



**OFFICE OF THE BOARD OF COUNCILORS**  
**RAIGANJ MUNICIPALITY**  
**P.O.–Raiganj, Dist.–Uttar Dinajpur.**

Chairman: Fax: 03523- 242542.☎: 03523- 242542

*Memo NO; - 170/PWD-III/RM/2015-16*

*Date- 06/07/2015*

**NOTICE INVITING e-TENDER**  
**NIeT No-RM/PWD-III/01/2015-16**

On behalf of Board of Councilors Raiganj Municipality Separate tenders are invited by the **Chairman, Raiganj Municipality** for the works mentioned in the list given below, through electronic tendering (e-Tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

**LIST OF WORKS**

SI No	Name of Work	Group	Amount Put to Tender (Rs.)	Earnest Money deposit (Rs.)	Time allowed for Completion	Source of fund	Physical requirements to match credential in terms of quantity executed in previous work (*)
1)	RENOVATION & UPGRADATION OF UPHC- 1ST & 2ND FLOOR OF MATRISADAN(OPD) AT WARD NO - 13, UNDER RAIGANJ MUNICIPALITY	-	1380472.00	27610.00	8 month	NUHM	Bonafied, Resourceful Contractors /Engineers Co.Op. / Labour Co. Op. etc. having credential 75% of the tender amount in a single Building Construction/repairing work & should have satisfactorily completed during the last 3 (three) years prior to the date of issue of this Notice

1. Intending bidders have to download the tender document from the website <http://wbtender> directly by the help of Digital Signature Certificate & necessary cost of tender document may be remitted through demand draft/ pay order issued from any nationalized bank in favour of The Chairman, Raiganj Municipality, Raiganj, Uttar Dinajpur & same may be documented along with Earnest money through e-Filling.

2. Submission the tender fee and EMD (Earnest Money Deposit) should be send through off line to the Chairman, Raiganj Municipality in sealed cover separately. However the department (Tender Inviting Authority) will not be held responsible for late delivery or loss of the DD /Pay Order/certified copy of FSD so mailed through post / courier. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://etender.wb.nic.in> Tender document may be down load from website & submission of Technical Bid/Financial Bid as per Tender time schedule dated in (Date & Time Schedule).

3. Eligibility criteria for participation in tender:

(i) Technical Bid Documents should be accompanied with copies of tenderer's Pan Card, Professional Tax Receipt/Challan for the current year, VAT Registration Certificate (if any).

(ii) The partnership firm is required to furnish copy of Registered Partnership Deed.

(iii) A Company shall furnish the **Article of Association and Memorandum.**

4. Payment of bill on its production will be made after successful execution of the work subject to availability of fund and no claim, whatsoever, will be entertained for any delay of payment. No escalation charge will be entertained against any N.I.T/ any accepted tender. Deduction of Income tax, V.A.T. (if required), Construction Workers' Welfare Cess, etc. will be made at Source in accordance with the existing rules/orders.

5. Neither any Mobilization Advance nor any Secured Advance will be allowed.

6. The contractor shall have to arrange, nearest to the work site, required land for installation of plant & machineries (specified for each awarded work), storing of materials, provision of labour shade & laboratory etc. at his own cost and responsibility.

7. Bids shall remain valid for a period of 180 days (One hundred and eighty days) from the date of opening of Financial Bid. If the bidders withdraw the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited Earnest Money shall be allowed if the said bid is cancelled.

**8. Date and Time Schedule:-**

Sl No.	Particulars	Date and Time
a)	Date of uploading of NleT. and Tender Documents online) (Publishing Date)	06.07. 2015
b)	Date of Start of downloading the documents (online)	06.07. 2015 from 04.00 P.M.
c)	Last date of downloading of documents (online)	20.07.2015 upto 06.00 P.M.
d)	Start date of submission of bid(online)	07.07.2015 from 2 P.M. on wards
e)	Last date of submission of bid (online)	27.07.2015 upto 06.00 P.M.
f)	Last Date of Submission of Original Earnest Money Deposit and cost of Tender form (Offline)	28.07.2015 upto 1.00 P.M.
g)	Opening date of Technical Bid	28.07.2014 at 2.00 P.M.

9. Financial bids of those tendered who qualify in technical bid will only be opened. Dates, if changed, due to un-avoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.

10. A tendered may visit the site of works and its surroundings on his own cost in order to prepare bid for its Submission.

11. No cost of Bidding shall be reimbursable by the Raiganj Municipality Parishad Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might that have been incurred by a Bidder.

12. Refund of EMD: The Earnest Money of all unsuccessful Tenderers will be refunded through S.A.E. in-charge of the work under authorization by the Chairman, Raiganj Municipality, on receipt of application from the Tenderer.

13. The Earnest Money deposited by a successful Tenderer will be converted into Security deposit and the balance amount for security deposit @ 8% of the bill value will be deducted from the bill at the time of payment to retain 10% of bill value of the total work done (final bill value) to form Security Money for performance of work. No interest on Security Deposit will be paid by the Raiganj Municipality authority.

14. The willing tenderers may remain present at the time of opening of Tender.

15. The Raiganj Municipality Authority reserves the right to cancel the NleT due to unavoidable Circumstances and no claim in this respect will be entertained.

