



Office of the

BERHAMPORE MUNICIPALITY

118, R.N.TAGORE ROAD, BERHAMPORE, MURSHIDABAD

Ph. No. (03482-250012, 251299), FAX No. 03482-251299 Toll Free No.18003453205

Email Id: chairman.berhampore@gmail.com / etenderpwbm@gmail.com

Website: www.berhamporemunicipality.org.in

MEMO NO.- 229 /E-TEN/PWD/20/BM

DATE: 03/11/2020

NOTICE INVITING e-TENDER

NO: -17/BM/2020-21

On behalf of the Administrator, The Executive Officer, Berhampore Municipality, invites e-Tender (electronic Tender) from bona fide, resourceful Contractors for the following works-

Sl. No.	Name of the Work	Estimated Amount including GST & cess (Rs.)	Earnest Money (Rs.)	Period of Completion
01	Repair of road from Kumar Durga Nath Pirtola Mandir to Kedar Mahato Lane under ward no. 04 of Berhampore Municipality.	15,11,341.57	30,227.00	30 Days
02	Repair of road from Kantanagar to Machhmara under ward no. 08 of Berhampore Municipality.	25,41,901.23	50,838.00	30 Days
03	Repair of road near Shilpa Mandir High School area under ward no. 25 of Berhampore Municipality.	9,75,513.15	19,510.00	30 Days

Other details:

1.	Location of Work:	Different places within Berhampore Municipality
2.	Eligibility to participate in the Bid	<p>i) Intending tenderers 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 prior to the date of issue of this tender notice. Or ii) Intending tenderers should produce credentials of 2(two) similar nature of work, each of 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 iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at above.</p> <p>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.</p> <p>AND Having sufficient qualified technical personnel with sound knowledge and experience in execution of similar nature of works. AND Having sufficient annual turnover in any one year of last three Financial years.</p>

		AND Up to date Trade License, GST Registration Certificate with up to date return, Up to date P. Tax Payment certificates, PAN Card, Income Tax Return receipts and audited balance sheet of last three years.																											
		Note: a) Only works of nature depicted above completed successfully will be treated as credential.																											
		b) The bidder have 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 fulfilment 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.																											
3.	Documents to be produced in support of Credential (Prequalification Documents)	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. Valid documents in support of annual Turnover.																											
		c. Audit report and Balance sheet authenticated by an accountant in last three years.																											
		d. Experience and address, fax & telephone nos. , mobile no., & E-mail ID nos. of the firm.																											
		<u>All documents in original have to be produced in due course of time as & when asked by the Bid inviting authority.</u>																											
4.	Earnest Money	2% of the Quoted Bid price shall have to be deposited as Earnest Money along with Bid Proposal via e-procurement portal of the Government of West Bengal http://wbtenders.gov.in using bidders 'login ID and password by selecting either of the following payment modes: 1) Net Banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway. 2) RTGS/NEFT in case of offline payment through bank account in any bank as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal . Every such Transfer shall be done on or after the date of publish of NIEB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document																											
	Date and Time Schedule :-	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Particulars</th> <th>Date and Time</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Date of uploading of NIEB. and Bid Documents online) (Publishing Date)</td> <td>03-11-2020 at 02.00 P.M.</td> </tr> <tr> <td>b)</td> <td>Documents download/sell start date (Online)</td> <td>03-11-2020 at 02.00 P.M.</td> </tr> <tr> <td>c)</td> <td>Bid submission start date (On line)</td> <td>03-11-2020 at 02.00 P.M.</td> </tr> <tr> <td>d)</td> <td>Bid Submission closing (On line)</td> <td>18-11-2020 up to 04.00 P.M.</td> </tr> <tr> <td>e)</td> <td>Bid opening date for Technical Proposals (Online)</td> <td>23-11-2020 after 11.00 P.M.</td> </tr> <tr> <td>f)</td> <td>Date of uploading list for Technically Qualified Bidders (online)</td> <td>To be notified later</td> </tr> <tr> <td>g)</td> <td>Date and Place for opening of Financial Proposal (Online)</td> <td>To be notified during uploading of Technical Evaluation Sheet</td> </tr> <tr> <td>h)</td> <td>Date of uploading of list of qualified</td> <td>To be notified later.</td> </tr> </tbody> </table>	Sl. No.	Particulars	Date and Time	a)	Date of uploading of NIEB. and Bid Documents online) (Publishing Date)	03-11-2020 at 02.00 P.M.	b)	Documents download/sell start date (Online)	03-11-2020 at 02.00 P.M.	c)	Bid submission start date (On line)	03-11-2020 at 02.00 P.M.	d)	Bid Submission closing (On line)	18-11-2020 up to 04.00 P.M.	e)	Bid opening date for Technical Proposals (Online)	23-11-2020 after 11.00 P.M.	f)	Date of uploading list for Technically Qualified Bidders (online)	To be notified later	g)	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet	h)	Date of uploading of list of qualified	To be notified later.
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			bidders along with the offer rates through (on line),	
		i)	Also if necessary for further negotiation through offline for final rate.	To be notified later.
5.	Additional Security Deposit		Additional performance security @10% of tender amount shall be obtained from the successful bidder, if the accepted bid value is more than 20% less than the estimate amount put to tender as per G.O. no. 4608-F(Y) dated 18 th July, 2018.	
6.	Withdrawal of Bid		A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.	
7.	Acceptance of Bid		The "Executive Officer, Berhampore Municipality" will accept the Bid. He /She does not bind himself/herself to accept otherwise the lowest Bid and reserves to himself/herself the right to reject any or all of the Bids received without assigning any reason thereof.	
8.	Intimation		The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate "FORM 2911 (ii)" with the "The Executive Officer, Berhampore Municipality, "and fulfil all his obligations as required by the Contract.	
9.	Engineer-In-Charge (EIC) of the Work		Sub-Assistant Engineer, Berhampore Municipality	
10.	Execution of Work		The Contractor is liable to execute the whole work as per direction and instruction of the Sub-Assistant Engineer, Berhampore Municipality who is the "Engineer in Charge" of the work under the control of "Executive Officer, Berhampore Municipality"	
11.	Payment		Payment will be made after completion of the works to the successful Contractor by the Berhampore Municipal authority as per availability of funds.	
12.	Prohibition of Influence		Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.	
13.	Payment will be made phase wise against each item of work as per BOQ of the bid document. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The entire amount of such 10% (ten percent) of Security Deposit (Initial 2% + additional 8%) will be refunded without any interest only after successful completion of the whole work in all respect and full satisfaction of E.I.C.			

