

# Office of the Councilors OF BASIRHAT MUNICIPALITY

P.O. - BASIRHAT, DIST.-NORTH 24 PARGANAS  
PIN: 743411, WEST BENGAL



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Memo No.:-BM/37/AMRUT/JP/2020-21

Dated:15.01.2021

## NOTICE INVITING e-BID

BID NO: -. WBMAD/BASIR/E-07/AMRUT 2020-2021

The Chairperson, Board of Administrators, Basirhat Municipality, on and for behalf of the Board of Councilors of Basirhat Municipality invites online e-Bid on Item rate Basis (Two part System) from reliable and resourceful Companies/Firms/Contractors having experience and acumen in Laying work by Jack push technique as noted below the eligibility and depicted hereunder for participating in the e-Bid.

Sl. No.	Name of the Work
1	Survey, Design, drawing, supplying and laying of M.S. Conduit 900 mm dia. (internal), 12mm thick as casing pipe and 500 mm dia. (internal) 14 mm thick M.S. carrier pipe across & underneath the Railway Track in between Bhyabla Station & Basirhat Station of Sealdah Division, Eastern Railway for the proposed water supply scheme within Basirhat Municipality under AMRUT on turnkey basis.(in between Mast No.- 40/14 and Mast No.- 40/15) by Jack Push Technique with necessary pit arrangement of the pipe line by connecting with the proposed 300 mm dia. 14 mm thick D.I distribution pipe line on both sides including necessary permanent road restoration and by supplying all materials as required for the proposed water supply scheme within Basirhat Municipality under AMRUT on turnkey basis.

