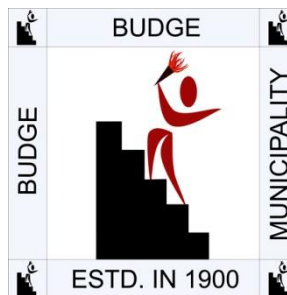


# **BUDGE BUDGE MUNICIPALITY**

71, M.G. ROAD, BUDGE BUDGE, SOUTH 24 PARGANAS  
KOLKATA – 700 137.

NleT No: 01/e-Tender/BBM/PWD/2015-16 Dated 23.09.2015



**NOTICE INVITING e-TENDER**

**TERMS & CONDITIONS OF e-TENDER**

**BUDGE BUDGE MUNICIPALITY  
OFFICE OF THE COUNCILLORS  
71, M. G. ROAD, BUDGE BUDGE, KOLKATA – 700 137**

Memo. No.

Dated:- 23.09.2015

**Notice Inviting e-Tender No: 01/e-Tender/BBM/PWD/2015-16 Dated 23.09.2015**  
**DETAILED NOTICE INVITING e-TENDER**

NleT no	Name of Work	Amount put to tender	Earnest Money	Period of Completion	FUND
01	Improvement of Bye pass Road (Cement Concrete) by using Drain slab as entry/exit to the newly constructed Municipal Stalls on Municipal Land and permanent shops at property line along with construction of masonry pit to drain out road surface water adjacent to D.B.C.R Road from M/S Tripti Ghar to Railway Gate (No-15) in Ward no 1 and 13 within the Jurisdiction of Budge Budge Municipality as per PWD (Building) Schedule of Rates w.e.f.-1st July 2014.	Rs. <b>12,68,776</b> <b>.54</b>	Rs. 25,376/-	90 Days	Special Fund

- Applications are invited as specified by the Chairperson, Budge Budge Municipality on behalf of Board of the Councillors of Budge Budge Municipality, 71, M. G. Road, Kolkata – 700 137 , invites e-Tender (Electronic Tender) from eligible resourceful & bonafide contractors as per the enclosed list of works (Table-1)
- Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Portal system through logging on to <https://wbtenders.gov.in> using the option —Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
- Intending tenderers can search and download NleT and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
- For participating in the tender, the tenderer shall have to deposit the Earnest Money in the form of Demand Draft drawn in favour of “**CHAIRPERSON BUDGE BUDGE MUNICIPALITY**” payable at Kolkata, issued by any Nationalized Bank within West Bengal on / after the date of publication of this Notice, for the amounts mentioned in the list of works under Table-1. The original copies of the Demand Draft etc. towards Earnest Money Deposit should be submitted by the tenderer in sealed envelopes in the Office of the Chairperson, Budge Budge Municipality 71, M. G. Road, Kolkata – 700137, within the date as mentioned in Sl. No.-10 & 11, Table-1 positively, super scribing “The Name of the Agency, NleT no & Name of the work they applied for....”. Scanned copies of the Demand Draft (Self Attested) for towards the EMD should be uploaded as Statutory Document / Technical File. The Co-operative societies are not to avail the exemption of Earnest Money Deposit.

5. *A prospective tenderers shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.*

6. Eligibility criteria for participation in tender:

- i) The prospective tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc. etc.) should have sufficient resources, financial solvency, sufficient experience during the last 3 (Three) financial years (FY 2012-2013 to FY 2014-2015) prior to the date of issue of this Notice at least single work of similar nature under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a magnitude of 40% (forty percent) of the estimated amount put to tender Scanned copy of Credential certificates or completion certificate issued by the Concerned Executing/ Authority should be uploaded as Non-Statutory Document through online.
- ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, up to date VAT registration Certificate including VAT Return, valid Trade License in the Technical Proposal as Non Statutory Documents.
- iii) Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(ii) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
- iv) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

The Tender Documents shall consist of the following documents:

- i. Tender Form Municipal Format
- ii. NleT
- iii) Technical Paper
- iv) BOQ/ Price Schedule

7. Submission of Tenders

7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Qualifying Bid and the other is Financial Bid, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

a. Statutory folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no, fax & e-mail.

