authorized representatives who may like to be present.

### NOTE :-

1. In case of Bundh/strike/holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. B) v) to viii) of Table-1.
  2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Engineering Department of Burdwan Municipality . Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines of similar nature of works.
- 5. Eligibility criteria for the bidders:-**
- i. a) Intending tenderers should produce credentials of a completed civil work of the minimum value of 40% of the estimated amount put to tender during 5 years prior to the date of issue of the tender notice from any Govt. /Semi Govt. / Govt. undertakings/Autonomous Bodies/ Statutory Bodies and Local Bodies.  

Or
  - b) Intending tenderers should produce credentials of two similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5 years prior to the date of issue of the tender notice;  

Or
  - c) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (a) above;
- In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactory and also that no penal action has been initiated against the executed agency i.e. the tenderer.
- ii) Scanned copy of PAN card, P. Tax, Valid G.S.T clearance certificate, Any One of Last 3 years audited balance sheet, Credentials, Work Order, Payment certificate and other supporting documents, Registration Certificate and/or trade License of the company must be submitted duly digitally signed at desired location in the website <https://wbtenders.gov.in>.
  - iii) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through on line at desired location and it should be work specific.
  - iv) Partnership Firm should submit necessary deed at desired location through online.

### 6. Scope of Work:-

- i) All items in the works schedules to be executed as per specification and as per direction of the TIA. Cleaning of sites to be done after completed of work in all respect.

ii) A security deposit @3% of every bill will be deducted as per G.O. no 201F(Y) dated 18.01.2021 of Finance Department or as per Govt. Order issued from time to time & the same will be released after guarantee Period.

**7.a) List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-**

- i) Income Tax Return ( Any One of last 3 yrs)
- ii) Pan Card.
- iii) Professional Tax clearance certificate.
- iv) GST certificate.
- v) Trade License.
- vi) Technical Credential.
- vii) Work Order for the work in technical credential.
- viii) Payment certificate of the said work.
- ix) BOQ/Price Schedule of the said work.
- x) Declaration by the Tenderer must be filled up properly and the same must be scanned and uploaded.
- xi) **Earnest Money:-** The tenderer shall have to deposit the EMD through online mode only. No scan copy will be accepted. The requisite Earnest Money (As stated earlier) Deposit shall accompany with Bid Proposal, as specified in this NleB shall be paid by online internet bank transfer or NEFT or RTGS (Ref No.3975-F9Y) dated 28<sup>th</sup> July 2016 of Finance Department, Govt.of West Bengal)\

**b) List of documents shall have to be uploaded by a Partnership Firm)**

- i) The power of Attorney for the firm for signing the tender by a partner.
- ii) Partnership Deed.

**8. Language of Tender:** - The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

**9. Others:-** The Tender Notice along with other documents like Tender Form No. 2911(ii), General Terms and Conditions, Special Terms and Conditions, Technical Specification, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.

**The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.**

**10. Intending bidders are requested to visit <https://wbtenders.gov.in> check their e-mail regularly for any corrigendum / addendum for further information regarding to this e-NIT.**

Memo No. : 349/1(9)/i/E.D.

*Q.17.1.*  
Vice-Chairperson,  
Board of Administrators  
Burdwan Municipality.  
*P.Sam*  
Dated. : 17/01/2022

Copy Forwarded for information and for favour of wide circulation to:

1. Vice Chairpersons, Board of Administrators, Burdwan Municipality
2. Members, Board of Administrators, Burdwan Municipality
3. The Executive Officer, Burdwan Municipality
4. The Executive Engineer, MED, Burdwan Division, Burdwan.
5. The Finance officer, Burdwan Municipality.
6. I T Co-ordinator, Burdwan Municipality to upload in the website of Burdwan Municipality
7. CA to The S.D.O. Sadar (North), Burdwan for his kind appraisal to authority.
8. The office Notice Board, Burdwan Municipality for wide circulation.
9. Relevant File, Eng. (Dev) Deptt. , Burdwan Municipality

*Q.17.1.*  
Vice-Chairperson,  
Board of Administrators  
Burdwan Municipality  
*P.Sam*

## INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e- tendering.

**1. Registration of Contractor:** - Any contractor willing to take part in the process of e – Tendering will have to be enrolled and registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in>. The contractor is to click on the link for e – Tendering site as given on the web portal.

**2. 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 -1 of Guideline to Bidder. DSC is given as a USB e – Token.

**3. Collection of Tender documents:** - The contractor can search and download e-NIQ and Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

#### **4. Submission of Tenders:-**

**a) General process of submission:-** Tenders are to be submitted through online to the website stated in Cl. – 1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.

**b) Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder).

#### **A-1. Statutory Cover Containing**

- i. e-NIQ (Download the e-NIQ and upload the same by digitally sign).
- ii. Scan Copy of Declaration as per prescribed format.

