

**OFFICE OF THE BOARD OF COUNCILORS OF  
PURULIA MUNICIPALITY  
Purulia**

TENDER DOCUMENTS

**NAME OF THE WORK**

1. Construction of New Cement Concrete Road & Guard wall Starting from Sidhukanhu Club to end of Holichrist School and upto The house of Renuka Dey at Nimtar ,Within Ward No-05, under Purulia Municipality, during 2016-2017(Gr.A)
2. Construction of High Drain Starting from the house of Swapan Das via Kalir Pandhokan to the house of Sukumar Karmakar and starting from the house of Amit Biswas to the house of Najma Bibi at Huchuk Para, Within Ward No-05, under Purulia Municipality during 2015-2016(Gr.B)

**OFFICE OF THE BOARD OF COUNCILORS OF  
PURULIA MUNICIPALITY  
Purulia**

**NOTICE INVITING TENDER**

**No. 1999(M.G)**

**Dated:05/01/2017**

**Tender Notice No. : WBMAD/PURULIA/NIT-47/2016-17**

The Chairman on and for behalf of the **Board of Councilors of Purulia Municipality** invites sealed competitive tender on Percentage (above/below) rate from the reliable and resourceful Companies/Firms/Contractors having experience and acumen in construction work as noted below and the eligibility is depicted hereunder for participating in the Tender.

Details of Tender with necessary requirement towards submission of quotation papers will be available online as per particulars given below;

1.	Name of Work:		
	Gr.A		Construction of New Cement Concrete Road & Guard wall Starting from Sidhukanhu Club to end of Holichrist School and upto The house of Renuka Dey at Nimtar ,Within Ward No-05, Under Purulia Municipality, During 2016-2017
	Gr.B		Construction of High Drain Starting from the house of Swapan Das via Kalir Pandhokan to the house of Sukumar Karmakar and starting from the house of Amit Biswas to the house of Najma Bibi at Huchuk Para , Within Ward No-05, Under Purulia Municipality During 2015-2016
1a)	Estimated Cost of work Gr.A		Rs.1506986.00 (Rupees Fifteen Lakh Six Thousand Nine Hundred & Eighty Six only)
	Gr.B		Rs.1189068.00 (Rupees Eleven Lakh Eighty Nine Thousand & Sixty Eight only)
2.	Location of Work:		Ward No.05, Dist-Purulia, West Bengal

3.	Eligibility to participate in the Tender Gr.A	<p>Having experience and technical acumen in execution &amp; completion of similar nature of work having value of <b><u>Rs. 6.00 lakhs</u></b> and above in a single tender during current financial year or in any financial year during the last five years in Govt. Deptt. / Board / Semi-Govt. / Corporation / Statutory Authority / Undertaking</p> <p style="text-align: center;">AND</p> <p>Having annual turnover of at least <b><u>Rs.15.00 lakh</u></b> or above in any one year of last three Financial years</p> <p style="text-align: center;">AND</p> <p>Having valid VAT/ST, P. Tax clearance Certificates, PAN Number including Income Tax Clearance Certificates last three assessment years etc.</p>
	Gr.B	<p>Having experience and technical acumen in execution &amp; completion of similar nature of work having value of <b><u>Rs. 4.00 lakhs</u></b> and above in a single tender during current financial year or in any financial year during the last five years in Govt. Deptt. / Board / Semi-Govt. / Corporation / Statutory Authority / Undertaking</p> <p style="text-align: center;">AND</p> <p>Having annual turnover of at least <b><u>Rs.12.00 lakh</u></b> or above in any one year of last three Financial years</p> <p style="text-align: center;">AND</p> <p>Having valid VAT/ST, P. Tax clearance Certificates, PAN Number including Income Tax Clearance Certificates last three assessment years etc.</p>
4.	Documents to be produced in support of Credential for Tender	<p>A successful performance and completion certificate supplemented with work order along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms of eligibility criteria depicted in this Notice (<b>Ref: Sl. No. 3 :Eligibility to participate in the Tender</b>). Beside this, following documents shall have to be furnished</p>
		a. Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm
		b. Copies of valid PAN Card including Income Tax Clearance Certificates last three assessment years, Sales Tax clearance, P.F & E.S.I Registration Certificate, Professional Tax clearance Certificate.
		c. Bank solvency Certificate as stated above
		<p>d. Valid documents in support of annual Turnover.</p> <p>e. List of machines &amp; equipments necessary for field as well as laboratory test for all materials.</p> <p>f. List of Technical Personnel employed under the organization in details with names, qualification, experience and address with contact number.</p>

