



Office of the Board of Councillors  
**BELDANGA MUNICIPALITY**

P.O. BELDANGA, PIN-742133, DT. MURSHIDABAD

ESTD-1981

From,  
Chairperson

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Memo No. 625/11-1/24



Dated- 20/02/24

**Notice Inviting e-Tender**

**NOTICE INVITING e-TENDER NO-WB/MAD/ULB/BEL/NIeT-20/2023-24 OF  
CHAIRPERSON, BELDANGA MUNICIPALITY**

On behalf of the Board of Councillors, The Chairperson Beldanga Municipality invites e-Tender from eligible bonafide contractors for the works mentioned below in Table -1. The intending tenderer if found eligible to participate in the tender should download the detail Tender Notice along with tender documents from "e-procurement/ Municipality" link under <http://wbtenders.gov.in> website.

**Table - 1**

Sl. No.	Name of Work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Bid documents, 2911 & others (Non - refundable)	Period of Completion (Days)
1	Construction of Boys Toilet including water supply arrangement at Beldanga C.R.G.S. High School under Beldanga Municipality	262000.00	5240.00	3000.00	45
2	Construction of Boys Toilet including water supply arrangement at Srish Chandra Vidyapith under Beldanga Municipality	262000.00	5240.00	3000.00	45
3	Construction of Girls Toilet including water supply arrangement at Beldanga C.R.G.S. High School (Unit - 1) under Beldanga Municipality	264500.00	5290.00	3000.00	45
4	Construction of Girls Toilet including water supply arrangement at Beldanga C.R.G.S. High School (Unit - 2) under Beldanga Municipality	264500.00	5290.00	3000.00	45
5	Construction of Girls Toilet including water supply arrangement at Beldanga Saratpally Balika Vidyalaya (Unit - 1) under Beldanga Municipality	264500.00	5290.00	3000.00	45
6	Construction of Girls Toilet including water supply arrangement at Beldanga Saratpally Balika Vidyalaya (Unit - 2) under Beldanga Municipality	264500.00	5290.00	3000.00	45

7	Construction of Girls Toilet including water supply arrangement at Srish Chandra Vidyapith under Beldanga Municipality	264500.00	5290.00	3000.00	45
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- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The cost of tender document and the EMD as specified should be deposited through Net Banking (any of the banks listed in the ICICI Bank Payment Gateway) and RTGS/NEFT in case of offline payment through bank account in any Bank as per order of Finance Department Govt. of W.B. -vide memo no. 3975-F(Y) dated 28.07.2016. The tenderer will have to submit their bid on-line in two cover/folder system containing prequalification document (Technical Bid) in one and Financial Bid in another. The list of important dates is also given in this Notice and Standard Bidding Document (SBD).
- 2) Both Technical Bid and Financial Bid are to be submitted consecutively duly digitally signed in website <http://wbtenders.gov.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Table – 2 of this tender notice.
- 4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the Tender Evaluation Committee. The decision of this committee will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

5) **Eligibility criteria for participation in the tender.**

**i. Credential**

Intending tenderers should produce credentials of similar nature as a prime agency under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government as mentioned below:-

- A. For a completed work of the minimum value of 40% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
- B. For 2 (two) similar nature as mentioned above of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
- C. For one single running work of similar nature as mentioned above 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 satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

[Non-statutory documents]

**ii. Documents to be produced in support of Credential**

A successful performance and completion certificate supplemented with work order along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice. Besides this, following documents shall have to be furnished:

- a. Particulars of ownership/ partnership or Board of Directors pertaining to the Organization/ Company/ Firm.
- b. Bank Solvency Certificate not less than 40% of estimated amount put to tender for each work not more than 12 months prior to the date of publication of this tender.
- c. Valid documents in support of annual Turnover.

- d. Audit report and Balance sheet authenticated by charter accountant in last five years.
- e. Experience and address, fax & telephone nos. , mobile no., & E-mail ID nos. of the firm.
- f. All documents in original to be produced in due course of time as & when asked by the TIA.

