OFFICE OF THE COUNCILLORS OF UTTARPARA-KOTRUNG MUNICIPALITY

Uttarpara, Hooghly.

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Notice Inviting e-Tender No. : UKM/PWD/011(e)/2025-26

Memo No: 4/6453 **Dated: - 03/06/2025**

Chairman, on behalf of Uttarpara-Kotrung Municipality invites e-tender for the work detailed in the table below. (Submission of Bid through **online**) List of Schemes:

Sl. No	Name of the work (1)	Amount put to Tender (Rs.) (2)	Earnest Money (Rs.) (3)	Period of Completi on (4)	Name of the Concerned officer (5)	Eligibility of Contractor (6)
01	Construction of Pathway at Northern & Estern Side of Bhorer Alo Pond under Uttarpara-Kotrung Municipality. **(Under – Available Fund)**	**Rs. 42,92,373.00** (Rupees Forty Two Lakh Ninety Two Thousand Three Hundred Seventy Three only)	2% of estimated value to be submitted online in favour of "**Uttarpara-Kotrung Municipality**" payable at **Uttarpara** during submission of Tender **(Rs. 85,847.00)**	120 days from the date of issu ing work order	Chairman, U.K.M, Uttarpara, Hooghly.	**a)** Bonafied, resourceful contractors having experience of execution of similar type of works in Govt. Organization and with a valid payment certificate of executing a single contract of value not less than 40% of the estimated amount of this work within last 5 years. No private credentials will be considered. Satisfactory completion certificate must have to be produced while depositing the tender. **b)** Intending Contractors /Tenderers must be financially sound and have their machineries required for the job.

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The cost of tender paper fee of Rs. - 2505/- (Two Thousand Five Hundred and Five) for SL No.- 1 has to be paid only by the L1 (lowest bidder) after the financial evaluation and before the formal agreement, otherwise the bid will be treated as cancelled.

All the bidders have to submit A notarial affidavit declaration in non-judicial stamp paper (Minimum of Rs.10) online.

"I Sri/Smt.....son of ....., by faith-Hindu, by nationality – Indian, by occupation – business, residing at ....., do hereby solemnly affirm and declare as follows :-

1. **That I am a proprietor/partner of "....." having it's registered office at.....**

2. **That being a proprietor of the aforesaid firm I have submitted quotation in respect of NIT/Quotation no.....of.....along with some documents in support of our bid/quotation.**

3. **That all the documents submitted by me along with the said bid/quotation are genuine in nature and if any defects or fraudulent found in future I will be solely liable for the same.**

4. **That I am an Indian National.**

That the all above statements are true to the best of my knowledge and belief and I sign this declaration on .....day of.....

No E.M.D. exemption will be allowed for M.S.M.E. certificate holders.

Requirement of Credentials:

i) Intending tenderers should produce credentials of a similar nature of completed work of at least 40% (forty percent) of the tendered amount during last 5 (five) years prior to the date of issue the tender notice, or

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed works, each of the minimum value of 30% of the estimated amount put to tender during last 5 (five) years prior to the date of issue the tender notice, or

iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned engineer in charge will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the contractors.

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Necessary 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 the e–tendering portal. Intending Bidder will get the Beneficiary details from e–tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name(ICICI Bank) & IFSC Code and e–Proc Ref No.Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E–Procurement site. Bidders are also advised to submit EMD of their bid, at before the bid submission closing date and time as it requires time for processing of Payment of EMD.Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid Documents.

1)In the event of e-filling, intending bidder may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate. Necessary Earnest Money should be submitted through online in favour of the **" Uttarpara-Kotrung Municipality" payable at Uttarpara** and also to be documented through e-filling.

2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website http://wbtenders.gov.in

3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per time Schedule stated in Sl. No.-15.

4) The financial offer of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Committee of Uttarpara-Kotrung Municipality Authority. The decision of the 'Tender Committee of Uttarpara-Kotrung Municipal Authority' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

5) **Eligibility criteria for participation in the tender**

(1) As per NIT detail table **(Sl. No. -7)** above

Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Certificate for the current year, **Valid Pan Card issued by the IT Deptt, Govt. of India, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017(As instructed by Govt of W.B. vide Memo No:- 4374F(Y) Dt-13.07.2017) are to be accompanied with the Technical Bid Documents.**

"Tax invoice needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017".

[Non-statutory documents]

The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

Joint Ventures will not be allowed.

[Non-statutory documents]

A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job without assigning any reason thereof.