		f.	Corresponding address, fax & telephone nos. Contact mobile no. & Email no. of the Organization.
			<b><u>All documents in original to be produced in due course of time as &amp; when asked by the Tender Inviting Authority</u></b>
5.	Earnest Money Gr.A		2% of the estimated cost of work put to Tender, tentatively equal to Rs.30140.00 (Rupees Thirty thousand One hundred & Forty only)
	Gr.B		2% of the estimated cost of work put to Tender, tentatively equal to Rs.23781.00 (Rupees Twenty Three thousand Seven hundred & Eighty One only)
6.	Mode of Payment		Earnest Money Deposit shall accompany with Tender, in the form of Bank Draft only drawn in favour of the " <b>Chairman, Purulia Municipality,</b> " payable at <b>Purulia, Dist: Purulia.</b>

**7. Date and Time Schedule :-**

Sl. No.	Particulars	Date and Time
a)	Publishing Date	05/01/2017
b)	Documents download/sell start date (Online)	05/01/2017 at 5.00 PM
c)	Seek Clarification start date	N/A
d)	Seek Clarification end date	N/A
e)	Date of Pre Bid Meeting with the intending Tenderer In the office of the Chairman, Purulia Municipality	N/A
f)	Tender submission start date (On line)	05/01/2017 at 5.00 PM
g)	Tender Submission closing date (On line)	20/01/2017 up-to 3.00 PM
h)	Tender opening date for Technical Proposals (Online)	21/01/2017 at 11.00 AM
i)	Date of uploading list for Technically Qualified Tenderer (online)	To be intimated
j)	Date and Place for opening of Financial Proposal (Online)	To be intimated
k)	Date of uploading of list of Tenderer along with the offer rates through (on line),	Within 48 (Forty Eight) hours after opening of financial proposal

	Also if necessary for further negotiation through offline for final rate.	If required, will be notified within 48 (Forty Eight) hours after uploading the offered rates of tenderers.
8.	Time of completion Gr.A	Time of completion of the Contract is 90 days from the date of issue of Work Order.
	Gr.B	Time of completion of the Contract is 90 days from the date of issue of Work Order.
9.	Site inspection & general information	Intending Tenderer is required to inspect the works site with particular reference to location and infrastructure facilities. They are to make a careful study with regard to all relevant factors as might affect their rates and prices. They are also acquainted with relevant IS specifications, Clauses & Sub Clauses of the Tender 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 & proposed site levels, position and diversion of transportation and barricading etc.
10.	Tender documents	A full set of Tender documents consists of single Part.
11.	Validity of Tender Gr.A & Gr.B	A Tender submitted shall remain valid for a period of 90 calendar days from the date of opening of Tender.
12.	Withdrawal of Tender	A Tender once submitted shall not be withdrawn within the validity period. If any Tenderer/ tenderers' withdraw his/their Tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.
13.	Acceptance of Tender	The Chairman, Purulia Municipality will accept the Tender on recommendation of the Assistant Engineer, Purulia Municipality, Purulia or his appropriate authority. He does not bind himself to accept otherwise the lowest Tender and reserves to himself the right to reject any or all of the Tenders received without assigning any reason thereof.
14.	Intimation	The successful Tenderer will be notified in writing of the acceptance of his Tender. The Tenderer then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Govt. Form with the Chairman, Purulia Municipality and fulfill all his obligations as required by the Contract.
15.	Escalation of Cost	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.
16.	Name & address of Engineer-In-Charge (EIC) of the Work	Shubhankar Mandal, Assistant Engineer, Purulia Municipality, Purulia
17.	Execution of Work	The Contractor is liable to execute the whole work as per direction and instruction of the Assistant Engineer, Purulia Municipality, Purulia

