

OFFICE OF THE COUNCILORS OF DIAMOND HARBOUR MUNICIPALITY

P.O: DIAMOND HARBOUR, DIST: SOUTH 24- PARGANAS **NOTICE INVITING TENDER**

Memo. No.: K-12(Tender)/A-12/DHM

Dated : 07.01.16

NIT NO: WBMAD/ULB/DIAMOND HARBOUR/02/15-16/1st Call

The Chairperson, on and for behalf of the Board of Councilors of Diamond Harbour Municipality invites e-bid Tenders from reliable and resourceful Companies/Firms/Contractors having experience and acumen in construction work as noted below :

1.	Name of Works :		Construction of Atithi Bhaban at Ward No.-13 within Diamond Harbour Municipality in the year 2015-2016.
2.	Location of Work:		Within Diamond Harbour Municipality, Dist.: 24 Parganas (south), West Bengal.
3.	Estimated amount put to tender		Rs. :- 22122827.00
4.	Eligibility to participate in the Tender		Having experience and technical acumen in Executing, Construction & successful Completion of Similar nature of works at least Rs 60.00 (sixty) lakh in a single contract during last Five financial years in any Govt./Board/Semi Govt./Corporation/Statutory Authority /Undertaking etc. organization AND Having sufficient qualified technical personnel (to be employed under the firm for at least 2 consecutive years) with sound knowledge and experience in execution of similar nature of works AND Having annual turnover of at least Rs. 100.00 lakh or above in any one year of last three Financial years AND , VAT/ST, P. Tax clearance Certificates, PAN Card, P.F, & E.S.I Registration Certificate etc.
			Note: a) Similar nature of works completed successfully will be treated as credential.
5.	Documents to be produced in support of Credential for Tender		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 (Ref: Sl. No. 4 : Eligibility to participate in the Tender). 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.	Copies of valid PAN Card, Sales Tax clearance, Professional Tax clearance Certificate etc.

		c.	Valid documents in support of annual Turnover. List of machines & equipments necessary for field as well as laboratory test for all materials. Corresponding address, fax & telephone nos. Contract mobile no. & Email no. of the Organization.
			<u>All documents in original to be produced in due course of time as & when asked by the Tender Inviting Authority</u>
6.	Earnest Money	a.	Rs. 100,000.00 (Rupees one lakh thousand only) as an initial Earnest Money Deposit shall accompany with Technical Bid Proposal, in the form of Bank Draft only drawn in favour of The Chairperson, Diamond Harbour Municipality, payable at Diamond Harbour from any Nationalized Bank. Refer instruction in this regard as stated earlier. Balance Earnest Money Deposit beyond Rs. 100,000.00 (if any to fulfill 2% of amount offered) shall be deposited at the time of acceptance of tender. Original copy of Demand Draft must be submitted before – 29.01.2016 before 12 noon at the office of the DHM.

7. Date and Time Schedule :-

Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.T. and Tender Documents online) (Publishing Date)	15/01/2016 after 10.00 Hrs.
b)	Documents download start date	15/01/2016 after 10.00 Hrs.
c)	Date of Pre Bid Meeting with the intending tenderers In the office of the Chairperson, Diamond Harbour Municipality, Diamond Harbour, South 24-Parganas.	18/01/2016 at 14.30 Hrs.
e)	Bid submission start date (On line)	15/01/2016 after 10.00 Hrs.
f)	Bid Submission closing (On line)	29/01/2016 up to 15.00 Hrs
g)	Bid opening date for Technical Proposals (Online)	29/01/2016 after 15.30 Hrs.
h)	Date of uploading list for Technically Qualified Tenderers (online)	To be notified later on
8.	Time of completion	Time of completion of the Contract is 365 Days for All the Groups from the date of issue of Work Order.
9.	Site inspection & general information	Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices.
10.	Tender documents	A full set of Tender documents consists of 2 Parts. These are;
		I) Part I containing all documents in relation to the name of the firm applied for and credentials possessed by them along with EMD and all relevant documents as depicted in Sl. No. 4
		II) Part II containing following documents;
		a. Bid Price / Price Schedule.(.xls sheet)
11.	Validity of Bid	A Bid submitted shall remain valid for a period of 120 calendar days from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.
12.	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.
13.	Acceptance of Bid	The Chairperson, Diamond Harbour Municipality will accept the Bid. She does not bind herself to accept otherwise the lowest Bid and reserves to herself the right to reject any or all of the Bids received without assigning any reason thereof.
14.	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 Municipal Form with the Chairperson, Diamond Harbour Municipality and fulfill all his obligations as required by the Contract.
15.	Escalation of Cost	There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the O&M of the contract.

