



# NORTH DUM DUM MUNICIPALITY

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Memo No. NDDM/PWD/3720

Date: 28.07.2021

## NOTICE INVITING e-TENDER 3<sup>rd</sup> cCall

Tender No : WBMAD/NDDM/PWD/NIT- 113/2021-2022

Dated: 28.07.2021

Online Tenders are invited by the Chairperson Board of Administration on behalf of the North Dum Dum Municipality through electronic tendering (e-tendering) for the following listed works from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

Sl. No..	Name of Work	Estimated amount put to tender (in Rs)	Earnest Money (in Rs.)	Cost of Formal Tender Documents (Applicable for the successful Contractor only at the time of formal agreement) (in Rs.)	Fund	Time for completion of work (in days)
1	Road Restoration work for Concrete Pavement And Flexible Pavement due to Laying of Pipe line under AMRUT Zone-10 Ward No 2.3.4,5,34,13	22269220.78	2% of the Work value	5000/-	AMRUT	180

Table-2 :- Date and Time Schedule

Sl No	Particulars	Date & Time
i)	Date of uploading of NIT and Tender Documents online (Publishing Date)	29.07.2021 at 18.00 Hrs.
ii)	Documents download start date (Online)	29.07.2021 at 18:15Hrs
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	04.08.2021 at 15.00 Hrs
iv)	Tender submission start date (On line)	04.08.2021 at 18:15Hrs
v)	Tender Submission closing (On line)	20.08.2021. at 15:00Hrs
vi)	Tender opening date for Technical Proposals(Online)	23.08.2021. at 11:00Hrs
vii)	Date of uploading list for Technically Qualified Contractor (online)	To be notified later
viii)	Date and Place for opening of Financial Proposal (Online)	To be notified later
ix)	Date of uploading of list of qualified Contractor along with the offer rates (on line)	To be notified later.
x)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

**Table-3 :- Eligibility Criteria & Documents to be produced in support of Credential for tender Part-I(Prequalification Documents):-**

	<p>i) Having experience and technical acumen in Executing, Construction &amp; Completion of similar nature of civil works with a work value not below 25% of the estimated amount put to tender in a single contract during last 5(five) years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. (<i>copies of Completion certificate, work order, price schedule &amp; payment certificate issued by the competent authority shall have to be furnished</i>)</p> <p>ii) Having valid GST registration certificate with up to date GST return.</p> <p>iii) Having valid PAN Card and last year Income tax return.</p> <p>iv) Having valid P. Tax clearance Certificate.</p> <p>v) Having valid Electrical supervisory license <i>in case of electrical works only</i>.</p> <p>vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>vii) Other certificates if any (<i>Copies of all above mentioned documents shall have to be furnished</i>) <i>All documents in original to be produced in due course of time as &amp; when asked by the TIA.</i></p>
<p><b>Tender documents:-</b></p>	<p>A full set of Tender documents consists of 2 Parts. These are <b>PART I</b> :-Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's. <b>PART II</b> :-Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
<p><b>Earnest Money:-</b></p>	<p>The Earnest Money (2% of estimated amount put to tender), as specified in the NIT shall be remitted by the Contractor through e-portal (www.wbtenders.gov.in) payment gateway only in respect of tender ID as per G.O. no. 3975 F(Y) dated 28.07.2016 of W.B. Finance Dept. Every such Transfer shall be done on or after the date of publish of NleT. Any Tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.</p>
<p><b>Security Deposit &amp; other taxes:-</b></p>	<p>All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills time to time. Security Deposit @ 10% (ten percent) will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit will be refunded without any interest only as per notification no. 5784-PW/L&amp;A/2M-175/2017 DT. 12.09.2017. of Govt. of West Bengal.</p>
<p><b>Cost of Tender Documents:-</b></p>	<p>The cost of Tender documents as specified in Table-1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender.</p>
<p><b>Validity/ Withdrawal/ Acceptance of Tender:-</b></p>	<p>A Tender submitted shall remain valid for a period of 365 calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA. The TIA will accept the tender. He/She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p>

## 2) **Technical Proposal :-**

The Technical Proposal should contain scanned copies and / or declarations in the following standardized formats in two covers (folders).