2.	<p><b>a) Details Description Work:</b></p> <p>Approx. Length between driving pit &amp; receiving pit is 55.5 meter. Bidders have to quote the rate per meter basis in the BOQ. This length may vary as per depending of site conditions and as permitted by the competent dept. In that case, the accepted rate per meter basis should not be enhanced. The payment should be made for the length as per actual executed work.</p> <p>Work is consisting of the following scope of work.</p> <p>i) Surveying, design &amp; drawing for laying pipe with jack push technique for structurally safe in pressure and as per the guidelines of competent authority. The prepared drawing in six copies to be submitted to the Municipality for necessary approval from SE (E), MED.</p> <p>ii) Construction of driving pit, Receiving/Reception pit in all sorts of soil with necessary shoring, other protective measures etc. hauling out water from trench, P.C.C. (1:2:4) base for fixing machineries etc. including dismantling of existing road structure, of required size (Min.5mx3mx4.2m) for laying pipe by jack push technique under railway track at desired depth as per the guidelines of Ministry of Railways, Govt. Of India and filling the pit after completion of work with good earth, compacting the same with power roller including mending all damages as per direction of E.I.C.</p> <p>iii) De-rusting, scraping, brushing and cleaning the exterior surface (to the extent of exposing the original surface) of the casing pipe and carrier pipe if required with sand blasting as per direction of E.I.C. and applying primer coat (type B) and wrapping the same with glass fibre tissue-single coat / double wrap(3mm. Min. thick) as per IS:10221.</p> <p>iv) Supplying and laying of 900 mm internal dia. MS casing pipe for conduit (to be prepared from 12 mm thick M.S. plates of SAIL / TATA make conforming to IS: 2062 and fabricated as per IS:3589) including specials at desired depth maintaining a minimum clear</p>
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		<p>cover of 3.0 m from top of casing pipe to E.G.L by jack push technique across and underneath the railway track including fitting and fixing 50mm dia. M.S. vent pipe with cowl of desired height on both sides of casing pipe. The entire work is to be carried out as per specification of Indian Railways and guidelines of RDSO/NH/PW Roads if required and direction of EIC. (The cost includes supplying pipes, specials, other jointing materials, field welding, laying, hire and labour charges for machineries required for jack push all complete).</p> <p>v) Supplying and laying 500 mm internal dia. M.S. carrier pipe (TATA/JINDAL make) including specials at desired depth partly through the casing pipe supported on HDPE blocks across and underneath the railway track and partly by open cut method including jointing the same on either side with M.S. conveying main by suitable method and approved specials. The entire work is to be carried out as per specification of Indian Railway guidelines and direction of EIC. (The cost includes supplying pipes, specials, other jointing material, cutting, field welding and laying all complete).</p> <p>vi) Construction of masonry valve chamber, washout chamber as per departmental approved drawing with 250 mm thick brickwork in cement mortar (1:6) including earthwork in excavation with 75mm thick C.C.(1:3:6) with stone ballast in foundation, 150mm thick precast R.C.C.(1:1.5:3) cover slab shuttering on bottom and sides, reinforcement (minimum 1.25%) work and other materials as per departmental drawing complete with supply of 150mmx150mm C.I surface box embedded in to the precast slab including fitting, fixing over the chamber and over hauling the valves (if necessary) all complete including cost of all labour and materials.</p> <p>vii) Filling the pipe lines with water, testing hydraulically as per IS:3114-1965 (Article-6) in section of a length for head of pressure as per specification including supplying, installation &amp; fixing all equipment's such as Diesel generator pump set, blank flange, pump pressure gauge, valves, pressure pumps &amp; all other tools &amp; plants incl. drilling tapping &amp; plugging of necessary holes to pipes, blocking ends, providing thrust blocks &amp; subsequent blocking of holes &amp; other jointing materials &amp; dismantling &amp; removal of the same incl. disposal of water etc. all complete as per the specification &amp; direction of EIC. The cost is inclusive of the requisite water to be arranged by the contractor.</p> <p>viii) Supplying, fitting and fixing at site CI sluice valve of class PN 1.6/Pressure release valve etc as per relevant IS specification of IVC /KBL/ L &amp; T / FORES make bearing ISI mark including cost of specials etc. complete as per direction of EIC.</p> <p>ix) Construction of 100mm thick. Sub base using 1<sup>st</sup> class brick aggregate (40mm down) and sand (medium sand) in proportion 60:40, mixing with water in concrete mixture, spreading and consolidating with power roller including cost and carriage of all materials, tools and plants complete as per direction of E.I.C.</p> <p>x) Providing and placing fine sand in the annular space between casing pipe and carrier pipe to support the carrier pipe firmly including all cost of materials and labour etc. as per direction of EIC.</p> <p>xi) Submission of work completion drawing (as built) to the Municipality in three copies.</p>
	<p><b>b) Variation of work and enhancement of rate:</b></p>	<p>Under this bid provision, variation of tender quantity is permitted up to plus/minus 20%. Bidders have to quote the rate per meter basis in the BOQ.  Approx. Length between driving pit &amp; receiving pit is 55.5 meter.  This length may vary up to plus/minus 20% than the tender quantity depending upon the site conditions and as permitted by the competent dept. In that case, the accepted rate per meter basis should not be enhanced. The payment should be made for the length as per actual executed work. In case where executed quantity is in excess than the tender quantity and maximum up to 20%, approval of excess quantity statement from Superintending Engineer concern is necessary before payment.</p>
<p>3.</p>	<p><b>Terms of Payment (Item wise break up):</b></p>	<p>i) After completion of lying of casing pipe by jack pushing, carrier pipe &amp; jointing with proposed rising main/distribution pipe line on road complete in all respect: -75%  ii) After Testing of the Pipeline in accordance with IS: 3114 – 1965: -10%  iii) After Road Restoration &amp; completion of whole work complete in all respect: - 15%.</p>





