

OFFICE OF THE MUNICIPAL COUNCILORS OF TAKI

NORTH 24 PARGANAS

NIT. No – 01/WBMAD/TM/BADP/19-20

Date – 08/07/2019

1st Call

ANNEX-II

NOTICE INVITING e-TENDER

Online Tenders are invited by the Chairman on behalf of **Taki Municipality** through electronic tendering (e-tendering) for the following listed work(s) from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

Table 1 :- List of works					
Sl. No.	Name of the work	Estimated amount put to tender (in Rs.)	Earnest Money (in Rs.)	Cost of Tender Documents (Applicable for the successful Contractor only at the time of formal agreement) (in Rs.)	Time for completion of work (in days)
1	Construction of Primary Health Centre in front of Moloy Mukherjee's House at ward no-10	1500000.00	30000.00	2000.00	180 Days

Table-2 :- Date and Time Schedule		
Sl. No.	Particulars	Date & Time
i)	Date of uploading of NIT and Tender Documents online (Publishing Date)	08/07/2019
ii)	Documents download start date (Online)	08/07/2019 at 05:00 PM.
iii)	Tender submission start date (On line)	08/07/2019 at 05:00 PM.
iv)	Tender Submission closing (On line)	22/07/2019 at 06:55 PM.
v)	Tender opening date for Technical Proposals(Online)	25/07/2019 at 12:00 PM.
vi)	Date of uploading list for Technically Qualified Contractor (online)	To be notified later
vii)	Date and Place for opening of Financial Proposal (Online)	To be notified later
viii)	Date of uploading of list of qualified Contractor along with the offer rates (on line)	To be notified later.
ix)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

Table-3 :-	
Eligibility Criteria & Documents to be produced in support of Credential for tender Part-I(Prequalification Documents):-	<ul style="list-style-type: none"> i) Having experience and technical acumen in Executing, Construction & Completion of similar nature of work with a work value not below 40% of the estimated amount put to tender in a single contract during last 5 (five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. ii) Having valid GST registration certificate with up to date GST return. iii) Having valid PAN Card and last year Income tax return. iv) Having valid P. Tax clearance Certificate. v) Having valid Electrical supervisory license <i>in case of electrical works only</i>. vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm vii) Other certificates if any <p><i>(Copies of all above mentioned documents shall have to be furnished)</i> <i>All documents in original to be produced in due course of time as & when asked by the TIA.</i></p>
Tender documents:-	A full set of Tender documents consists of 2 Parts. These are PART I :-Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.

	<u>PART II</u> :-Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)
Earnest Money:-	The Earnest Money (2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NleT. Any Tender without such online payment of EM (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.
Security Deposit & other taxes:-	All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills time to time. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) will be refunded without any interest as per Govt. Order (P.W.D.) vide Memo. No.- 5784-PW/L&A/2M-175/2017, dated 12-09-2017.
Cost of Tender Documents:-	The cost of Tender documents as specified in Table-1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender.
Validity/ Withdrawal/ Acceptance of Tender:-	A Tender submitted shall remain valid for a period of 120 calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders. A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA. The TIA will accept the tender. He / She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.

Scope of the works:- As per schedule.

Other terms & conditions if any:-

- i) **Successful bidder can collect hard copy of respective drawing (if any) from the Municipality Office, P.W.D Dept.**
- ii) The authority reserves the right to accept or reject any or all offer without assigning any reason.
- iii) All taxes will be deducted as per the decisions of West Bengal Govt. Time to time.

Successful agency shall have to make an agreement (in two copies) with the Taki Municipality, in the prescribed pro-forma by depositing @ Rs. 2150/- (Rupees two thousand one hundred fifty only.) for cost of each tender form in cash stating that the agency is agreeable to do construction work (as per the rates quoted and terms and conditions laid down in the TENDER papers) to the Municipality with in the Municipal/Adjoining areas (as the case may be).

Instructions/guidance to the contractors for e-tendering:-

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 for Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table. 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).

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)
- iii) Notice Inviting e-TENDER.
- iv) BOQ / Price Schedule

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 CERTIFICATES SHOULD BE UP TO DATE)	1. GST registration certificate with up to date GST return 2. PAN Card 3. Profession Tax Payment Certificate (up to dated) 4. Income Tax Return receipts 5. Pre Qualification Application
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) By Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	CREDENTIAL	1. Completion Certificate for Similar Nature of Work Done in Single Work Order (as per Government stipulated norms)

NOTE:- FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO REJECT.

2. Financial Proposal : -

- i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the Tenderer is to quote the rate (for individual item separately) online.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

3. 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 / her user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Taki Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this / her tender as and when necessary for verification purpose as per convenience of the authority during processing of this / her tender.

4. Rejection of Tender : -

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

Chairman
Taki Municipality

Municipal Office, Taki

Copy forwarded for information to:-

- 1) The Joint Secretary, Municipal Affairs Department, (Govt. of West Bengal), Writers Building, Kolkata – 700 001
- 2) The Director, SUDA, ILGUS BHAVAN, Salt Lake City, Kolkata
- 3) The Chief Engineer, M.E. Directorate, Bikash Bhavan, Salt Lake City, Kolkata – 700091
- 4) The Superintendent Engineer, East Circle, M.E.D., AB-30/1, Prafulla Kanan (West), Krishnapur, Baguiati, Kolkata – 700101,
- 5) The Executive Engineer (MED), 24-Parganas Division-1, M.E. Directorate, 7 K.B. Bose Road, Barasat, North 24 Parganas
- 6) The District Magistrate, Barasat, North 24 Parganas,
- 7) The S.D.O., Basirhat, North 24 Parganas
- 8) Office Notice Board.

Chairman
Taki Municipality
North 24 Parganas