[Non-statutory documents]

- iii. Intending tenderers should produce turnover in a single year during last 3 (three) years of at least 40% (Forty percent) of estimated amount put to tender for which bid is submitted.

[Non-statutory documents]

- iv. Income Tax Acknowledgement Receipt for last assessment year, Current P. Tax Challan, Pan Card, GST Registration Certificate, Current GST return, 26AS of I.T. Deptt. for last 5 F.Y. are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

- v. In case of Partnership firm Registration Certificate from Registrar of Assurance shall have to submit. In case of Company certificate of incorporation is required.

[Non-statutory documents]

- vi. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. An affidavit in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.

[Non-statutory documents]

- vii. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted along with the application. In case of company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

- viii. 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. If found to have applied severally in a single job all their bids will be rejected without assigning any reason thereof.

[Non-statutory documents]

- ix. Joints Venture will not be allowed.

- x. If any Bidder wants to apply in more than one works (Sl. No. 1, 2, 3.....etc. of Table – 1), his eligibility criteria for those works will be assessed in a cumulative manner for each individual aspect like Credentials, Bank Solvency, Annual Turn-Over etc. If after assessment, the bidder is found to be eligible for lesser works than what the bidder has applied for, the Tender Evaluation Committee will be the sole authority to decide for which work/works the bidder's eligibility has been considered. The Tender Evaluation Committee will not be liable to hear any requests from any third party or the bidder to make his decision.

- xi. Only works of nature depicted above completed successfully will be treated as credential. The bidder has no adverse report, on any account, against their organization for any project worked during last 5 (five) years or working at present. This clause will lead for rejection of application, even after fulfillment of other eligibility criteria. In this connection a declaration may be given as affidavit in non-judicial stamp paper. However, the tender inviting authority reserves the right to relax the eligibility criteria if felt necessary for the interest of fair competition.

- xii. Running payment for work may be allowed with the approval of appropriate Authority subject to a running account bill may be raised not less than 30% of the tender amount.

- xiii. No mobilization advance and secured advance will be allowed.

**xiv. Security Deposit :**

a) Security Deposit towards performance Security amounting to 8% of the value of the work shall be deducted from the running account bill of the tenderer. No interest will be paid on Security Deposit. Earnest money @2% of the estimated value put to tender to be deposited at the time of tender which would be converted to Security Deposit in case of successful bidder.

b) Additional Performance Security other than Security Deposit :

Additional Performance Security: As per Memo no.4608-F(Y) Dated 18.07.2018 of Finance Department Govt. of West Bengal, to ensure the quality and proper execution of the work in public interest, an Additional Performance Security @ 10% of the Tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate Put to tender.

The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank Before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within 7 (Seven) Working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other Necessary actions as per e-NIT like blacklisting of the contractor, etc., may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the Pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding Deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in No way be altered/ affected by provision of this Additional Performance Security.

xv. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

xvi. Intending tenderer must have already recruited a technical personal for civil works who should have technical education minimum a Diploma in Civil Engineering or above. Necessary document such as

- 1) Appointment Letter of Technical Personal.
- 2) Salary Statement.
- 3) Pass out Certificate should be enclosed.

xvii. All materials required for the proposed work including cement, steel, bitumen, etc. 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, steel, bitumen 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.

xviii. Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from every Bill of the selected agency along with all other statutory deduction as per time to time Govt. Laws towards Income Tax, GST, Royalties, etc.

**xix. There shall be no provision of Arbitration.**

xx. Bid shall remain valid for a period not less than 180 (One Hundred Eighty) 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.