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The executing agency may not get a running payment unless the gross amount of running bill is 40% of the tendered amount whichever is less. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No.-2911(ii)(of **Uttarpara-Kotrung Municipality**) so far as they relate to quantum and frequency of payment is to be treated as superseded.

Adjustment of price in respect of construction materials shall not be applicable. The bidders shall quote their rate accordingly.

No mobilization advance and secured advance will be allowed.

Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

All materials required for the proposed work shall be of specified grade inconformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from every Bill of the selected agency. There shall be no provision of Arbitration.

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

6) Date and Time Schedule:

Sl. No	Particulars	Date & Time
01	Date of NIT & Other Documents	03/06/2025
02	Documents download/sell start date (Online)	03/06/2025 at 18:00 Hrs.
03	Bid submission start date (Online)	03/06/2025 at 18:00 Hrs.
04	Bid submission closing (Online)	23/06/2025 at 16:00 Hrs.
05	Bid opening date for Technical Proposals (Online)	26/06/2025 after 11.00 Hrs.
07	Date of uploading list for Technically Qualified Bidder (Online)	To be Notified Later
08	Date for opening of Financial Proposal (Online)	To be Notified Later

Other Important Terms & Conditions:-

A) **The materials related to the work are to be supplied in accordance with the specification of the B.O.Q by the tenderer.**

B) **Deduct security Deposit @ 10% of the Gross amount of the bill as per G.O. and 2% Earnest money will be adjusted to the security deposit of the 10% gross deduction against work done value refunded as per law. and Security Deposit will be returned to the agency after the Completion of defect Liability period 5 (Five) years from the date of completion of the work, as per order of Government of West Bengal Law & Arbitration Cell Public Works Department vide G.O no. 5784-PW/L&A/2M-175/2017. Dated- 12-09-2017 i) No Security deposit shall be refunded to the contractor for 1st 3 years form the actual date of completion of the work. 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 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.**

C) **Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work during execution phase as per order of Government of West Bengal, Finance Department, Audit branch vide G.O no. 4608-F(Y)-18/06/2018**

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D) **All intending bidders must be submitted their List of technical personnel employed under the organization (or on contact basis) in details with name, qualification, experience and, address with contact number. Failing which tender will not be accepted.**

E) **The L1 Bidder has to take Three (3) Nos. of Photographs of the work.....**
   I) **Before Commencement of the work**
   II) **During Execution of the work**
   III) **After Completion of the work**
   And submit the printouts of the same to the department.

B) If the agency fails to do the work as per the agreement with the Department, penal action in the form of forfeiture of earnest money and or security deposit money, as decided by the authority, will be imposed on the agency and the decision of the authority will be conclusive and binding. In this respect, the Uttarpara-Kotrung Municipality shall be empowered to invoke the Earnest Money deposited in favour of him.

7) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 5 (five) year from the date of successful completion of the work to the entire satisfaction of the Authority. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 5 (five) years from the date of completion of the work. Provision in Clause No. 17 of Form No. -**2911(ii)(of Uttarpara-Kotrung Municipality)** shall be treated as superseded.

8) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

9) 2% of the amount put to tender to be deposited as E.M.D. in favour of **"Uttarpara-Kotrung Municipality "** in the form of online submission, payable at Uttarpara.

10) The Bidder, 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 Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

11) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of **Uttarpara-Kotrung Municipality** reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

12) **Refund of EMD:** The Earnest Money of all the unsuccessful bidders will be refunded through online process after uploading **AOC (Award of Contract) procedure** as per Government Order 3975-F(Y), dated 28/01/2016 of Secretary Finance Department, Govt. of West Bengal. Government Order 441-F(Y) Dated-27/01/2020

13) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids

14) Conditional / Incomplete tender will not be accepted under any circumstances.

15) The intending Tenderers are required to quote the rate online.

16) 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.

17) **Guiding Schedule of Rates**:-Rates have been taken from P.W.D./P.H.E. (W.B.) for "Building Works", "Sanitary & Plumbing Works" Schedule of rates effective since 2017 read with latest corrigendum and "Roads" Schedule of rates.

18) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect /manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

19) The Chairman of Uttarpara-Kotrung Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances.

20) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Uttarpara-Kotrung Municipality i.e. Tender Inviting Authority within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Inviting Authority. No Claim in this respect will be entertained.

21) Before issuance of the **WORK ORDER**, the tender inviting authority will verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

22) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

1) Form No.-2911(ii)(of Uttarpara-Kotrung Municipality)
2) N.I.T.
3) Technical Bid
4) Financial Bid

23) Qualification criteria:

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

1) Financial Capacity
2) Technical Capability comprising of personnel & equipment capability
3) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder /tenderer will be rejected at any stage without any prejudice.

