

# Office of the Burdwan Municipality

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Memo No. 2321/G /XII-9

Dated:- 19/09/2022

**NOTICE INVITING ELECTRONIC BID No. 1**  
**Tender Ref: No. WBMAD/BM/GENERAL/1/2<sup>nd</sup> call/2022-2023**

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

**1. List of work:-**

Sl No	Name of Work	Minimum Bid Value/ year (Rs)	Earnest Money (Bid Security) in(Rs.)	Duration of tender period	Eligibility of contractor
1.	<b>For operation and Collection of Toll from Sand Carrying Vehicles and Toll Tax on Goods Carrying Vehicles at different entry points of this municipal area</b>	Rs. 21,00,000.00 (Rupees Twenty one Lakhs only)	Rs. 1,00,000.00 (Rupees One Lakh Only)	03 (three) years	Bonafide eligible agencies through pre qualification

1. A bidder desirous of taking part in a E-BID shall login to the e-Procurement Portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and Password and thereafter may download the E-BID documents from the website directly with the help of Digital Signature Certificate.
2. Earnest Money: An earnest money amounting to Rs. 1.00 Lakhs (Rupees One lakhs only), shall have to be deposited by all intending bidders. In any case Fixed Permanent Security Deposit will not be entertained as an earnest money as per notification no.24- A/2D-13/2010 dated 31/01/2014.
3. As per G O No. 3975-F(Y) dated 28.07.2016 read with Finance Department order vide No. 5688-F(Y)dt.03.11.2016 of the Secretary, Audit Branch, Finance Department a bidder should initiate payment of pre-defined EMD for the E-BID by selecting from either of the following payments modes: The amount of pre-defined Earnest Money is to be submitted online in the following payments modes:
4. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
5. RTGS/NEFT in case of offline payment through bank account in any bank. (Details of which has been narrated in "Instruction to Bidders").

6. Both technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> E-BID document may be downloaded from website & submission of Technical Bid/Financial Bid will be done as per E-BID Schedule stated in Sl. No.25. The documents submitted by the bidders should be properly indexed and be self attested with seal. The FINANCIAL OFFER of the prospective bidders will be considered only if the TECHNICAL BID of the bidder is found qualified by the 'Tender Evaluation Committee.' Their decision will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website
7. 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 or if any permission required to obtain from any authority/organization that may be necessary for preparing the Bid/ execution the work and entering into a contract for the work as mentioned in the Notice inviting E-BID, the cost of visiting the site/permission shall be at the Bidder's own expense.
  - a. Scope of Work:
    - i. To collect sand carriage taxes as entry fees from different vehicular traffic entering in the territory of Burdwan Municipality from respective sand beds at the rate of Rs. 20.00 (Rupees Twenty) only per 100 cft. for each carriage (every trip) for carrying sand.
    - ii. To collect toll tax as entry fees from different vehicular traffic at the following approved rates.
      - ) Rs. 50.00 (Fifty) for heavy vehicle of 10 wheelers.
      - ) Rs. 40.00 (Forty) for big trucks (Full Punjab Body).
      - ) Rs. 30.00(Thirty) for trucks having Bangla Dala.
      - ) Rs. 25.00 (Twenty-Five) for mini trucks, tempos, tractors etc.
    - iii. All the expenses in respect of manpower, contingencies, stationary and other expenses for the operation to be absolutely the responsibility of the agency.
    - iv. Toll Collection on Sand Carrying Vehicles: Old Sadarghat, Sadarghat, Idilpur
    - v. Toll Tax on Goods Carrying Vehicles: Anjirbagan, Tejganj, Rathtala, Bongpur, Golapbag, Goods Shed Road, Station Bazar, DVC More, Telipukur.
8. Eligibility criteria for participation in E-BID:
  - a. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State/Central Gov., State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government, Local Bodies and having a magnitude of 40(Forty) percent of the minimum bid amount put to E-BID.[Non Statutory Documents] i.e. the magnitude of the credential should be the magnitude of the minimum bid amount of the work which the agency has completed.  
N.B. Minimum bid amount, Date of completion of work & detail communicational address of Client with phone number must be indicated in the Credential Certificate.
  - b. 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 E-BID accepting authority reserves the right to reject the technical bid outright.
  - c. PAN Card, Valid Professional Tax Deposit Challan, Valid Trade License, valid certificate of 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s), Income Tax Return for last 3 financial years and any other(s) if applicable to be accompanied with the Technical Bid document.
  - d. Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Department during the last 5 (five) years prior to the date of this NIT. Such debar will be considered as disqualification towards 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).
  - e. Registered Co-operative Societies / Labour co-operative Societies or any other co-operative society (eligible to bid) registered under the Act and amendments thereafter, are required to furnish valid Bye Law, Audit Report of last three financial years, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the year current year. Professional Tax Deposit Challan for the Financial

Year last year, PAN Card, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting paper.