		<p><b>Note: -</b></p> <p>a) 2% of Earnest money deposited earlier will be converted into Security deposit after awarding the Contract and 8% of security deposit, will be recovered from each running account bill.</p> <p>b) The entire amount of total 10% (ten percent) of security deposit (initial 2% + additional 8%) shall be refunded without any interest only upon recommendation of the EIC as per clause mentioned in G.O. No. 5784-PW/L&amp;A/2M-175/2017, dt. 12.09.2017 of Principal Secretary, Public Works Department.</p>																								
4.	<b>Location of Works:</b>	As mentioned earlier 'Name of the Work' within Basirhat Municipal Area, Dist.: -North 24 Paraganas (W.B.)																								
5.	<b>Eligibility to participate in the Bid</b>	<p>i) Having experience and technical acumen in similar nature of work like Railway track/NH/SH crossing work by jack push technique of value not less than 40 % of proposed length (length between Driving and reception Pit) of jack pushing of the BID during last Five financial years during last seven financial years prior to the date of issue of this Notice in any Government Department/Board/ Semi-Govt. /Corporation /Statutory Authority/ Undertaking etc. (copies of Completion certificate, work order, price schedule &amp; payment certificate issued by the competent authority shall have to be furnished)</p> <p>ii) Having valid (a) GST registration certificate, (b) PAN Card and last year Income tax return, (c) up to date P. Tax deposit receipt, (d) P.F &amp; E.S.I Registration Certificate with upto date Chhalan, (e) Bank solvency Certificate not less than Rs 20 lakh, (f) Annual Turnover not less than 50 Lakh (audited balance sheet).</p> <p>iii) Having machineries and equipment's necessary for field, sufficient technical personals</p> <p>iv) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>v) Experience and address, fax &amp; telephone nos., mobile no., &amp; E-mail ID nos. of the firm</p> <p>(Copies of all above mentioned documents shall have to be submitted with Bid documents Part-I as Prequalifying Documents)</p> <p>All documents in original to be produced in due course of time as &amp; when asked by the TIA.</p>																								
6.	<b>Earnest Money</b>	2% of the Quoted Bid price in two parts, vise																								
		<p>a) Rs. 25,000. 00 (Rupees twenty five thousand only) as an initial Earnest Money shall be remitted by the Contractor online through <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> portal payment gateway only in respect of tender ID. Every such transfer shall be done on or after the date of publish of NtET. 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) Balance Earnest Money beyond Rs.25, 000;00 (if any) shall have to be deposited after acceptance of Bid Proposal.</p>																								
7.	<b>Cost price of Bid documents</b>	NIL																								
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		Qualified Bidders (online)	
		h) Date and Place for opening of Financial Proposal (Online)	To be notified Later
		i) Date of uploading of list of qualified bidders along with the offer rates through (on line),	To be notified later.
		j) Also, if necessary, for further negotiation through offline for final rate.	To be notified later.
9.	<b>Time of completion</b>	<b>Time of completion of the work 120 calendar days from the date of layout.</b>	
10.	<b>Site inspection &amp; general information &amp; Drawings.</b>	<p>Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices. They are also acquainted with relevant IS specifications with latest amendments, Railway norms, CPHEEO manuals, Clauses &amp; Sub Clauses of the Bid documents and to have fully acquainted with all details of work front, communications, underground utility services, seasonal weather and its variation, labours, water supply, existing &amp; proposed site levels, position and diversion of transportation and barricading, if required, electricity and any other general information including topological condition &amp; existing level and level pertaining to and needed for the work to be completed in time properly.</p> <p>Interested participants may collect relevant drawings in hard Copy from the Division office Address: Office of the Executive Engineer, Municipal Engineering Dte., 7 KB Bose Road, Champadali, Barasat. Ko- 700124</p>	
11.	<b>Bid documents</b>	<p>A full set of Bid documents consists of 2 Parts. These are</p> <p><b>PART I:</b> -Containing all documents in relation to the name of the firm applied for and credential possessed along with all documents as depicted earlier along with this NIEB and its all corrigenda's, drawings etc.</p> <p style="text-align: center;">&amp;</p> <p><b>PART II:</b> -Containing the Following Document. Bid Price / Price Schedule. (.xls format)</p>	
12.	<b>Validity of Bid</b>	A Bid submitted shall remain valid for a period of one year from the date set for opening of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.	
13.	<b>Withdrawal of Bid</b>	A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.	
14.	<b>Acceptance of Bid</b>	"The Chairperson, Board of Administrators, Basirhat Municipality" will accept the Bid. He /She does not bind himself/herself to accept otherwise the lowest Bid and reserves to himself/herself the right to reject any or all of the Bids received without assigning any reason thereof.	
15.	<b>Intimation</b>	The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate "W. B. FORM NO. 2911(II)" with the "The Chairperson, Board of Administrators, Basirhat Municipality," and fulfil all his obligations as required by the Contract.	
16.	<b>Escalation of Cost</b>	There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract, and other obligation, if any.	
17.	<b>Name &amp; address of EIC of the Work</b>	The Executive Engineer, North 24 Paraganas Division, Municipal Engineering Directorate, at Barasat.	
18.	<b>Execution of Work</b>	The Contractor is liable to execute the whole work as per direction and instruction of The Executive Engineer, North 24 Paraganas Division, Municipal Engineering Directorate who is the "Engineer- in- Charge" of the work under the control of "The Superintending Engineer, East Circle, M.E. Directorate.	
19.	<b>Payment</b>	Payment will be made to the successful Bidder by the "The Chairperson, Board of Administrators, Basirhat Municipality" periodically only on receipt of written recommendation from The Executive Engineer, North 24 Paraganas Division, Municipal Engineering Directorate	
20.	<b>Influence</b>	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly	