16.	Name & address of Engineer-In-Charge (EIC) of the Work	Chairperson, Diamond Harbour Municipality, Diamond Harbour, South 24 Parganas.
17.	Execution of Work	The Contractor is liable to execute the whole work as per direction and instruction of the Engineer, Sri Mridul Mondal (Sub-Assistant Engineer), Diamond Harbour Municipality, South 24-Pargana..
18.	Payment	Payment will be made to the Contractor/Agency by the Chairperson, Diamond Harbour Municipality.
19.	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.
Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.		
20.	In case office faces sudden closure owing to reason beyond the scope and control of the Chairperson, any of last date/dates as schedule in Sl. No 7 may be extended up-to/to next and following working day without issuing further and separate notice the Chairperson feels it to be necessary and exigent.	
21.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.	
22.	Bid Acceptance Authority is the Chairperson, Diamond Harbour Municipality.	
23.	In case of any dispute arising from any clauses of similar nature between bid documents and Municipal tender form, the decision of Superintending Engineer, East Circle, M.E. Directorate, will be final and binding.	
24.	All usual deductions for taxes i.e. ST, IT, and Labour welfare Cess etc. as applicable will be made from the bills from time to time (please refer cl.57 of section C)	
25.	No conditional/ incomplete Bid shall be entertained.	
26.	In the event of e-Filing intending bidder may download the tender document from the website http://wbtenders.gov.in directly by the help of Digital Signature Certificate & necessary cost of tender document may be remitted through demand draft/ pay order issued from any nationalized bank/Scheduled bank in favour of Chairperson, Diamond Harbour Municipality payable at Diamond Harbour & same may be documented along with earnest money Deposit through e-Filling, (scanned copy to be submitted) (Details of which has been narrated in "Instruction to Bidders").	

27.	<p>Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website http://wbtenders.gov.in. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.</p> <p>The requisite cost of tender documents and Earnest Money, as specified in this N.I.B. shall be paid by drawing a Demand Draft/Pay order on any Nationalized Bank/Scheduled Bank in favour of the Chairperson, Diamond Harbour Municipality payable at Diamond Harbour. Every such Demand Draft /pay order shall be drawn on or after the date of publish of N.I.B. At the time of uploading the tender, the intending tenderer shall upload a scanned copy of such Demand Draft/pay order along with his/her tender. However such Demand Draft/pay order shall invariably have to be submitted by the intending tenderer or sent by post/courier to the Tender Accepting Authority before opening date, for which the Tender Accepting Authority will not be held responsible for delay in delivery or loss of the Demand Draft /Pay order so mailed through post/courier. Any tender without such Demand Draft/Pay order (Excepting exemption as per G.O.) shall be treated as informal and shall automatically cancelled.</p>
28.	<p>The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.</p>
29.	<p>The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the ULB. The Chairperson, Diamond Harbour Municipality reserves the right to reject any application for purchasing Bid documents and to accept or reject any or all the offered bid /bids without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.</p>
30.	<p>Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.</p>
31.	<p>During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.</p>
32.	<p>Before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A. / work order will not be issued in favour of the bidder under any circumstances.</p>
33.	<p>If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:</p> <ol style="list-style-type: none"> i) Municipal Form ii) NIT iii) Special terms & Condition iv) Technical bid v) Financial bid
34.	<p>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.</p>

35.	Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
------------	---

**Chairperson
Diamond Harbour Municipality**

INSTRUCTION TO TENDERERS/BIDDERS
SECTION – A

1. General guidance for e-tendering

Instructions/ Guidelines for tenderers for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

2. Registration of Tenderer

Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to **<http://wbtenders.gov.in>**. The tenderer is to click on the link for e-tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Tenderer. DSC is given as a USB e-Token.

4. The contractor can search and download NIB and Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Submission of Tenders.

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

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

A-1. Statutory Cover Containing

- i. Prequalification Application (Sec-B, Form – I)
- ii. Scanned Copy of Demand Draft/ Bankers Cheque towards cost of tender documents/ original documents as prescribed in the NIB, against each serial of work in favour of The Chairperson, Diamond Harbour Municipality, payable at Diamond Harbour.

- iii. Scanned Copy of Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIB against each of the serial of work in favour of The Chairperson, Diamond Harbour Municipality, payable at Diamond Harbour.
- iv. Financial Statement (Section – B, Form – II).
- v. Affidavits (Ref:- format for general affidavit shown in "Y" Part "B".)
- vi. Printed Tender Form and NIB (Sl. 10; Part I) with all addenda and corrigendum (**download and upload the same Digitally Signed, quoting rate will only encrypted in the Price Schedule under Financial Bid. In case quoting any rate in Printed Tender Form the tender will be summarily rejected**).
- vii. Special Terms, condition and specification of works.
- viii. Certificate of Bank Guarantee by any Nationalized Bank (if required).
- ix. Bank Solvency Certificate.

