

# OFFICE OF THE BURDWAN MUNICIPALITY

## DETAILED NOTICE INVITING TENDER

No - 12 of 2022-2023

Memo No-17/i/E.D.

Date- 08/07/2022

1) The Chairman, Burdwan Municipality on behalf of Board of Councilors Invite sealed tender for the following works from the eligible tenderers as papers particulars given below and will be received by the Chairman, Burdwan Municipality.

2) The tender documents & others relevant particulars (if any) may be seen by the intending tenderer during office hours at the Engineering deptt. Burdwan Municipality from 11.30 a.m. onwards.

	<u>Name of the work</u>		<u>As per annexure</u>
a)	Name of the work	:	Preparation and submission of D.P.R & BOQ for the works of Restoration and Retrofitting of Town hall within Burdwan Municipality as per Municipal/W.B rules & regulations specified for the preservation and conservation of Buildings with architectural significance and historical values as per direction of Engineer-in-Charge.
b)	Contractor eligible to submit tender	:	Bonafide & Resourceful agency.
c)	Estimated value of work put to tender	:	Not applicable
d)	Earnest Money	:	As per Annexure
e)	Tender is to be submitted	:	In sealed two cover system. (i) Technical (ii) Financial
f)	Price per copy of the agreement & tender form	:	The lowest bidder has to make an agreement (3 copies) by depositing requisite cost of agreement / tender paper as per relevant Govt. Order.
g)	Date of Publication	:	11/07/2022
h)	Last Date & time for dropping of tender documents	:	18/07/2022 upto 04.00 p.m.
i)	Date & time for opening the tender	:	18/07/2022 from 4.30 p.m.
j)	Mode of issue of tender paper	:	Agreement / Tender paper will be issued by The Chairman, Burdwan Municipality to the lowest bidder on receiving Application.
k)	Location of Godown from which Deptt.. materials (if any) May be issued	:	Municipality Store, N.D. Kayem Lane, Burdwan (Will be issued exclusively on recommendation of the Engineer-in- Charge.)

3) Applicants intending to participate are requested to attach valid PAN No., Up to Date Trade License, Professional Tax, Latest Income Tax return Certificate, G.S.T. Registration Certificate.

4) The rate quoted should be **lump sum** basis inclusive of all cost of transportation, loading, unloading, with the application staking at site within any municipal area of the State of West Bengal, and all applicable taxes what so ever.

5) Deduction viz (i) IT or any other taxes, & Cess due as per rules, will also be deducted from the bill of the agency.

6) No Mobilisation Advance and Secured Advance will be allowed.

7) There shall be no provision of Arbitration. Hence clause 25 of 2911 (ii) is omitted vide notification no. 558/SPW dated. 03.12.2020 of Principal Secretary, P.W. & P.W. (Roads) Department.

8) The Bidder, at the Bidders 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 quotation, the cost of visiting the site shall be at the Bidders own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.

9) **Architect/Consultant** having requisite experience are hereby invited to submit technical and financial bids for the said consultancy services.

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

11) The provisions of the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act 2013 should be strictly complied by the Bidder.

12) The undersigned reserves the right to reject the lowest tender or all the tender without assigning any reason thereof and not bound to accept the lowest tender also.

### **SPECIAL TERMS & CONDITIONS**

#### **1. Scope of Work :**

The detailed scope of work is as follows :

- (i) Survey of the site.
- (ii) Collection of necessary data from Burdwan Municipality and other concerned authority, if necessary.
- (iii) Preparation of DPR as per relevant Municipal/W.B rules & regulations specified for the preservation and conservation of Buildings with architectural significance and historical values.
- (iv) Visual presentation of proposed work to the municipal authority and getting consent.
- (v) Submission and Vetting of D.P.R from Municipal Engineering Directorate or any competent authority concern.
- (vi) Preparation and submission of BOQ.

