

**OFFICE OF THE CHAIRPERSON, BOARD OF ADMINISTRATORS
BALURGHAT MUNICIPALITY
BALURGHAT, DAKSHIN DINAJPUR
NOTICE INVITING BID (2nd Call)**

Memo No - 2709/PW - 3

Date - 10/01/2022

NOTICE INVITING e-TENDER NO: MAD/ULB/BLGT/WS/01/20-21(2nd Call)

Notice inviting e-Bid by the Chairperson, Board of Administrators, Balurghat for the works mentioned in the list given below, through electronic tendering (e-tendering) from Bonafide, reliable, experienced and resourceful contractors.

Sl No	Name of Work	Earnest Money	Time of Completion	Eligibility Criteria
1	Operation and Maintenance of 18.30 MLD capacity of flow (832cum/hr) <i>Surface Water Treatment Plant conventional type</i> with sub-station & allied works (Part-I) and 18.30 MLD capacity of flow (832cum/hr) <i>Intake Jetty structure</i> with raw water pump house with sub-station & allied works (Part-II) at Balurghat, Dakshin Dinajpur including all necessary consumables for the period of 5 years round the clock.	4 Lakh	60 months	Refer: General Terms and Conditions and information, Clause 01

Intending bidders, desirous of participating in the tender, are to log onto the website <https://wbtenders.gov.in> for the tender. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. NIC, nCodeSolution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below under "General terms and conditions and information".

The intending bidder must read the terms and conditions of the NIEB as well as operation & maintenance guidelines (Part-I & II) carefully which is attached additionally. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

All information posted on the website consisting of NIEB and related documents, Form No I, BOQ, Corrigendum etc. and Drawings if any, shall form part of the tender document.

General Terms and Conditions and information

1. Eligibility for participation:

Bonafide Contractors, Registered Engineers Co-operative Societies and Partnership firms registered with the State Government are eligible to participate, depending on the criteria as detailed below.

Having experience and technical acumen in operation & maintenance (at least for consecutive two years) of :

Conventional type WTP and INTAKE having quantity not less than the 30 % of total given quantity (i.e. 18.30 MLD capacity/each) within last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking

OR

6.75 MLD WTP conventional type within last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc

OR

9 MLD INTAKE within last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.

OR

Two nos. conventional type WTP and Two nos. INTAKE with all E&M works having quantity not less than the 25 % of total given quantity (i.e. 18.30 MLD capacity/each) within last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.

OR

Two nos conventional type 5.85 MLD WTP within last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.

OR

Two nos 7.5 MLD INTAKE within last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.

AND

Having sufficient qualified technical personnel (to be employed under the firm for at least 3 consecutive years) with sound knowledge and experience in execution of similar nature of works.

AND

Having annual turnover of at least Rs. 1.0 Crore or above in any one year of last five Financial years.

AND

Should possess a valid PAN Card, valid trade license, electrical license with electrical supervisory license, GST Registration Professional Tax Clearance Certificate, acknowledgement of submitted IT Returns for the last 3(Three) financial years, E certificate, PF certificate.

Credential in the form of MOU, Joint Venture, Consortium, Sub-Contract etc. will not be allowed at all.

The bidders must have no adverse report, on any account, against their organization for any project worked during last (five) years or working at present. **This clause will lead for rejection of application, even after fulfillment of other eligibility criteria.**

However the tender inviting authority reserves the right to relax the eligibility criteria if felt necessary for the interest of competition.

2. Submission of Tenders:

2.1 General process of submission.

Tenders are to be submitted online through the website stated . All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents.

and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items /percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specifically take note of all the addendum / corrigendum related to the tender and upload the latest documents as part of the tender.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and /or declarations in the following standardized formats in two covers (folders).