- f. The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]  
Where an individual person hold a digital certificate in his / her own name duly issued to him / her against the company or the firm of which he / she happens to be a director or partner, such individual person shall, while uploading any E-BID for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his / her favour, by the rest of the directors of such company or the partner of such firm, to upload such E-BID The power of attorney shall have to be registered in accordance with the provision of the Registration Act.1908 as per G.O. no. 61/SPW/12 dated 08/06/12.
- g. Partnership Firm, Company Limited Firm, Private Company Limited Firm shall be registered by the respective competent authority from the Register of Firms, Society, Non-Trading Corporation, Registrar of Companies etc. & copy of Registration Certificate (with allotment of Registration No.) will have to be submitted, otherwise the Technical Bid will not be considered for qualification & Financial Bid shall not be opened.
- h. Where there is a discrepancy between the rate in figures & words the rate in words will govern.
- i. 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.
- j. Must have a yearly turnover not less than Rs. 1.50 Crore (Rupees One Crore Fifty Lakhs Only) for last three financial years. Bidder has to upload Audited Balance sheet, Profit and Loss Account and Auditor's Report from the Statutory Auditor.
- k. The bidder must have at least one office in Burdwan or bidder must provide undertaking in establishing an office in Burdwan within 30 days of issuing LOI in case of successful bidder
- l. Joint Venture will not be allowed.
- m. Employees 'Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable. The bidder has to submit the registration certificate/last paid challan, whichever is applicable for the both.
- n. Minimum wages to the workers shall be paid according to the rates notified and / or revised by the State Government from time-to-time under the Minimum Wages Act, 1948 and amendments, if any, in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable has to be made.
- o. Adequate safety and welfare measures must be provided as per the extant rules.

9. The Agency to quote their consolidated rate including GST.

10. In case of Quoting rates no multiple highest rates will be entertained by the Municipality.

11. No Mobilisation Advance and Secured Advance will be allowed.

12. 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."

13. Qualification Criteria:

The Bid Inviting and Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:-

a) Financial Capacity

b) Technical Capability comprising of personnel & equipment capability

c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of uploaded documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder / tenderer will be out rightly rejected at any stage without any prejudice.

14. There will be no provision of Arbitration.

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

16. All intending bidders are requested to be present in the office of Burdwan Municipality, during opening of the E-BID as per the dates mentioned in the notice to observed the E-BID opening procedure. No CONDITIONAL/ INCOMPLETE E-BID will be accepted under any circumstances.
17. In the event of acceptance of lowest quoted rate, no multiple minimum rates will be considered by the Department.
18. In case of item rate E-BID, the technically qualified bidder, whose total offered price considering sum of offered prices of all the items of works taken together, stands highest, will be considered for acceptance. In no case highest bidder of individual items of works will be considered for acceptance for the corresponding items of works.
19. The E-BID Inviting Authority reserves the right to cancel the NleB at any stage due to unavoidable circumstances and no claim in this respect will be entertained.
20. During the scrutiny, if it comes to the notice of the E-BID inviting authority that the credential(s) and/or any other paper(s) of any bidder are incorrect / manufactured / fabricated, that E-BID will be out rightly rejected and further penal action may be taken against him as per rule.
21. In case there is any objection regarding prequalifying an agency, that should be lodged to the Authority, Burdwan Municipality within 48 (forty eighty) hours (including holidays) from the date and time of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Committee.
22. Before issuance of Letter of Acceptance / Work Order, the E-BID inviting authority may verify the credentials & other documents of the successful bidder if found necessary. After verification, if it is found that such documents submitted by the successful bidder are either manufactured or false, in that case Letter of Acceptance / Work Order will not be issued in favour of that bidder under any circumstances and further penal action may be taken against him as per rules.
23. The Tender Committee reserves the right to ignore minor deficiencies at their discretion in case of first call and no challenge whatsoever against such decision of the said committee will be entertained. In case of recall of E-BID, the Tender Committee reserves the right to ignore some deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained. In case of third and subsequent calls, the Bid Evaluation Committee reserves the right to ignore some more deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained.
24. Bidders should upload their documents from original copies. Uploading Photocopy & illegible copies will not be accepted.
25. This NleB shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority shall have to sign the contract consisting of NleB, all E-BID documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading there to.
26. Date & Time Schedule

