



# NOTICE INVITING E- TENDER

TERMS & CONDITIONS OF e TENDER

OFFICE OF THE COUNCILLORS  
**BUDGE BUDGE MUNICIPALITY**

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



FAX: 033 2470-1540

OFFICE OF THE COUNCILLOR  
**BUDGE BUDGE MUNICIPALITY**

PH: (033) 2470-1885/1224

71, M.G. Road, Budge Budge, S 24 Parganas, Kolkata-700 137

Web site: [www.budgebudgemunicipality.org](http://www.budgebudgemunicipality.org) & Email ID : [chairmanbbm@gmail.com](mailto:chairmanbbm@gmail.com)

Memo. No. -

Dated: -

Ref No: - **BBM/PWD/e-Tender/12/2017-18, (2<sup>nd</sup> call)**Dated: - **26-10-2017**

Applications are invited as specified by **The Chairperson, Budge Budge Municipality**, on behalf of Board of the Councilors of Budge Budge Municipality, 71, M. G. Road, Kolkata – 700 137, invites e-Tender (Electronic Tender) from the eligible, resourceful, experienced & bona-fide contractors as per the enclosed underneath scheme of works.

SL NO	Name of Work	Estimated Amount in ₹	Earnest Money (2%) in ₹	Period of Completion	FUND	Cost of Tender Paper	Credential Required
1.	Installation of CCTV cameras and associated works. (IP Bullet camera: 112 nos with 04 nos 32" Sony Led TV & other accessories to be fixed at four places.	₹ 50,13,740/-	₹ 1,00,275/-	60 Days	GREEN CITY MISSION	₹ 5,000/-	See Col. No 10 of the detailed NIT
<b>Date of Closing of Submission of BID (Online)</b>				<b>20-11-2017 at 18:00 Hour</b>			

All other details are available in the office of the undersigned in any working day or visit the office website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) .

Chairperson  
Budge Budge Municipality

Memo No. -

Date –

**Copy forwarded for information and broad publication in his/her notice board to-**

1. The Joint Secretary, to the Govt. of West Bengal, Urban Development & Municipal Affairs Department, Prashasan Bhavan ,2<sup>nd</sup> & 3<sup>rd</sup> Floor, Salt Lake Kolkata-700064.
2. The Director of Local Bodies, West Bengal, Purta Bhawan, Bidhannagar, Kolkata-700091.
3. The Chief Engineer, Municipal Engineering Directorate, Bikash Bhawan, Bidhannagar, Kolkata-700 091 The Director, State Urban Development Agency, HC Block, Sector-III, Salt Lake, Kolkata – 700 106.
4. Joint Director, Institute of Local Govt. & Urban Studies, ILGUS Bhawan, HC Block, Sector-III, Salt Lake, Kolkata-700106
5. The District Magistrate, S 24 Pgs, Alipur, Kolkata-700027
6. The Sub-Divisional Officer, Alipur Sadar, S 24 Pgs, Kolkata-700027

7. The BDO, Budge Budge-I, Budge Budge, S 24 Pgs,Pujali.
8. The Vice-Chairman, Budge Budge Municipality, Budge Budge, S 24 Pgs.
9. The Executive Officer, Budge Budge Municipality, Budge Budge, S 24 Pgs.
10. The Finance Officer, Budge Budge Municipality, Budge Budge, S 24 Pgs.
11. The Overseer, Budge Budge Municipality, Budge Budge, S 24 Pgs.
12. The IT coordinator with a request to display the same in the official website of Budge Budge Municipality as well as informed all the above mention officials via email from our official email id.
13. Sri Nishikanta Saha, Clerk, P.W.Dept., Budge Budge Municipality
14. Notice Board, Budge Budge Municipality.
15. Newspapers.

Chairperson  
Budge Budge Municipality



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Web site: [www.budgebudgemunicipality.org](http://www.budgebudgemunicipality.org) & Email ID : [chairmanbbm@gmail.com](mailto:chairmanbbm@gmail.com)

## DETAILED NOTICE INVITING e-TENDER

Ref No: - BBM/PWD/e-Tender/12/2017-18, (2<sup>nd</sup> call)

Dated: -26-10-2017

1. Applications are invited as specified by **The Chairperson, Budge Budge Municipality**, on behalf of Board of the Councilors of Budge Budge Municipality, 71, M. G. Road, Kolkata – 700 137, invites e-Tender (Electronic Tender) from the eligible, resourceful, experienced & bona-fide contractors as per the enclosed underneath scheme of works.