	prohibited and any Bidder, who resorts to this will render his Bid liable to rejection.
<b>Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.</b>	
21.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.
22.	Sufficient care has been taken to avoid variance in between the contents of the listed Documents in the Bid document. However, if there is any variance between the contents of different documents, the provision of documents appearing earlier in the list shall prevail over the same provided in the contents coming later.
23.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.
24.	Bid Acceptance Authority is the "The Chairman, Basirhat Municipality".
25.	In case of any dispute arising from any clauses of similar nature between bid documents and W.B. Form no. - 2911(ii), the decision of the Superintending Engineer, East Circle, M.E. Directorate will be final and binding.
26.	All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable as per govt. norms will be made from the bills from time to time.
27.	No conditional Bid shall be entertained.
28.	The requisite cost of Bid documents as per Govt norms (Applicable for the successful bidder at the time of formal agreement in three copies), shall be paid by Demand Draft from/online in any Nationalized Bank in favour of the "The Chairman, Basirhat Municipality," payable at Basirhat .
29.	The Bidder, at the Bidder's 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 Bid, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
30.	Prospective applicants are advised to note carefully the minimum qualification criteria as Mentioned in 'Instructions to Bidders' before bidding.
31.	During scrutiny, if it is come to the notice to Bid inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the Bid and that application will be out rightly rejected without any prejudice.
32.	Before issuance of the work order, the Bid inviting authority may verify the Credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A./ work order will not be issued in favour of the bidder under any circumstances.
33.	If any discrepancy arises between two similar clauses on different notifications, the decision of "The Superintending Engineer, East Circle, M.E. Dte." is final & binding.
34.	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.
35.	Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any Bid for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such Bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
36.	Any legal matter will be settled within the jurisdiction of Hon'ble District Judges Court at Barasat, N 24 PGS, WB.
37.	Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Bid documents before the Bid Inviting Authority in writing 48 hours prior to Pre Bid Meeting, beyond such period no representation in that behalf will be entertained by the Bid Inviting Authority.
38.	The successful Bidder will remain liable for following with West Bengal Contract Labour (Regulation & Abolition) Act 1970 and necessary certificates from appropriate authority to be submitted within 07 (seven) days from the date of issue of work order, otherwise the work order will be cancelled.
39.	The successful bidder has to provide detailed estimate along with rate analysis (if any) and drawing along with sectional drawing for all works against each item as per the clause of NIEB & Items in BOQ(.xls format) with all necessary break up elaborately for justification of rates if asked by the concerned authority before acceptance of bid which will be treated as part of contract and the working drawing will also be prepare on the basis of this document later and will be sent for approval to competent authority. The total estimated cost against total work will be represented by unit rate for each item of work. For preparation of estimate the agency may consult PWD/PHE/KMDA Schedule and approved market rate.



## INSTRUCTION TO BIDDER/BIDDERS

### SECTION – A-I

#### **1) General guidance for e-Bidding**

Instructions/ Guidelines for bidders for electronic submission of the Bids have been annexed for assisting them to participate in e-Bidding.

#### **2) Registration of Bidder**

Any Bidder willing to take part in the process of e-Bidding will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wb.tender.gov.in>. The Bidder is to click on the link for e-Bidding site as given on the web portal.

#### **3) Digital Signature certificate (DSC)**

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of Bids, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Bidder. DSC is given as a USB e-Token.

4) The contractor can search and download NIEB and Bid Documents Electronically from computer once he logs on to the website mentioned in NIEB using the Digital Signature Certificate. This is the only mode of collection of Bid Documents.

#### **5) Submission of Bids.**

General process of submission, Bids are to be submitted through online to the website stated in NIEB in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and 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).

