

**NOTICE INVITING e-TENDER**  
**eNIT No:- WBMAD/RM/NIT/ AMRUT2.0/2023-24**

**Memo No: RM/CIVIL/AMRUT2.0/1574**

**Date: - 29/01/2024**

Name of The Tender Inviting Authority	Sl. No.	Name of The Work	Estimated Amount Put to Tender (Rs)	Earnest Money (Rs.)	Completion Period
Chairman, Raghunathpur Municipality	1.	<b>Rejuvenation of water body at Barik bandh in ward no – 13 including Construction of Path way surrounding water body , removing of soil and cleaning of water hyacinth, debris and mud from water body with Operation and maintenance (for 5years ) for barik bandh water body within Raghunathpur Municipality under AMRUT 2.0 programme.</b>	7638364.00	152800.00	<b>180 Days</b>

The Chairman, Raghunathpur Municipality invites percentage (on Scheduled amount) rate e-Tender for the work on behalf of the Board of Councillors, Raghunathpur Municipality. (Submission of Bid through online).

1. In the event of e-filling, intending eligible bidder may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. This is the only mode of collection of Tender Documents. The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. has been stopped for e tender procurement w.e.f. 01.09.2016 i.e. terms of order No. 3975-F(Y) Dated 28<sup>th</sup> July, 2016 of Secretary, Finance department, Govt. of West Bengal and online receipt and refund of EMD under e-Procurement system through State Govt e-procurement portal takes place.

2. Both Technical and financial bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

3. The Technical bid and Financial bid submitted along with an application for tender in given format online as per time schedule stated.

4. The Financial Bid of the Prospective tenderer will be considered only if the Technical documents of the tenderer found qualified by the Tender Evaluation Committee of Raghunathpur Municipality. The decision of the Tender Committee will be final and absolute in this respect. The list of qualified bidders will be displayed in the website and office notice board of Raghunathpur Municipality.

**5. Eligibility criteria for Participation in the Tender.**

i) Income Tax Acknowledgement Receipt for the latest three assessment year, Profession Tax deposits Challan (current Financial year), valid Trade License, PAN Card, GSTN Registration Certificates and GSTR-3B last return are to be accompanied with the Technical Bid Documents.

ii) 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 abandoned or recession will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the technical bid shall be treated as non-responsive.

iii)(a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,

(b) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,

c) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (iii) (a) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e., the tenderer.

(d) Other terms and conditions of the credentials:

(e) Bidder intending to participate shall have to furnish available turn over and bank solvency should also be 40% of total work

**Payment certificate will not be treated as credential,**

Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking, Statutory/ Autonomous bodies constituted under the statute of the central / State Government, on the executed value of completed / running work will be taken as credential

**iv)** 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.

**v).** 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 severely in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

**6.** Running payment for work may be allowed with the approval of authority.

**7.** No mobilisation advance and secured advance will be allowed.

**8.** Retention money towards performance security of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on retention money. Earnest money @ 2% of the estimated value put to tender to be deposited at the time of tender which would be converted to security deposit in case of successful bidder. After opening of the financial bid Earnest money would be returned back to the unsuccessful bidders (Security Deposit @ 8% (eight percent) will be deducted (As per memorandum no.201-F(Y) dated.18.01,2021 of Finance Department Govt. of West Bengal) from each and every running bill. The entire amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) excluding for operation and maintenance will be refunded without any interest only)

**9.** Agencies shall have to arrange land for erection of plant & machineries, storing of materials, labour shed, Laboratories etc. at their own cost and responsibility. During execution of work any type of damage of Private / Govt. Property / Semi Govt. Property made by the contractor shall have to be repaired / replaced with full satisfaction of the E.I.C. immediately.

Successful tenderers will be required to observe the following conditions strictly:

**10.** Any Tender without Earnest (Excepting exemption as per G.O.) shall be treated as informal and shall automatically stands cancelled. Clearance Certificate for the current year issued by the Assistant Register of Co-operative Society (ARCS), Bye Laws are to be submitted by the Registered Co-op Society / Engineers Co-Op Society.

**11.** Successful Tenderers will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act. Power of Attorney holders are not allowed to sign Tender Documents unless approved by Government.

**12.** Constructional Labour Welfare CESS @ 1% (one Percent) of cost of construction will be deducted from every bill of selected agency.

