

# OFFICE OF THE COUNCILLORS OF BASIRHAT MUNICIPALITY

P.O.- BASIRHAT DIST.-NORTH 24 PARGANAS, Pin-743411



STD Code No.: 03217 Phone : 265224  
E-mail ID:- basirhatmunicipality@yahoo.com  
Website:- www.basirhatmunicipality.in

Memo No- 1434/BM/2020

Dated:-09.12.2020

From:

Chairperson, Board Of Administrator  
Basirhat Municipality

## NOTICE INVITING e- TENDER

Tender Ref. No. :- WBMAD/BASIR/E-01 OF 2020-21(3<sup>rd</sup> Call)



Online Tenders are invited by the Chairperson , Basirhat 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.

Table I :- List of works

Sl. No.	Name of the work	Estimated amount put to tender (in Rs.)	Earnest Money (in Rs.)	Cost of Tender Documents (Applicable for the successful Contractor at the time of formal Agreement)	Time for completion of work (in days)
1	Construction of U.P.H.C Building (Civil, Sanitary & Plumbing Works) at Basirhat Bhabla on Mouza – Tantra , J.L. No.- 93 Plot No.- 3966,3967/4025,4225, Ward No.-19 within Basirhat Municipality, P.S.- Basirhat, Dist-North 24Parganas, State-West Bengal	61,83,901.00	1,23,678.00	N/A	180

N.B.:-

Sl No.	Particulars	Cost of Tender Paper
1	Rs. 25,00,001.00 - Rs. 1 Crore	Rs.2500/- (Each)

\*\*\* (Lowest bidder have to execute of 3 Nos. Tender Paper)

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*Mano*  
16/11/2020

Table-2 :- Date and Time Schedule		
Sl No	Particulars	Date & Time
i)	Date of uploading of NIT and Tender Documents online (Publishing Date)	17/12/2020
ii)	Documents download start date (Online)	17/12/2020 at 10.00 Hrs.
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	-
iv)	Tender submission start date (On line)	17/12/2020 at 10.00 Hrs.
v)	Tender Submission closing (On line)	31/12/2020 at 18.00 Hrs.
vi)	Tender opening date for Technical Proposals(Online)	04/01/2021 at 10.00 Hrs.
vii)	Date of uploading list for Technically Qualified Contractor (online)	-
viii)	Date and Place for opening of Financial Proposal (Online)	-

Table-3 :-	
<p><b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):-</b></p>	<p>i) Having experience and technical acumen in Executing, Construction &amp; Completion of similar type / nature of work with a work value not below 25% of the estimated amount put to tender in a single contract during last 5(five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc (copies of Completion certificate, along with - work order, price schedule &amp; payment certificate issued by the competent authority shall have to be furnished in support )</p> <p>ii) Having valid GST registration certificate with <b>up to date</b> GST return (GSTR- 3B / 1, whichever applicable).</p> <p>iii) Having valid PAN Card and <b>last A-Y</b> valid Income tax return.</p> <p>iv) Having valid P. Tax clearance Certificate &amp; <b>EPF &amp; ESI Certificate.</b></p> <p>v) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm.</p> <p>vi) Having up to date Trade Permission.</p> <p>vii) Having last year <b>balance sheet</b> duly Audited by a recognized Chartered Accountant (<b>UDIN No. must be provided on the documents signed with date by the Chartered Accountant failing which, documents will not be considered as authentic documents.</b>)</p> <p>viii) Having <b>annual turnover</b> not less than 65% of the value of amount put to tender in any of last three (3) financial years.</p> <p>ix) Other certificates if any.</p> <p>(Copies of all above mentioned documents shall have to be furnished)  <b>All documents in original to be produced in due course of time as &amp; when asked by the TIA for verification purpose.</b></p>





