

# OFFICE OF THE BALURGHAT MUNICIPALITY



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Memo No:- 3747 /PW(Elec)-4

Date:- 03.01.2025

NOTICE INVITING e-TENDER NO: MAD/ULB/BLGT/(ELECTRICAL)03/24-25

Name of the Work:- "Internal electrification of SBI Chief Manager Quarter & General Manager Quarter under Balurghat municipality".

1. Applications are invited as specified by The Chairman on behalf of Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-Tender (Electronic Tender) from eligible resourceful & bonafide contractors as per the enclosed list of works (Table -1)

2. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Portal system through logging on to <https://wbttenders.gov.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 the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbttenders.gov.in>

3. Intending tenderer can search and download NIT and other tender documents electronically by logging on to the website <https://wbttenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.

4. For participating in the tender, the earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28<sup>th</sup> July, 2016 (Annexure – A) – a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. b) RTGS/NEFT in case of offline payment through bank account in any bank. Tender will be declared informal if Earnest money is not submitted as directed above.

5. A prospective tenderers 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.

#### 6. Eligibility criteria for participation in tender:

- The prospective tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have **govt. electrical contractor license**, sufficient experience during the last 5 (five) years prior to the date of issue of this Notice for similar nature of works in a single tender under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a credential of a similar nature of completed work at least 40% of the estimated amount put to tender or 2 (two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender or 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 i.e. 40% of the estimated amount put to tender. Scanned copy of Payment certificates or completion certificates including work order issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online.
- Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, G.S.T. registration certificate valid Trade License in the Technical Proposal as Non Statutory Documents.
- 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(ii) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
- The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

#### The Tender Documents shall consist of the following documents:

- Tender Form Municipal K Form
- NIT
- BOQ/ Price Schedule

#### 7. Submission of Tenders

##### 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 Qualifying Bid and the other is Financial Bid, 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 folder containing.

- Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no, fax & e-mail.
- Notice Inviting Tender
- Tender Municipal K Form
- BOQ/Price Schedule



Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iii. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- iv. Necessary deduction i.e. G.S.T., S.T. I.T. CESS, Royalty etc. will be made as per relevant Govt. order.

**b. Non-Statutory Technical cover containing,**

- i. Up to date Professional Tax (PT) Clearance receipts, IT PAN Card & Income Tax Return receipts, G.S.T. registration certificate 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. Registered Deed for Partnership Firm, if applicable with notary.
- iii. Certificate during the Last 5 (five) consecutive years [as stated in Clauses 6 (i) for similar nature of works in a single tender of at least 40% (forty percent) value of the amount put to tender for the work the contractor intends to participate.
- iv. For Registered Unemployed Engineers' Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws*, up to date audited balance sheet.
- v. Experience profile should be furnished as per following table.

**Experience profile**

List of projects completed of similar nature of works in a single tender having more than 40% value of the amount put to tender for the work for the last 5(five) years.

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.L.C. responsible supervision of for work	Estimated amount put to tender (Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

Note: Applicant may add necessary column and space, if required from his end.

**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 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 (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. PAN Card 2. P Tax (CHALLN) 3. Income Tax Return receipts (refer clause 6-ii) 4. Pre-Qualification Application (Form I) 5. Valid Trade license 6. GST registration certificate. 7. Govt. electrical contractor license. 8. Supervisory competency certificate. (Part no. 1, 2, 4 & 11)
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) Byelaws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Payment Certificate or completion certificates including work order for similar nature of works in a single tender Done (refer clause 6. i)



**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO BE REJECTED.**

#### 8. Financial Proposal

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rates against each item online filled up in all respect including totaling.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

**9. 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 Executive Officer, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur may/shall take appropriate legal action against such defaulting tenderer. The authority may ask to show hard copies of all credentials, 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.*

