

OFFICE OF THE COUNCILLORS
SURI MUNICIPALITY
P.O-SURI ☉ DIST.-BIRBHUM

From: The Chairman / Vice Chairman
Memo No. 503 / SM

Date: 24 / 05 / 2018

NOTICE INVITING e-TENDER NO : WB/UD&MAD / SURI / e-NIT- 01 / 2018-19

(Submission of Tender through online)

On behalf of the board of councilors, The Chairman, Suri Municipality, invites e-Tender (electronic tender process), to obtain a "Sealed percentage rate tender", for the under mentioned works, from suitable bonafide contractors for the work as per list published with this notice. The intending tenderer if found himself eligible to participate in the tender should download the detail Tender Notice along with tender document from "e-tender" link under <http://wbtender.gov.in> website. The EMD as specified should be deposited through ICICI gateway RTGS / NEFT base on line payment mode in favour of the "Chairman, Suri Municipality, Suri , Birbhum." and payable at Suri. The scanned copy of on line transaction must be uploaded at the time of on-line bid submission. In addition to uploading the scanned copy, the original transaction must be submitted separately to this Municipality for EMD proof document if required. Without uploading/submission of either the scanned copy of EMD proof document, the tenders will be treated as **non-responsive**. The tenderer will have to submit their bid **on-line** in two cover/folder system containing pre qualification document (**Technical Bid**) in one and **Financial Bid** in another. The list of important dates is also given in **Table-I** of this Notice and Standard Bidding Document (**SBD**).

The detailed tender notice along with Tender Documents and other forms is available at "e-tender" link under <http://wbtender.gov.in> website.

Sl No	Name of Work	Amount put to tender (Rs)	Earnest Money @2% in Rs.	Cost of Tender Papers in/c documents	Time allowed to complete the work	Class
1	Residual Works for Beautification and Landsaping of Hospital within Suri Municipality in Ward No.- 9	Rs 1,45,65,434/-	Rs 2,91,309/-	Nil	150 days	Bonafide , Experienced at least 40% of Civil Engineering Works of single work for last five years and financially capable Contractors are eligible.

✓ Chairman,
Suri Municipality.
Chairman
Suri Municipality

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

1. The Sabhadhipati. Birbhum Zilla Parisad.
2. The Chief Engineer, MED, Bikash Bhavan. Salt Lake City , Kol- 91.
3. The Director, SUDA, Ilgus Bhaban, Kol-700106, Sec-IV.
4. The District Magistrate, Birbhum , Suri , Birbhum.
5. The Superintending Engineer, West Circle, M. E Dte, Burdwan.
6. The Executive Engineer, MED, Birbhum Division, District Sports Complex , Suri, Birbhum.
7. The Sub-Divisional Officer, Suri Sub-Division, Suri , Birbhum.
8. The C.M.O.H , Suri , Birbhum.
9. The District Information & Cultural Officer, Birbhum , Suri , Birbhum.
10. Block Development Officer, Suri – I Development Block-, Suri, Birbhum.
11. The Executive officer, Suri Municipality.
12. The Finance officer, Suri Municipality
13. The Cashier, Suri Municipality.
14. The office Notice Board, Suri Municipality for wide circulation.


✓ Chairman,
Suri Municipality.

Chairman
Suri Municipality

TABLE - 1**DATE, SCHEDULE & DESCRIPTION OF WORK:-**

A. a)	Name of the work	:	Residual Works for Beautification and Landscaping of Suri Hospital within Suri Municipality in Ward No.- 9
b)	Eligible for submission of Tender	:	<ol style="list-style-type: none"> 1. Tenderers should have Valid PAN, GST Certificate & Professional Tax Clearance Certificate. 2. Should have sufficient experience of at least 40% of Civil Engineering Works of single works for last five years. 3. Should be bonafide and financially sound contractors. 4. P.F & E.S.I Registration certificates.
c)	Name & Address of the Engineer-in- Charge	:	Executive Engineer, Birbhum Division, Municipal Engineering Directorate.
d)	Price per copy of the set of Tender documents	:	Rs. Nil.
e)	Documents require to be submitted along with the Application for obtaining quotation paper	:	<p>Valid PAN, GST Certificate & Professional Tax Clearance Certificate & Income Tax Clearance Certificate together with up-to-date Income Tax Return, P.F & E.S.I Registration Certificate.</p> <p>Organizational Structure, Annual Report and audited Balance Sheet of last year.</p> <p>Previous Experience Certificate of Civil Engineering Works of single works for last five years.</p>
f)	Earnest money:-	:	@2% of the Estimated Amount put to Tender as Earnest Money The requisite cost of Bid documents (If any) and Earnest Money, as specified in this e-NIT shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal) to the A/C No.(Details can be had from the office of the Chairman , Suri Municipality) of the Chairman , Suri , Municipality , Suri , Birbhum.
g)	Time of completion of work	:	150 Days from the date of agreement.