**xxi. Date and Time Schedule: Table -2**

Sl. No	Particulars	Date & Time
01	Date of uploading of N.I.T. & other Documents(online) (Publishing Date)	21.02.2024 at 1.00 p.m.
02	Documents download/sell start date (Online)	21.02.2024 at 1.00 p.m.
03	Documents download/sell end date (Online)	29.02.2024 at 2.00 p.m.
04	Pre-bid meeting to be held at Office of the Chairperson, Beldanga Municipality.	NA
05	Bid submission start date (Online)	21.02.2024 at 1.00 p.m.
06	Bid submission closing date (On line)	29.02.2024 at 2.00 p.m.
07	Last date of submission of original copies of the cost of Tender Documents (Offline)	NA
08	Bid opening date for Technical Proposals (Online)	02.03.2024 at 2.30 p.m.
09	Date of uploading list for Technically Qualified Bidder (online)	to be notified later
10	Date for opening of Financial Proposal (Online)	to be notified later

Note :

In case office faces sudden closure owing to reason beyond the scope and control of "The Chairperson, Beldanga Municipality", any of last date/dates as schedule in "Table-2" may be extended up-to/to next and following working day without issuing further and separate notice should the "The Chairperson, Beldanga Municipality", feels it to be necessary and exigent.

- 6) 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 3 (three) 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 below:
- (i) 30% of the security deposit shall be refunded to the contractor on expiry of one year after the issuance of certificate of completion of work;
  - (ii) Further 30% of the security deposit shall be refunded to the contractor on expiry of two years.
  - (iii) The balance 40% of the S.D. shall be refunded to the contractor on expiry of three years.
- 7) Execution of the Work: The Contractor is liable to execute the whole work as per direction and instruction of the Engineer in Charge of the work under this Municipality."
- 8) Employees Provident Fund: The Contractor shall comply with the provisions of the relevant Employees Provident Fund and Miscellaneous Act 1952 or Rules in force in the State along with the provisions of all rules and Regulations made there under from time to time, and shall in particular be responsible for the payment of all contributions as per the relevant Employees Provident Fund and Miscellaneous Act 1952, failing of which no contract will be made.

- 9) 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 tender accepting authority Beldanga 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.
- 10) Taxes & duties to be borne by the Contractor  
Income Tax, GST, Royalty, Construction Workers' Welfare Cess and similar other statutory levy/ cess will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges.
- 11) Site inspection before submission of tender  
Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of Beldanga Municipal Authority, between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.
- 12) Conditional and incomplete tender  
Conditional and incomplete tenders are liable to summary rejection.
- 13) Refund of EMD:
- a. 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.
  - b. 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 of which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
  - c. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, 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 on 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.
  - d. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement 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.

- 15) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in before tendering the bids.
- 16) The intending tenderers are required to quote the rate *ONLINE*.
- 18) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act'1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 19) **Supplementary/Additional Items of Works:**  
Notwithstanding the provisions made in the related printed tender form, any item of work which can legitimately be considered as not stipulated in the specific priced schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed in the manner as stated below:-
  - (a) Rate of Supplementary items shall be analyzed in the 1st instant extended possible from the rates of the allied items of work appearing in the tender schedule of rates at the time of preparing of estimates.
  - (b) Rate of supplementary items shall be analyses to the maximum extent possible from rates of the allied items of work appearing in the schedule of rates of probable items of work as will be in force at the time of preparing estimate of the work of this NIET.
  - (c) If the rates of the supplementary items cannot be computed even after application of clauses stated above, the same shall be determined by analysis from market rates of material, Labour and carriage cost prevailing at the time of execution of such items of work. Profit and overhead charges (both together) @10% (ten percent) will be allowed only. The contractual percentage will not be applicable.
  - (d) Black market rates shall never be allowed.
  - (e) It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Site Order Book or any written order from the tender accepting authority.
- 20) Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for "Road & Bridge Works, Building Works, S & P works, Electrical Works" prevailing at the time of preparing estimates for the above works.
- 21) 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. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited.
- 22) The Chairperson, Beldanga Municipality, reserves the right to cancel the NIET due to unavoidable circumstances and no claim in this respect will be entertained.
- 23) If there be any objection regarding prequalifying the Agency that should be lodged off line to the Chairperson, Beldanga Municipality within 2(two) days from the date of publication of list of qualified agencies and beyond that time schedule objection will not be entertained by the Tender Evaluation Committee.