A-2. Non statutory Cover Containing

- i. Professional Tax (PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, VAT Registration Certificate(up to date).
- ii. Registration Certificate under Company Act. (If any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the Last five years (year just preceding the current Financial Year will be considered as year – I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vii. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- viii. List of laboratory Instrument.
- ix. List of technical staff along with structure and organization (Section – B, Form – III).
- x. Credential: Scanned copy of Original Credential Certificate as stated in NIB (under sl. no -3).
- xi. Electrical Supervisory competency certificate (as required in NIB, Sl-3) from Directorate of Electricity, Govt. of W.B. / competent authority of other Govt. as applicable.

Note: -1) **FAILURE OF SUBMISSION OF ANY OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE QUOTATION LIABLE TO REJECT.**

2) THE 'L1' BIDDER SHALL SUBMIT THE HARDCOPY OF THE DOCUMENTS TO THE TENDER INVITING AUTHORITY WITH HIS ACCEPTANCE LETTER OF THE LOI. FAILURE TO SUBMIT THE HARDCOPY WITH THE ACCEPTANCE LETTER WITHIN THE TIME PERIOD PRESCRIBED FOR THE PURPOSE , MAY BE CONSTRUED AS AN ATTEMPT TO DISTURB THE TENDERING PROCESS AND DEALT WITH ACCORDINGLY LEGALLY INCLUDING BLACKLISTING OF THE BIDDER.

B. Tender Evaluation

i. Opening and evaluation of tender: - If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).

ii. Opening of Technical proposal: - Technical proposals will be opened by the Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate.

iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non statutory documents (vide Cl. No. - 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evolution Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the Dept. of Municipal Affairs, Govt. of West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under UIDSSMT programme.

v. Uploading of summary list of technically qualified tenderers.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenderer and for which their proposal will be considered and uploaded in the web portals.

vii. While evaluation, the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. Financial proposal

As per Sl. 10, Part II. To be uploaded digitally signed by the Bidder.

6. Financial capacity of a tenderer 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 **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement signed by CA. 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 first class Bank 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 Tenderer, the Tenderer 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 Authority. **The audited Balance sheet for the last five years,** net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.

7. Penalty for suppression / distortion of facts

Submission of false document by tenderer is strictly prohibited and in case of such act by the tenderer the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

8. REJECTION OF BID

The 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 Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.

The Tenderer who's Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.B., all addenda-corrigendum, special terms and condition (Section -C), different filled-up forms (Section -B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Tenderer.

**Chairperson
Diamond Harbour Municipality**

SECTION – B
FORM –I
PRE-QUALIFICATION APPLICATION

To
Chairperson
Diamond Harbour Municipality

Ref: - Tender

for _____
_____ (Name of work) _____

N.I. T. No.:

Dear Sir,

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.

Enclose: - e-Filling:-

- 1. Statutory Documents
- 2. Non Statutory Documents

Date: -

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

SECTION – B
Form - II
FINANCIAL STATEMENT

B.1 Name of Applicant:

B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)					
b) Current liabilities : (It should include bank over draft)					
c) Working capital : (a) – (b)					
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus)					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

B.3 Annual value of construction works undertaken :

Work in hand i.e. Work order issued	As on 31.03.2015	As on 31.03.2014	As on 31.03.2013	As on 31.03.2012	As on 31.3.2011	As on 31.03.2010

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date_____

AFFIDAVIT "Y"

Declaration of the Bidder

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value And Duly Notarized)

I,, son of
....., aged about years by occupation
..... do hereby solemnly affirm and confirm as follow:

1. That, I am the Of have duly authorized by and competent to affirm this affidavit on behalf of the said Bidder.

2. That, I have inspected the site of work covered under NIB (NIB No) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Bid documents. Bid of the above named Bidder is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Bid accepting Authority of the Work and abide by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to abide by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Bid Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Bidder has been suppressed in the Bid documents.

4. That the statement above made by me is true to my knowledge.

Deponent
Solemnly affirmed by the said
.....

Before me.
.....
(1st class Judicial Magistrate / Notary Public)

SECTION - B
FORM- III
STRUCTURE AND ORGANISATION

A.1 Name of Applicant:

A.2 Office Address :

Telephone No. and Cell Phone No. :

Fax No. :

E mail id :

A.3 Attach an organization chart showing the structure of the company with names 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 application is made.

FORM – IV
C. DEPLOYMENT OF MACHINERIES (in favour of owner / lessee):-

(Original document of own possession arranged through lease deed to be annexed)
(If engaged before Certificate from E.I.C. to be annexed in respect of anticipated dated of release of
Machineries.)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release If Engaged
						Idle	Engaged	

For each item of equipment the application should attach copies of
(i) Document showing proof of full payment, (ii) Receipt of Delivery,
(iii) Road Challan from Factory to delivery spot, is to be furnished.

Signature of applicant including title

and capacity in which application is made.