

Website – [www.khirpaimunicipality.in](http://www.khirpaimunicipality.in)

Email: [khirpaimunicipality@yahoo.in](mailto:khirpaimunicipality@yahoo.in)

ক্ষীরপাই

Office of the Councilors of the

**KHIRPAI MUNICIPALITY**

পৌরসভা

At Post- Khirpai, Dist- Paschim Medinipur, Pin- 721232

Fax No.: (03225) 260881

Phone No.: (03225) 260233

# BID DOCUMENTS

## Project of minimum services programme

*Tender for- SUPPLY & INSTALATION OF STREET LIGHT & HIGH MAST UNDER GREEN CITY MISSION WITHIN KHIRPAI MUNICIPALITY*

### **TWO PART BID**

*Part –I: Technical Bid*

*Part-II: Financial Bid*

**Bid No.: WBMAD/ULB/KHIRPAI/CM /2017-18/NIT-4**

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## Notice inviting E-TENDER

1. The Chairman, on behalf of the Board of Councilors, Khirpai Municipality, P.O-Khirpai, Dist.-Paschim Medinipur, PIN-721232 invites E-Tenders from the reputed, resource full and experienced Companies/Firms/Contractors, as per following works/work(Submission through Online):
- 2.

No.	Brief description of work	Estimated Amount(Rs.) (with Contingency)	Earnest Money(Rs.)	Eligibility of Contractor	Cost of Technical Financial Bid document & Municipality Form 2911(ii) (Rs.)	Period of Completion
1	SUPPLY, ERECTION, FITTING AND FIXING HIGH MAST FLOOD LIGHTS LUMINARIES AND LIGHTING IN VIEW OF SAFETY POINT & BEAUTYFICATION AT DIFFERENT PLACES UNDER KHIRPAI MUNICIPALITY, PASCHIM MEDINIPUR	7966545.00	154690.00	Bonafied, reliable, resourceful and experience contractors having sound financial status and having credential of Supply & Installation of a magnitude of <b>40% (forty percent)</b> of the estimated amount put to tender (without consideration on any price devolution)Govt./Semi Govt./Statutory of local bodies. Credential means completion certificate as well as payment certificate of a single contract of a similar nature of work.	5000/- (One Thousands five Hundred	Six(6) Months
2	STREET LIGHT INCLUDING S&D OF ST POLE SIZE 9MTR LONG NON SLOTTED COMPLETE WITH BASE PLATE WITH LATEST VERSION ABD AS PER DESIGN DRAWING AND DIRECTION OF THE EIC IN DIFFERENT PLACES WITHIN KHIRPAI MUNICIPAL JURISDICTION UNDER GREEN CITY MISSION	12390831.00	240599.00	Do	5000/- (One Thousands five Hundred )	Six (6) Months

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3. Any contractor willing to take part in the process of E-Tender will have to be enrolled & registered with the Government E-Procurement system; through logging on to <https://etender.wb.nic.in> using the option "Click here to Enroll". Possession of a valid Class II Digital Signature Certificate (DSC) in the form of smart card /E-token in the company's name is a prerequisite for registration and participating in BID submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agency, details of which are available in the web site <https://etender.wb.nic.in> in under the link "Information about DSC"
  4. Intending tenderers can search and download NIT and tender documents electronically by logging on the website <https://etender.wb.nic.in> or <https://wbtenders.gov.in> using his Digital Signature Certificate (DSC). This is the only mode of collection of tender documents.
  5. In case of online submission the EMD(Earnest Money Deposit) if applicable should be send physically to the office of the Chairman Khirpai Municipality, P.O-Khirpai, Dist.-Paschim Medinipur, PIN-721232, payable at Khirpai under sealed cover 24 hours after submission of Technical bid and Financial bid both will be submitted concurrently duly digitally signed in the website <https://etender.wb.nic.in> or <https://wbtenders.gov.in> . during participation of E-Tendering tender fees is required to deposit physically to the office of the Chairman Khirpai Municipality, P.O-Khirpai, Dist.-Paschim Medinipur, PIN-721232, payable at Khirpai under sealed cover 24 hours after submission of Technical bid and Financial bid both will be submitted concurrently duly digitally signed in the website <https://etender.wb.nic.in> or <https://wbtenders.gov.in> . Tender documents maybe download from website & submission of Technical bid Financial bid as per tender time scheduled stated in SL. No. 08. The documents during execution of formal agreement, the contractor shall submit Rs.10 non judicial stamp paper in favour of Agency/Contractor's name for Tender agreement.
  6. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner.
  7. **Necessary cost of Earnest Money & Tender Fee 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 & TF 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 & TF through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD & TF of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

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8. **Eligibility criteria for participation in the tender.**

9.

