

TARAKESWAR MUNICIPALITY

P.O-Tarakeswar, Dist-Hooghly, Pin-712410
Website:Http://www.tarakeswarmunicipality.in
email id:info@tarakeswarmunicipality.in

Notice Inviting e-Tender 1st Call

Notice Inviting e- tender no. : UDMA/TRK/e-NIT/2022-23/04

Date- 29.09.2022

Memo. No. : TM/PW/1C-22/04

Date-29.09.2022

On behalf of the Board of Councilors of Tarakeswar Municipality, The Chairman, Tarakeswar Municipality, invites e-Tender (electronic tender process), to obtain a Sealed percentage rate tender, for the under mentioned works, are invited from suitable bonafide contractors for the work as per list published with this notice. The intending tenderer if found himself eligible to participate in the tender should download the detail Tender Notice along with tender document from “e-procurement/municipality” link under <http://wbtender.gov.in> website.

The detailed tender notice along with Tender Documents and other forms is available at “e-tender/municipality” link under <http://wbtender.gov.in> website.

Sl. No (1).	Name of the work (2)	Amount put to tender (Rs) (3)	Earnest Money in (Rs) (4)	Completion Period (5)	Eligibility of Contractor (6)
1	Construction of Two Nos Ticket Counter at Old & New Bus Stand in ward no.- 14 within Tarakeswar Municipality Tender ID 2022_MAD_410706_1	Rs.5,61,119.00	Rs. 11,222.00	60 Days	a) Bonafied, resourceful Contractors having experience of completion of similar type of works (i.e.- Building works etc.), in any Govt. or Govt. recognised Organization and with a valid payment certificate of executing a single contract of value not less than 40% of the Tendered amount of this work in last three years . No private credentials will be considered. Satisfactory completion certificate must have to be produced while depositing the tender. b) Intending Contractors/ Tenderers must be financially sound as their bank statement and have their machineries required for the job.

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Tarakeswar Municipality

Sl. No.	Name of the work	Amount put to tender (Rs)	Earnest Money in (Rs)	Completion Period	Eligibility of Contractor
(1)	(2)	(3)	(4)	(5)	(6)
2	Construction of Paver Block, Paver Tiles and Grill Gate at New Bus Stand Market Complex in ward 14 Tender ID: 2022_MAD_410706_2	Rs. 8,97,521.00	Rs. 17,950.00	30 Days	a) Bonafied, resourceful Contractors having experience of completion of similar type of works (i.e.- Road works etc.), in any Govt. or Govt. recognised Organization and with a valid payment certificate of executing a single contract of value not less than 40% of the Tendered amount of this work in last three years . No private credentials will be considered. Satisfactory completion certificate must have to be produced while depositing the tender b) Stated as above SL no.-1
3	Construction of Parking Shed from Market Complex Room No. 1 to 7 in North Side at Municipal New Bus Terminal within Tarakeswar Municipality, in Ward No -14 Tender ID: 2022_MAD_410706_3	Rs. 3,56,479.00	Rs. 7,130.00	30 Days	a) Stated as above SL no.-1 b) Stated as above SL no.-1
4	Construction of Parking Shed from Market Complex Room No. 8 to 14 in South Side at Municipal New Bus Terminal within Tarakeswar Municipality, in Ward No -14 Tender ID: 2022_MAD_410706_4	Rs. 4,28,079.00	Rs. 8,562.00	30 Days	a) Stated as above SL no.-1 b) Stated as above SL no.-1
5	Construction of Rest Shed at Municipal New Bus Terminal within Tarakeswar Municipality, in Ward No -14 Tender ID: 2022_MAD_410706_5	Rs. 2,70,346.00	Rs. 5,407.00	30 Days	a) Stated as above SL no.-1 b) Stated as above SL no.-1