A. Technical File (Statutory Cover) containing:

- i.) Application for Tender (Vide Form-I) (to be submitted in 'Forms' folder)
- ii) Notice Inviting e-BID (NleB) (to be submitted in 'NIT' folder)
- iii) Earnest Money Deposit (EMD) – 2% of the Quoted Bid price in two parts, vice
 - a) Rs. 4,00,000.00 (Rupees Four Lakh only) as an initial Earnest Money Deposit which should be remitted through **NEFT/RTGS Challan** from the e-tendering portal in favour of The Chairman, Board of Administrators, Balurghat Municipality and also to be documented through e-filing. The scan copy of NEFT/RTGS challan from the e-tendering portal should be uploaded in file, for the amounts mentioned. The scan copy of NEFT/RTGS challan from the e-tendering portal towards the EMD should be uploaded as Statutory Document/Technical File as per order of Finance Department Govt. of W.B. vide memo no. 3975-F(Y) dated 28.07.2016 .(The Labour Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary G.O. in this regard.)
 - b) Earnest Money Deposit i.e. 2% of bid amount beyond Rs. 4,00,000.00 (if any) shall have to be deposited after acceptance of Bid Proposal.

The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards SD from bill(s). Such deducted amount will be refunded after necessary certification by the competent Authority on expiry of **12 months from the completion date.**

- iv) Scanned Copy of One affidavit before Notary will have to be submitted for each serial mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi- Govt./ Autonomous body/Institution online at desired location.(as per Format Attached)
- v) Drawings if any (to be submitted in 'Drawings' folder)

*** Note: Tenders will be summarily rejected if any item in the statutory cover is not uploaded.**

B. Non-Statutory Cover

i. Certificates:

- 1) Professional Tax (PT) submission Challan and PAN Card details. Application for such addressed to the competent authority may also be considered.
- 2) GST Registration Certificate (updated)
- 3) Annual turnover of at least Rs. 1.0 Crore or above in any one year of last five Financial years
- 3) Upto- date Bank Solvency Certificate from any Scheduled Bank of Rs. 50 lakhs

ii. Company Details:

- 1) Registered Deed for Partnership Firm from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere

application for registration will not be considered. However in cases where the applicant is yet to receive registration certificate from Todi Mansion, the applicant is to submit an affidavit in non judicial stamp paper along with the application pledging that "the registration certificate of the Consortium/Partnership firm would be submitted to the Tender Inviting Authority before making agreement with the Tender Accepting Authority in case he is found lowest". In case of in-ordinate delay in submitting the document his bid is liable to be rejected and his EMD deposited will stand forfeited to Government. Any change in the constituents of the consortium/ partnership firm should also be registered from the Office at Todi Mansion, Kolkata, prior to the date of application of tender otherwise his application will be rejected.

- 2) Trade License for Proprietorship firms.
- 3) Memorandum of Articles for Limited Companies
- 4) Society Registration and Bye-Laws for Cooperative Societies.

iii. Credential:

Completion Certificate issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organisations, Statutory / Autonomous bodies constituted under the Central / State Statute, along with Work Order and Payment Certificates. **No credentials will be considered as valid unless it is supported by work order, price schedule or BOQ of work. The completion certificate should indicate the value of the work (equal to booked expenditure), and the date of completion.**

iv. Documents in support of Annual Turn over

Audited Balance Sheets and I.T. Return (Sara) of last three financial years with auditor's certificate regarding annual turnover from contracting business in each year. (If the company was set up less than three years ago, audited balance sheet for the no of years since inception is to be submitted) & 3CD/3CB Form as per Income Tax Act should also be submitted.

v. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.

vi. List of laboratory Instrument.

vii. List of technical staff along with structure and organization.

viii. Addenda/Corrigendum (if published)

*** Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload the same digitally signed along with the NIT Tenders submitted without the Addendum/Corrigendum will be informal and liable to be rejected.**

ix. Others: Any other documents found necessary

*** Note: Failure of submission of anyone of the above mentioned documents will render the tender liable to summary rejection. The above mentioned documents should be uploaded in "All Other Important Documents" folder in Technical Cover.**

x. The bidder should not have record of poor performance or they should not have been blacklisted by any employer during the last five years prior to the date of the NIT. Such abandonment or punishment will be considered a disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders as per Format IV without which the Technical Bid shall be treated as non responsive. The scanned copy of the affidavit should be uploaded with the non statutory cover and the hard copy should preferably be submitted along with the non statutory documents.