B:-	<u>Date and Time Schedule as follows :</u>	:	
i)	Date of uploading of e-NIT, and Tender Documents online (Publishing Date)	:	25 .05.2018
ii)	Document downloaded / sale start date (on line)	:	26.05.2018 from 10:00 AM
iii)	Tender submission start date (on line)	:	26.05.2018 from 1:00 P.M
iv)	Tender submission closing date (on line)	:	25 .06.2018 up to 1:00 PM
v)	Tender opening date for Technical proposals (on line)	:	27.06.2018 at 1:00 PM
vi)	Date of uploading list for Technically Qualified Tenders (on line)	:	To be notified later on.
vii)	Date and place for opening of Financial proposals (on line)	:	To be notified later on.
viii)	Authority who recommend the Prequalification of Tenderer.	:	Tender will be checked for Pre-Qualification mentioned in point 'A(b)' of this table by the Superintending Engineer , M.E.Dte. , W.C , Burdwan / Executive Engineer, M.E.Dte.. Birbhum Division.
ix)	Work order issuing authority	:	The Chairman, Suri Municipality, Suri.

x)	Authority for making payment to the contractor.	The Chairman, Suri Municipality, Suri.
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NOTE :-

1. In case of Bundh/strike/holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. B) v) to viii) of Table-1.

2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Municipal Engineering Directorate, Govt. of West Bengal under the Deptt. of Municipal affairs. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines of similar nature of works like under different Govt. works programme.

7. Submission of Tender :

7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is for Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be Uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

a. Statutory Technical folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail.
- ii) Scanned copy of online transaction towards Earnest Money Deposit (EMD) as prescribed in the NIT against work should be in favour of the Chairman, Suri Municipality.
- iii) Notice Inviting e-Tender.
- iv) B O Q /Price Schedule

Note:

i. Only downloaded copies of the documents are to be uploaded, virus Scanned and digitally signed by the contractor.

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

iii. Tenders will be summarily rejected if any item in the statutory cover is missing.

iv. Necessary deduction i.e. GST, S.T. I.T. CESS etc. will be made as per relevant Govt. order.

v. Original Transaction document under Sl. No. (f) Under Table - 1 should reach to the Chairman, Suri Municipality on or before due date and time as stated earlier.

b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, IT PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Up to date GST, P.F & E.S.I Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.
- iii. Organizational Structure, Annual Report and audited.
- iv. Balance Sheet of last year.
- v. Previous Experience Certificate.
- vi. Bank solvency certificate Rs. 50.00 Lac.

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 Documents list and then click the tab –Submit Non 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 to upload the Technical Document

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. GST Registration Certificate 2. PAN Card 3. P Tax (CHALLN) 5. Income Tax Return receipts 6. P.F & E.S.I Registration Certificate 5. Pre Qualification Application (Form I)
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Completion Certificate for Similar Nature of Work Done (refer clause 6. A(b)).

9. Financial Proposal

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the tenderer is to quote the rate (for individual item separately) online.

ii) Only downloaded copies of the above documents are to be uploaded virus

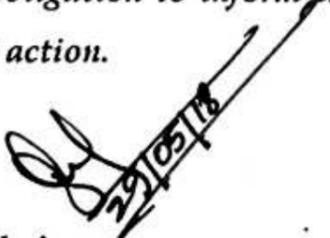
Scanned & digitally signed by the contractor.

10. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Suri Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

11. Rejection of Tender

The employer (Tender accepting authority) receives the right to accept or reject any Tender and to cancel the quotation process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Tenderer or any obligation to inform the affected tenderer of the ground for employer's (Tender accepting authority) action.


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