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Sl. No. (1)	Name of the work (2)	Amount put to tender (Rs) (3)	Earnest Money in (Rs) (4)	Completion Period (5)	Eligibility of Contractor (6)
6	Construction of Kithchen Shed at Municipal New Bus Terminal within Tarakeswar Municipality, in Ward No -14 Tender ID: 2022_MAD_410706_6	Rs. 4,59,798.00	Rs. 9,196.00	30 Days	a) Stated as above SL no.-1 b) Stated as above SL no.-1
7	Reconstruction of Surface Drain with slab (Approx length- 120.0 M) from H/O.- Krishna Debnath to H/O.- Alaka Bag in ward no.- 12 of Tarakeswar Municipality. Tender ID: 2022_MAD_410706_7	Rs. 4,21,626. 00	Rs. 8,433.00	60 Days	a) Bonafied, resourceful Contractors having experience of completion of similar type of works (i.e.- Drain works etc.), in any Govt. or Govt. recognised Organization and with a valid payment certificate of executing a single contract of value not less than 40% of the Tendered amount of this work in last three years . No private credentials will be considered. Satisfactory completion certificate must have to be produced while depositing the tender b) Stated as above SL no.-1
8	Reconstruction of Surface Drain with slab from H/O.- Pintu Singh to H/O.- Thupi and from H/O.- Moni Roy to H/O.- Manindra Ghosal in ward no.- 7 of Tarakeswar Municipality. Tender ID: 2022_MAD_410706_8	Rs. 3,38,111.00	Rs. 6,762.00	60 Days	a) Stated as above SL no.-8 b) Stated as above SL no.-1
9	Reconstruction of Surface Drain with slab at West side of Tarakeswar High School Ward no.- 3 of Tarakeswar Municipality. Tender ID: 2022_MAD_410706_9	Rs. 5,44,874.00	Rs. 10,897.00	60 Days	a) Stated as above SL no.-8 b) Stated as above SL no.-1
10	Reconstruction of Surface Drain with slab at East and North side of Kumkumi Pukur Ward no.- 5 of Tarakeswar Municipality. Tender ID: 2022_MAD_410706_10	Rs. 3,78,621.00	Rs. 7,572.00	60 Days	a) Stated as above SL no.-8 b) Stated as above SL no.-1

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1) Earnest Money Payable with Submitted Tender :

In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The cost of tender document and the EMD as specified should be deposited through Net Banking (any of the banks listed in the ICICI Bank Payment Gateway) and RTGS/NEFT in case of offline payment through bank account **in any Bank**. The tenderer will have to submit their bid **on-line** in two cover/folder system containing pre qualification document (**Technical Bid**) in one and **Financial Bid** in another. The list of important dates is also given in **Table-I** of this Notice and Standard Bidding Document (**SBD**).

2) Eligibility criteria for participation in the tender-

- (i) Experience certificates as per NIT detail table (Sl.No.-6) above Table.
- (ii) Proof of financial capability through Bank documents.
- (iii) Trade License issued by competent authority.
- (iv) Income Tax Acknowledgement Receipt for the assessment year 2021-22,
- (v) Professional Tax. Payment Certificate for the year 2021-2022,
- (vi) Pan Card,
- (vii) GST Registration Certificate,
- (viii) Valid of Electrical Contract License.(In case of Electrical works), Supervisor's Competency Certificate & Declaration of the Electrical Supervisor engaged in the Concerned Company to be submitted through Notary. (In case of Electrical works). Electrical Workman's permit having part (I) & (V) and (XI) Completion Certificate with Schedule of works along with Order Copy of works as stated above. All in original scan soft copies are to be accompanied with the Technical Bid Documents.

3) SUBMISSION OF TENDER:

- Both Technical Bid and Financial Bid are to be submitted / Uploaded consecutively duly digitally signed through Digital Signature Certificate (DSC), in website <http://wbtenders.gov.in>
- Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No.-5.15
- The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the Municipal Authority of Tarakeswar Municipality as per Technical support of TDA. The decision of the Municipal Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
 - 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 Bank's RTGS/NEFT e-challan towards Earnest Money Deposit (EMD) as prescribed in the NIT against each serial of work if applicable, against in favour of the Chairman, Tarakeswar Municipality.
 - iii) Notice Inviting e-Tender.
 - iv) B O Q /Price Schedule

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Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned 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. Necessary deduction i.e. GST, 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 GST Registration Documents and up to date and valid Return documents/ certificate of the latest of the current financial year.
- iii. Organizational Structure, Annual Report and audited.
- iv. Balance Sheet of last year.
- v. Previous Experience Certificate.
- vi. Bank solvency certificate.

vii. If, Partnership Firms : The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5(five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders without which the technical Bid shall be treated as non-responsive.) In case of Proprietorship, Partnership Firms and Company, having tax audit report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit and Loss Account should be in favour of applicant. No others name along with applicant's name in such enclosure will be entertained. Registered partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of association and Memorandum.