Refund of Security Deposit will only be made on the pro-rata basis i.e. release of such security deposit to the tune of 30% on expiry of 2nd year (from date of completion of the work), another 70% on expiry of 3rd. Concerned agency will have to take care of defect liabilities, if any, during this security deposit period of three years.

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in> Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in the NIT. The FINANCIAL BID of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the Executive Engineer, Murshidabad Division, Municipal Engineering Directorate, Municipal Affairs Department, Government of West Bengal. 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.

N.B.:- 1. Payment Certificate will not be treated as Credential.

2. Credential certificate with work order issued by the Executive Engineer or equivalent or competent authority of a State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/State statute, on the executed value of completed work will be taken as credential.

3. The credential certificate for completed works should contain (a) Name of work (b)the name of client, (c)Estimated

amount put to tender,(d)Scheduled month and year of commencement and completion as per work order,(e)Actual Date of Completion of work, (f) Gross bill amount of the completed work/ executed value of running work and detail communicational address of client must be indicated in the Credential Certificate.

In Completed Works detail communication address of the Client must be indicated in the Credential Certificate.

i) disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

ii) The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being one civil engineering degree holder and one civil engineering diploma holder for civil works for execution of works (Authenticated document shall be furnished).

iii). In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant's name in such enclosure will be entertained.

iv). The prospective bidders should own or arrange through lease hold registered agreement, the required plant and machineries. Conclusive proof of ownership in favour of owner or leaser of plant and machineries in working condition shall have to be submitted.

v). Registered Partnership Deed for Partnership Firm only along with Power of Attorney duly registered is to be submitted. The company shall furnish the Article of Association and Memorandum.

vi). Registered Labour Co-operative Societies and unemployed Co-Operative societies are required to furnish valid Bye Law, last three years statutory Audit Report authenticated by A.R.C.S. along with Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, Minutes of last A.G.M. , valid certificate from A.R.C.S. along with other relevant supporting papers. ix. Joint Ventures will not be allowed.

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. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

viii). Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

ix). Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

x) Bid shall remain valid for a period not less than 180 (one hundred eighty) days from the date of issuance of work order. If the bidder withdraws the bid during the validity period of bidding, the deposited earnest money will be forfeited for without assigning any reason thereof.

Executive officer,
Berhampore Municipality

Dated: 03/11/2020

Memo No.: 229 /1(9)/E-TEN/PWD/20/BM

Copy forwarded for information and favour of wide circulation to:-

1. The Sabhadhipati, Murshidabad Zilla Parisad, Murshidabad.
2. The Additional District Magistrate(Dev.), Murshidabad,
3. Sub-Divisional Officer (Sadar), Berhampore, Murshidabad
4. The District Informatics Officer, National Informatics Centre (NIC), Berhampore, Murshidabad.
5. The Executive Engineer, Murshidabad Division, MEDte, Babulbona Road, Berhampore
6. Executive Engineer, I&WD / PWD-I & II / PW(Roads)-I & II / P.W. Construction Board / CPWD-I, B.B.Zone, Murshidabad Divn.-I.
7. IT, Berhampore Municipality with a request to publish the notice in the Berhampore Municipality Website.
8. The Account Section of this establishment with a request to preserve the earnest money and tender documents
9. Office Notice Board

Executive officer
Berhampore Municipality

SECTION - A

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 <http://wbtenders.gov.in> 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 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.
- iii. **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.**
- iv. **Submission of Tenders:**
Tenders are to be submitted through online to the website stated in notice 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).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).
NIT with Special terms & conditions and specification of works.

