

OFFICE OF THE BOARD OF ADMINISTRATORS  
**RAIGANJ MUNICIPALITY**  
P.O. RAIGANJ, DIST. UTTAR DINAJPUR



Chairman: Fax: 03523-242542, Phone: 242542  
Enquiry Section: Phone: 242563

Memo no. – 336 /PWD-III/RM/2016-17

Date – 22/12/2016

**Notice Inviting e-Tender No.- RM/PWD-III/01/2016-17**

1. On behalf of, The Chairman, Board of Administrators, Raiganj Municipality, invites item rate 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 website <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 tenderer shall have to pay the Earnest Money in the form of Demand Draft or Banker's Cheque drawn in favour of The Chairman, Board of Administrators, Raiganj Municipality payable at Raiganj, Uttar Dinajpur, issued by any Nationalized Bank on/after the date of publication of this Notice, for the amounts mentioned in the list of works under Table-1. The original copies of the Demand Draft towards the Earnest Money Deposit should be submitted in sealed envelopes in the Office of the Chairman, Board of Administrators, Raiganj Municipality, within the date as mentioned in Sl. No.-11, Table-1 positively, super scribing "The Name of the Agency, Sl. No. & Name of the work they applied for....". Scanned copies of the Demand Draft (Self Attested) for both towards the cost of tender documents (if any) and EMD should be uploaded as Statutory Document / Technical File, which should match exactly with that to be submitted during making of the Formal documents only after successful procurement of the Tender.

5. A prospective tenderer 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) Bona fide, Resourceful Contractors /Engineers Co.Op. / Labour Co. Op. etc. having credential 60% of the tender amount in Similar Nature of Work & should have satisfactorily completed during the last 5(Five) years prior to the date of issue of this Notice.

ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, 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.

v) All Tenderers should have to upload only their self attested copies of the requisite documents in the website for submitting their Tender.

The Tender Documents shall consist of the following documents:

- i. NIT.
- ii. BOQ/Price Schedule.

#### 7. Submission of Tenders

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) Scanned copy of Demand Draft, Bank Guarantee or Banker's Cheque towards Earnest Money Deposit (EMD) as prescribed in the NIT against each serial of work if applicable, against in favour of the Chairman, Board of Administrators, Raiganj Municipality.

iii) Notice Inviting Tender

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. 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, IT 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 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)] in a single work of similar nature.

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. Affidavit "Y" (Declaration of the Bidder) Sec.B.

viii. Structure And Organisation (Sec. B ; Form III).

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

Experience profile

List of projects completed that are similar in nature to the works executed 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 Nam | Sub Category Description                                   | Details  |
|--------|--------------|--|--|
| A.     | CERTIFICATES | CERTIFICATES<br><br>(ALL CERTIFICATE SHOULD BE UP TO DATE) | 1. VAT Registration Certificate<br>2. PAN Card<br>3. P Tax (CHALLN)<br>4. Income Tax Return receipts<br><br>(refer clause 6-ii ) |

|    |                 |                 |   |
|----|-----------------|-----------------|---|
| B. | COMPANY DETAILS | COMPANY DETAILS | 1. Proprietorship Firm (Trade License)<br>2. Partnership Firm (Partnership Deed, Trade License)<br>3. LTD. Company (Registration Certificate, Trade License)<br>4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet.<br>5. Power of Attorney (Registered) |
| C. | CREDENTIAL      | Credential      | 1. Completion Certificate for Similar Nature of Work Done (refer clause 6. i )<br>2. Experience profile (refer clause 7 (b) (ix))   |

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

#### 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 online. The item wise rates should be inclusive of all charges and taxes including supplying, fitting and fixing all complete as per direction.
- 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, Board of Administrators, Raiganj 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. Performance Security : Security money will be deducted @10%(regardless of being an Agency or a Co-operative Society) from the billed amount. No interest will be payable on the EMD/Bid Security or the performance security.