Viii. Joint Ventures will not be allowed.

A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

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4) Date and Time Schedule:

Sl.No	Particulars	Date & Time
01	Date of uploading of N.I.T. & other Documents(online)(Publishing Date)	29/09/2022 at 10.00 a.m.
02	Documents download/sell start date(Online)	29/09/2022 at 11.00 a.m.
03	Documents download/sell end date(Online)	26/10/2022 at 5.00 p.m.
04	Prebid meeting to be held at Office of the Chairman, Tarakeswar Municipality	NA
05	Bid submission start date (On line)	29/09/2022 at 11.00 a.m.
06	Bid submission closing date (On line)	26/10/2022 at 5.00 p.m.
07	Last date of submission of original copies of the cost of Tender Documents (Off line)	NA
08	Bid opening date for Technical Proposals (Online)	28/10/2022 at 5.p.m
09	Date of uploading list for Technically Qualified Bidder (online)	to be notify later
10	Date for opening of Financial Proposal (Online)	to be notify later

5) Other Important Terms & Conditions :-**5.1. No mobilization advance and secured advance will be allowed.**

5.2 The executing agency may not get a running payment unless the gross amount of running bill is 30% of the tendered amount whichever less is. Provisions in Clause(s) 7, 8& 9 contained in W.B Form No.-2911 so far as they relate to quantum and frequency of payment is to be treated as superseded. Adjustment of price in respect of construction materials shall not be applicable. The bidders shall quote their rate accordingly.

5.3 Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility. All materials required for the proposed work shall be of specified grade inconformity with relevant code of practice (latest) revision accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

5.4 Constructional Labour Welfare CESS@1% (one percent) of cost of construction will be deducted from every Bill of the selected agency. There shall be no provision of arbitration.

5.5 Bid shall remain valid for a period not less than 365 (Three sixty five) days from the last date of submission of Financial Bid/Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

5.6 The prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and stipulated time(mentioned in the Tender) from the date of successful completion of the work to the entire satisfaction of the Authority. If any defect/ damage are found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 1(One) year from the date of completion of the work. **Provision in Clause No.17 of Form No: 2911 shall be treated as superseded.**

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5.7 Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

5.8 Earnest Money 2% of Quoted Value if not specifically mentioned to be deposited through Net Banking (any of the banks listed in the ICICI Bank Payment Gateway) and RTGS/NEFT in case of offline payment through bank account **in any Bank** during submission of Tender.

5.9 A security deposited equivalent to **10 (Ten)** percent of the total value of work shall be deducted from the bill(s) which will be released after the schedule security period as per memo no. 177-CRC/2M-57/2008 dt. 12/07/12 of Public Works Department as follows:

- (i) 30% of the security deposit shall be refunded to the contractor on expiry of one year after the issuance of certificate of completion of work;
- (ii) Further 30% of the security deposit shall be refunded to the contractor on expiry of two years.
- (iii) The balance 40% of the S.D. shall be refunded to the contractor on expiry of three years.

5.10 The bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings And obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

5.11 The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of Tarakeswar Municipality reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any tenderer at the stage of Bidding.

5.12 Refund of EMD:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date 0 which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.

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5.13 Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in Section –'A' before tendering the bids.

5.14 **Conditional / Incomplete tender will not be accepted under any circumstances.**

5.15 **The intending Tenderers are required to quote the rate *online***

5.16 Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act.1970 (b) Apprentice Act. 1961 and (c) minimum wages Act.1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

5.17 Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B) Schedule of Rates of Vol.-I, Vol.- II & Vol.-III, w.e.f:-1/11/2017 and also all addenda & corrigenda.