<b>Tender documents :-</b>	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)
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<b>Earnest Money:-</b>	The Earnest Money (2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor through net banking or NEFT or RTGS ( <b>ICICI payment Gateway</b> ) in respect of tender ID .Every such transfer shall be done on or after the date of published of NI e-T. Any tender without such on line 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.
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<b>Security Deposit &amp; other taxes:-</b> (G.O.No-5784-PW/L&A/2M-175/2017 date. 12.09.17)	<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. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) will be refunded without any interest only as mentioned below.</p> <p>Defect Liability Period:-</p> <p>a) For work with <b>three months</b> Defect Liability Period:</p> <p>i) Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.</p> <p>b) For work with <b>one year</b> Defect Liability Period:</p> <p>i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.</p> <p>c) For work with <b>three years</b> Defect Liability Period:</p> <p>i) 30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;</p> <p>ii) The balance 70 % of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;</p> <p>d) For work with <b>five years</b> Defect Liability Period:</p> <p>i) No security deposit shall be refunded to the contractor for 1st 3 years from the actual date of completion of the work;</p> <p>ii) 30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work;</p> <p>iii) The balance 70 % of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work,</p>
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**Board Of Administrator**  
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**Security  
Deposit &  
other taxes:-**  
(G.O.No-5784-  
PW/L&A/2M-  
175/2017  
date. 12.09.17)

**Explanation :-**

The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of this contract. For

- i) The work of patch repair or patch maintenance in nature or a combination thereof, the Defect Liability Period of the work shall be three months from the actual date of completion of the work
- ii) Thorough Bituminous Surfacing work with bituminous thickness less than 40 mm, Repair & Rehabilitation of any road / bridge / culvert / building / Sanitary & Plumbing work, the Defect Liability Period of the work shall be one year from the actual date of completion of the work;
- iii) Construction of new building / new bridge / new culvert, Reconstruction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work
- iv) Construction of new building / new bridge / new culvert, Reconstruction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work



  
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**Additional Performance Security @ 10%** of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be obtained from the successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender.

If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoA or the time period as approved by the Tender inviting Authority, his Earnest Money will be forfeited.

If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.

Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.

**Additional provisions in substituted Clause 17 of the Condition of Contract of the printed tender form as per G.O. no. 52-CRC/2M-06/2014 dated 27/10/2014 and G.O. no. 5951-PW/L&A/2M-175/2017 dated 02/11/2017.**

In cases of Refunding and Releasing of 100% (one hundred percent) Security Deposit held with the Government, arising out from works contract, Security Deposit will be released after issuance of Completion Certificate on submission of unconditional BANK GUARANTEE by the Contractor for the Security Deposit subject to the following conditions:

- 1) The Bank Guarantee will be issued by a Scheduled Commercial Bank in favour of the Chairperson, Board of Administrator, Basirhat Municipality on behalf of the contractor.
- 2) The Bank Guarantee shall remain valid for the whole Defect liability period/Security period as per contract of the work (No renewal in between should be required).
- 3) The Bank Guarantee will be submitted as per approved Format. The Engineer-in-Charge should obtain confirmation of the Bank Guarantee directly from the Bank before its acceptance.
- 4) **The Bank Guarantee, now pledged in the form of Security Deposit will be released to the contractor in the following manner, if not forfeited under conditions of contract:**

**4.1 For work with 3 (three) months Defect Liability Period:** Full amount shall be refunded to the contractor on expiry of Three (3) month from the actual date of completion of the work

**4.2 For work with 1 (one) year Defect Liability Period:** Full amount shall be refunded to the contractor on expiry of 1 (one) year from the actual date of completion of the work.

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	<b>4.3 For work within Three (3) years Defects Liability Period</b>
	4.3.1. 30% (thirty percent) of the same shall be refunded to the contractor on expiry of 2 (two) years from the actual date of completion of the work;
	4.3.2. The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 3 (three) years from the actual date of completion of the work.
	<b>4.4 For work with 5 (five) years Defect Liability Period:</b>
	4.4.1. No amount shall be refunded to the contractor for first 3 (three) years from the actual date of completion of the work;
	4.4.2. 30% (thirty percent) of the same shall be refunded to the contractor on expiry of 4 (four) years from the actual date of completion of the work;
	4.4.3. The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 5 (five) years from the actual date of completion of the work.
	The cost of Tender documents as specified in Annexure shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender
<b>Validity/ Withdrawal/ Acceptance of Tender:-</b>	A Tender submitted shall remain valid for a period of 120 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. 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.