### A **Technical File (Statutory Cover) containing :**

- i) **Application for Tender** (vide Form-1)(to be submitted in 'Forms' folder)
- ii) **Notice Inviting Tender (NIT)** (to be submitted in 'NIT' folder)
- iii) **Earnest Money Deposit (EMD)** – Earnest Money will be deposited by the bidder electronically : Online through his net banking enabled bank account ,maintained at any bank or offline through any bank by generating NEFT/RTGS Challan from e-tendering portal. Intending bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer to the **EMD** from their respective bank as per the Beneficiary Name and Account No., Amount, Beneficiary Bank Name (ICICI) and IFSC Code and also e-procurement Ref. No.

**If the L1 bidder does not agree to execute the job after opening of Bid, the Earnest Money will be forfeited without any further intimation and may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including debarment upto 3(three) years of the Bidder.**

Scanned copy of one affidavit before Notary will have to be submitted for each serial mentioning the correctness of the documents and a declaration or penalty debarment etc. faced by him under any Govt. /Semi Govt./ Autonomous body /Institution online at desired location. (as per Format Attached)

**Note: Tenders will be summarily rejected if any item in the statutory cover is not uploaded.**

### B. **Tenderer should following Documents in "All Other Important Documents" Folder in Statutory Cover**

#### i) **Certificates:**

- 1) Professional Tax (PT) submission Challan and PAN Card detail. Application for such addressed to the competent authority may also be considered.
- 2) GST Registration Certificate with up to date return
- 3) Bank Solvency Certificate of 10% of Estimated amount from any Scheduled Bank valid for 1(one) year up to valid days of NIT.
- 4) P.F. and ESI Registration Certificate.

#### ii) **Credential:**

**Credential Certificate** issued by an officer not below the rank of Executive Engineer / Divisional Engineer /District Engineer / Project Manager of the other state /Central Government Departments/ Organisation along with work order and Payment Certificate to be submitted in "Credential" folder. The scanned copy of the Certificate should be uploaded with the non statutory cover

#### iii) **Balance Sheet:**

Audited Balance Sheet and I.T. Return (saral) of last three financial years regarding annual turnover from contracting business in each year.

*(If the company was set up less than three years ago, balance sheet for the no of year since inception is to be submitted)*

iv) **Addenda / Corrigendum: if published.**

**Note:** Contractors are to keep track of all the Addendum / Corrigendum issued with particular tender and upload the same digitally signed along with the NIT Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.

v) **Others: Any other documents found necessary**

**Note: Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection . This above mentioned documents should be upload in ‘All other Important Documents’ folder in Technical Cover.**

**3) Financial Proposal :-**

The financial proposal should contain the following documents in one cover (folder).

- i) **Bill of Quantities (BOQ):** The contractor is to quote the rate (percentage above or below online through computer in the space marked for quoting rate in the BOQ (only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).

**Completion Certificate:**

- i) Completion Certificates for fully completed works during the current year and last five years will only be accepted. Certificate issued for partly completed works will not be considered.
- ii) Completion Certificate of work executed in KMDA will be considered. Completion Certificate of work executed in other Departments of state Government or organizations, like Public Works & Public Works(Roads) Department , Irrigation & Waterways Departments, Public Health Engineering Department, Sundarban Affairs Department and various other state Government Departments, ZillaParisads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Other Municipalities, Hooghly River Bridge Commissioner (HRBC), Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT), and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. May also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer/Project Manager of the other state/ Central Government Departments/ Organizations.

**3.1) Taxes & duties to be borne by the Contractor**

Income tax, GST and Other Taxes as per GOVT. Rule to be done by the contractor and the rate should be quoted accordingly after consideration of all these charges.

**3.2) Site inspection before submission of tender**

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly consideration all factors and difficulties like to be involved in the execution of work in all respect including transportation of materials , communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of the Executive Engineer, concerned with the work between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

**3.3) Conditional and incomplete tender**

Conditional and incomplete tenders are liable to summary rejection.

**4) Bid Validity:** The Bid will be valid for **365 days** from the date of opening of financial bid

**5) Acceptance of Tender**

- i) Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

## 6) Execution of Formal tender after acceptance of tender

The tenderers, whose tender is approved for acceptance, shall within 7 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority two copies and one original copy of which may be purchased on cash Payment/Demand Draft from the office of the North Dum Dum Municipality concerned with the work.

## 7) Payment

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to payment will be entertained, if found not available.

### Security Deposit

Security Deposit towards performance Security amounting to 10% of the work value shall be deducted from the R/A Bill as per prevailing order. No interest will be on Security Deposit.

## 8) Other tems & conditions if any:-

- 1) 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, District 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.