5.18 During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

6. Right to Cancel :

6.1 The Chairman, Tarakeswar Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

6.2 If there be any objection regarding prequalifying the Agency that should be lodged off line to the Chairperson Board of Administrator, Tarakeswar Municipality within 2(two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Municipal Authority.

6.3 Before issuance of the Work order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

6.4 If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence: a) Notice Inviting Tender, 2) WB Form No. -2911(i/ii)/2908, c) Technical Bid & d) Financial Bid

7. Right to Acceptance :

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience/Credential

The eligibility of a bidder will be ascertained on the basis of the documents(s) in support of the minimum criteria as mentioned in (a) and (b) above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be rejected at any stage without any prejudice.

8. General :

8.1 Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

8.2 No. price preference and other concession as per order no.1110F dated: 10 /02 / 2006 will be allowed.

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Copy forwarded for information and wide publication to:-

- 1) The Chairman, Tarakeswar Municipality, Hooghly.
- 2) The Vice Chairman, Tarakeswar Municipality, Hooghly.
- 3) The Executive Officer Tarakeswar Municipality, Hooghly.
- 4) The Finance Officer Tarakeswar Municipality, Hooghly
- 5) The B.D.O, Tarakeswar, Hooghly
- 6) Office Notice Board
- 7) Officiating IT Co-ordinator, Tarakeswar Municipality, with a request to get the matter published in our official Portal
- 8) Respective file

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**SECTION-A
INSTRUCTION TO BIDDERS**

General guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i. Registration of Contractor :

Any contractor 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> (the web portal of Tarakeswar Municipality the contractor is to click on the link for e-Tendering site as given on the web portal).

ii. Digital Signature certificate(DSC):

Each contractor is required to obtain a Class-II Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1.above. DSC is given as a USB-token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Participation in more than one work :

A prospective bidder 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.

v. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Bid Submission:

The Bid should contain scanned copies of the following in two covers (folders).

5(a).Statutory Cover containing the following documents

i) Technical Proposal:

a) N.I.T.

b) FORM NO.2911(i) & (ii) / 2908

c) EMD and TENDER FEES PAID THROUGH ONLINE:-

EMD and Tender Fees of the Tenders be deposited either of the following payments modes:

- i) Net banking (any of the bank listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway.
- ii) **RTGS/NEFT** in case of offline payment through bank account in any bank.

(NIT, FORM No.2911& Corrigendum downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Form No: 2911, the tender is liable to be summarily rejected.)

d) ADDITIONAL DOCUMENTS:

Prequalification Application (Sec-B, Form-I)

Ref. Format undertaking Section –B form II on company’s letter head.

Structure and Organization [Form No-III] Section B.

Experience Profile (Sec-B, Form-IV)

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ii) Financial Proposal:-

The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid Downloaded properly and upload digitally signed.

(b) Non –statutory cover containing the following documents:

- i. Professional Tax (PT) deposit receipt Challan for the financial year 2021-2022, Pan Card , IT for the Assessment year- 2021-2022 , GST Registration Certificate., Valid of Electrical Contract License.(In case of Electrical works), Supervisor's Competency Certificate & Declaration of the Electrical Supervisor engaged in the Concerned Company to be submitted through Notary. (In case of Electrical works).
- ii. Registration Certificate under Company Act. (If any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm/Private Limited Company, if any).
- v. Tax Audited Report in 3CD form(if applicable) along with Balance Sheet & Profit & Loss A/c. for last (three) years (year just preceding the current Financial Year will be considered as year-I)
- vi. For Registered Unemployed Engineers' Co-operative Societies and Registered labour Co-operative Societies having Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies under State/Central Government constituted under the statute of the State/ State Government having a magnitude of 60% (Sixty percent) of the Estimated amount put to tender during the last 3 (three) years prior to the date of issue of this N.I.T. is to be furnished .[Ref.Sl.No.5(i) & 7 of this NIT and (Section –B,Form-IV)]. Scanned copy of Original Credential Certificate as stated in Sl.No.5 (i) of N.I.T.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl.No.5 (a) and Sl. No. 5. (b) will render the tenderer liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON –STATUTORY/ TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s) (All certificate should be up to date)	PAN Card, GST Certificate, Electrical Contract License. Supervisor's Competency Certificate & Declaration through Notary. PTPC (Professional Tax Payment Certificate downloaded from Website:www.wbcomtax.gov.in (2021-2022) Latest IT Receipt. for Assessment Year-2021-22
B.	Company Detail(s)	Company Detail	If, Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy , trade License) Power of Attorney, Memorandum of association and Articles of Association of the Company.
C.	Credential	Credential	Completion Certificate for similar nature of Work Done supported by Work order and Payment Certificate.
D.	Financial Info		Tax Audited Report in 3 CD form(if applicable) along with Balance Sheet & Profit & Loss A/c. for the last 3(three) years just preceding the current Financial Year will be considered as year-I)