- ii) Scanned copy of demand draft towards Earnest Money Deposit (EMD) as prescribed in the NIT, in favour of "Chairperson, Budge Budge Municipality payable at Kolkata,
- iii) Notice Inviting Tender
- iv) Tender Municipal Format
- v) Technical Documents
- vi) BOQ/Price Schedule

**Note:**

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iii. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- iv. Necessary deduction i.e. VAT, S.T. I.T. CESS, Royalty etc. will be made as per relevant Govt. order.
- v. Original demand drafts for under Sl. No. 4 should reach to the Office of the Chairperson, Old Budge Budge Municipality P.O. Budge Budge, Dist- South 24 Parganas Kol-700137 on or before due date and time to table-1.

**b. Non-Statutory Technical cover containing,**

- i. Up to date Professional Tax (PT) Clearance receipts, IT PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Up to date VAT Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.
- iii. Registered Deed for Partnership Firm, if applicable with notary.
- iv. Credential certificates or completion Certificate during the Last 5 (five) consecutive years [as stated in Clauses 6 (i)] for one single work of similar nature work of at least 40% (forty percent) of the amount put tender for the work the contractor intends to participate.
- v. For Registered Unemployed Engineers' Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws*, up to date audited balance sheet.
- vi. Experience profile should be furnished as per following table.

### Experience Profile

List of projects undertaken that are similar in nature to the works having more than 40% of the amount put to tender for the work for the last 3(three) financial years i.e. from FY 2012-2013 to FY 2014-2015.

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimate damount put to tender(Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

Note: Applicant may add necessary column and space, if required from his end.

THE ABOVE STATED NON-STATUTORY TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the checkboxes beside the necessary documents in the —My Documents 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.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. VAT Registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts (refer clause 6-ii) 5. Valid Trade license
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) ByeLaws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Payment Certificate or Completion certificates for Similar Nature of Work Done (refer clause 6. i

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO BE REJECTED.

#### 8. Financial Proposal

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rate (percentage above/below/at par) online filled up in all respect.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

9. Penalty for suppression / distortion of facts: *If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a 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 Tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairperson, Budge Budge Municipality P.O Budge Budge, Dist 24 Parganas (South), may/shall take appropriate legal action against such defaulting tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

#### 10. Rejection of Tender

The employer (Tender accepting authority) receives the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderers of the ground for employer's (Tender accepting authority) action.

(Table-I)

a)	Name of the work:-	As Stated Above
b)	Name and Address of the Tendering authority	Chairperson, Budge Budge Municipality P.O Budge Budge, Dist-South 24 Parganas. PIN - 700 137.
c)	Eligibility of the Contractor :-	Refer Column No. 6.
d)	Cost Price of Tender documents:-	Rs. Exempted
e)	Earnest money:-	As per NleT (2% of the Total estimated cost)
f)	Time of completion	As per NleT (90 days)

#### 11. Date & Time Schedule:

Sl No.	Particulars	Date
1	Publishing of Tender	24.09.2015 from 11:00 Hrs
2	Documents download Start date (Online)	24.09.2015 from 11:00 Hrs
3	Bid submission Start Date	24.09.2015 from 11:00 Hrs
4	Bid Submission End Date	05.10.2015 from 12:00 Hrs
5	Tender Opening Date	05.10.2015 from 01:00 Hrs

#### Note:

1. In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No. h) (v) to (x) of Table-1 unless otherwise notified through Net (e-PORTAL)
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Executive Officer, Budge Budge Municipality and send to Chairperson, Budge Budge Municipality.
3. The successful tenderer shall have to execute an agreement with the authority as per usual norms in the municipal format within 7 days after the issue of acceptance letter.

4. The contractors shall have to procure all materials including steel and cement as and when necessary.
5. Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act 1996.
6. Site inspection should be made before submission of tender.
7. In case of any dispute arising in this regard the Court of Alipore will have exclusive Jurisdiction to deal with the same.

Sd/-

Chairperson

Budge Budge Municipality