The employer (Tender accepting authority) reserves 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.

- 2) The acceptance of the tender will rest with the Tender Accepting Authority without assigning reason thereof The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
- 3) There shall be no provision for arbitration
- 4) The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules 1970(b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereof or any other laws relating thereto as will be force from time to time.
- 5) Imposition of any duty / tax/ royalty etc. whatsoever of its nature (after work order/Commencement and completion of the work) is to be borne by the bidder. Original challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
- 6) No mobilization/ secured advance will be allowed unless specified otherwise.
- 7) Income Tax, GST and other Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
- 8) The work will have to be completed within the time mentioned in the tender notice. A suitable work programme is to be submitted by the contractor within 7 (Seven) days from the date of receipt of work order who will receive instruction of the work ,sign measurement book, bills and other Govt. papers etc.

- 9) No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
- 10) All possible precautions should be taken for the safety of the people and work force deployed at worksite per safety rule in force Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road sign as per P.W.D. practice will have to be made by the contractor at his own costs while operating a republic thoroughfare.
- 11) The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing that most vulnerable reach and / or vulnerable items be completed before the date needed by the Department due to impending monsoon or rise of water level or for other reasons.
- 12) The quantities of different item of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess of any item beyond 10% or supplementary works, approval would be required from the Tender Accepting Authority, before making payment.
- 13) Any materials brought to site by contractor must be subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hrs. of issue of the order to that effect. The rates in the schedule are inclusive of cost and carriage of all materials to worksite. The materials will have to be supplied in phase with due intimation to the Sub-Divisional Officer concerned in conformity with the progress of the work. For special type of materials, relevant Data sheet containing the name of the Manufactures. Test Report etc. will also be submitted in each occasion. Engineer-in-Charge may conduct independent test on the samples drawn randomly before according approval for using the materials at site. In this regard decision of Engineer-in-Charge is final and binding

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.

PRE-QUALIFICATION  
APPLICATION

To  
The Chairperson  
Board of administrator  
North Dum Dum Municipality  
Birati, Kolkata – 700051

Ref: - Tender for

(Name of  
work)

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NIE T.N  
o.:

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 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.

Encl:-

eFilling:-

1. Statutory Document

s

2. Non Statutory  
Documents

Date: -  
Applicant  
(Including title and capacity in which application is made )  
Memo. No.: NDDM/PWD/  
Dated:-

Signature of Chairperson / Executive Officer  
North Dum Dum Municipality

AFFIDAVIT

I ----- Son of -----,by faith-----,by occupation-----the proprietor of-----residing at-----having office at----- do hereby solemnly affirm and declare as follows:

- i) That I am submitting herewith the tender through online with the uploading all the valid documents, credential etc. Against the NIT No.-----Dated:-----,SI No-----.
- ii) All the documents submitted by me are genuine ,authentic, true and valid.
- iii) All information furnished are true to the best of my knowledge and belief. Department has got full right to cancel the same with penal measure, if any in case any of the statement is proved to be found false.
- iv) No penalty or debarment was ever made against me or nor against the firm in any way at any govt./Autonomous body/institution.
- v) That I am citizen of-----

That all the statement made above are true and correct to best of my knowledge an belief.

Identified by me  
Advocate

(Deponents)



NOTARY



Copy forwarded for information to-

1. The State Mission Director , AMRUT, West Bengal.
2. The Director General (W & S Sector)
3. The Chief Engineer, W & S Sector ,KMDA.
4. The Superintending Engineer, South Circle, W & S Sector, KMDA.
5. The Executive Engineer , EM Division, W&S Sector,KMDA.
6. The Principal Secretary MA & UD Department Govt. of W.B. ,Nagarayan , Saltlake, Kolkata
7. The District Magistrate, Barasat, North 24 Pgs.
8. The Chief Engineer, M.E.Directorate,BikashBhawan, Salt Lake City, Kol- 700091.
9. The Executive Engineer, North 24 Parganas Division, M.E.Dte. Barasat.
10. The Executive Officer, North Dum Dum Municipality
11. The Nodal Officer, AMRUT, North Dum Dum Municipality
12. The Head Clerk,North Dum Dum Municipality
13. The Accountant,North Dum Dum Municipality
14. The Incharge, Public Wroks, Deptt.
15. Sri Anup Kr. Ray, SAE, W.W.
16. Notice Board.
17. Respective File.