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Date of Closing of Submission of BID (Online)				20-11-2017 at 18:00 Hour			

All other details are available in the office of the undersigned in any working day or visit the office website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

2. In the event of e-filling, intending bidder may download the tender documents from the website [www.etenders.wb.nic.in](http://www.etenders.wb.nic.in) directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money has to be deposited by the bidder through the following payment mode as per Memorandum of Finance Department vide Memo No. **3975-F(Y) dated 28th July, 2016** (Refer instruction to Bidder).
- Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
  - RTGS/NEFT in case of offline payment through bank account in any bank.
3. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website [www.etenders.wb.nic.in](http://www.etenders.wb.nic.in)
4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated

5. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL DOCUMENTS** of the tenderer is found qualified by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
6. After technical evaluation financial Bid and Financial Evaluation will be done.
7. After completion of the Financial Evaluation against specific e-tenders Award of Contract (AOC) should be mandatorily, be uploaded in the system against the successful bids.
8. The EMD of the successful bidder and all tender paper costs will be transferred to the BUDGE BUDGE MUNICIPALITY Account from the pooling Account. Concerned departments will send the transfer report to Treasury regularly for entry in common collection system.
9. **"THE CENTRAL GOODS AND SERVICES TAX ACT, 2017, with effect from 01<sup>st</sup> July 2017" will be applicable.**
10. **Eligibility criteria for participation in the tender.**
  - i) The prospective bidder should produce credentials of a similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years from the date of issue of this Notice **or** should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years from the date of issue of this Notice **or** should produce credentials of one single running work of a similar nature which has been completed to the extent of 80% or more and a value of which is not less than the desire value at above. **(as per Govt. order no-03-A/PW/O/10C-02/14, dt. 12-03-2015)**

**Note: -**

**Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government.**

**Payment certificate will not be treated as credential**

- ii) Intending participants (Proprietorship Firm) shall have to upload the application in the prescribed format attached with this NIT along with Declaration and NIT with Corrigendum (if any), *Municipality Tender Form .No. 2911(ii)*,
- iii) **In Non-Statutory cover**, scanned copies of **Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017**, Pan Card, up-to date Income Tax Return, up-to date P.Tax Receipt, Vat Registration Certificate Along with up-to date Vat Return Receipt, Audit report for the last 3 (Three) years valid Trade License and valid up-to date P.F code & labour license ,& GST Registration Certificate. Proprietorship firm, if name of the firm not identical with the Legal-name of the Owner/Proprietor, have to elucidate the sovereignty of the firm in terms of an Affidavit executed before a 1st class Magistrate, should be uploaded.
- iv) Intending participants (Partnership Firm) shall have to upload the application in the prescribed format attached with this NIT along with Declaration and NIT with Corrigendum (if any), W.B.F-2911(ii) **in statutory cover**. **In Non-Statutory cover**, scanned copies of **Valid 15-digit Goods and Services Taxpayer Identification**

Number (GSTIN) under GST Act, 2017, Pan Card up-to date Income Tax Return, up-to date P.Tax Receipt, Vat Registration Certificate Along with up-to date Vat Return Receipt, Audit report for the last 3 (Three) years and valid Trade License and up-to date P.F code & labour license, Registered Partnership Deed & Registered Power of Attorney, should be uploaded.

- v) Intending participants (Company/ Limited/ Pvt. Limited) shall have to upload the application in the prescribed format attached with this NIT along with Declaration and NIT with Corrigendum (if any), *Municipality Tender Form .No. 2911(ii)* in statutory cover. In Non-Statutory cover, scanned copies of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, Pan Card, up-to date Income Tax Return, up-to date P.Tax Receipt, Vat Registration Certificate Along with up-to date Vat Return Receipt, Audit report for the last 3 (Three) years and valid Trade License and up-to date P.F code & labour license, Company / Limited/ Pvt. Limited valid Company Registration Certificate and/or the Article of Association and Memorandum & Registered Power of Attorney, should be uploaded.
- vi) Intending participants (Registered Co-operative Societies) shall have to upload the application in the prescribed format attached with this NIT along with Declaration and NIT with Corrigendum (if any), *Municipality Tender Form .No. 2911(ii)* in statutory cover. In Non-Statutory cover, scanned copies of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, Pan Card, up-to date Income Tax Return, up-to date P.Tax Receipt, Vat Registration Certificate Along with up-to date Vat Return Receipt and up-to date P.F code & labour license, Audit report for the last 3 (Three) years and valid Trade License, By-Law, Co-Operative Registration Certificate, should be uploaded.