## 11. 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.

## 12. Date & schedule (Table-I)

|       |   |   |
|-------|---|---|
| a)    | <b>Name of the work:-</b>   | Supplying of Mobile Toilet Van(10 Seater), Big Plastic Container Vats(1100 litres & 660 litres) & Portable Toilets under Raiganj Municipality.  |
| b)    | <b>Eligibility of the Contractor :-</b>   | Govt. bonafide contractor or outsiders or reputed firm having an experience Similar Nature of Work within last 5 (five) years & also should possess valid PAN, VAT, Professional Tax Clearance Certificate & valid Trade License. MOU/Joint venture/Sub contract in any form will not be allowed or provided in this contract.(refer clause 6-i). |
| c)    | <b>Cost Price of Tender documents :-</b>  | NA  |
| d)    | <b>Earnest money:-</b>  | 2% of quoted in two parts, say Rs. 20,000/- as initial earnest money. Balance earnest money, if any beyond 20,000/- to be deposited during agreement.   |
| e)    | <b>Name of Fund:-</b>   | Solid-Waste Management  |
| f)    | <b>Time of completion</b>   | 45 days   |
| g)    | <b><u>Date and Time Schedule as follows :</u></b>                                   |   |
| (i)   | <b>Date of uploading of N.I.e.T., and Tender Documents online (Publishing Date)</b> | 23/12/2016  |
| (ii)  | <b>Document downloaded / sell start date (on line)</b>                              | 24/12/2016 at 11:00 A.M.  |
| (iii) | <b>Tender submission start date (online)</b>  | 24/12/2016 at 12:30 P.M.  |
| (iv)  | <b>Tender submission closing date (online)</b>                                      | 16/01/2017 at 11.00 A.M.  |

|        |   |   |
|--------|---|---|
| (vi)   | Tender opening date for Technical proposals (on line)                               | 16/01/2017 at 02:30 P.M.  |
| (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 Bandh/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. g) vi) to ix) of Table-I under Clause 12.
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Municipal Engineering Directorate, Govt. of West Bengal under the Deptt. Of Municipal affairs. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under IHSDP programme.
3. Scan copy of Earnest money should be submitted separately in separate cover as stated earlier.
4. The successful tenderer shall have to be executed an agreement with the authority as per usual norms in the Municipal tender agreement form (sample of which is available in the Municipal Office at working hours) within 7 days after the issue of acceptance letter.
5. 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.
6. 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.
7. Site inspection should be made before submission of tender.
8. The authority reserves the right to seek clarification from intending quotationer regarding rate offered of any item e.g. pilling work, 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.

9. Successful agency shall have to make an agreement (in 3 copies) with the Raiganj Municipality, in the prescribed proforma by depositing @ Rs. 2000.00 (Rupees two thousand only.) for cost of each tender form in cash stating that the agency is agreeable to execute the work as and when require (as per the rates quoted and terms and conditions laid down in the tender papers) to the Municipality within the Municipal/Adjoining areas (as the case may be).
10. No price escalation with be admissible under any circumstance.

22-12-16

**Chairman,  
Board of Administrators  
Raiganj Municipality**

Memo no. – \_\_\_\_\_/PWD-III/RM/2016-17

Date – \_\_\_\_\_

**Copy forwarded for favour of information & wide circulation to:-**

1. The Joint Secretary, Municipal Affairs, Govt. of West Bengal
2. The Sabhadipati, Uttar Dinajpur Zilla Parisad
3. The District Magistrate, Uttar Dinajpur, Karnajora, Uttar Dinajpur
4. Member, Board of Administrators, Raiganj Municipality
5. The Chief Engineer, M.E.Dte., Bikash Bhavan, Salt Lake, Kolkata-91
6. The Superintending Engineer, Central Circle, M.E.Dte., Malda
7. The Executive Engineer, M.E.Dte., Dinajpur Division
8. The Sub-Divisional Officer, Raiganj, Karnajora, Uttar Dinajpur
9. The District Information & Cultural Officer, Uttar Dinajpur, Karnajora, Uttar Dinajpur
10. The Block Development Officer, Raiganj, Uttar Dinajpur.
11. The Executive Officer, Raiganj Municipality
12. The Finance Officer, Raiganj Municipality
13. The Cashier, Raiganj Municipality.
14. The Nova Add Agency, Siliguri More, Raiganj for publishing in three nos. dailies, i.e., Bengali, Hindi & English newspaper.
15. Sri. Banibrata Dutta for publishing in office website.
16. The Office Notice Board, Raiganj Municipality for wide circulation.

22-12-16

**Chairman,  
Board of Administrators  
Raiganj Municipality**



SECTION – B

FORM –I

PRE-QUALIFICATION APPLICATION

To  
The Chairman,  
Board of Administrators,  
Raiganj Municipality

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 NIB (NIB 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.**