18	Departmental Materials		No materials will be supplied to the Contractor.
19.	Payment		Payment will be made to the Contractor by the <b>Chairman, Purulia Municipality</b> periodically on recommendation.
20.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his Tender liable to rejection.
	<b>Following clauses are to be adhered to by the concerned Tenderder during the process of Tenderding.</b>		
21.	In case office faces sudden closure owing to reason beyond the scope and control of the Chairman, Purulia Municipality, any of last date/dates as schedule in Sl. No <b>7</b> may be extended up-to/to next and following working day without issuing further and separate notice should the Chairman feel it to be necessary and exigent.		
22.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Tenderer.		
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 Tenderer strictly.		
24.	Tender acceptance authority is the Chairman, Purulia Municipality on recommendation of the Assistant Engineer, Purulia Municipality, Purulia or his appropriate authorities.		
25.	In case of any dispute arising from any clauses of similar nature between Tender documents and Municipal tender form, the decision of Assistant Engineer, Purulia Municipality, Purulia will be final and binding.		
26.	All usual deductions for taxes i.e. ST, IT, and Labour welfare cess etc. as applicable will be made from the bills from time to time (please refer cl.57 of section C)		
27.	No conditional/ incomplete Tender shall be entertained.		

28.	<p>In the event of e-Filing intending Tenderer may download the quotation document from the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> directly by the help of Digital Signature Certificate. Pay Order in support of Earnest Money Deposit shall have to be up-loaded through e-Filing, (scanned copy to be submitted) (Details of which has been narrated in “Instruction to Quotationer”).</p> <p>Financial Tender will be submitted duly digitally signed in the Website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> Tender document may be downloaded from website &amp; submission of Financial part as per Tender Schedule.</p> <p>The requisite Earnest Money, as specified in this N.I.T shall be paid by drawing a Demand Draft/Pay order on any Nationalized Bank/Scheduled Bank in favour of the <b>Chairman, Purulia Municipality payable at Purulia, Dist: Purulia</b>. Every such Demand Draft /pay order shall be drawn on or after the date of publish of N.I.T. At the time of uploading the Tender, the intending Tenderer shall upload a scanned copy of such Demand Draft/pay order along with his/her quotation. However such Demand Draft/pay order shall invariably have to be submitted by the intending Tenderer or sent by post/courier to the Tender Accepting Authority (Chairman, Purulia Municipality) before opening date, for which the Tender Accepting Authority will not be held responsible for delay in delivery or loss of the Demand Draft /Pay order so mailed through post/courier. Any tender without such Demand Draft/Pay order (Excepting exemption as per G.O.) shall be treated as informal and shall automatically stands cancelled.</p>
29.	<p>The tenderer, at his 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 tender and entering into a contract for the work as mentioned in the Notice inviting Tender. The costs of visiting the site shall be at the tenderer’s own expense. Traffic management and execution shall be the responsibility of the Supplier at his/her/their risk and cost.</p>
30.	<p>The Chairman of Purulia Municipality reserves the right to reject any application for purchasing tender documents and to accept or reject any or all the offered tender without assigning any reason whatsoever and is not liable for any cost that might have incurred by any tenderer at any stage of tender.</p>
31.	<p>Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in ‘Instructions to tenderer before tender.</p>
32.	<p>During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Tenderer will not be allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.</p>
33.	<p>Before issuance of the work order, the tender inviting authority may verify the credential &amp; other documents with the original of the lowest Tenderer, if found necessary. After verification, if it is found that such documents submitted by the lowest Quotationer is either manufactured or false, in that case, L.O.A./ work order will not be issued in favour of the Quotationer under any circumstances.</p>
34.	<p>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 there to and the rules made and order issued there under from time to time.</p>