[Non-statutory documents/My Space]

- vii) A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm.
11. **No Running payment for work Will Be allowed, unless it is approved by the authority.**
  12. **No mobilization advance and secured advance will be allowed.**
  13. **Security Deposit:** Retention money towards performance Security amounting to 10% (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit.
  14. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
  15. All materials required for the proposed work including cement and steel shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory or Government Engineering College shall have to be conducted by the agency at their own cost.
  16. Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from every Bill of the selected agency.
  17. **There shall be no provision of Arbitration.**

18. Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

19. Date and Time Schedule:

SI No	Particulars	Date & Time
1.	Date of uploading of NIT, and Tender Documents online (Publishing Date)	30-10-2017
2.	Document downloaded / sell start date (online)	30-10-2017 at 17:30 Hour
3.	Documents download/sell end date (online)	20-11-2017 at 17:30 Hour
4.	Bid submission start date ( on line)	30-10-2017 at 18:00 Hour
5.	Bid Submission closing date (online)	20-11-2017 at 18:00 Hour
6.	Tender opening date for Technical proposals (on line)	23-11-2017 at 12:00 Hour
7.	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later
8.	Date and place for opening of Financial proposals (online)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
9.	Date of uploading of list of Tenderers along with the offer rates through (online)	To be notified later.
10.	Also if necessary for further negotiation through offline for final rate	To be notified later.

20. The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect.

**Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 1 (one) year from the date of completion of the work.**

21. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

22. **Earnest Money: The amount of Earnest Money as per the appropriate clause in the shape of Net Banking or RTGS/NEFT.**

23. The Bidder, at his 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 Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

24. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation

of Bids, no cost of Bidding shall be reimbursable by the Department. The Chairperson, Budge Budge Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

25. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in before tendering the bids.
26. **Conditional / Incomplete tender will not be accepted under any circumstances.**
27. **The intending tenderers are required to quote the rate online.**
28. Guiding Schedule of Rates: Rates have been taken from prevailing P.W.D. (W.B.) Schedule of Rates for "Road & Bridge Works", and also for "Building Works" and "Sanitary & Plumbing Works" along with upto date corrigenda & addenda and approved rates of the of municipality as applicable or any other schedule of rates as applicable as per the Engineer-in-charge.
29. During scrutiny, if it comes to the notice of the tender inviting authority that the **credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender** and that application will be rejected without any prejudice.
30. The Chairperson, Budge Budge Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
31. **Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.**
32. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
  - 1) Tender Form
  - 2) N.I.T.
  - 3) Technical Bid
  - 4) Financial Bid
33. **Qualification criteria:**

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding :

  - 1) Financial Capacity
  - 2) Experience / Credential
  - 3) Tax Audit Report
  - 4) Other Non-Statutory Documents
34. The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the **minimum criteria as mentioned in 1, 2, 3 above and the declaration executed through prescribed affidavit in non-judicial stamp paper of ₹ 50/- duly notarized.** If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.
35. Escalation of Price on any ground and consequent cost over run shall not be entertained under any



circumstances. Rates should be quoted accordingly.

**36. No. price preference and other concession will be allowed.**

**37.** If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

## General Guidance for e Tendering

Instructions / Guidelines for electronic submission of the tenders 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 & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token. After the receipt of the digital signature, if the vendor feels for any assistance they can contact IT Coordinator for assistance.

**3.** The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**4. Submission of Tenders:**

Tenders are to be submitted through online to the website 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. Login by bidder:**

**a)** A bidder desirous of taking part in a tender invited by BUDGE BUDGE MUNICIPALITY etc. shall login to the eProcurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password.

**b)** He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes:

- i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
- ii. RTGS/NEFT in case of offline payment through bank account in any Bank.

**Payment procedure:**

**a) Payment by Net Banking**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through

which he wants to do the transaction.

- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will be credited in the respective Pooling account of the Budge Budge municipality, etc. maintained with the Focal Point Branch of ICICI Bank, R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the Bidder will go to E-procurement Portal for submission of his bid.
- vi. But, if the payment verification is unsuccessful, the amount will be returned to the Bidders account.