- 24) 26 AS (TDS), I. Tax Acknowledgement Receipt, Bank Solvency, Credential, EPF, Technical Personal, Turn Over, are not mandatory for the works valued below 1 lakh.
- 25) The Tender Evaluation Committee reserves the right to relax the eligibility criteria if felt necessary in the time of Technical Evaluation for the interest of fair competition and speedy implementation of work valued below 5 lakh.
- 26) The Tender Evaluation 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 re tender, the Tender Evaluation 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 Tender 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.
- 27) 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.
- 28) 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:
- i. Tender Form No 2911
  - ii. NleT
  - iii. All Corrigendum and Addendum, if any
  - iv. Technical Bid
  - v. Financial Bid
- 29) The tender inviting and Accepting Authority will determine the eligibility of each bidder. The eligibility of a bidder will be ascertained on the basis of the documents(s) submitted in support of the minimum criteria as mentioned in tender notice. 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.
- 30) Bidders should upload their documents from original copies. Uploading Photocopy & illegible copies will not be accepted.
- 31) This NleT 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 NleT, all tender 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 thereto and standard West Bengal Form No. 2911.
- 32) All G.O. issued by the Finance Department, Government of West Bengal and/PW Department, Government of West Bengal, related to e-Tender prior to the date of invitation is wholly, solely and squarely applicable.
- 33) Price Escalation: Adjustment of price (increase or decrease) vide Memo No.23-CRC/2M-61/2008 Dated 13.03.2009 & Memo No. 38-CRC/2M-61/2008 Dated 20.04.2009 shall not be applicable. Since BOQ for the works under this NleT is based upon the schedule of rates of Public Works Directorate, Government of West Bengal with Addendum & Corrigendum as mentioned hereinafter, the bidders shall quote their rate (percentage above/below/at par) accordingly considering that no escalation and/or price adjustment will be allowed by the Department thereto under any circumstances.



- 34) Payment: The payment will be made as and when fund is available from the concerned source. No claim whatsoever for delay in payment, if any, will be entertained. No claim of contingency amount if added in the estimates will be entertained.
- 35) Successful bidders will be required to observe the following conditions strictly:
- a) Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.
  - b) 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 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.
  - c) Adequate safety and welfare measures must be provided as per the provisions of the building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.
  - d) All liabilities arising out of engagement of workers are duly met before submission of bills for payment.

If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

- 36) No. price preference and other concession as per order no.1110F dated: 10/02/2006 will be allowed.
- 37) In respect of Security Deposit, Payments, etc. the conditions mentioned in the Form 2911 are superseded and will be guided according to the clauses mentioned in the NIEt documents.
- 38) Formalities: During execution if any approval from the competent authorities is required the same must be obtained by the Bidder/agency.
- 39) Eligible applicant should fulfill all the eligibility criteria. However, the tender inviting authority reserves the right to relax the eligibility criteria if felt necessary.
- 40) Tenderers should upload only relevant documents. Uploading of unnecessary or irrelevant documents should be avoided. In absence of any of the above stated documents, eligibility of the applicant may stand void.
- 41) The acceptance of the Tender will rest with the accepting authority who does not bind himself to accept the lowest tender or any Tender and reserves the right to reject in part or in full of all Tenders received.
- 42) Before submission of any Tender, Tenderers are to visit the sites and satisfy themselves about the local conditions and also other matters related with the works that may be raised in relation to the work. Any Tenderer who submitted Tender shall be presumed to have done so. Tenderers may see and understand the nature and feature of site and make them acquainted with local conditions and constraints and quote rate accordingly. The Tenderer shall also be presumed to have carefully examined General Conditions, Technical Specifications, If Speciation, Clauses and Sub-Clauses of WBForm2911, BOQ, General Terms and Conditions, Special Terms and Conditions etc. and to have fully acquainted with all details of site location, work front, communications, underground utility services, materials, bours, water supply position, electricity and any other general information pertaining to and needed for the work to complete the work within stipulated period.
- 43) Periodical quality test of materials supplied by the agency and final products are to be made as per

guideline of schedule of PWD/I.S. at Contractor's cost. Testing of materials/final products will be done from the outside recognized laboratory at the discretion of Engineer-in-Charge. In both the cases necessary cost of testing charges will be borne by the agency.