**Scope of the works:-** As per BOQ

**Other terms & conditions if any:-**

1. Successful bidder can collect hard copy for respective work from this Municipal office, P.W. Deptt. At the time of formal agreement.
2. All taxes will be deducted as per order of Govt. of West Bengal time to time.
3. Successful agency shall have to execute an formal agreement with the Basirhat Municipality. In the Revised West Bengal Form No-2911 (As per memo no-1005/MA/C-10/Misc-14/2018 dated 11/11/2019) by depositing the cost of tender documents (mentioned in the Table-I) plus cost of tender form , for each individual work by cash at the municipal cash counter within the time period mentioned in the LOA/ work order.
4. Among all the workers engaged with the firm, those who will be working at the site of the said tender must be use safety measures. If any casualty occurs then the total responsibility will go to the contractors end.



  
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**Instructions/guidance**

**to the contractors for e-tendering:-**

**1. General Guidance for e-tendering :**

Intending tenderers desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

**2. Registration of Contractors :**

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India.

(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT ) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

**3. Eligibility for participation :**

Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate.

**4. Collection of Tender Documents:**

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website as stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

**5. Submission of Tenders**

**5.1 General process of submission**

Tenders are to be submitted online through the website as stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

**5.2 Addenda/Corrigenda: if published.**

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

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**5.3** Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

**5.4 Penalty for suppression / distortion of facts**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the Basirhat Municipality for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Basirhat Municipality may take appropriate legal action against such defaulting tenderer.

**5.5** If more than one Bidder quoted same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder.

**5.6** The Earnest Money may be forfeited if:-

- If the Bidder withdraws the Bid during the period of Bid validity.
- In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
- During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other

Document which were uploaded & digitally signed by the Bidder are incorrect / manufactured / fabricated.

**5.7** The eligibility of the Bidder will be ascertained on the basis of document submitted / uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted / uploaded by the Bidder is either manufactured or false the eligibility of Bidder will be out rightly rejected at any stage without prejudice and action will be taken as per stipulation of IT Rules in force.

**5.8** Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Last Three (3) years Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the last Financial Year and resolution of A.G.M. mentioning the authority of using D.S.C. along with other relevant supporting papers. Professional Tax Deposit Challan for the current Financial Year, PAN Card, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting papers.

**5.9** For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of Works / item itself including description etc. whatsoever as stated in BOQ, that can't be claimed during agreement or so. In that case sanctioned estimate will be binding criteria.

N.B.:- For any details of Design & drawings of above mentioned NI e-T , are available to the office of the under signed during office hours of working days contact (E-Tender Cell/PWD Deptt. , Basirhat Municipality).



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**APPLICATION FORM FOR TENDER**

To.  
The Chairperson  
Board Of Administrator  
Basirhat Municipality

NIT No: - .....

Serial No of Work applied for: -.....

Amount put to tender: ` .....

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_  
Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

Office address: \_\_\_\_\_  
Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_


Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

Memo No. 1434 /1(7)/BM/2020 Dated: 09.12.2020

Copy Forwarded for information and for favour of wide circulation to:


- 1) Member's , Board of Administrator, Basirhat Municipality
- 2) The Executive Officer, Basirhat Municipality
- 2) The Finance Officer, Basirhat Municipality
- 3) Dibakar Sengupta , SAE , Basirhat Municipality
- 4) Rajesh Bharati , SAE , Basirhat Municipality
- 5) Mihir Sarkar , SAE , Basirhat Municipality
- 6) IT Co-Ordinator , Basirhat Municipality Upload Website : [www.basirhatmunicipality.in](http://www.basirhatmunicipality.in)
- 7) Office Notice Board.

  
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- 1) The Joint Secretary, UD&MA Department, Government of West Bengal
- 2) The District Magistrate, North 24 Parganas Division.
- 3) The Superintendent Engineer (East Circle), MED , Kolkata
- 4) The Executive Engineer , MED, North 24 PGS
- 5) The Sub Divisional Officer, Basirhat Sub Division
- 6) The Asstt. Engineer, M.E.Dte, Basirhat Sub-Division.

  
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