



**OFFICE OF THE BOARD OF COUNCILLORS  
ENGLISHBAZAR MUNICIPALITY**

Netaji Subhas Road, Malda, Pin: -732101

Telephone No:03512 252029& Fax No:03512 253329

Website: [www.englishbazarmunicipality.com](http://www.englishbazarmunicipality.com)

E-mail ID:- [englishbazarmunicipality@gmail.com](mailto:englishbazarmunicipality@gmail.com)

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Memo. No. 312/IV-2/17-18

Dated:-11.05.2017

**Notice Inviting e-Tender No.- MAD/ULB/EBM/WW/10/17-18**

**DETAILED NOTICE INVITING e-Quotation**

1. On behalf of the board of councilors, The Chairman, Englishbazar Municipality, invites e-Tenders (electronic Tenders) 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-Procurement 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. Earnest Money, as specified in this NIT shall be paid online through ICICI Bank payment gateway or NEFT/RTGS (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 NIT. Any Bid without EMD (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. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.

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. etc.) should have sufficient resources, financial solvency, sufficient experience & should have satisfactorily completed during the last 5(Five) financial years (FY 2012-2013 to FY 2016-2017) prior to the date of issue of this Notice at least one single work of similar nature under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc. having completed similar nature of job having a value of completion of Rs. 3,75,385 (refer sl. no. 11, Table-1, Item-c). Scanned copy of the Completion Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online. **Payment certificate/work order/certificate stating work under progress will not be considered as credential in this respect. Credential in the form of MOU, Joint Venture, Consortium, Sub-Contract etc. etc. will not be allowed at all.**

ii) Uploading of scanned copies of Pan Card, up to date Professional Tax receipts, up to date VAT registration Certificate including VAT Return 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(i) 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. NIT

ii.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 Technical Proposal and the other is Financial Proposal, 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 Technical 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) Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.
- iii) Notice Inviting Tender
- iv) BOQ/Price Schedule

**Note:**

- i. Only downloaded copies of the documents are to be uploaded, virusscanned and digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iv. 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.
- v. Necessary deduction i.e. VAT, S.T. I.T. CESS 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 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 VAT Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.
- iii. Registered Deed for Partnership Firm.

- iv. Completion Certificate during the last 5(five) consecutive years [as stated in Clauses 6 (i)] for similar nature of work.
- v. Bank solvency certificate.
- 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 similar nature of work completed having value as per sl. no. 11, Table-1, Item-b in the last 5(five) financial years i.e. from FY 2012-2013 to FY 2016-2017**

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 <b>(ALL CERTIFICATE SHOULD BE UP TO DATE)</b>	1. VAT Registration Certificate 2. PAN Card 3. P Tax (CHALLAN) 4. Pre-Qualification Application (Form I)
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. Completion Certificate for Similar nature of Work Done (refer clause 6. i ) 2. Experience profile [refer 7.1(b) Item No. (vii)]

**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 rate item wise online.
- 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 Chairman, Englishbazar Municipality may 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. Release of Security Deposit:

Release of Security Deposit will be as per WBF 2911, latest amendment of clause 17.

## 12. Date & schedule

(Table-1)

a)	Name of the work:-	Installation of pump motor with all accessories, electrical connection in different ward at Zone-VI within Englishbazar Municipality.
b)	Eligibility of the Contractor :-	Manufacturers, Govt. bonafide contractor or outsiders or reputed firm having an experience completing similar nature of job having a value of Rs 3,75,385 or above within last 5(Five) financial years (FY 2012-2013 to FY 2016-2017) and also should possess valid PAN card., VAT, Professional Tax Clearance Certificate and Valid trade license. <b>MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.(refer clause 6-i)</b>
c)	Cost Price of Tender documents :-	NIL
d)	Earnest money:-	Rs. 18770.00 (Rupees Eighteen Thousand Seven Hundred Seventy) only. Earnest Money, as specified in this NIT shall be paid online through ICICI Bank payment gateway or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Refer instruction in this regard as stated earlier. Balance Earnest Money beyond Rs. 18770.00 (if any to fulfill 2% of amount offered) shall have to be deposited at the time of agreement by the successful tenderer. *Online transfer of Earnest Money receipt (Scanned