- 44) Contractors shall have to execute the work in a systematic manner with mobilising all the required Plant & Machineries as well as Materials as asked by the Municipal Authority to maintain the quality of work.
- 45) TIA on behalf of Tender Evaluation Committee may call for any document at any stage of tendering process through online shortfall notice. The document(s) in possession of bidder on the date of submission of original tender can only be placed to the TIA through online mode only. Any type of generation of document after the date of original tender submission shall not be accepted.

  
Chairperson  
Beldanga Municipality

## INSTRUCTION TO BIDDERS

### **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.

#### **i. 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://wbtenders.gov.in> (the web portal of Beldanga Municipality the contractor is to click on the link for e-Tendering site as given on the web portal).

#### **ii. Digital Signature certificate(DSC):**

Each contractor is required to obtain a Class-II 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-token.

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

#### **iv. Submission of Tenders:**

**Tenders are to be submitted through online** to the website stated 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).

### **Bid Submission:**

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

#### **I A. Technical Proposal:**

##### **Statutory Technical Folder containing,**

- a. PRE-QUALIFICATION (Properly filled & upload the same Digitally Signed)

1. Application, in letter headed pad duly signed in. Letter head should contain full address, telephone no. Mobile no. & FAX, e-mail id of applicant. (See Annexure - A)
  2. An affidavit in Non – Judicial Stamp Paper of appropriate value duly notarized to be furnished. (See Annexure - B)
- b. Earnest Money Deposit receipt - Properly scanned & upload the same Digitally Signed.
  - c. NleT along with all Corrigendum & Addendum (Properly download & upload the same digitally Signed).
  - d. West Bengal Form No-2911 - Properly download & upload the same Digitally Signed.

Note:

- Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the Contractor.
- If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- Tenders will be summarily rejected if any item in the statutory cover is missing.
- 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.
- Agencies are requested to quote their percentage rate including GST @18% (Eighteen percent) and Cess @1% (One percent).
- A Labour Welfare Cess @1% (one percent) will be deducted from contractor's bill on account of the 'Building and other construction workers Welfare Cess Act. 1996 (Act.28 of 1996) as per Memo. No.599A/4M-28/06 Dated 27.09.2006 of the Engineer-in-Chief and Ex. officio Secretary, PWD & PW (Roads) Dept.

**Non –statutory cover containing the following documents:**

- i. Professional Tax (PT) deposit receipt Challan for the latest assessment year, Pan Card, ITR for the latest assessment year, GST Registration Certificate, valid Trade License, 26AS of I.T. Deptt. for last 5 F.Y.
- 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. Tax Audited Report in 3CD form (if applicable) along with Balance Sheet & Profit & Loss A/c. for last (five) years (year just preceding the current Financial Year will be considered as year-I). If as per Income Tax Law applicant do not need Tax Audit then P/L A/C and Balance Sheet duly certified by a Chartered Accountant.
- vi. Clearance Certificate for the current year issued by ARCS, Bye-Laws are to be submitted by the registered Labour Co-op. Societies/ Engineering Co-op. Societies.
- vii. Appointment Letter, Salary Statement & Pass out Certificate of Technical Personnel
- viii. Experience Profile as per Annexure-C
- ix. Plant and machineries as per Annexure-D

N.B.: Failure of submission of any of the above-mentioned documents as stated 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**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate, Current GST return, PAN Card, P. Tax Challan for the latest assessment year, ITR for the latest assessment year EPF & E.S.I Registration Certificate. Bank Solvency Certificate 26AS of I.T. Deptt. for last 5 F.Y.
B.	Company Detail(s)	Company Detail(s)	Proprietorship Firm (Valid Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of association and Articles of Association of the Company.
C.	Credential	Credential	Completion Certificate for similar nature of Work Done supported by Work order and Payment Certificate (Experience Profile) as per Annexure - C
D.	Equipment	Machineries	Plant and Machineries as per Annexure - D
E.	Financial Info	P/L and Balance Sheet	Tax Audited Report in 3CD form (if applicable) along with Balance Sheet & Profit & Loss A/c. for last (five) years
F.	Manpower	Technical Personnel	Appointment Letter, Salary Statement & Pass out Certificate of Technical Personnel

**1. B. Financial Proposal :**

The rate will be quoted in the BOQ. quoted rate will be encrypted in the BOQ under Financial Bid Downloaded properly and upload digitally signed by the bidder. The bidder is to quote rate in percentage Above/ Below/ At per online in the space marked for quoting rate in the BOQ.