xi. **Influence:-** 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. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder:

(a) Directly or indirectly controls, is controlled by or is under common control with another Bidder;

or

(b) Receives or has received any direct or indirect subsidy from another Bidder;

or

(c) Has the same legal representative as another Bidder.

or

(d) Has a relationship with another Bidder, directly or through common third parties that put it in a position to influence the bid of another Bidder, or influence the decisions of the Employer regarding this bidding process.

or

(e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the bid.

or

(f) Any of its affiliates has been hired (or is proposed to be hired) by the Employer as Engineer for the Contract implementation.

*** Note:- Failure of submission of any of the above mentioned documents (as stated in A & B) 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 "All Other Important Documents".**

2.3 Financial Proposal

The financial proposal should contain the following documents in one cover (folder).

i) **Bill of Quantities (BOQ):** The contractor is to quote the rate 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 and digitally signed by the contractor).

3. Completion Certificate/Progress Certificate

i) Completion Certificates for fully completed works during the current year and last five financial years will only be accepted.

ii) Completion Certificate of works executed in the Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Irrigation & Waterways Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Other Municipalities, Hooghly River Bridge Commissioner (HRBC), Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT), and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Sax by Farmer Limited & Britannia Engineering Ltd. May be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer /Divisional Engineer /District Engineer / Project Manager of the other State /Central Government Departments /Organizations.

3.1 Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is in the hard copies from the uploaded soft copies or if there is any suppression,

the Tender Evaluation Committee upon suggesting suitable punitive measures will bring the matter to the notice of the Chief Engineer concerned immediately and the tenderer may be suspended from participating in the tenders on e-Tender platform for a maximum period 3 (three) years. In addition, his Earnest Money Deposit will stand forfeited.

3.2 Taxes & duties to be borne by the Contractor

Income Tax, GST and Other Taxes as per GOVT. Rule to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges.

3.3 Site inspection before submission of tender

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties like to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of the Chairperson, Board of Administrators, Balurghat Municipality with the working day between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

3.4 Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection.

4. Opening and evaluation of tender

4.1 Opening of Technical Proposal

- a) Technical proposals will be opened by the Tender inviting authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.
- b) Intending tenderers may remain present at the time of opening if they so desire.
- c) Cover (Folder) for Statutory Documents (vide Clause 3.2.A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 3.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- d) Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be evaluated to finalise eligible tenderers.

4.2 Tender Evaluation Committee (TEC)

Committee already formed will take decision for acceptance or rejection of the Technical Proposals of the tenders.

4.3 Uploading so summary list of technically qualified renderers (1st round)

- i. Pursuant to scrutiny and decision of the Technical Evaluation Committee (TEC), the summary list of eligible tenderers for a particular serial of work whose Financial Proposals will be considered will be uploaded in the web portals.
- ii. 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 cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

4.4 Opening and evaluation of Financial Proposal

- i. Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter-alia, name of contractors and the rates quoted by them will be uploaded.
- iv. If the Tender Accepting Authority is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement checked, upload the final summary result

- containing the name of contractors and the rates quoted by them against each work after acceptance of the rate.
- v. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

5. Bid Validity:

A Bid submitted shall remain valid for a period of 240 (two hundred forty) calendar days from the date set for opening of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.

6. Acceptance of Tender:

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

6.1 Execution of Formal tender after acceptance of tender

The tenderers, whose tender is approved for acceptance, shall within 20 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in four copies which may be purchased on Cash Payment from the office of The Chairperson, Board of Administrators, Balurghat Municipality.

6.2 The NleB shall form a part of the contract agreement.

On acceptance of the bid, the successful bidder shall have to sign the contract consisting of NleB, instruction to bidders, special terms and conditions, specification, B.O.Q, Drawing, Rate quoted, LoA and Municipal Tender Form.

7. Payment

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.

8. Security Deposit

Security Deposit towards performance Security amounting to 8% of the work value shall be deducted from the R/A Bill as per prevailing order. No interest will be paid on Security Deposit. Earnest Money @2% of the estimated value put to tender would be converted to Security Deposit in case of the successful bidder.

