

v) Valid challans of minerals have to be submitted at the time of submission of bill, otherwise necessary deduction will be done per Govt order

vi) Test certificate has to be submitted for new works

**The Tender Documents shall consist of the following documents:**

- i. Tender Form Municipal K Form
- ii. NIT
- iii) BOQ/ Price Schedule

## 7. Submission of Tenders

### 7.1 General process of submission

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

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

#### a. Statutory folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no, fax & e-mail.
- ii) Scanned copy of Earnest Money Deposit (EMD) as prescribed in the NIT, in favour of "Balurghat Municipality **payable at Balurghat,**
- iii) Notice Inviting Tender
- iv) Tender Municipal K Form
- v) BOQ/Price Schedule

#### Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iii. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- iv. Necessary deduction i.e. GST registration Certificate, I.T, Royalty etc. will be made as per relevant Govt. order.

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

- i. Up to date Professional Tax (PT) Clearance receipts, PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Up to date GST registration Certificate.
- iii. Registered Deed for Partnership Firm, if applicable with notary.
- iv. Certificate during the Last 5 (five) consecutive years [as stated in Clauses 6 (i) for single similar nature work of a credential value of 40% of the estimated cost for the work the contractor intends to participate.
- v. For Registered Unemployed Engineers'Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws, up to date audited balance sheet.*
- vi. Experience profile should be furnished as per following table.

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



**SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR**

PH. NO : 03522 – 255450 / 255680 / 256930 / 255649 / 256931 / 255655

e-mail – [bmpallty@gmail.com](mailto:bmpallty@gmail.com) / [bmpallty@hotmail.com](mailto:bmpallty@hotmail.com)

website : [www.balurghatpurasava.webs.com](http://www.balurghatpurasava.webs.com)

**Memo No – 2304 /PW – 1**

**Date – 25 -11- 21**

**NOTICE INVITING e-TENDER NO: MAD/ULB/BLGT/PW/03/21-22(2nd Call)**

Name of the Work: Renovation and up gradation of cement concrete Roads, Bituminous Roads, Masonry Drains and Building within Balurghat Municipality. (As per enclosed list in Annexure – 1).

1. Applications are invited as specified by the Chairperson, Board of Administrators, Balurghat Municipality on behalf of Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-Tender (Electronic Quotation) from eligible resourceful & bonafied suppliers as per the enclosed list of Items (Table -1)
2. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Portal system through logging on to <https://wbtenders.gov.in> using the option –Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
3. Intending tenderer can search and download NleT and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
4. For participating in the tender, the tenderer shall have to deposit the Earnest Money @ 2% of the estimated amount will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016 (Annexure – A) – i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. ii) RTGS/NEFT in case of offline payment through bank account in any bank. Balance Earnest Money Deposit if any shall be deposited after acceptance of Bid Proposal as per direction of TIA/EIC.

Tender will be declared informal if earnest money is not submitted as directed above.

5. *A prospective tenderers shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.*
6. **Eligibility criteria for participation in tender:**
  - i) The prospective tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have sufficient resources, financial solvency, sufficient experience during the last 5 (five) financial years prior to the date of issue of this Notice single similar nature work under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a credential of 40% of similar nature of work, Scanned copy of Payment certificates or completion certificates issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online.
  - ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, up to date GST registration Certificate, valid Trade License in the Technical Proposal as Non Statutory Documents.
  - iii) Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(ii) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
  - iv) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



**SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR**

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  - ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, up to date GST registration Certificate, valid Trade License in the Technical Proposal as Non Statutory Documents.
  - iii) Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(ii) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
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**The Tender Documents shall consist of the following documents:**

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

- i. Up to date Professional Tax (PT) Clearance receipts, PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
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- iii. Registered Deed for Partnership Firm, if applicable with notary.
- iv. Certificate during the Last 5 (five) consecutive years [as stated in Clauses 6 (i) for single similar nature work of a credential value of 40% of the estimated cost for the work the contractor intends to participate.
- v. For Registered Unemployed Engineers'Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws*, up to date audited balance sheet.
- vi. Experience profile should be furnished as per following table.

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rates against each item online filled up in all respect including totaling.

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

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

#### 10. Rejection of Tender

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

#### 11. Date & schedule

(Table-I)

a)	Name of the work:-	As per enclosed list in Annexure - I
b)	Name and Address of the Tendering authority	Chairperson, Board of Administrators, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.
c)	Eligibility of the Contractor :-	Enlisted contractor of PWD. Dte, Govt Bonafide outsiders, Reputed firm, Engineers Co-Operative, having an experience of single similar nature work of a credential value of 40% of the estimated cost executed under Government/Semi Government, Public Sector, Government autonomous body, Municipality, Gram Panchayet within last 5(five) financial years and also should possess valid PAN card., GST registration Certificate, Professional Tax Clearance Certificate and Valid trade license, MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.(refer clause 6-i). Only payment certificate or completion certificate in respect of credential value may be included in NIT.
d)	Estimated cost: -	As stated in enclosed list of Annexure - I
e)	Earnest money:-	As per Annexure – I, Earnest Money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016 (Annexure – A) – i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. ii) RTGS/NEFT in case of offline payment through bank account in any bank. Tender will be declared informal if Earnest money is not submitted as directed above
f)	Time of completion	As per Annexure – I
g)	Terms and condition	i) 3(three) years maintenance cost will be borne by the Agency ii) Security money will be refunded in three installment i.e, 30% of the security money will be refunded after 1(one) year from the date of completion of the work. Next 30% of the security money will be

**Experience profile**

List of projects completed of single similar nature work having a credential value of 40% of the estimated cost for the work for the last 5(five) financial years.