## **Payment Procedure of online EMD/Tender Fees:-**

### **a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway.**

- 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 conformation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the Bidder will again try for payment by going back to the first step.

### **b) Payment through RTGS/NEFT:-**

- i. On selecting 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.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at 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 bidder's account.

### **Tender Evaluation:**

Authority of Beldanga Municipality will evaluate the selection of Technically Qualified Contractors.

### **Opening of Technical Proposal:**

- a) Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- b) Intending Tenderers may remain present if they so desire.
- c) 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.
- d) Summary list of technically qualified tenderes will be uploaded online.
- e) Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderer & the serial number of works for which their proposal will be considered will be uploaded in the web portals.
- f) During evaluation the committee may summon of the tenderes & seek clarification/ information or additional documents or original 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.

### **1) 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 rate (Presenting Above/Below/At par) 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 contractor. Financial capacity of bidder will be judged on the basis of information furnished alongwith the tender.

### **Penalty for suppression/distortion of facts:**

If any tenderer fails to produce the original 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 original 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, Beldanga Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies

of all 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.

**Rejection of Bid:**

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

**Award of Contract**

The Bidder who's 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 Form No.2911 will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NleT & B.O.Q will be the part of the contract documents .After receipt of Letter of Acceptance, the successful bidder shall have to submit contract documents in triplicate downloading from the website stated NleT along with Non judicial Stamp paper of Rs. 50/- for executing the formal agreement alongwith requisite cost of tender documents as per decision taken by BOC meeting no. 22 dated 27.06.2023 through Demand Draft/ Pay Order issued from any nationalized bank in favour of The Chairperson, Beldanga Municipality or in cash to the cash counter of this office within time limit to be set in the letter of acceptance.

  
Chairperson  
Beldanga Municipality



## ANNEXURE-A

### APPLICATION (in statutory cover)

To,  
The Chairperson,  
Beldanga Municipality,  
P.O. Beldanga, Dist. - Murshidabad,  
State: - West Bengal. Pin- 742133

Ref: - Tender for \_\_\_\_\_  
(Name of work)

NleT No. : WB/MAD/ULB/BEL/NleT-20/2023-24 of Chairperson, Beldanga Municipality, Beldanga, Murshidabad, West Bengal.

Dear Sir,

Having examined the Statutory, Non statutory & NleT including all its Corrigendum & Addendum, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_ in the capacity \_\_\_\_\_ the 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 & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this Job/ project.
- (b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

#### **Encl:- e-Filling:-**

##### **1. Technical proposal**

- i. Statutory Documents
- ii. Non Statutory Documents

##### **2. Financial proposal**

- i. Bill of quantities (BOQ). (With quoted the rate)

Date:-

Place:-

Signature of applicant

## ANNEXURE-B

[An affidavit has to be furnished] (in statutory cover)

Ref : WB/MAD/ULB/BEL/NleT-20/2023-24

- 1) I/ We the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ Nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization/ Undertaking and had neither been abandoned any work nor any of their contract had been rescinded during the last 5 (five) years prior to the date of this NleT.
- 3) The under-signed 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.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
- 6) I/ We hereby declare that we agree to the terms and condition laid down in the NleT document & Form 2911 document as published in this NleT. This agreement over rides any remarks/ observation/ submission made anywhere else in our submitted bid.
- 7) I/ We hereby declare that I/ We agree to the terms & condition as laid down in the Employees Provident Fund and Miscellaneous Act 1952 and relevant rules in force in the state.

