

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



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Memo No – 1885 /PW – 1

Date – 09.09.2022

**NOTICE INVITING e-TENDER NO: MAD/ULB/BLGT/PW/13/22-23**

Name of the Work: Construction and up gradation of different CC Roads and Masonry drains in various Wards within Balurghat Municipality

1. Applications are invited as specified by the Chairman, 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 a similar nature of completed work of at least 40% of the estimated amount put to tender or 2 (two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender or 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 i.e, 40% of the estimated amount put to tender, 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 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.
- v) Valid challans of minerals have to be submitted at the time of submission of bill, otherwise necessary deduction will be done as 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)].
- v. A self declaration must be uploaded by the Bidder whether the Agency is not black listed from any Govt/Semi Govt/Urban local bodies during last 5(five) financial years, otherwise the application will be rejected.

vi. 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.

vii. Experience profile should be furnished as per following table.

### Experience profile

List of projects completed of single similar nature work having a credential value as stated in Clauses 6 (i) 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

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 all taxes.

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 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 Chairman, 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 Tender accepting authority reserves 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:-	Construction and up gradation of different CC Roads and Masonry drains in various Wards within Balurghat Municipality
b)	Name and Address of the Tendering authority	Executive Officer, 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 as stated in Clauses 6 (i) 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 per 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

	Date and Time Schedule as follows :	of the work
i)	Date of uploading of NleT, and Tender Documents online (Publishing Date)	13.09.2022
ii)	Document downloaded / sell start date (on line)	14.09.2022 at 12.00 hour
iii)	Tender submission start date (on line)	15.09.2022 at 11.00 hour
iv)	Tender submission closing date (on line)	22.09.2022 at 15.00 hour
v)	Tender opening date for Technical proposals (on line)	26.09.2022 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 physical verification	Original documents of all participants may be produced for physical verification before technical evaluation as and when required by the TIA and the date and time of physical verification will be uploaded to Municipal website and also displayed to Municipal Notice Board.

**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. The Tender Inviting Authority shall have every right to choose the Bidder as he deem fit and proper for good quality of work, in that regard no objection or complain shall be entertained and granted.
3. 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.
4. 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.
5. Site inspection should be made before submission of tender.
6. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.
7. The work order will be issued after receiving required fund from the competent Authority.

  
 Executive Officer  
 Balurghat Municipality  


FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Chairman  
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 – 1885 /1(14)/PW - 1**

**Date – 09. 09. 2022**

Copy Forwarded for information and for wide circulation to:

1. The Chairman, Balurghat Municipality
2. The Vice-Chairman, Balurghat Municipality
3. The MCIC (PW Section), Balurghat Municipality
4. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
5. The Tender Committee Members, Balurghat Municipality
6. The Finance Officer, Balurghat Municipality
7. The Assistant Engineer, Balurghat Municipality
8. The Assistant Engineer, MED, Balurghat Sub-Division, Malda Division
9. The Head Clerk, Balurghat Municipality.
10. The Accountant, Balurghat Municipality
11. The Cashier, Balurghat Municipality.
12. The Received Section, Balurghat Municipality.
13. Computer Section, Balurghat Municipality for up loading at Municipal web site
14. Municipal Notice Board.

*09.09.22*  
**Executive Officer**  
**Balurghat Municipality**

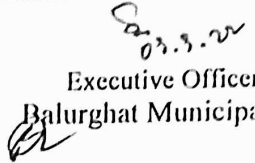
**ANNEXURE - I**

Enclosure to this office Tender Notice No. MAD/ULB/BLGT/PW/13/22-23 & Memo No 1885 /PW - 1, dated - 09.09.2022