**14.** There shall be no provision of Arbitration.

**15.** Bid shall remain valid for a period of 120 (one twenty) 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.

**16.** 'Additional Performance Security' will be imposed as per Finance Department Memorandum 4608-F(Y) Dated-18<sup>th</sup> July, 2018 for submitting the less amount 20% and onwards.

**17.** Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. & other Documents (Online)	31.01.2024 at 12.30 P.M.
2.	Documents download start date (Online)	31.01.2024 at 13.30 P.M.
3.	Date of <b>Pre Bid Meeting</b> with the intending bidders In the office of The Chairman, Raghunathpur Municipality	09.02.2024 at 11.00 A.M.
4.	Bid submission start date. (Online)	31.01.2024 at 13.30 P.M.
5.	Documents download end date (Online)	20.02.2024 at 05.00 P.M.
6.	Bid Submission closing (Online)	20.02.2024 at 6.00 P.M.
7.	Bid opening date for Technical proposals (Online)	23.02.2024 at 11.00 A.M.

**N.B.** If the Stipulated Dates(Offline) being is Holiday or otherwise disrupted, then next working days will be fixed for necessary works.

**18.** If any damage / defect is found during Security period, 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 Retention money will only be made after successful maintaining of appropriate service level of the work as mentioned above for Security period from the date of completion of the work.

**19.** Site of work and necessary drawings may be handed over to the Agency by the EIC during layout of the work. No claim in this regards will be entertained.

**20.** No machinery or instrument will be supplied by the Municipality.

**21.** The bidder, at his own responsibility and risk is encourage to visit and examine the site of works and its surroundings and obtain all information's 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.

**22.** The work will be supervised by E.I.C., Nominated by the Chairman of the, Raghunathpur Municipality

**23.** Chairman, Raghunathpur Municipality allowed the participants Bidder for financial Bid after recommendation of the TEC, Raghunathpur Municipality.

**24.** 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 Chairman, Raghunathpur Municipality reserves the all 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 any stage of bidding.

**25.** Conditional / incomplete tender will not be accepted under any circumstances.

**26.** The intending tenderers are required to quote the rate online.

**27.** Contractor shall have to comply with the provisions of (a) the contractor 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.

**28.** During scrutiny, if it's come to the notice to the tender inviting authority that the credential or any other paper found incorrect / manufactured /fabricated, that the bidder would not allow to participate in the tender and that application will be out rightly rejected without any prejudice.

**29.** Tender Evaluation Committee (TEC), Raghunathpur Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**30.** in case if there be any objection regarding pre qualifying the Agency that should be lodged to the Executive Officer, Raghunathpur Municipality within 24 (Twenty four) hours from the date of Publication of list of qualified Agencies and beyond that time schedule no objection will be entertained.

**31.** Before issuance of the work order the tender inviting Authority may verify the credential and other documents of the L1 Bidder if found necessary. After verification if it is found ,documents submitted by the lowest tenderer is either manufactured or false in that case work order will not issued in favour of the said tenderer under any circumstances.

**32.** If any discrepancy arises between two similar clauses on different notification, the clause as stated in later will supersede former one in following sequence:

- |                  |                  |
|------------------|------------------|
| a) Tender Form K | c) Technical Bid |
| b) N.I.T.        | d) Financial Bid |

**33.** Qualification Criteria:

The Tender inviting and accepting authority through a "Tender Evaluation Committee" of Raghunathpur Municipality will determine the eligibility of each bidder. The Bidder shall have to meet all the minimum criteria regarding:

- Financial Capacity
- Technical capability comprising of personnel & equipment capability.
- Experience / Credential.

The eligibility of a bidder will be ascertained on the basis of the self attested documents in support of the minimum criteria as mentioned in a, b, c, above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any documents submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be out rightly rejected at any stage without any prejudice.

**34.** Escalation of price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rate should be quoted accordingly.

**35.** No price preference and other concession will be allowed.

36. **Fixation of Board** : The agency shall have to fix a Board at the site of the work executed by him stating Government of West Bengal ,Department of Urban Development & Municipal Affairs, Name of Municipality, Date of Commencement, date of Completion, the name of the scheme, total cost of work sanctioned ,Date of Inauguration.