\_\_\_\_\_  
Signed by as authorized officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date : \_\_\_\_\_  
Seal and Signature of the Tenderer

## ANNEXURE-C

### Experience Profile (in non-statutory cover)

List of projects completed that are similar in nature to the works having required amount of works put to tender executed during last 5 (five) financial years

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C responsible for supervision of work	Estimated amount 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)

Date:-

Place:-

Signature of applicant

## ANNEXURE-D

(in non-statutory cover)

### **CONTRACTOR'S EQUIPMENT:**

MINIMUM PLANT AND EQUIPMENT TO BE DEPLOYED BY THE CONTRACTOR FOR THE WORK. Whereas it is entirely the responsibility of the Contractor to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which should be owned or arranged through lease hold agreement by the bidders. Maximum age of the plants, machineries will be 5 years as on the date of publication of NIT. It may be extended up to 7 years after getting fit certificate from the manufacturer and this certificate should be produced at the time of submission of Bid.

All other machineries and equipments should be in running condition.

All plants, machineries and equipments will be verified by the Department before execution of the work.

SL. NO.	TYPE OF EQUIPMENT	FOR WORKS HAVING SL. NO.	NUMBER REQUIRED (for each sl)
1	Internal or Immersion vibrator	1 to 7	2
2	5/7 Concrete Mixer	1 to 7	1

Laboratory Equipment with testing arrangement as per sec. 120 of specifications of Roads and Bridge works 5<sup>th</sup> revision of MORT&H

**Signature of applicant including title  
and capacity in which application is made**

## ANNEXURE-E

### FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT

To,  
The Chairperson,  
Beldanga Municipality.

Account Details	
Account Name	: BELDANGA MUNICIPALITY AC SECURITY DEPOSIT
Beneficiary Bank Account No	: 50160001536937
IFSC Code	: BDBL0001107
MICR Code	: 742750502
Branch Address	: Bandhan Bank, Near Bharat Sevashram, Beldanga, Murshidabad, Pin-742133

WHEREAS [NAME AND ADDRESS OF Contractor] (hereafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No. \_\_\_\_\_ dated \_\_\_\_\_ to executed [name of Contract and brief description of Works] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract.

AND WHEREAS we \_\_\_\_\_ (indicate the name of the bank & branch) have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we \_\_\_\_\_ (indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up-to a total of Rs. \_\_\_\_\_ [amount of guarantee]. (in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of \_\_\_\_\_ [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We \_\_\_\_\_ (Indicate the name of the bank & branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We \_\_\_\_\_ (Indicate the name of the bank & branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment/ so make by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We \_\_\_\_\_ (Indicate the name of the bank & branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We \_\_\_\_\_ (Indicate the name of the bank & branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

The Guarantee shall be valid up-to \_\_\_\_\_ it come into force with immediate effect and shall remain in force and valid for a period up-to the time of successful completion of the work under the sated contract plus claim period of Six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and unless a claim in writing is lodged with us within the validity period, i.e. up-to \_\_\_\_\_ of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this \_\_\_\_\_ day of 20\_\_\_\_ at \_\_\_\_\_

SIGNED, SEALED AND DELIVERED  
For and on behalf of the Bank by

(Signature)  
(Name)  
(Designation)  
(Code Number)  
(Address)

#### NOTES :

- i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.
- ii) The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Memo No. 625(10) / 11-1/24

Dated- 20/02/24

Copy forwarded for information to-

1. The Director MDW, Minority Affairs & Madrasah Education Department, NABANNA, 325, Sarat Chatterjee Road, Howrah,
2. The District Magistrate, Murshidabad.
3. The Executive Engineer, Murshidabad Division, Municipal Engineering Directorate, Govt. of West Bengal, Berhampore, Murshidabad, with a request to send representative on opening dates of Technical & Financial bids.
4. The Block Development Officer, Block-I, Beldanga.
5. The Executive Officer, Beldanga Municipality
6. The Finance Officer, Beldanga Municipality.
7. Accounts Section, Beldanga Municipality.
8. P.W.D. Section, Beldanga Municipality.
9. IT Co-ordinator, Beldanga Municipality with request to float this Notice to the official website of Beldanga Municipality ([www. municipalitybeldanga.org](http://www.municipalitybeldanga.org)).
10. Office Notice Board

  
Chairperson  
Beldanga Municipality