9. If any discrepancy arises between two similar clauses on different notification, the clauses as stated in later notification will supersede former on following sequence:

- a) Municipal Tender Form
- b) NleB

10. Withdrawal of Tender

As per NIC Rules.

11. Schedule of Dates for e-Tendering

Sl.No	Activity	Date&Time
1.	Publishing Date	13.01.2022
2.	Document Download start date	14.01.2022 at 11-00 hour
3	Date of Pre Bid Meeting	02.02.2022 at 15-00 hour at the office of the Superintending Engineer, Central circle, MED, Malda
4.	Bid submission start date	09.02.2022 at 11-00 hour

5.	Bid submission end date	16.02.2022 at 15-00 hour
6.	Technical Bid opening date	19.02.2022 at 12-00 noon
7.	Uploading of preliminary list of Technically qualified bidders.	To be notified later
8.	Uploading of final list of Technically qualified bidders	do
9.	Financial Bid opening date	do
10.	Uploading of Financial Bid evaluation sheet	do

ADDITIONAL TERMS & CONDITIONS:

1. The Engineer-in-Charge of the scheme will be decided by Chairperson, Board of Administrators, Balurghat Municipality during issue of AOC. The Engineer-in-Charge in respect of the contract and all correspondence concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-Charge. If any correspondence of above tender is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. The instruction given by the Assistant Engineer and the Technical Assistant on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.

2. The acceptance of the tender will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof. 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.

3. There shall be no provision for arbitration

4. The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.

5. The ULB shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.

6. The ULB shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.

7. Imposition of any duty /tax/royalty etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.

8. No mobilization/secured advance will be allowed unless specified otherwise.

9. Income Tax, GST and other Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.

10. All working tools and plants, scaffolding, construction of vats & platforms will have to be arranged by the contractor at his own cost.

11. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.

12. The contractor should see the site of works and tender documents, operation & maintenance guidelines (Part-I & II), drawings etc. before submitting tender and satisfy himself regarding the condition and nature of works and ascertain

difficulties that might be encountered in executing the work, carrying materials to the site work, availability of drinking water and other human requirements and security etc. The Engineer-in-Charge may order the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account. The contractor will not be entitled to any claim or extra rate on any accounts.

13. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-Charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.

14. The work will have to be completed within the time mentioned in the tender notice. A suitable work program is to be submitted by the contractor within 7(seven) days from the date of receipt of work order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7(seven) days from the date of receipt of work order who will receive instruction of the work, sign measurement book, bills and other Govt. papers etc.

15. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.

16. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a republic thoroughfare.

17. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Department Rules & Orders circulated from time to time.

18. The contractor will have to accept the work program and priority of work fixed by the Engineer-in-Charge so that most vulnerable reach and /or vulnerable items be completed before the date needed by the ULB due to impending monsoon or rise of water level or for other reasons.

19. Any materials brought to site by contractor must be subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 24hrs. of issue of the order to that effect. The materials will have to be supplied in phase with due intimation to the authorized personnels of ULB concerned in conformity with the progress of the work. For special type of materials, relevant Data Sheet containing the name of the Manufacturers, Test Report etc. will also be submitted in each occasion. Engineer-in-Charge may conduct independent test on the samples drawn randomly before according approval for using the materials at site. In this regard decision of Engineer-in-Charge is final and binding.

20. The contractor shall remain responsible for the proper storage and safety of the materials. Suitable Go-down / Store shall have to be made by him at his own cost. All materials, whatsoever be the category thereof, shall be properly stored by the contractor in suitable go-downs near the site of work at his own cost & under no circumstances whatsoever shall any material be removed from the site of work without prior written permission of the Engineer-in-Charge. The contractor shall be responsible for any damage or loss of such materials.

21. The contractor shall also have to satisfy the Engineer-in-Charge regarding the proper utilization of materials which have been issued departmentally.

22. The scope of work, terms and conditions specified in operation & maintenance guidelines (Part-I & II), tender documents, should be strictly followed by the contractor.