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(C) Payment Procedure of online EMD/Tender Fees:-

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway.

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a conformation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the Bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:-

- i. On selecting of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

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Tender Evaluation:

Municipal Authority of Tarakeswar Municipality will be evaluating the selection of Technically Qualified Contractors.

Opening & evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending Tenderers may remain present if they so desire.

Cover (folder) for statutory Documents (Ref. Sl.No. 3 (a)) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref.Sl.No.3 (b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Summary list of technically qualified tenderes will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderes & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderes & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

1) Financial Proposal

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities-(BOQ). The contractor is to quote the rate (Presenting Above/Below/At par) online through computer in the space marked for quoting rate in the BOQ.*
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor. Financial capacity of bidder will be judged on the basis of information furnished in Section-B.*

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, Tarakeswar 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 tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

Rejection of Bid:

The employer (Tender accepting authority) receives the right to accept or reject any Tender and to cancel the quotation process and reject all quotations 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.

Sd/-
Chairman
Tarakeswar Municipality

Award of Contract

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in Form No.2911 will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q will be the part of the contract documents .After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in N.I.T along with requisite cost through Demand Draft/ Pay Order issued from any nationalized bank in favour of the Tarakeswar Municipal within time limit to be set in the letter of acceptance.

Sd/-
Chairman
Tarakeswar Municipality

SECTION - B

FORM-I

PRE-QUALIFICATION APPLICATION

To
Chairman
Tarakeswar Municipality
Tarakeswar, Hooghly-712410

Ref. : Tender for _____
(Name of work) _____

E-N.I.T. No.: UDMA/TRK/e-NIT/2022-23/04

dated- 29.09.2022

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. 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 in attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender inviting & Accepting Authority/ Engineer-in-Charge can amend the scope& value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority / Engineer –in – Charge reserve the right to reject any application any application without assigning any reason.

Enclosure (s) : e-Filling-

- 1) Statutory Documents.
- 2) Non Statutory Documents

Date:

Sd/-
Chairman
Tarakeswar Municipality

SECTION - B

FORM-II

[To be furnished on Company's Letter Head]

- 1) I/we, the under –signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under –signed.
- 2) The under-signed also hereby certifies that neither our firm M/S _____
_____ nor any of constituent partners had been debarred to participate in any tender by any Govt. Organization /Undertaking during the last 5(five) years prior to the date of this N.I.T.
- 3) The under- signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and /or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date- _____

SECTION - B

FORM-III

STRUCTURE AND ORGANISATION

1) Name of Applicant : _____

2) Office Address : _____

Telephone No. : _____

Fax No. : _____

3) Name and Address of Bankers : _____

Bank IFSC Code: : _____

GST Number: : _____

PAN Number: : _____

Note: Application covers Proprietary Firm, Partnership, Limited Company of Corporation

Signature of applicant including title
and capacity in which application is made

Sd/-
Chairman
Tarakeswar Municipality

SECTION - B

FORM-IV

Experience Profile

Name of the Firm : _____

List of projects completed that are similar in nature to the works having more than 40% (Forty percent) of the project cost executed during the last (Three) years.

Name of Employer	Name Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs	Percentage of Participation of company	Original Date of Start of work	Original Date of completion of work	Actual Date of starting The work	Actual Date of completion of work	Reasons For Delay in completion (if any)

Note: 1. Certificate from the Employers to be attached under the credential category of "My Documents"

2. Non- disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant including title
and capacity in which application is made

Sd/-
Chairman
Tarakeswar Municipality