Sl. No.	Particulars	Date & Time
1	Date of Publishing NIB & Bid Documents	21.09.2022 at 10.30 A.M.
2	Document Download Start Date	21.09.2022 from 11.30 A.M.
3	Bid Submission Start Date	21.09.2022 from 01:00 P.M.
4	Bid Submission End Date	08.10.2022 upto 06:00 P.M.
5	Date of opening of Technical Proposals	11.10.2022 at 11:00 A.M.

**Chairman  
Burdwan Municipality**

**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://etender.wb.nic.in> (the web portal of public works Municipality) 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-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 2 of Guidelines to Tenderer DSC is given as a USB e-Token.

**4. *Downloading of Tender Documents***

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.

**5. *Participation in more than one work***

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

**6. *Submission of Tenders.***

General process of submission, Tenders are to be submitted 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**

- i) Prequalification Application (Sec-B, Form – I)
- ii) Structure and organization (Sec-B, Form II)
- iii) Experience Profile (Section B, Form III)
- iv) Earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the concerned Executive Engineer, Public Works (Roads) Directorate.
- v) **Tender form No. 2911(ii) & NIT (Download and upload the same Digitally Signed, quoting rates, will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii) the tender liable to summarily rejected).**

vi) Special Terms, condition & specification of works.

## A-2. Not statutory Cover Containing

Sl. No.	Category	Details
A.	CERTIFICATES	Latest Income Tax return duly received along with PAN Card, GST Registration certificate and P.T. Acknowledgement receipt for the Financial Year 2022-2023.
B.	COMPANY DETAILS	Bonafied Outsider.
C.	CREDENTIAL	a) Credential for completion of single work of similar nature under P.W.D. / P.W. (R) Deptt. / Zilla Parishad / Government Sector (Central / State) / Semi Government Sector having a magnitude of ₹ 2100000.00 (Twelve Lakh) only completed in one year during the last 5 (Five) years prior to the date of issue of this NIB is to be submitted. Credential certificate, including Lease Deed Agreement with the employer must be submitted. (Ref. Cl. No. 3(i) of this NIB (Section B, Form III). b) If any case, bidder who have experience in collection of toll but not executed lease Deed with the Government / Zilla Parishad/ Panchayet Samity/ Municipality / Municipality corporation / PSU/ Autonomous body established by an act of Central or State Government in this respect will not be eligible for participation.

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

### B. Tender evaluation

- i) Opening of Technical proposal :- Technical proposals will be opened by the Chairman, Burdwan Municipality or his authorized representative electronically from the web site stated in Cl. No. 2 using their Digital Signature Certificate.
- ii) Cover (folder) statutory documents (vide Cl. No. 6.A-1) should be opened 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.
- iii) Uploading of summary list of technically qualified tenderers.
- iv) Pursuant to scrutiny & decision of the Chairman, Burdwan Municipality 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.
- v) While evaluation the Chairman, Burdwan Municipality 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.

### 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 **item rate** online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

### 7. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificated) or any other documents on demand of the Executive Engineer within as specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Bidder will be suspended from participating in the Bids on e-Tender platform for a

3 (three) years. In addition, his user ID will be deactivated and Earnest money deposit will stand forfeited Besides, the P.W. Directorate may take appropriate legal action against such defaulting tenderer as per I.T. Rule.

#### **8. Rejection of Bid**

The Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the 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 action.

N.B. 1: The Bidder whose Bid has been accepted will be notified by the Bid Inviting & Accepting Authority acceptance letter / Letter of Acceptance.

The Letter of Acceptance 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 & B.O.Q. will be the part of the Contract Document.

Chairman,  
Burdwan Municipality

**Memo No.**

**Date:**

Copy forwarded for information and wide circulation to:-

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, Burdwan
4. The Dist. Magistrate, Burdwan District, Burdwan.
5. The Executive Engineer, Burdwan Dive., ME.Dte. purta Bhavan, 5<sup>th</sup> Floor, sreepalli, Burdwan.
6. Vice Chairman, Burdwan Municipality;
7. Members, Tender Committee, Burdwan Municipality;
8. The Executive Officer. Burdwan Municipality;
9. Notice Board and Official Website, Burdwan Municipality, Burdwan

Chairman,  
Burdwan Municipality