#### 10. Rejection of Tender

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

#### 11. Date & schedule

(Table-I)

a)	Name of the work:-	"Internal electrification of SBI Chief Manager Quarter & General Manager Quarter under Balurghat municipality".
b)	Name and Address of the Tendering authority	Chairman, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.
c)	Eligibility of the Contractor :-	Govt. licensed electrical contractor having supervisory competency certificate Part 1, 2, 4 & 11 and having credential for similar nature of works in a single tender of value at least 40% of the estimated amount put to tender executed under Government/Semi Government, Government autonomous body Municipality within last 5(five) years and also should possess valid <b>PAN card., G.S.T., Professional Tax Clearance Certificate, Valid trade license, MOU / Joint Venture/ sub contract</b> in any form will not be allowed or provided in this contract.(refer clause 6-i)
d)	Estimated cost :-	Rs. 235194.00
e)	Earnest money:-	An earnest money amounting to Rs.4800.00 will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28 <sup>th</sup> July, 2016 (Annexure – A) – i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. ii) RTGS/NEFT in case of offline payment through bank account in any bank. Tender will be declared informal if Earnest money is not Submitted as directed above.
f)	Time of completion	45 (forty five) days.
g)	Terms and condition	i) 3(three) years maintenance cost will be borne by the Agency ii) Security money will be refunded in two installment i.e. 30% of the security money will be refunded after 2(two) years from the date of completion of the work. Next 70% of the security money will be refunded after 3(three) years from the date of completion of the work.
h)	<b><u>Date and Time Schedule as follows :</u></b>	
i)	Date of uploading of NIT, and Tender Documents online (Publishing Date)	04.01.2025
ii)	Document downloaded / sell start date (on line)	06.01.2025 at 11.00 hour
iii)	Tender submission start date (on line)	07.01.2025 at 11.00 hour
iv)	Tender submission closing date (on line)	14.01.2025 at 15.00 hour
v)	Tender opening date for Technical proposals (on line)	17.01.2025 at 12.00 hour
vi)	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later
vii)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
viii)	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later.
ix)	Also if necessary for further negotiation through offline for final rate	To be notified later.

#### Note:

1. In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No. h) (v) to (ix) of Table-I unless otherwise notified through Net (e-PORTAL)
2. The successful tenderer shall has to execute an agreement with the authority as per usual norms in the K Form within 7 days after the issue of acceptance letter.



3. Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act 1996.
4. Site inspection should be made before submission of tender.
5. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.
6. Payment will be made as per availability of fund.

Chairman  
Balurghat Municipality

FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Chairman,  
Balurghat Municipality,  
Dakshin Dinajpur,

Ref: - Tender for \_\_\_\_\_  
(Name of work)

NleT.No.:

Dear Sir/Madam,  
Having examined the Statutory, Non statutory and NleT 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) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- (b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Encl:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: - Signature of applicant including title  
and capacity in which application is made.

Memo No: 3747 /1(8)/PW(Elec) -4

Date:- 03.01.25

Copy to:-

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Sub Divisional Officer, Balurghat Sadar, Dakshin Dinajpur.
3. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
4. The Executive Engineer, P.W.D., Dakshin Dinajpur, Division, Balurghat.
5. The Executive Engineer, P.W.D. Electrical, Dakshin Dinajpur, Electrical Division, Balurghat.
6. The Divisional Manager WBSEDCL, Dakshin Dinajpur, (D) Division, Balurghat.
7. The Assistant Engineer, P.W.D., Balurghat Electrical Sub Division, Balurghat, Dakshin Dinajpur.
8. The Assistant Engineer, WBSEDCL, Balurghat Customer Care Centre, Balurghat, Dakshin Dinajpur.

For information and wide publication through their Notice Board please.

Chairman  
Balurghat Municipality

Memo No: 3747 /2(11)/PW(Elec)-4

Date:- 03.01.25

Copy to:-

1. Sri. Bipul Kanti Ghosh, MCIC, Balurghat Municipality.
2. The Executive Officer, Balurghat Municipality.
3. The Finance Officer, Balurghat Municipality.
4. The Assistant Engineer, Balurghat Municipality.
5. The Head Clerk, Balurghat Municipality.
6. The Accountant, Balurghat Municipality.
7. The Cashier, Balurghat Municipality.
8. Sri. Saumyadip Dey, S.A.E. Electrical (contractual), Balurghat Municipality.
9. Sri. D.Saha, In-charge receive section, Balurghat Municipality.
- For information and necessary action.
10. Sri Mrinmoy Das, I.T. Support Specialist / Sri. Ramkrishna Sikdar, I.T. Coordinator, Balurghat Municipality. He is directed to upload the N.L.e.T. on municipal website.
11. Municipal Notice Board for wide publication.

Chairman  
Balurghat Municipality