**N.B: Bidder must download Tender Form No-2911(ii), General Terms and Condition, Special Terms and Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web site under the e-NIQ and must go through carefully before quoting his rate.**

#### **A-2. Non Statutory/Technical documents Cover containing.**

- i. Income Tax Return ( Any One of last 3yrs )
- ii. Pan Card.
- iii. Professional Tax clearance certificate.
- iv. G.S.T Certificate.
- v. Trade License.
- vi. Technical Credential.
- vii. Work Order for the work in technical credential.
- viii. Payment certificate of the said work.
- ix. BOQ/Price schedule of the said work

**Note: Failure of submission of any of the above mentioned documents (as stated in A- 1 and A- 2) may render the tender liable to summarily rejected for both statutory and non statutory cover.**

#### **c) Financial Bid:-**

i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.

- i) Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

6. THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card ii) Professional Tax clearance certificate. iii) GST Certificate. iv) Acknowledgement of IT Return (Any One of last 3 years.)
B.	Company Details	Company Details	i) Trade License ii) Partnership Deed,,
C.	Credential	Credential	i) Credential, Work Order, Payment certificate, Completion Certificate.

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

**6. Opening and Evaluation of Tender:- Opening of Technical Bid:**

i) Technical bid will be opened by the Tender Inviting Authority or his representatives. Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first and if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory and Non statutory documents the tender will summarily be rejected.

ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the evaluation committee.

iii) List of technically qualified tenderers would be uploaded in due course.

**NB: While evaluation, Tender Inviting Authority may summon of the tenderers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if they are not produced within the stipulated time frame, their bid will liable for rejection.**

**Opening and evaluation of Financial Bid:**

i) Financial bid of tenderers declared technically eligible by the Tender Inviting Authority will be opened electronically from the web portal on the prescribed date and time.

**7. Penalty for suppression / distortion of facts:**

Submission of false document by tenderer is strictly prohibited.

*P. Sam*  
Vice Chairperson,  
Board of Administrators  
Burdwan Municipality.  
VICE-CHAIRPERSON  
Board of Administrators  
Burdwan Municipality

**Other Important Terms & Conditions :-**

A) The detailed N.I.Q, documents and other relevant particulars may be seen by the intending bidder during office hours within the date mentioned above in the office of the Councilors, Burdwan Municipality.

B) The materials are to be supplied in accordance with the specification of the B.O.Q of the Burdwan Municipality who would issue the Work order as per the terms and conditions as laid down hereunder and the payment will be made by them as per the actual materials supplied with entire satisfaction of those authorities. Deduction @ 10 % of the Gross amount of the bill will be made as security deduction against work done value and the same will be returned to the agency after defect liability period as per agreement from the date of actual work done subject to fulfillment of the conditions applied.

Work order shall be issued by the Executive Officer, Burdwan Municipality and payment will be made by him.

C) If the agency fails to do the work as per the agreement with the municipality, penal action in the form of forfeiture of earnest money and or security deposit money, as decided by the authority, will be imposed on the agency and the decision of the authority will be conclusive and binding. In this respect, the Executive Officer, Burdwan Municipality shall be empowered to invoke the Earnest Money deposited in favour of him.

**No price escalation, in any form, within the contract period will be entertained.**

D) If any work executed by the agency with under specification the same will have to be replaced, as per the specified specification, by the agency at their own cost without any claim within 7 (seven) days (or as suggested by the authority). In case of failure to do so the authority shall have the right to recover the whole damage amount from the contractor. In this regard the claim will be ascertained by a competent State Government authority as per the decision of Municipal authority.

E) The rate quoted should be inclusive of all cost of transportation, loading, unloading, staking at site within any municipal area of the State of West Bengal, and all Taxes, etc. what so ever.

F) Deduction viz (i) G.S.T (ii) IT or any other taxes, due as per rules, will also be deducted from the bill of the agency.

**Successful agency shall have to make an agreement (by three copies) with the Burdwan Municipality, in the prescribed pro-forma by depositing the cost of each tender form in cash (as specified earlier) 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).**

1. The authority reserves the right to accept or reject any or all offer without assigning any reason.

2. **Special condition:** A declaration in the form of Affidavit in a non judicial stamp paper should be submitted stating clearly that the applicant is not burred /delisted/blacklisted by any Govt. Deptt. / Govt. undertaking/Statutory Body/Municipality and of the like Govt. Bodies in execution of the similar nature of works during last five years and if any such incident is found at any point of time, the tender will be cancel summarily without assigning any reason on what so ever. Bidders are hereby requested to upload the above declaration as Technical document.

*gjh-*  
Vice-Chairperson,  
Board of Administrators  
Burdwan Municipality.

*BSam*  
VICE-CHAIRPERSON  
Board of Administrators  
Burdwan Municipality