#### **A. Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

##### **A-1. Statutory Cover Containing**

#### **1. Prequalification Document**

- i. As per NIEB
- ii. Prequalification Application (Sec-B, Form – I)
- iii. Online transfer of Earnest Money receipt.(Scanned copy) as prescribed in the NIEB against each of the serial of work

#### **2. NIEB (download and upload the same Digitally Signed)**

#### **3. Technical Document (To be filled, scanned & digitally signed)**

- i. Financial Statement (Section – B, Form – II).
- ii. Affidavits (Ref:-Declaration of the Bidder)
- iii. Bank Solvency Certificate.
- iv. Form III & IV Of Section B.
- v. Declaration by the Bidder.
- vi. Prepared Drawing in .pdf format (A0 scale)

##### **A-2. Non statutory Cover Containing/My Documents**

- i. Registration Certificate under Company Act. (If any).
- ii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iii. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- iv. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the last five years (year just preceding the current Financial Year will be considered as year – I)
- v. Clearance Certificate for the Current Year issued by the Assistant Registrar of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vi. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- vii. List of laboratory Instrument.
- viii. List of technical staff along with structure and organization (Section – B, Form – III).

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the Bid liable to be summarily rejected for both statutory and non-statutory cover.

Intending Bidders should upload Non-Statutory documents as per following folders in My Document:

Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	1. GST registration Registration/ E.P.F/ESI/PAN / P. Tax Certificate 2. Income Tax Acknowledgement Receipt (Latest)
B	COMPANY DETAILS	B1.COMPANY DETAILS 1	1. Proprietorship Firm (Trade License). 2. Registered Deed of partnership Firm 3. Registration Certificate under Company Act. (if any). Ltd. Company (Incorporation Certificate, Trade License) 4. Power of Attorney (For Partnership Firm/ Private Limited Company, if any) 5. Society (Society Registration copy, Trade License)
C	CREDENTIAL	C1. CREDENTIAL 1	Similar nature Work & Completion Certificates along with work order and payment certificate issued by competent authority as per NIEB.
D	EQUIPMENT	D1. LABOURTARY D2.CIVIL MACHINERIES D3. ELECTRICAL MACHINERIES D4. MECHNANICAL MACHINERIES D5. MISCELLENEOUS MACHINERIES	1. List of Machineries and equipment necessary for field as well as laboratory test of all materials as per NIEB
E	FINANCIAL INFO	E1. P/L & BALANCE	P/L & BALANCE SHEET (As per



		SHEET 2011-2012	NleB)
		E2. PAYMENT CERTIFICATE 1	Payment Certificate in support of valid credential only to be submitted(as per NleB)
		E3 PAYMENT CERTIFICATE 2	
F	MANPOWER		
		F1. TECHNICAL PERSONNEL	1. List of sufficiently qualified technical person (as per Sl No 4 of NleB)
		F2. TECHNICAL PERSONNEL ON CONTRACT	1. List of technical personnel employed under the organisation (or on contact basis ) in details with name, qualification, experience and address with contact number.
G	DECLARATI ON	DECLARATION 1	1. Bank Solvency Certificate (As per NleB)
		DECLARATION 2	2. Valid Document in support of annual (As per NleB)
		DECLARATION 3	3. Corrigendum and additional document (if any).

*Note:* - Failure of submission of any of the above mentioned documents will render the Bid liable to summarily rejected for both statutory & non statutory cover. All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the contractor in the Declaration Folder of My Documents.

#### **B. Bid Evaluation**

- i. Opening and evaluation of Bid: - If any Bidder is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii. Opening of Technical proposal: - Technical proposals will be opened by the The Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate:
- iii. Cover (folder) of statutory documents should be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the Bid will summarily be rejected.
- iv. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the Bid Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the Deptt. of Municipal Affairs, Govt. of West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under AMRUT programme.
- v. Uploading of summary list of technically qualified bidders.
- vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Bidder and for which their proposal will be considered and uploaded in the web portals.
- vii. While evaluation, the committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

#### **C. Financial proposal**

As per Sl. 11, Bid Price/ Price Schedule, to be uploaded digitally signed by the Bidder.

6) Financial capacity of a Bidder will be judged on the basis of working capital and available bid capacity as mentioned in the NleB to be derived from the information furnished in **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Bid Inviting/ Accepting Authority and should guarantee duly



specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit Such revolving line of credit should be maintained until the works are taken over by the Authority.

The audited Balance sheet for the last five years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder financial position, showing long term profitability including an estimated financial projection of the next two years.

**7) Penalty for suppression / distortion of facts**

Submission of false document by Bidder is strictly prohibited and in case of such act by the Bidder the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**8) REJECTION OF BID**

The Employer (Bid accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Bid accepting authority) action.