16. A tenderer's bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of

the tender inviting authority during scrutiny that the credential or any other papers of a tenderer are manufactured/ fabricated, etc.

17. The Tender Inviting Authority may verify the original credential & other original documents of the lowest tender, if found necessary, before issuance of the work order and the work order will not be issued in favor of the tenderer if it is found on verification that such document submitted by him is either manufactured or fabricated etc.,.

18. A clause stated in the later notification will supersede the corresponding one mentioned in former

Notification in following sequence:-

- a) Tender Form as prescribed.
- b) NIT.
- c) Special terms & Conditions.
- d) Technical bid.
- e) Financial bid.

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### **INSTRUCTION TO BIDDERS**

1. **General Guidance for e- Tendering:** Instructions/ Guidelines for electronic submission of the tenders have been annexed for guidance/assistance of the renderers to participate in e- Tendering.

2. **Registration of Tendered:** Any Tendered willing to participate in e- Tendering will have to get himself enrolled & registered with the government e-procurement system by logging on to <http://etender.wb.nic.in> The tendered is to click on the link for e-Tendering site as given on the web portal.

3. **Digital Signature Certificate (DSC):** For submission of tenders, each tendered is required to obtain a Digital Signature certificates (DSC) from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount, the details of which are available at the web site.

4. A tendered can search & download NIT & tender documents electronically, the only mode of collection of tender documents, from computers once he logs on to the website using his Digital Signature Certificate.

5. **Submission of tenders:** General process of submission:-

Both the Technical bid and the financial bid in separate folders will have to be submitted online in the website at a time for each work before the notified date & time using the Digital Signature Certificate (DSC) and virus scanned and duly digitally signed copies of documents should also be uploaded in the website. (These documents will get encrypted i.e. transformed into non- readable formats)

#### **Cover "A".**

(Technical Bid should contain scanned copies of the followings in one cover)

- I. Scanned Copy of Bank Draft / Receipt against electronic mode of transfer towards earnest money (E.M.D) and or Cost of Tender documents as prescribed in the N.I.T against each of works in favor of the Chairman, Raiganj Municipality.
- II. Scanned Copies the Professional Tax (PT) Deposit Receipt/Challan for the financial year 2012-13, the I.T.PAN Card, the VAT Registration Certificate (if any).
- III. Scanned Copy of Registration Certificate under the Companies Act. (if any)
- IV. Scanned Copy of Registered Deed of Partnership Firm/Article of Association & Memorandum.
- V. Scanned Copy of Power of Attorney (For Partnership Firm/Private Limited Company, if any)
- VI. Scanned Copy of Proper Credential Certificate (Completion Certificate/Payment Certificate).
- VII. Copy of Power of Attorney (For Partnership Firm/Private Limited Company, if any)

**N.B: Original copies of all documents have to be produced on demand for checking otherwise tender Will summarily be rejected.**

***Cover "B".  
Financial Bid***

The financial proposal should contain the following documents in one cover (folder) i.e. The contractor is to quote the rate (percentage Above/Below/At par) online through computer in the space marked for quoting rate in Bill of quantities (BOQ).Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

***6. Rejection of BID.***

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

***7. Tender Selection Committee.***

- i) The Committee will act for recommendation of technically and subsequently financially qualified bidders.
- ii) Intending Tenderers may remain present during evaluation of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will summarily be rejected.

Chairman  
Raiganj Municipality  
***Date- 06/07/2015***

***Memo NO; -***

**Copy forwarded for information to:**

1. The Sabhadhipati, Uttar Dinajpur Zilla Parishad, Karnojora, Raiganj, Uttar Dinajpur with a request for its display in his office notice board.
2. The District Magistrate, Uttar Dinajpur, Karnojora, Raiganj, Uttar Dinajour with a request for its display in his office notice board.
3. The Sub- Divisional Officer, Raiganj, Karnojora, Raiganj, Uttar Dinajpur with a request for its display in his office notice board.
4. The Block Development Officer, Raiganj, Uttar Dinajpur with a request for its display in his office notice board.
5. The Vice Chairman, Raiganj Municipality with a request to remain present at the time of opening.
6. The Executive officer, Raiganj Municipality with a request to remain present at the time of opening
7. The Finance , Raiganj Municipality with a request to remain present at the time of opening positively.
8. The C.I.C. (PWD), Raiganj Municipality a request to remain present at the time of opening.
9. Councillor Pabitra Chanda Raiganj Municipality a request to remain present at the time of opening.
10. Nodal officer NUHM and Sanitary Inspector Raiganj Municipality a request to remain present at the time of opening.

11. Medical Officer Raiganj Municipality
12. Health Officer Raiganj Municipality
13. The Accountant Raiganj Municipality with a request to remain present at the time of opening and take steps for preparation of bid evaluation sheet.
14. The Cashier, Raiganj Municipality.
15. Office Notice Board.
16. Office website - [www.raiganjmunicipality.com](http://www.raiganjmunicipality.com)
17. NOVA Add agency Siliguri More, to published the tender notice in in (i) Sambad Pratidin Daily Bengali News paper, (ii) The Statesman, Daily English News paper and (iii) Janpath Samacher, Daily Hindi News paper.

Sd-  
Chairman  
Raiganj Municipality