24) Escalation of price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

25) **Registered Co-Operative Societies Ltd will get preferences as per Tender policy as mentioned in G.O No-5400F(Y) Dated 25.06.12 and G.O No- 1500F(Y) Dated 25.06.14) in that case, They have to submit all the relevant documents regarding their Co-Operatives strictly abiding by the Rules & Regulations of Co-operative Act.**

Chairman
Uttarpara-Kotrung
Municipality

SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering:
Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i. **Registration of Contractor**:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to https://wbtenders.gov.in the contractor is to click on the link for e-Tendering site as given on the web portal).

ii. **Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. **Participation in more than one work:**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

v. **Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause A.1. In two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date &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).

Technical Proposal:

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

5(a). Statutory Cover containing the following documents:

1)Form No.- 2911(ii)(of **Uttarpara-Kotrung Municipality**)

2) N.I.T.

3) Form-1 to 4

(NIT, 2911& Corrigendum downloaded properly and upload the same digitally signed). **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate the tender is liable to be summarily rejected.**)

Financial Proposal :-

5(b). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

5(c). Non-Statutory Document :

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder

Sl. No	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	PAN, LATEST IT ACKNOWLEDGEMENT, P.TAX Certificate or PTCC, ESI & PF Certificate of Company/Bidder, GST Registration Certificate
B	Company Detail(s)	Company Detail(s)	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE
C	Credential	Credential	Similar nature of work done & completion certificate which is applicable for eligibility in the tender.
D	Financial Info		Audited Balance Sheet & Profit & Loss A/c. for the Financial Year- 2021-22, 2022-23 and 2023-24 And Intending tenderers should have valid Bank solvency of minimum Rs. 20% of estimated amount put to tender rounded to lakh Rs in lower side > lakh (from any Indian scheduled / nationalized bank) issued **not before 6 months** from date of NIT and shall be valid at the time of submission of tender.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No.5.(a). and Sl. No.: .5.(b). and Sl. No. : 5(c). will render the tenderer liable to be rejected for both statutory & non statutory cover.

Seal and Signature of the Tenderer

Chairman
Uttarpara-Kotrung Municipality

Chairman
Uttarpara-Kotrung
Municipality

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a).) will be opened first and if found in order, cover (folder) for Non- Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee. Summary list of technically qualified tenderers will be uploaded online. to scrutiny & decision of the Tender Committee's the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

1. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the Percentage rate (Presenting Above/Below/At par) 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 & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Rejection of Bid:

Tender Inviting 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 Tender Inviting Authority action.

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in From No. -2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through cash within time limit to be set in the letter of acceptance.

Seal and Signature of the Tenderer

Chairman,
Uttarpara-Kotrung Municipality

Chairman
Uttarpara-Kotrung
Municipality

SECTION – B
FORM – I
PRE-QUALIFICATION APPLICATION

To
Chairman
Uttarpara-Kotrung Municipality
Uttarpara, Hooghly.
712258.

Ref. : Tender for_____

(Name of work)_____

_____

Notice Inviting e-Tender No. : UKM/PWD/011(e)/2025-26, Dt- 03/06/2025

Dear Sir,
Having examined the Statutory, Non-statutory & N.I.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_____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:

1) Tender Inviting & Accepting Authority /Engineer-in-Charge can amend the scope & value of the contract bid under this project.
2) Tender Inviting & Accepting Authority /Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s) : **e-Filling –**
1) Statutory Documents.
2) Non-Statutory Documents.

Date:

Seal and Signature of the Tenderer

Chairman
Uttarpara-Kotrung Municipality

Chairman
Uttarpara-Kotrung
Municipality

SECTION – B

Form-II

1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.

2) The under-signed also hereby certifies that neither our firm M/S_____

_____nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 3 (three) years prior to the date of this N.I.T.

3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

_____
Signed by an authorized officer of the firm

_____
Title of the officer

_____
Name of the Firm with Seal

Date:_____

Seal and Signature of the Tenderer

Chairman
Uttarpara-Kotrung Municipality

Chairman
Uttarpara-Kotrung
Municipality

SECTION – B

FORM – III

STRUCTURE AND ORGANISATION

1) Name of Applicant : _____

2) Office Address : _____

_____

_____

Telephone No:- _____

Fax No:- _____

3) Name & Address of Bankers:- _____

_____

_____

4) 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

Seal and Signature of the Tenderer

Chairman
Uttarpara-Kotrung Municipality

Chairman
Uttarpara-Kotrung
Municipality