**B. Payment through RTGS/NEFT:**

- i) The bidder shall have the option to make the EMD and Tender Fees payment via RTGS/NEFT. Using this module, bidder would be able to pay from their existing Bank Account through RTGS/NEFT.
- ii) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre filled challan having the details to process RTGS/NEFT transaction.
- iii) Each challan shall therefore include the following details that will be pre-populated:
  - a. Beneficiary Name: \*\*\*\*\*
  - b. Beneficiary Account Number: \*\*\*\*\*
  - c. Beneficiary Bank Branch: \*\*\*\*\*
  - d. Beneficiary IFSC code: \*\*\*\*\*
  - e. Amount: As per NIT
- iv) The bidder shall be required to take a print of this challan and make RTGS/NEFT on the basis of the details printed on the challan.
- v) Post making the payment, the bidder would log in to the e-procurement portal and go the payment page. On clicking the NEFT/RTGS mode of payment, there would be a real time validation. On clicking the same, the system would do auto validation of the payment made and continue the bidding process.
- vi) If verification is successful, the fund will get credited to the respective Pooling account of the BUDGE BUDGE MUNICIPALITY, etc. maintained with the ICICI Bank, R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- vii) Hereafter, the Bidder will get the "Freeze Bid Submission" button to proceed for submission of his bid.
  - viii) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

CAUTION: Please ensure the correctness of the detail inputted while remittance through RTGS/NEFT. In the event of funds remitted to wrong Beneficiary account number, Budge Budge Municipality or its Bank or its service provider would not be responsible for the same.

**N.B.** Bidder to note that he should make NEFT payment preferably Two full working days (or details of working days and time, please visit your bank website) before the bid submission end date of

Tender because NEFT payment status will be updated only on the next day of making payment. Same is mentioned in NEFT Challan. Once payment is verified from your bank and received at BUDGE BUDGE MUNICIPALITY end, you will get the "Freeze Bid Submission" button.

**C. Refund / Settlement Process :**

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders others than that of the L1 and L2 bidders will refund, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information of rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the eProcurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal- EMD of the L1 bidder for tenders of the BUDGE BUDGE MUNICIPALITY, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take places within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the respective linked bank accounts for BUDGE BUDGE MUNICIPALITY.
- vii) All refunds will be made mandatorily to the Bank A/C from which the payment of EMD & Tender Fees (if any) were initiated.

**D. Accounting and Monitoring Process:**

- i. The ICICI Internet Banking will communicate to the State Government eProcurement portal all details of the transactions on daily basis.

- ii. The Tender inviting Authority of the BUDGE BUDGE MUNICIPALITY will be using their respective e-Procurement User ID and password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the competent authority of BUDGE BUDGE MUNICIPALITY will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government account and bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll numbers of ICICI Bank are given in help desk.

**E. Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders).

**a. Statutory Cover/Technical Cover Containing the following documents:**

- i. Prequalification Document
- ii. Prequalification Application
- iii. Documents for RTGS/NEFT OR NET BANKING.
- iv. Tender Form & N.I.T. (**download properly, fill up properly and upload the same Digitally Signed**). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Tender Form, the tenderer is liable to be summarily rejected.
- v. General specification of Civil works.

**b. Non-statutory Cover/My Space Containing the following documents:**

- i. **Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017**, Professional Tax (PT) deposit receipt challan (up-to date), Pan Card, IT Saral for the Assessment of current year, VAT Registration Certificate along with up-to date Vat Return Receipt and up-to date P.F code & labour license.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Alternatively, any other documents the bidder feel to submit as credential.
- vi. Equipment (if any)
- vii. Documents related to appointment to a degree or diploma holder in Civil Engineering.

N.B.: Failure of submission of any of the above-mentioned documents will render the tenderer liable to be rejected for both statutory & non-statutory cover.

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

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	<ol style="list-style-type: none"> <li>Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.</li> <li>VAT Registration Certificate &amp; Acknowledgement (up-to date).</li> <li>PAN Card</li> <li>P Tax (CHALLAN) up-to date</li> <li>Income Tax Return receipts</li> <li>P.F code &amp; labour license</li> </ol>
B.	COMPANY DETAILS	ORGANIZATION DETAILS	<ol style="list-style-type: none"> <li>Proprietorship Firm (Trade License)</li> <li>Partnership Firm (Partnership Deed, Trade License, Power of Attorney)</li> <li>LTD. Company (Registration Certificate, Trade License, Power of Attorney)</li> <li>Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet.</li> <li>Power of Attorney (Registered)</li> </ol>
C.	CREDENTIAL	Credential	<ol style="list-style-type: none"> <li>Completion Certificates for Similar Nature of Work Done, which is applicable for eligibility in this tender.</li> <li>Enlistment copy issued by Dept.</li> </ol>
D.	Financial Info	P/L & Balance Sheet.	Audited balance sheet & Profit & Loss A/C for the last 3 (Three) years. and IT returns with related enclosures (Form 3CA and 3CB) for the last 3 (Three) years preceding the current F.Y Will be considered as year -1
E.	Man power	Technical Personnel	List of Technical Staffs with Qualification & Experience (degree or diploma in civil engineering.(FORM III)

- Opening & evaluation of tender: Mention in Table.
- Opening of Technical Proposal:
- Technical proposals will be opened by the Chairman, Budge Budge Municipality, and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- Intending tenderers may remain present if they so desire.
- Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is, any deficiency in the Statutory Documents the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the non-statutory cover will be

downloaded & handed over to the Tender Evaluation Committee.