**List of the Schemes within Balurghat Municipality**

SI No	Name of work	Estimated cost (Rs)	Eligibility of Contractor	Time of completion	Earnest Money (Rs)
1	Construction and Renovation of CC Road and Masonry Drain from the H/o Papan Adhiary to the Shop of Khudi in ward no 02	513651.00		90 days	10273.00
2	1) Construction of C.C Road from house of Kajal Chowdhury to PWD Road opposite house of Pardyut Basak 2) Construction of C.C Road including M.Drain at Pahan Para near RCD Girls School 3) Construction of M. Drain from house of Sitaram Mondal towards house of Ashit Bhowmick at Uttar Chakbhabani in ward no.04	512774.00		90 days	10255.00
3	Construction of Masonry Drain from house of Pralay Das to house of Rabindranath Sur and Construction of C.C Road from house of Anup Mondal to house of Surajit Ghosh at Mondal Para in ward no.05	518071.00		90 days	10361.00
4	Renovation of C C Road including protection work from house of Sujit Ghosh to existing water cooler room at Hossainpur in ward no.07	520035.00		90 days	10401.00
5	Construction of CC Road from house of Tanmay Bhowmick (Near Kharail Main Road) towards house of Keya Karmakar at Shanti Colony in ward no.09	525302.00		90 days	10506.00
6	Construction of CC Road Leading from H/O- Nirupam Saha towards H/O- Sukhen Nandy, H/O- Sudip Bhadra to Municipal Road, H/O- Nitai Karmakar to H/O- Dulal Karmakar and CC Road with Masonry drain near H/O- Shymali Das in ward no.10	525549.00		90 days	10511.00
7	Renovation of C C Road from opposite side of Mobile World to house of Rabin Das beside of Olive Resturant and Construction of C.C Road from house of Koushik Banerjee to municipal road beside of Chakbhabani Kali Mandir in ward no.12	509095.00		90 days	10182.00
8	Construction of C C Road at Chakvrigu from house of Sujit Deb to house of Dr. Narayan Sarkar in ward no.14	513876.00		90 days	10278.00
9	Renovation and up gradation of Bituminous Road from House of Prabir Saha towards Dutta Para Culvert in ward no. 16	410360.00		90 days	8207.00
10	Renovation of M. Drain leading from house of Madan Sarkar to house of Sadhan Nattya at Pal Para in ward no.16	258530.00		90 days	5171.00
11	Construction of C.C road from H/O Ashok agarwal towards khari near ghatkali road, Repairing and renovation of Masonry drain from elec pole BM/078/12 towards sluice gate near Kachikala club & Sangita beauty parlour to Bingsha satabdi club in ward no-18	526082.00		90 days	10522.00
12	Construction and up gradation of Masonry Drain with RCC Slab and C.C Road leading from House Of Chandan Saha towards P.C. Chandra Jewellery in ward no.19	311840.00		90 days	6237.00
13	Construction and upgradation of Masonry Drain with RCC Slab and C.C Road leading from House Of Ajoy Dutta towards House Of Lakshmi Saha and Gopal Ghosh, in ward no.19	416279.00		90 days	8326.00
14	Construction of Masonry drain from House of Sanjoy Mohanta towards Badutala Primary School, CC Road - Shanti colony school towards H/O- Sindhu Mondal, H/O- Bipul Kabiraj to H/O- Goutam Biswas in ward no.20	525997.00		90 days	10520.00
15	Construction and Renovation of Masonry Drain from Mistri Para towards house of Dibyendu Saha at Kundu Colony and near Rensus Club to Biswas Para More in ward no 21	524981.00		90 days	10500.00

16	Renovation of Masonry Drain including RCC slab at Khadimpur Master Para from house of Nepal Ghosh towards house of Sridam Das and Construction of CC road including M Drain at Ananda Bagan leading from house of Sri. Sbhash Sarkar to house of Dulal Singha in ward no. 22	523568.00	90 days	10471.00
17	1) Renovation and Construction of CC Road from house of Kartick Sen to house of Amal Nandy, 2) Construction of CC Road from house of Bishu Dey to house of Arun Goon 3) Construction of CC Road from house of Shekhar Laha to house of Ashima Das 4) Construction of C.C Road from house of Bijay Dutta towards house of Ashoke Karmakar and others in ward no.23	519828.00	90 days	10397.00
18	Renovation of C C Road including protection work from house of Shankar Singh to house of Sukumar Dutta and Renovation of M. Drain leading from house of Ratan Raha to house of Dulal Malaker at Khadimpur School Para in ward no.24	512300.00	90 days	10246.00
19	Construction of M.Drain from Adbashi Para More to existing Municipal culvert near Khidirpur Dighi at Dighi Para and in ward no.25	523969.00	90 days	10479.00

  
 02.3.22  
 Executive Officer  
 Balurghat Municipality