- i) Other contractor as mentioned in the statement of the NIT, the prospective tenders who are eligible to participate as per relevant GO mentioned in the statement, should have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue as this notice at list one work of similar nature under the above mentioned authority, having a magnitude of **40% (forty percent)** of the estimated amount put to tender (without consideration on any price devolution). In support of the credential, scanned copy of the **Completion Certificate** issued by the executing authority should be loaded as **Non-Statutory Document** through online.
- ii) Uploading of scanned copies of pan card, Income Tax(saral) Acknowledgement receipt for Assessment year 2016-17, Professional Tax receipt for the year 2016-17, VAT registration Certificate including VAT return in the technical proposal as **Non Statutory Documents**. Enlisted contractor are to upload scan copy of their Certificate of Enlistment.
- iii) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i), registration paper in support of their registration, bye Laws, audited balance sheet showing account up to 2015-16, latest valid clearance certificate from the ARCS, eligible list of the Registered Unemployed Engineer's Co-Operative Societies and registered Labor Co-Operative Societies issued by the concerned ARCS showing the name of their society as Non Statutory Document.
- iv) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association of Memorandum [Non Statutory Documents].

**10. Submission of Tenders**

**10.1 General process of submission**

Tenders are to be submitted online through the website stated in Clause 2, in two folders, at a time of each work, one is Technical proposal and another is Financial proposal, before the prescribed date and time mentioned under Cl. 8. Using the Digital Signature Certificate (DSC), the documents are to uploaded various scanned and Digitally signed. The documents will be encrypted (Transformed in to non readable formats).

**N.B.:** *if the stipulated dates (offline) being is holiday otherwise disrupted then next working days will be fixed for necessary works.*

**10.2 Technical Proposal**

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

**a. Statutory / Technical file cover containing,**

- i. Notice inviting tender.
- ii. Municipality tender Form. No. 2911 (ii)

**Note:**

- i. Only download copies of the documents mentioned under Cl. 7(iii) & (iv) 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. Tender will be summarily rejected if any item in the statutory cover is missing.**

**b. Non statutory / Technical file cover containing,**

- i. Professional Tax (PT) clearance certificate and IT PAN shall remain valid up to date of opening of the tender. Application for such clearance address to the component authority may also be considered.
- ii. VAT registration Certificate and Return Certificate of the last quarter of the current financial year.
- iii. Registered Deed for partnership firm.
- iv. Completion Certificate [as stated in the Clauses 6(i)] for one single work of similar nature work /worth at least 40% of the amount put to tender for the work the contractor intends to participate.
- v. For Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of there registration, Bye Laws, audited balance sheet showing accounts up to 2015-16

**THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANER.**

Click the check boxes beside the necessary documents in the “my documents” 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 to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. VAT Registration Certificate 2. PAN Card 3. P.Tax (Challan) 2017-18

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			4. GST
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Incorporation Certificate, Trade License) 4. Co-Operative Society(Society Registration Certificate, By Laws, Audited Balance sheet for the Fy 2015-16) 5. Power of Attorney (Registration)
C.	CREDENTIAL	Credential1 Credential2	Completion Certificate for Similar Nature of Work Done as 1. Mentioned 7.2/b//iv 2. Enlistment Copy issued by Department.

**Note:** failure of submission of an one of the above mentioned documents will render the tender liable to summary rejection. The original copies of the Demand Draft/Bankers Chque both towards cost of Tender Documents and Earnest Money Deposit (if applicable) should be dropped in sealed envelope in the office of the **Chairman Khirpai Municipality, At+po-Khirpai, Dist-Paschim Medinipur, Pin-721232** at least one da before the date of opening of Technical Proposal.

### 7.3 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 rate (percentage above or below) online through computer in the space marked for quoting rate in the BOQ, only download copies of the above documents are to be uploaded, virus scanned and digitally signed b the contractor.

**Penalty for submission /distortion of facts :** if an Tenderer fails to product the original hard copies of the documents uploaded or any other documents on demand of Tender inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies if there is any suppression, the Tenderer will be suspended from the 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 Mone Deposit will stand forfeited, beside **The Chairman, Khirpai Municipality, At+Po-Khirpai, Dist-Paschim Medinipur, Pin-721232** may take appropriate legal action aqaint such defaulting tenderer.

