

OFFICE OF THE
BALURGHAT MUNICIPALITY



**SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR**

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

e-mail – bmpality@gmail.com

website : www.balurghatmunicipality.org

Memo No:- 649 /PW(Elec)-4

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NOTICE INVITING e-TENDER NO: MAD/ULB/BLGT/(ELECTRICAL)01/23-24

Name of the Work:- "Supply & installation of Solar mast lights within Balurghat municipal area". (As per enclosed list in Annexure – I).

1. Applications are invited as specified by Chairman, Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-Tender (Electronic Tender) from eligible resourceful & bonafide contractors as per the enclosed list of works (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 NIT 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 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) – a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. b) 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.

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 **govt. electrical contractor license**, sufficient resources, sufficient experience during the last 5 (five) financial years prior to the date of issue of this Notice for similar nature of works in a single tender 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 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 including work order 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, G.S.T. 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.

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) Notice Inviting Tender
- iii) Tender Municipal K Form
- iv) 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. G.S.T., S.T. I.T. CESS, 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, IT PAN Card & Income Tax Return receipts, G.S.T. registration certificate, Provident Fund Receipt Challan 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. Registered Deed for Partnership Firm, if applicable with notary.
- iii. Certificate during the Last 5 (five) consecutive years [as stated in Clauses 6 (i) for similar nature of works in a single tender of at least 40% (forty percent) value of the amount put to tender for the work the contractor intends to participate.
- iv. 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.
- v. Experience profile should be furnished as per following table.

Experience profile**List of projects completed of similar nature of 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)	<ol style="list-style-type: none"> 1. PAN Card 2. P Tax (CHALLN) 3. Income Tax Return receipts (refer clause 6-ii) 4. Pre-Qualification Application (Form I) 5. Valid Trade license 6. GST registration certificate. 7. Govt. electrical contractor license. 8. Supervisory competency certificate. 9. Current working certificate of the electrical supervisor. 10. Provident Fund Receipt Challan
B.	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> 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) Byelaws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Payment Certificate or completion certificates including work order for similar nature of works in a single tender Done (refer clause 6. i)