37. There will be a "Defect Liability Period" of 01 (One) year and the security deposit will be released phase wise as detailed below. Prospective Tenderders will have to execute the work in such manner so that appropriate service level for the stipulated stretch(s) / length of the road under improvement is to be maintained during stipulated contractual period till completion and a period of 01 (One) year from the date of successful completion of the work to the entire satisfaction of S.A.E.. If any defect / damage is found during the period as mentioned above, the contractor will make the same good at his own expense up to the specification at par with the instant project work, or on default, the S.A.E. may cause the same to be made good by other agency and deduct the expense (of which the certificate the S.A.E. shall be final) from any sums that may be then, or at any time thereafter become due to the contract or from his security deposit, or the proceeds of the sale thereof, or of sufficient portion thereof. Refund of security deposit will only be made on the pro-rata basis, i.e., release of such security deposit to the tune of 30% (thirty percent) on expiry of six months (from date of completion of the work), another 30% (thirty percent) on expiry of nine months and rest 40% (forty percent) on expiry of one year.

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**Chairman,  
Raghunathpur Municipality**

**Memo No: RM/CIVIL/AMRUT2.0/1574**

**Date:-29/01/2024**

Copy To

1. The State Mission Director, AMRUT, West Bengal.
2. The Director SUDA.
3. The Chief Engineer (South Zone), M.E.Dte, Bikash Bhaban,Kolkata.
4. The Superintending Engineer (South Circle), M.E.Dte, Kharagpur.
5. The District Magistrate, Purulia District
6. The S.D.O., Raghunathpur.
7. The Executive Engineer, MED, Purulia Divn.
8. The Executive Officer, Raghunathpur Municipality
8. The Finance Officer, Raghunathpur Municipality
9. S.A.E (AMRUT), Raghunathpur Municipality
10. Accountant, Raghunathpur Municipality
11. Office Notice Board
12. News Papers

**Chairman,  
Raghunathpur Municipality**

## **Instruction to the Bidders**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting to 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 and registered with the Government e-Procurement system, through logging in to <https://etender.wb.nic.in> (the web portal of public works department) 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 a class-II or class-III Digital Signature Certificate. 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 website stated in clause –i) of instruction to bidders. DSC is given as a USB e-Token.
- iii) The Contractor can search & Download Tender documents electronically from computer once he logs on to the website mention in clause-i) using the Digital signature Certificate.
- iv) **Submission of Tenders:-** tenders are to be submitted through website mention in clause-i) in two folders at a time for a work, one in Technical proposal & other is Financial proposal before the prescribed date & time using the DSC. The Documents are to be uploaded virus scanned copy duly digitally signed. The documents will get encrypted.(Transformed into non-readable formats).

### **Technical proposal:**

The Technical proposal should contain scanned copies in two covers(folders) a) Statutory cover and b) Non- statutory cover.

a) **Statutory Cover:-** This cover containing following documents

- I) Pre qualification Application.
- II) Online Cash deposit receipt revealed successfully deposition of Earnest Money.
- III) Tender form K (WBM F & A rules) & N.I.T. (Download properly and upload the same digitally signed). The rate will be quoted in the B.O.Q. This will be encrypted in the B.O.Q under financial Bid. In case quoting any rate in the Tender form the tenderer is liable to be summarily rejected.

b) Non-statutory cover:- containing the following documents

- I) Professional Tax deposit receipt Challan for the current financial year, PAN card, IT, Saral for assessment for the current year, VAT,GSTN Registration certificate and up to date return.
- II) Registration certificate under company Act (if any).
- III) Registered Deed of partnership firm / Article of association and Memorandum.
- IV) Power of Attorney (for Partnership firm / Private Limited Company, if any).
- V) Tax Audited report in suitable format to be submitted along with Audit Balance sheet and P/L account for the last 3 ( Three ) years (years just preceding the current financial year will be considered as year-I) for those bidders who are applicable for Tax Audited report. For those bidders whose turnover is less than applicable amount, a certified copy of balance sheet and P/L account for the last three years from any registered Chartered Accountant / firm is to be furnished.
- VI) Clearance certificate for the current year issued by the Assistant Registered of Co-op Society(ARCS) bye laws are to be submitted by the registered Labour cop(s) Engineer's Co-op (s).
- VII) Labour license from labour Welfare dept.
- VIII) Scanned copy of original Credential Certificate during the last 5(Five) years from the date of issue of this notice at least one work of similar nature as a prime agency under authority of State / Central Government, State / Central / Statutory bodies constituted under the statute of the central / State Government / any Corporation and like at least 40% of the amount for put to tender.