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## 8. Date & Time Schedule:

SI No	Particulars	Date & Time
1	Publishing of Tender (online)	28/02/2018 at 6.00 PM
2	Documents download/sell start date (online)	28/02/2018 at 6.00 PM
3	Bid Submission start date (online)	28/02/2018 at 6.00 PM
4	Documents download/sell end date (online)	21/03/2018 at 6.00 PM
5	Bid submission end date(online)	21/03/2018 at 6.00 PM
7	Opening of Technical Proposal(online)	26/03/2018 at 11.00 AM
8	Date of uploading list for Technically qualified (online)	To be notified later on.
9	Opening of Financial Proposal(online)	To be notified later on.

## 9. Opening and evaluation of Tender

### 9.1 Opening of Technical Proposal

i) Technical Proposal will be opened by The Chairman, Khirpai Municipality, At+Po-Khirpai, Dist-Paschim Medinipur, Pin-721232, and/or his authorized representatives electronically from the website stated in Clause 2, using their Digital Signature Certificate (DSC) at the office of the Chairman, Khirpai Municipality, At+Po-Khirpai, Dist-Pashim Medinipur, Pin-721232 on the date already mentioned under Cl 8

ii) Intending tenderers may remain present if they so desire.

iii) Cover (Folder) for statutory Documents (vide clause 7.2a) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (vide Paragraph -7.2.b) will be opened. If there is a deficiency in the Statutory Documents, the tender will summarily be rejected.

iv) Decrypted (transformed into readable formats) documents of the Non-statutory cover will be download, and evaluated for eligibility.

v) pursuant to scrutiny & decision after evaluation the summary list of eligible tenders & the serial number of work for which their proposal are considered will be uploaded in the web portals.

vi) While evaluation the tender inviting authority may summon the tenderers & seek clarification /information or additional or 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.

### 9.2 Opening and evaluation of Financial Proposal

i) Financial Proposal of the Tenderers found technically eligible, will be opened electronically from the web portal stated in clause 2 on the prescribed date, by the Chairman, Khirpai Municipality, At+Po-Khirpai, Dist-Paschim Medinipur, Pin-721232 at the office of the Chairman, Khirpai Municipality, At+Po-Khirpai, Dist-Paschim Medinipur, Pin-721232.

ii) The encrypted copies will be decrypted and retes will be read out of contractors remaining present at that time.

iii) After Evaluation of the Financial proposal, by the Chairman Khirpai Municipality, At+Po- Khirpai, Dist-Paschim Medinipur, Pin-721232 may upload the final summary result containing inter-alia, name of contractor and the

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rates quoted them against each work provided he is satisfied that the rates obtained are fair and reasonable and the is no scope of further lowering down of rate.

**10.** Lowest valid rate should normally be accepted, However, the Tender accepting Authority, i.e Chairman, Khirpai Municipality, At+Po-Khirpai, Dist-Paschim Medinipur, Pin-721232 does not bind himself to do so and reserves the right to reject an/or all the tenders, for valid reasons and also reserve the right to distribute the work amongst more than one tenderer.

**11.** A tender once quoted shall remain valid for a period of 180 days from the last date of submission of tender.

**12.** All materials required for the proposed works including VG-30 GRADE (Packed) Bitumen, 60/70 grade Bitumen & Bitumen emulsion etc, shall be of approved brand in accordance with relevant ode of practice and manufacturer accordingly and shall be procured and supplied b the agency at their own cost. Authenticated evidence for purchase of cement and steel are to be submitted along with the challan and test certificate. If required b the Engineer-in-charge, further testing from any Government approved Testing Laboratory shall have to be conducted b the agency at their own cost.

**13.** The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Tenders, no cost of Bidding shall be reimbursable b the department Charman, Khirpai Municipaity, at+Po- Khirpai, Dist- Paschim Medinipur, Pin-721232 reserves the right to reject an application for participating and to accept or reject an offer without assigning any reason whatsoever and is not liable for an cost that might have incurred by any Bidder at the stage of Bidding.

**14.** No Conditional Tender/incomplete tender will be accepted.

**15.** The Tender Documents shall consist of the following documents

- i) Municipality Tender Form 2911(ii)
- ii) NIT
- iii) BOQ &
- iv) Drawing

**16.** If an discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one of the following sequence.

- a) Municipality Tender Form 2911 (ii)
- b) NIT
- c) Technical bid
- d) Financial bid

**17** The Successful tenderer shall have to submit the copies of the tender documents within 7 (seven) das of the receipt of the notice of acceptance of tender of execution of Formal Agreement. Failure to complete within the specified time, the contractor shall render his contract liable to termination with forfeiture of earnest money.