#### **2. Schedule of Services :**

<b>Sl. No.</b>	<b>Stage of work</b>	<b>Submission time</b>
1	Submission of Proposal for Restoration and Retrofitting of Town hall within Burdwan Municipality as per relevant Municipal/W.B rules & regulations specified for the preservation and conservation of Buildings with architectural significance and historical values.	Within 15 working days from the day of issuance of work order
2	Vetting of D.P.R from Municipal Engineering Directorate or any competent authority relevant.	Within 15 working days from submission
	<b>Total</b>	<b>30 working days</b>

5. Mode of payment: - The terms of payment is as follows :

A	Submission of Proposal to M.E.D along with Drawings and other documents necessary for obtaining approval after getting consent from Municipal Authority.	30 %
B	Vetting of D.P.R from Municipal Engineering Directorate or any competent authority relevant.	50%
C	Preparation of BOQ	15%
D	After issue of work order to the executing agency.	5%

**Reports :**

- (i) Access proposal comprising layout drawings and documents for obtaining approval – Four set of Hard Copy + Soft Copy.
- (ii) If the Proposal is revised for some reason or other, one set of the Revised Proposal along with soft copy is to be 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 prepared by him as part of the project. The Proposal should be economical, functional and eco-friendly.

**RESPONSIBILITY**

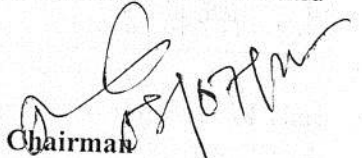
The Consultant shall be responsible for all consequence of errors and omissions arising from errors solely attributable to bidder or on the part of their employees to the extent and with the limitation specified by the authority. The Consultant shall also be liable and shall indemnify Burdwan Municipality from and against any/all claims, damages, costs as may be raised on the Consultant by any other third party in connection with the said work.

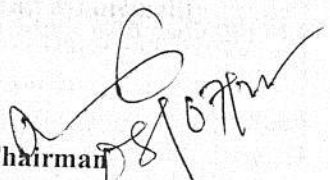
**Enclo:- ANNEXURE**

Memo No- /1(14)/i/E.D.

Copy forwarded for information:-

- 1) Vice-Chairman, Burdwan Municipality
- 2) The Executive Officer, Burdwan Municipality
- 3) The Executive Engineer, MED, Burdwan Division, Burdwan
- 4) Finance Officer, Burdwan Municipality
- 5) Sunil Baran Ghar, A.E., Burdwan Municipality.
- 6) Secretary, Burdwan Municipality.
- 7) Soumitra Roy, SAE of Burdwan Municipality
- 8) Tender/Purchase Committee ,Burdwan Municipality
- 9) CA to District Magistrate for kind appraisal to the authority
- 10) CA to S.D.O. for kind appraisal to the authority
- 11) Office Notice Board, Burdwan Municipality
- 12) Website of Burdwan Municipality
- 13) Relevant file, Engineering Development Department ,Burdwan Municipality
- 14) Newspapers

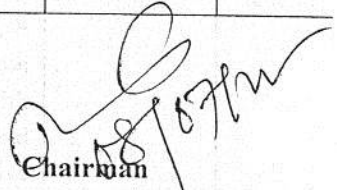
  
Chairman  
Burdwan Municipality  
Date- 08/07/2022

  
Chairman  
Burdwan Municipality  
Chairman  
Burdwan Municipality

## ANNEXURE

Against NIT - 12 of 2022-23, Vide Memo No- 171 /i/E.D, Date:-08 /07/2022

Sl No	Description of works	Ward No.	Offered Rate (Lump sum) (Rs)	Earnest Money (Rs)	Completion Period	Scheme
1	Preparation and submission of D.P.R & BOQ for the works of Restoration and Retrofitting of Town hall within Burdwan Municipality as per Municipal/W.B rules & regulations specified for the preservation and conservation of Buildings with architectural significance and historical values as per direction of Engineer-in-Charge.	9		2% of the Quoted Bid price in two parts, vice. (a) Rs.5,000.00 (Rupees Five Thousand only) as an initial Earnest Money with Bid Proposal. (b) beyond Rs. 5,000.00 (Rupees Five Thousand only) (if any) shall have to be deposited by successful bidder after acceptance of Bid Proposal in the form of Bank Draft from any nationalized /scheduled Bank in favour of "Burdwan Municipality", Payable at Burdwan.	30 days	15 <sup>th</sup> F.C.

  
Chairman

Burdwan Municipality  
Chairman  
Burdwan Municipality