7. Summary list of technically qualified tenderers will be uploaded online.
8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
9. During evaluation the committee may summon of the tenderers & 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.

#### **F. Financial Proposal**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / below / at per) online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished.

3. **Penalty for suppression / distortion of facts:** If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

##### **a). Rejection of Bid:**

Employer (Tender 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 (Tender Accepting Authority) action.

##### **b). Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in as per KMC standard form will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website, along with requisite cost through Demand Draft / Pay Order issued from any nationalized bank in favour of the "Chairman, Budge Budge Municipality "of the concerned work within time limit to be set in the letter of acceptance.

## FORM –I

### PRE-QUALIFICATION APPLICATION

(To be furnished on Company's Letter Head)

To,

The Chairperson

Budge Budge Municipality

71, M.G. Road, P.O.-Budge Budge,

Kol-700137

Ref: - Tender for

Name of work

NIT. No.

Dear Sir/Madam,

Having examined the Statutory, Non-statutory and NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / we 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) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Enclosure: - e Filling: -

Statutory Documents

Non-Statutory Documents

Date: -

Signature of applicant

Including title and capacity in which application is made.

## FORM – II

### AFFIDAVIT

(To be furnished in 50 rupees Non-Judicial Stamp Paper by duly notarized of 1<sup>st</sup> class judicial Magistrate)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned or any of our constituent partner also hereby certifies that neither our firm nor any of its constituent partners have abandoned any work nor any of our contract have been abandoned or rescinded or blacklisted during the last 5 (five) years. If found, such abandonment or rescission or blacklisted in future, the undersigned or any of our constituent partner will be fully liable and be considered as disqualification towards eligibility and also be rejected at any stage without any prejudice.
3. The undersigned also hereby certifies that neither our firm nor any of its constituent partners have failed to executed more than one works contract under any directorate of Public Works Department and that neither our firm nor any of its constituent partners was terminated by any sub-rule under Clause 3 of Tender Form No. 2911 and that neither our firm.
4. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
5. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
6. Certified that I have applied in the tender vide NleT bearing No. .... SI. No. .... of the Chairperson, Budge Budge Municipality, Budge Budge of S 24 Parganas in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job and also not applied more than two works anywhere per set of required machineries.
7. The undersigned also hereby certifies that the Bid shall remain valid for a period not less than 120 (one hundred twenty) days, after the dead line date for Bid submission.
8. I / we do hereby certify that I shall bring all requisite technical personnel and /or plants/ testing machineries / equipments for all the items of works as per N I T and as per BOQ and as per direction of the Engineer-in-Charge at the time of execution of work at site even if upon technical evaluation I am declared as "qualified" without having all the requisite technical personnel and /or plants/ testing machineries / equipments at the time of submission of tender.

Date:

\_\_\_\_\_  
Signature, name and designation  
Of Authorized Signatory.

For and on behalf of \_\_\_\_\_  
(Name of the Applicant)



FORM – III

**STRUCTURE AND ORGANISATION**

(To be furnished on Company's Letter Head)

1. Name of the Applicant: \_\_\_\_\_

2. Office Address: \_\_\_\_\_

\_\_\_\_\_ Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

3. Name and Address of the Bankers :

\_\_\_\_\_  
\_\_\_\_\_

4. Attached an organization chart:

\_\_\_\_\_

showing the structure of the company

with name of key personnel and

Technical staff with Bio-data.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

\_\_\_\_\_  
Signature of Applicant including title and capacity in  
which applications made.

## FORM IV

### EXPERIENCE PROFILE

(To be furnished on Company's Letter Head)

Name of the Firm:- \_\_\_\_\_

Address:- \_\_\_\_\_

List of projects completed that are similar in nature to the works having more than 40% (Forty) percent of the project cost executed during the last 5 (Five) Financial years.

Name of the Employer	Name location & Nature of work	Name of consulting Engineer responsible for supervision	Contract price (₹)	Percentage of participation of Company	Original Date of start of work	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

Note: **Please fill all the Forms; failing without which the Technical Bid shall be treated as non-responsive .**

Applicant may add necessary column and space, if required from his/her end.