Note:- Failure of Submission of any of the above mentioned documents (Technical proposals a & b) will render the tenderer liable to summarily rejected for both statutory and 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	Certificates	i) GSTN Registration Certificates with current acknowledgement ii) PAN with current Submission Receipt iii) P.T. with current payment challan iv) P.F & E.S.I Registration Certificate.
B.	Company Details	Company Details	i) Proprietorship Firm (Trade License) ii) Registered Deed of Partnership Firm iii) Registration Certificate under company Act(If Any) iv) Power of Attorney Partnership Firm/ Private Ltd. Company (If Any) v) Society (Registration Copy, Trade License)
C.	Credential	Credentials	<u><b>No Work order Will Be Treated As Credential.</b></u>
D.	Financial Information		Authenticated Balance Sheet & Profit & Loss A/c for the last 3 (Three) years ( year just preceding the current Financial year will be considered as year – I)

### Tender Evaluation Committee (TEC)

Tender will be evaluated by The Chairman/ Executive Officer/Finance Officer/Assistant Engineer (MED)/Sub-assistant engineer/ Accountant.

### Financial Proposal:-

1. 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 online through computer in the space marked for quoting rate in the BOQ.
2. Only Downloaded copies of the above documents are to be uploaded virus scanned and digitally signed by the contractor.

**Financial capacity of a Bidder will be judged on the basis of information furnished.**

### Penalty for suppression / distortion of facts:-

If any tenderers fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act, and Earnest Money deposit will stand forfeited.

Employer reserves the right to accept or reject any Bid and to cancel the Bidding Process and reject all Bids at any time prior to the award of contract without thereby incurring any liabilities to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**Award of Contract:-**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through Acceptance Letter / Letter of Acceptance.

The notification of award will constitute the formation of the contract.

The Agreement in WBM(F&A) rules, Tender form 'K' with special Terms & Condition (if any) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

**Chairman,  
Raghunathpur Municipality**

**PRE QUALIFICATION APPLICATION**

To  
Chairman,  
Raghunathpur Municipality  
Bachurdoba:Jhargram

Ref: ..... Tender  
for.....

(Name ..... of  
Work).....

e-N.I.T. No.:..... of the Executive Officer, Raghunathpur Municipality

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 is attached herewith.

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

We understand that:

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

**Enclosure(s): e-Filing**

Technical Bid:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.
- 3) Organisational Information, Affidavit 'Y'

**Date:** .....

.....  
Signature of applicant including title and  
Capacity in which application is made



**AFFIDAVIT "Y"**  
**Declaration of the Tenderer**

(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 ..... haveduly authorized by and competent to affirm this affidavit on behalf of the saidTenderer.
2. That, I have inspected the site of work covered under NIT (NIT No )circulated through Office memo bearing No ----- dated ----- andhave made myself fully acquainted with the site conditions, existing level / proposed leveland local conditions in and around the site of work. I have also carefully and meticulouslygone through the Tender documents. Tender of the above named Tenderer is offered andsubmitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Tenderer, being lawfully and duly authorized, promise to Tenderer byall the covenants, conditions and stipulations of the Contractual documents and to carry out,complete the works to the satisfaction of the Tender accepting Authority of the Work andTenderer by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to a Tender by the provisions of Law including the provisionsof Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal SalesTax Act, VAT Act, Income Tax Act as would be applicable to the Contractor upon enteringinto formal Contract / agreement with the Tender Inviting/Accepting authority.
3. That I declare that, no relevant information as required to be furnished by theTenderer has been suppressed in the Tender documents.
4. I/We also declared that I/We have no any adverse report regarding any type of work within last five years within India.
5. 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

1. Name of Applicant (Firm) :

Office Address :

Telephone No. :

Mobile No. :

Fax No. :

2. Office Address

Telephone No. :

Mobile No. :

Fax No. :

**II) E-mail id (Mandatory) :**

3. Name and address of Bankers. :

4. Attach an organization chart showing :  
Structure of the company with names  
of Key personnel and technical staff  
with Bio-data.