(a) statutory Cover Containing the following documents

- 1) prequalification application form
- 2) Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of the Executive Engineer concerned with the work.
- 3) Tender Form No. 2911(ii) & N.I.T. (download 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 No. 2911(ii), the tender is liable to be summarily rejected.

4) NIT with Special terms & conditions and specification of works.

(b). Non-statutory Cover Containing the following documents:

- 1) Professional Tax (PT) deposit receipt challan for the financial year 2020-21, Pan Card, IT, income tax return for the last Assessment year, GSTIN
- 2) Registration Certificate under Company Act. (if any).
- 3) Registered Deed of partnership Firm / Article of Association & Memorandum.

- 4) Power of Attorney (For Partnership Firm / Private Limited Company, if any) duly registered.
- 5) Statutory audit report or Tax Audited Report in 3 CD/ 3 CA form along with Balance Sheet & Profit & Loss A/c. for the last 5 (five) years (year just preceding the current Financial Year will be considered as year – I)
- 6) Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.

List of machineries possessed by own / arranged through not a ry lease hold agreement along with authenticated copy of invoice, challan & waybill.

- 7) List of Technical staffs along with structure & organization .
- 8) Financial Statement

Necessary affidavit may be done against the same have to be submitted along with the tender.

. Scanned copy of Original Credential Certificate as stated of N.I.T. shall have to submit (on line).

- 9) Affidavits (Ref:- format for general affidavit shown in “X” & “Y”, Section - B)
- 10) Certificate of revolving line of credit by the Bank (*if required*).

- i. N.B.: Failure of submission of any of the above mentioned documents as stated in NIT. may 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.

SI N	Category Name	Sub-Category	Detail(s)
A.	Certificate(s)	Certificate(s)	. PAN. P Tax (Challan) GSTIN Latest IT return receipt

Section A

B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company(<i>Incorporation Certificate, Trade License</i>)Society (<i>Society Registration Copy, Trade License.</i>)
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C.	Credential	Credential	Completion certificate or Credential certificate for executed amount of completed work from competent authority which is applicable for eligibility in this tender.
E.	Financial (Information)	Work in hand	Financial Statement (Section – ‘B’, FORM-II) Affidavits – X and Affidavits - Y. Certificate of revolving line of credit by the Bank.
		Profit & Loss A/c. and Balance Sheet for the financial year 2017- 2018.	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2018- 2019.	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2019- 2020.	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)

Tender Evaluation Committee (TEC)

Opening & evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening of Technical Proposal:

Technical proposals will be opened by the Executive officer, Murshidabad Municipality and his authorized representative electronically from the website using their Digital Signature Certificate (DSC). and verified by the Executive Engineer ,MED, Murshidabad.

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.

encrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

summary list of technically qualified tenderers will be uploaded online.

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.

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.

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 per) online through computer in the space marked for quoting rate in the BOQ.

J. Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as

mentioned

in the N.I.T. to be derived from the information furnished in (Section - B) i.e., Application for Pre-qualification & Financial Statement. If an applicant feels that his / their Working Capital beyond own resource may be insufficient, he / they may include with the application a letter of guarantee issued by a nationalized bank / authorize bank of **RBI** to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting / Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-Charge / Employer.

The audited Balance sheet for the last 3(*three*) years, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

III. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

IV. Penalty for suppression / distortion of facts:

- a. 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.

V. Rejection of Bid:

- a. Employer 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 action.

VI. Award of Contract

- a. The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
- b. The notification of award will constitute the formation of the Contract.

PRE-QUALIFICATION APPLICATION

(Bidder must fill this sheet and upload)

To
The Executive officer
Berhampore Municipality
Berhampore, Murshidabad

Ref: - Tender For (Name of work)

N.I.e-T. No.: 17/BM/2020-21

Dear Sir,

Having examined the Statutory, Non statutory, Instruction to Bidders & NIeT documents along with its Agenda & corrigendum, 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 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 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 project.
- (b) Tender Inviting & Accepting Authority / Engineer-in-charge reserve the right to reject any application without assigning any reason.

Enclose: e-Filling:-

- 1. Statutory Documents
- 2. Non Statutory Documents

Date: -

Signature of applicant

AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

- 1) I, 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 tender by the any department during the last 5 (*five*) years prior to the date of this N.I.T.
- 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.

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date: _____

AFFIDAVIT “X”

(To be furnished in Non – Judicial Stamp paper

of appropriate value duly notarized)

Work in progress				Work order issued but work not started		
Sl. No.	Name of the work with Tender No.	Estimated Amount	% of work executed	Sl. No.	Name of the work with Tender No.	Tendered Amount

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date-----