The Bidder whose Bid has been accepted will be notified by the Bid Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Bid Form will incorporate all necessary documents e.g. NleB, all addenda-corrigendum, different filled-up forms (Section -B), Price Schedule and the same will be executed between the Bid Accepting Authority and the successful Bidder.



Chairperson  
Board of Administrators  
Basirhat Municipality  
Chairperson  
Board of Administrators  
Basirhat Municipality



**SECTION – B**  
**FORM –I**  
**PRE-QUALIFICATION APPLICATION**

To  
The Chairman,  
Basirhat Municipality,  
PO:-Basirhat , Dist:-N 24 PGS,  
West Bengal,

Ref: - Bid for \_\_\_\_\_

\_\_\_\_\_ (Name of work) \_\_\_\_\_

\_\_\_\_\_ NIEB No.:

Dear Sir,

Having examined the Statutory, Non statutory and NIEB 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(s) given in Enclosure to this letter.

We understand that:

- (a) Bid Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.
- (b) Bid Inviting and Accepting Authority reserves the right to reject any application without assigning any reason.

**Encl: - e-Filling: -**

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

Date: -

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



**SECTION – B**  
**Form - II**  
**FINANCIAL STATEMENT**

**B.1** Name of Applicant :

**B.2** Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. in lakh)	3rd Year (Rs. in lakh)	4th Year (Rs. in lakh)	5th Year (Rs. in lakh)
a) Current Assets : (It should not include investment in any other firm)					
b) Current liabilities : (It should include bank over draft)					
c) Working capital : (a) – (b)					
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus )					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

**B.3** Annual value of construction works undertaken:

Work in hand i.e. Work order issued	As on 31.03.2019	As on 31.03.2018	As on 31.03.2017	As on 31.03.2016	As on 31.3.2015	As on 31.03.2014

Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

\_\_\_\_\_  
Date



**Declaration of the Bidder**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Bid documents which is required to be submitted in time duly)

I, ..... son of  
....., aged about ..... years by occupation  
..... do hereby solemnly affirm and confirm as follow:

1. That, I am the ..... Of ..... have duly authorized by and competent to affirm this affidavit on behalf of the said Bidder.
2. That, I have inspected the site of work covered under NIEB (NIEB No ..... ) circulated through Office memo bearing No ..... dated ..... and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Bid documents. Bid of the above named Bidder is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Bid accepting Authority of the Work and abide by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to abide by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Bid Inviting/Accepting authority.
3. That I declare that, no relevant information as required to be furnished by the Bidder has been suppressed in the Bid documents.
4. 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**

A.1 Name of applicant :  
A.2 Office Address :  
Telephone No. and Cell Phone No. :  
Fax No. :  
E mail :

A.3 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

**Note:** Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

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

**SECTION - B  
FORM - IV  
C. DEPLOYMENT OF MACHINERIES (in favour of owner / lessee):-**

(Original document of own possession arranged through lease deed to be annexed)  
(If engaged before Certificate from E.I.C. to be annexed in respect of anticipated dated of release of Machineries.)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release If Engaged
						Idle	Engaged	

For each item of equipment the application should attach copies of  
(i) Document showing proof of full payment, (ii) Receipt of Delivery,  
(iii) Road Challan from Factory to delivery spot is to be furnished.

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



Copy forwarded for information to-

1. The State Mission Director (AMRUT), SUDA, Saltlake.
2. The Addl. Chief Engineer, M.E. Directorate, Bikash Bhaban, Saltlake.
3. The District Magistrate, N 24 PGS.
4. The CEO, N 24 PGS, Zilla Parishad, Barasat.
5. The Superintending Engineer (East Circle), M.E. Dte., Kestopur.
6. The Executive Engineer, N 24 PGS Division, M.E. Dte., Barasat.
7. The Assistant Engineer, PWD (Roads)
8. The Assistant Engineer, PWD
9. The Divisional Manager, Railway
10. The SDO, Basirhat
11. The Executive Officer, Basirhat Municipality.
12. The Finance Officer & DDO, Basirhat Municipality.
13. The Sub Assistant Engineer (All), Basirhat Municipality.
14. IT-Coordinator for Uploading at Municipality Website
15. Notice Board.

*Shankar*

Chairperson  
Board of Administrators  
Basirhat Municipality  
Chairperson  
Board of Administrators  
Basirhat Municipality