

**OFFICE OF THE COUNCILLORS OF NORTH DUM DUM  
MUNICIPALITY  
163, M.B. ROAD, BIRATI,  
KOLKATA – 700051**

Memo. No. NDDM/WW/ 3611

Dated:- 15.11.2017

Notice Inviting e-Tender No: WBMAD/NDDM/WW/NIT-22/2017-2018 dated

**DETAILED NOTICE INVITING e-TENDER**

Sl. No.	Name of Work	Amount put to tender	Earnest Money	Period of Completion	FUND
1.	Sinking of 10 Nos Hand Tube-well 80mmx40mm diat at Ward No- 2,3,4,5,6,7,11,12,17,34	Rs.5,83,230.00	2% of the Work value	30 Days	M.A.Dept

1. Applications are invited as specified by the Chairman, North Dum Dum Municipality on behalf of Board of the Councillors of North Dum Dum Municipality, 163, M.B.Road, P.O- Birati, Kolkata- 700051,Dist-North 24 Pgs.. Invites e-Tender (Electronic Tender) 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-Portal 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 web site <https://wbtenders.gov.in>

3. Intending tenderer can search and download NIeT 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 Deposit the Earnest Money in the form of Demand Draft drawn in favour of "Chairman, , North Dum Dum Municipality payable at North Dum Dum, issued by any Nationalized Bank within West Bengal 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 etc. towards Earnest Money Deposit and hard copy of tender document should be submitted by the tenderer in sealed envelopes in the Office of the Chairman, , North Dum Dum Municipality P.O- Birati Dist-North 24 Pgs.Within the date as mentioned in Sl. No.-11, Table-1 positively, super scribing "The Name of the Agency, NIeT No & Name of the work they applied for...". Scanned copies of the Demand Draft (Self Attested) for towards the EMD should be uploaded as Statutory Document / Technical File. The Co-operative societies are not to avail the exemption of Earnest Money Deposit.

5. A prospective tenderers 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) The prospective tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc. etc.) should have sufficient resources, financial solvency, sufficient experience during the last 5 (Five) financial years (FY 2011-2012 to FY 2015-2016) prior to the date of issue of this Notice at least single work of similar nature under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., and owned at least 1 (One) no .Reverse circulation Rig and 1(One) no. Direct Rotary Rig with Motor vehicle registration. having a magnitude of 40% (forty percent) of the estimated amount put to tender Scanned copy of Payment certificates or completion certificate issued by the Concerned Executing/ Authority should be uploaded as Non-Statutory Document through online.

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 along with employment registration certificate under govt. of W.B. labour dept. including VAT Return, valid Trade License 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(ii) 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) Legal disputes of any forms, shall have to be resolved within Kolkata jurisdiction.

The Tender Documents shall consist of the following documents:

i. Tender	Form	Municipal	K	Form
ii.	NIE T			
iii)	Technical Paper			
iv)	BOQ/ Price Schedule			

## 7. Submission of Tenders

### 7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is

Qualifying Bid and the other is Financial Bid, 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 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 towards Earnest Money Deposit (EMD) as prescribed in the NIE T, in favour of "Chairman, North Dum Dum Municipality payable at Birati, North 24 Pgs.
- iii) Notice Inviting Tender
- iv) Tender Municipal K Form
- v) Technical Documents
- vi) 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 conform to the prevailing relevant schedule of rates or technically sanctioned estimate.

iv. Necessary deduction i.e. GST, S.T. I.T. CESS, Royalty etc. will be made as per relevant Govt. order.

v. Original demand drafts for under Sl. No. 4 should reach to the Office of the Chairman, North Dum Dum Municipality P.O Birati, , Kolkata -700051 on or before due date and time to table-1.

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 Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.

iii. Registered Deed for Partnership Firm, if applicable with notary.

iv. Payment certificates or completion Certificate during the Last 5 (five) consecutive years [as stated in Clauses 6 (i) for one single work of similar nature work of at least 40% (forty percent) of the amount put tender for the work the contractor intends to participate.

v. 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.

viii Experience profile should be furnished as per following table.