		copy) shall be uploaded as Statutory document.
e)	Time of completion	Time of completion of the Contract is 15 (Fifteen Days) calendar days from the date of issue of Work Order.
f)	<b><u>Date and Time Schedule as follows :</u></b>	
i)	Date of uploading of NleT, and Tender Documents online (Publishing Date)	11/05/2017
ii)	Document downloaded / sell start date (on line)	11/05/2017at 17:00 Hrs.
iii)	Tender submission start date (on line)	15/05/2017 at 11:00 Hrs.
iv)	Tender submission closing date (on line)	24/05/2017 at 17:00 Hrs.
vi)	Tender opening date for Technical proposals (on line)	27/05/2017 at 11:00 Hrs.
vii)	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later.
viii)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
ix)	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later.
x)	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 next working day of the fixed dates and time as scheduled above only for Sl. No. h) v) to x) of Table-1.
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by The Chairman, Englishbazar Municipality. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines.
3. Scan copy of Earnest money should be submitted separately in separate cover as stated earlier.
4. Details of Pump motor specification may be collected from Waterworks Dept, Englishbazar Municipality.
5. The successful tenderer will have to purchase 3 sets of agreement i.e municipal 'K' form each @ Rs 2000 for a total Rs 6000(sample of which is available at PW section of Municipal Office in working hours) within 7 days after the issue of acceptance letter.
6. The contractors shall have to procure all materials including steel and cement as and when necessary as per directive of EIC whose decision regarding brand of cement and steel is final and binding. Cement should not be less than of 43 grade.
7. 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.
8. Site inspection should be made before submission of tender.

9. The authority reserves the right to seek clarification from intending quotationer regarding rate offered of any item, which should be proportionate and justified to available Govt. schedule of rates. It is desirable to maintain parity between different components of sub-structure and super structure. In case of parity does not exist and further in case after negotiation with the lowest bidder, if the bidder failed to resolve desired parity, then the rate offered by the lowest bidder is liable to be rejected.
10. The quantity of items may increase or decrease according to actual site requirement during execution of the work.
11. It is likely that the Authority, if desire may ask the applicant to show original of all documents as uploaded by them and other documents in connection with the tender, if deem to be necessary for verification purpose.

Chairman,  
Englishbazar Municipality. Malda



FORM –I

**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chairman**  
**English Bazar Municipality, Malda**

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 / 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.

**AFFIDAVIT "Y" (Form II)**

**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 NleT (NleT 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:

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.

Copy forwarded for information to-

1. The District Magistrate, Malda.
2. The Director, SUDA, ILGUS Bhawan, salt lake City, Kolkata
3. The Chief Engineer, M.E.Director, BikashBhawan, Salt Lake City, Kol- 91
4. The Additional Chief Engineer, North, M.E.Dte., Siliguri.
5. The Superintending Engineer, Central Circle, M.E.Director. Malda.
6. The Superintending Engineer, P.H.E, North Bengal Circle-II, Atul Market, Malda.
7. The Superintending Engineer, State High Way Circle, No. VIII, Singatala, Malda.
8. The Executive Engineer, Malda Division, M.E.Dte. Malda.
9. The Executive Engineer, P.H.E. Dte., Malda Division, Daulatpur P.H.E Complex, Malda.
10. The Executive Engineer Malda Arsenic area, Malda.
11. The Executive Engineer, Malda Highway Division, Singatala, Malda.
12. The Executive Engineer, P.W.D Division, Singatala, Malda.
13. The Media Officer, Dept. of I & CA, Writer's Building, Kolkata- 1
14. The CIC, Waterworks, Englishbazar Municipality.
15. The Executive Officer, Englishbazar Municipality.
16. The Urban Planner, Englishbazar Municipality.- **with instruction to publish the tender in Municipality official Website.**
17. The Superintendant, Water Works Dept., Englishbazar Municipality.
18. The Accountant, Englishbazar Municipality.
19. The In-Charge, General Section, Englishbazar Municipality.- **with instruction to publish advertisement in 3 nos Newspaper(English, Hindi & Bengali)**
20. Office Notice Board.

Chairman,  
Englishbazar Municipality. Malda