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 the tender 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 the tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
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Sd/-  
Chairman  
Purulia Municipality, Purulia

**No. 1999(M.G)**

**Dated: 05/01/2017**

**Copy forwarded for wide circulation through:**

1. District Magistrate, Purulia
2. Sabhadhipati, Purulia Zilla Parishad, Purulia
3. National News Paper (Engilish/Bengali)
4. Local News Paper
5. Office Notice Board

Sd/-  
Chairman  
Purulia Municipality, Purulia

INSTRUCTION TO TENDERERS  
SECTION – A

1. General guidance for e-tendering

Instructions/ Guidelines for tenderer for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

2. Registration of Tenderer

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

3. Digital Signature Certificate (DSC)

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, 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 Tenderer. DSC is given as a USB e-Token.

4. The contractor can search and download NIT and Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Submission of Tenders.

General process of submission of Tenders are to be submitted through online to the website stated in Cl. 2 in percent (above/ below) folder at a time for work, before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A-1. Statutory Cover Containing

- i. Prequalification Application (Sec-B, Form – I)
- ii. Scanned Copy of Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT in favour of the Chairman, Purulia Municipality, payable at Purulia.
- iii. Financial Statement (Section – B, Form – II).
- iv. Affidavits (Ref: - format for general affidavit shown in "Y" Part "B".)
- v. Printed Tender Form and NIT (Sl. 10; Part I) with all addenda and corrigendum (download and upload the same Digitally Signed, quoting rate will only encrypted in the Price Schedule under Financial Tender. In case quoting any rate in Printed Tender Form the tender will be summarily rejected).
- vi. Certificate of Bank Guarantee by any Nationalized Bank (if required).
- vii. Bank Solvency Certificate.

A-2. Others Important Document (My Space)  
Certificates

1. Professional Tax (PT) Clearance Certificates and IT & PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.

2. VAT Return Certificate of the last quarter of the previous financial year.

i. **Company Details.**

1. Registered Deed for Partnership Firm /Joint Ventures from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
2. Trade License for Proprietorship Firms.
3. Memorandum of Articles for Limited Companies.
4. Society Registration and Bye-Laws for Co-operative Societies.

ii. Credential

1. Completion Certificate of completed (100%) work(s) supported by Bill of Quantities (BoQ"s) as detailed in Form-3 executed during the current financial year and the last three years. Also refer to Clause 4.
  2. Audited Balance Sheet of last three financial years or of such period, if the company was set up less than three years ago, with auditor"s certificate regarding annual turnover from contracting business in each year.
- iii. Equipment and manpower (if required, to be sought for in a separate standardized format).
- iv. Other

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

B. Tender Evaluation

i. Opening and evaluation of tender: - If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished.

ii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for My space (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

iii. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee.

iv. While evaluation, the committee may summon the tenderers 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 -10 the financial proposal to be uploaded digitally signed by the Tenderder.

6. Financial capacity of a tenderer will be judged on the basis of working capital and available Tender capacity as mentioned in the N.I.T. 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 Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Tenderer; the Tenderer 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 three years, net worth Tender capacity etc. are to be submitted which must demonstrate the soundness of Tenderer's 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 tenderer is strictly prohibited and in case of such act by the tenderer 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 TENDER**

The Employer (tender accepting authority) reserves the right to accept or reject any Tender and to cancel the Tendering processes and reject all Tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.

The Tenderer whose Tender has been accepted will be notified by the Tender Inviting and

Accepting Authority through acceptance letter.

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.T., all addenda-corrigendum, special terms and condition (Section –C), different filled-up forms (Section –B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Tenderer.

Sd/-  
Chairman  
Purulia Municipality, Purulia