- i) Two sets of documents each set containing Municipality Tender Form 2911 (ii), NIT, BOQ & Drawing.
- ii) One set of documents containing page 2 of Municipality Tender Form 2911 (ii), NIT,BOQ & Drawing.

The above documents shall have been purchased from the office of The Chairman, Khirpai Municipalit, At+Po-Khirpai, Dist- Paschim Medinipur, Pin-721232 on the payment of prices per cop mentioned in the NIT. All copies shall have to be signed mentioning the accept rate in the appropriate space and submitted within specified time.



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18. Earnest Money deposited by the successful tenderers will be refunded on application to the chairman, Khirpai Municipality, At+Po- Khirpai, Dist- Paschim Medinipur, Pin-721232.

19. Prospective Bidders shall have to execute the work in such a manner so the appropriate service level for the stipulated stretches/length of road under the improvement is to be maintained during stipulated contractual period till completion of and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of Engineer –in-charge. If any defect/damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Engineer-in-charge may cause the same to be made good by the other agency the deduct the expense (of which the certificate of the Engineer-in-charge shall be final) from an sums that may be then, or any time thereafter become due to contract or from his security deposit, or the proceeds of the sale thereof, or of sufficient portion hereof. Refund of Security Deposit will only be made on the pro-rate basis i.e release of such security Deposit on expire of 1<sup>st</sup> year (from date of completion of the work)

20. Payment for the executed work will be made as per the availability of the fund and no claim whatsoever will be entreated for any delay of payment, if any intending tenderers may consider this criterion while quoting their rates.

21) These shall be no provision of arbitration. Hence clause 25 of Municipality Tender Form 2911 (ii) is no omitted vide notification no 558/SPW dated 13/12/2011 of Principal Secretary, P.W & P.W(Roads) Department.

22. In case of any inadvertent typographical mistake found in the BOQ, the same shall be treated to be corrected as to conform to the prevailing relevant schedule of rates and /or technical sanctioned estimate.

23) Deduction of tax shall be as below as per provision of section 40 of the W.B VAT Acty 2003 with effect from 01/08/2006

i) 3%(three percent) , when the contractor is registered under the VAT Act and such registration is valid on the date of making such payment for which the valid VAT Registration Certificate including VAT return of the last quarter is to be produced by the contractor along with a declaration from the contractor that his certificate of Registration is valid to the best of his knowledge and that he will intimate the contractee i.e. Chairman in case of an notice issued by Commercial Taxes Authority regarding the cancellation of his certificate of Registration.

ii) 5% (Five percent) in all other cases.

iii) Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01/11/2006 in pursuance with G.O No-599A/4M-28/06 dated 27/09/2006

Chairman  
Khirpai Municipalit

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Copy forwarded for information and wide publicit in his notice board to-

1. The Joint Secretary, Govt. of West Bengal, Municipal Affairs Department, Writers Building, Kolkata-700001
2. The Director, SUDA, ILGUS Bhavan, H-C Block, sector-III, Bidhannagar, Kolkata-700106
3. The Chief Engineer, M.E Directorate, Bikas Bhavan, Salt Lake, Kolkata-700091
4. The District Magistrate, Paschim Medinipur
5. The Superintending Engineer, South Circle, M.E. Directorate, Kharagpur, Paaschim Medinipur
6. The Executive Engineer, West Midnapur Division, M.E Directorate, 29 East Avenue, Bidhan Nagar, Paschim Medinipur
7. The Executive Engineer, Midnapur Highway Division No-II, P.W(Roads) Directorate
8. The District Information & Cultural Affairs Department, Govt. of West Bengal, Writers Building, Kolkata-700001
9. The District Information & Cultural Officer(DICO), Paschim Medinipur State Public Information Officer, Pradut Bhavan (Zilla Parishad Complex), Paschim Medinipur
10. The Sub-Divisional Officer, Ghatal, Paschim Medinipur
11. The BDO, Chandrakona-I, Khirpai, Paschim Medinipur
12. The SAE, Khirpai Municipality, Khirpai, Paschim Medinipur
13. The Head Clerk, Khirpai Municipality
14. The accountant, Khirpai Municipality
15. The Cashier, Khirpai Minicipality
16. The Editor, Palli-Pracher, Khirpai, Paschim medinipur
17. The Editor, Bartaman Patrika,
18. Notice Board, Khirpai Municipality
19. The Post Master, Khirpai Post Office, Khirpai, Paschim Meinipur
20. Guard File

**Chairman  
Khirpai Municipalit**