Chairperson

Board of Administrators
Balurghat Municipality



MemoNo.: 2709 /1(17)/PW - 3

Dated: 10/01/2022

Copy forwarded for information to-

1. The District Magistrate, Dakshin Dinajpur.
2. The Tender Committee, Balurghat Municipality
3. The Chief Engineer, M. E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 700091.
4. The Director, SUDA, ILGUS Bhawan, Salt lake City, Kolkata.
5. The Additional Chief Engineer, North M. E. Directorate, 11 Mukunda Das Road, Mlianpally, Siliguri
6. The Superintending Engineer, Central Circle, M. E. Directorate, Malda.
7. The District Information and Cultural Officer, Dakshin Dinajpur.
8. The Executive Engineer, Malda Division, M. E. Directorate
9. The Executive Officer, Balurghat Municipality.
10. The Finance Officer, Balurghat Municipality
11. The Assistant Engineer, Balurghat Municipality
12. The Head Clerk, Balurghat Municipality
13. The Accountant, Balurghat Municipality
14. The Cashier, Balurghat Municipality
15. The Received Section, Balurghat Municipality
16. Computer Section for up loading at Municipal web site
17. Notice Board.


1/10/22.

Chairperson
Board of Administrators
Balurghat Municipality

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

E-Bidding system of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	1. West Bengal GST Registration / STRegistration/ P.F/PAN / P. Tax ClearanceCertificate / ESI Registration Certificate. 2.Trade License 3. 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, TradeLicense)
C	CREDENTIAL		
		C1. CREDENTIAL1	Similar nature Work & Completion Certificates along with work order and payment certificate issued by competent authority (as per NIEB)
D	EQUIPMENT		
		D1.LABOURTARY	1. List of Machineries and equipment Necessary for labouratory (as per NIEB)
		D2. CIVIL MACHINERIES D2. ELECTRICAL MACHINERIES D2. MECHNANICAL MACHINERIES D2. MISCELLENEOUS MACHINERIES	
E	FINANCIAL INFO	E1. P/L & BALANCE SHEET 2011-2012	P/L & BALANCE SHEET (As per NIEB)
		E2. PAYMENT CERTIFICATE 1	Payment Certificate in support of valid credential only to be submitted (as per NIEB)
		E3 PAYMENT CERTIFICATE 2	
F	MANPOWER	F1. TECHNICAL PERSONNEL	1. List of sufficiently qualified technical person(as per NIEB)
		F2. TECHNICAL PERSONNEL ON CONTRACT	1. List of technical personnel employed underthe organisation (or on contact basis) in detailswith name, qualification, experience and,address with contact number.
G	DECLARATION	DECLARATION 1	1. Bank Solvency Certificate (As per NIEB)
		DECLARATION 2	2. Valid Document in support of annual turnover (As per NIEB)
		DECLARATION 3	3. Corrigendum and additional document (if any).

SECTION – B

FORM –I

PRE-QUALIFICATION APPLICATION

To

**The Chairperson,
Board of Administrators,
Balurghat Municipality,**

Balurghat, Dakshin Dinajpur

Ref: - Bid for _____

_____ (Name of work) _____

NleB No.:

Dear Sir,

Having examined the Statutory, Non statutory and NleB 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.

Enclo:- 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 (lakh)	2nd Year (lakh)	3rd Year (lakh)	4th Year (lakh)	5th Year (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/Operation & Maintenance works undertaken :

Work in hand i.e. Work order issued	As on 30.11.2020	As on 30.11.2020	As on 30.11.2018	As on 30.11.2017	As on 30.11.2016	As on 30.11.2015

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date _____

Affidavit Format

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 NleB (NleB No) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions , concerned Water treatment Plant, Intake Jetty campus 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 . All Documents submitted by me are genuine, authentic, true and valid.

4 . All information furnished are true to the best of my knowledge & behalf. Department has got full right to cancel the same with penal measure, if any, in case any of the statements is proved to be false.

5 .Neither any penalty or debarment was made against me nor against the firm in any way at any Govt./Autonomous Body/Institution.

6. That I am a citizen of India.

7. 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