Experience profile

List of projects undertaken that are similar in nature to the works having more than 40% of the amount put to tender for the work for the last 3(three) financial years i.e. from FY 2012-2013 to FY 2016-2017.

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 Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES  (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. GST Registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts  (refer clause 6-ii ) 5. Pre-Qualification Application (Form I) 6. Valid Trade license
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Payment Certificate or Completion certificates for Similar Nature of Work Done (refer clause 6 i)

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

#### 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 (percentage above/below/at par) online filled up in all respect.

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, North Dum Dum Municipality P.O Birati, Dist North 24 Pgs. may/shall 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. 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.

11. Date & schedule

(TABLE-I)

a)	Name of the work:-	As Stated Above
b)	Name and Address of the Tendering authority	Chairman, North Dum Dum Municipality P.O Birati, DistNorth 24 Pgs.
c)	Eligibility of the Contractor :-	Enlisted contractor of PWD. Dte, Govt Bonafide outsiders, Reputed firm, Engineers Co-Operative, having an experience of similar type of works of value at least 40% of the estimated amount put to tender executed under Government/Semi Government, Public Sector, Government autonomous body within last 5(five) financial years (FY 2012-2013 to FY 2016-2017) and also should possess valid PAN card., GST/Sales Tax, Professional Tax Clearance Certificate and Valid trade license. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.(refer clause 6-i)
d)	Cost Price of Tender documents :-	Rs. 1000.00
e)	Earnest money:-	As per NleT
f)	Time of completion	As per NleT
g)	Date and Time Schedule as follows :	
i)	Date of uploading of NleT, and Tender	13.12.2017
ii)	Document downloaded / sell start date (on line)	13.12.2017 at 18.00 hour
iii)	Tender submission start date (on line)	13.12.2017 at 18.15 hour
iv)	Tender submission closing date (on line)	28.12.2017 at 15.00 hour
v)	Date of submission of Bank Draft in original for Earnest Money deposit (Offline) and Hard Copy of Tender Document to be submitted to The Chairman, North Dum Dum Municipality.	Till 28.12.2017 upto 17.00 hour
vi)	Tender opening date for Technical proposals (on line)	30.12.2017 at 17.00 hour
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
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 bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No. h) (v) to (x) of Table-1 unless otherwise notified through Net (e-PORTAL)
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by The Chairman, North Dum Dum Municipality.
3. The successful tenderer shall have to execute an agreement with the authority as per usual norms in the Municipal K Form within 7 days after the issue of acceptance letter.
4. The contractors shall have to procure all materials including steel and cement as and when necessary as per directive of EIC whose decision is final and binding.
5. 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.
6. Site inspection should be made before submission of tender.
7. In case of any dispute arising in this regard the Chairman, North Dum Dum Municipality will have exclusive Jurisdiction to deal with the same.

KalyanKar  
Chairman  
North Dum Dum Municipality



FORM –I

PRE-QUALIFICATION APPLICATION

To

The Chairman  
North Dum Dum Municipality  
Birati, Kolkata - 700051

Ref: - Tender for

(Name of work)

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NIE T.No.:

Dear Sir,

Having examined the Statutory, Non statutory and NIE 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 of 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 contractbid under this project.

(b) Tender Inviting andAccepting Authority/Engineer-in-Charge reserves the right toreject any application without assigning any reason.

Encl:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: - Signature of applicant  
(including titleand capacity in which application is made )

Copy forwarded for information to-

1. The District Magistrate, Barasat, North 24 Pgs.
2. The Engineer-in-Chief, M.E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 700091.
3. The Chief Engineer, M.E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 700091.
4. The Executive Engineer, North 24 Parganas Division, M.E. Dte. Barasat.
5. The Executive Officer, North Dum Dum Municipality
6. The Assistant Engineer, North Dum Dum Municipality
7. The Head Clerk, North Dum Dum Municipality
8. The Accountant, North Dum Dum Municipality
9. Notice Board.
10. Respective File.

Sd/-  
Kalyan Kar  
Chairman  
North Dum Dum Municipality