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

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

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

Click the check boxes beside the necessary documents in the –My Documents list and then click the tab –Submit Non Statutory Documents to send the selected documents to Non-Statutory folder. Next, click the tab –Click to Encrypt and upload and then click the –Technical Folder to upload the Technical Documents.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. GST registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts (refer clause 6-ii) 5. Pre-Qualification Application (Form I) 6. Valid Trade license
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Payment or Completion Certificate for similar nature of Work Done within last 5(five) financial years (refer clause 6. i)

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

**8. Financial Proposal**

### Experience profile

List of projects completed of single similar nature work having a credential value of 40% of the estimated cost for the work for the last 5(five) financial years.

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

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Click the check boxes beside the necessary documents in the –My Documents list and then click the tab –Submit Non Statutory Documents to send the selected documents to Non-Statutory folder. Next, click the tab –Click to Encrypt and upload and then click the –Technical Folder to upload the Technical Documents.

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A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. GST registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts (refer clause 6-ii ) 5. Pre-Qualification Application (Form I) 6. Valid Trade license
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Payment or Completion Certificate for similar nature of Work Done within last 5(five) financial years (refer clause 6. i )

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

### 8. Financial Proposal

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rates against each item online filled up in all respect including totaling.

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

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

#### 10. Rejection of Tender

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

#### 11. Date & schedule

(Table-I)

a)	Name of the work:-	As per enclosed list in Annexure - I
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d)	Estimated cost: -	As stated in enclosed list of Annexure - I
e)	Earnest money:-	As per Annexure – I, Earnest Money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016 (Annexure – A) – i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. ii) RTGS/NEFT in case of offline payment through bank account in any bank. Tender will be declared informal if Earnest money is not submitted as directed above
f)	Time of completion	As per Annexure – I
g)	Terms and condition	i) 3(three) years maintenance cost will be borne by the Agency ii) Security money will be refunded in three installment i.e, 30% of the security money will be refunded after 1(one) year from the date of completion of the work. Next 30% of the security money will be

		refunded after 2(two) years from the date of completion of the work and rest 40% of the security money will be refunded after 3(three) years from the date of completion of the work
i)	<b><u>Date and Time Schedule as follows :</u></b>	
i)	Date of uploading of NleT, and Tender Documents online (Publishing Date)	26.11..2021
ii)	Document downloaded / sell start date (on line)	27.11.2021 at 11.00 hour
iii)	Tender submission start date (on line)	29.11.2021 at 11.00 hour
iv)	Tender submission closing date (on line)	13.12.2021 at 15.00 hour
v)	Tender opening date for Technical proposals (on line)	16.12.2021 at 12.00 hour
vi)	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later
vii)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
viii)	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later. (L1 should submit original papers physically before issue of Work Order)
ix)	Also if necessary for further negotiation through offline for final rate	To be notified later.

**Note:**

1. In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No. h) (v) to (x) of Table-1 unless otherwise notified through Net (e-PORTAL)
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Municipal Engineering Directorate, Govt. of West Bengal under the Deptt. of Municipal affairs.
3. The successful tenderer shall has to execute an agreement with the authority as per usual norms in the K Form within 7 days after the issue of acceptance letter.
4. The contractors shall have to procure all materials including steel and cement as and when necessary as per directive of EIC whose decision is final and binding.
5. Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act 1996.
6. Site inspection should be made before submission of tender.
7. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.
8. The work order will be issued after receiving required fund from the competent Authority.

  
 Chairperson 25/11/21  
 Board of Administrators  
 Balurghat Municipality  


FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Chairperson, Board of Administrators  
Balurghat Municipality  
Dakshin Dinajpur,

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

NleT.No.:

Dear Sir,  
Having examined the Statutory, Non statutory and NleT documents, 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 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.

Enclo:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: - **Signature of applicant including title and capacity in which application is made.**

**Memo No - 2304 /1(12)/PW - 1**

**Date - 25 - 11 - 21**

Copy Forwarded for information and for favour of wide circulation to:

1. The District Magistrate, Balurghat, Dakshin Dinajpur.
2. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
3. The Tender Committee Members, BOA, Balurghat Municipality
4. The Executive Officer, Balurghat Municipality
5. The Finance Officer, Balurghat Municipality.
6. The Assistant Engineer, Balurghat Municipality
7. The Head Clerk, Balurghat Municipality.
8. The Accountant, Balurghat Municipality
9. The Cashier, Balurghat Municipality.
10. Sri S.Talapatra, Staff, Balurghat Municipality.
11. Computer Section, Balurghat Municipality for up loading at Municipal web site
12. Municipal Notice Board.

  
Chairperson 25/11/21  
Board of Administrators  
Balurghat Municipality  


FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Chairperson, Board of Administrators  
Balurghat Municipality  
Dakshin Dinajpur,

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

NleT.No.:

Dear Sir,  
Having examined the Statutory, Non statutory and NleT documents, 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.

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Chairperson 25/11/21  
Board of Administrators  
Balurghat Municipality  
