

# PANSKURA MUNICIPALITY

P.O. – PANSKURA, DIST.–PURBA MEDINIPUR  
PIN: - 721139, WEST BENGAL

TEL-FAX: 03228-252312/252005

e-mail ID – pans\_munici@yahoo.com

Memo No.: -PM/PW/558/03/2098

Dated:03.10.2024

**NOTICE INVITING ELECTRONIC TENDER NO.- WBMAD/Panskura/NIT-16e/2024-25 (2<sup>nd</sup> Call of NIT No.-WBMAD/Panskura/NIT-04e/2024-25)**

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

## **NOTICE INVITING e-TENDER**

The Chairperson, Board of Administrators, Panskura Municipality, on and for behalf of the Board of Administrators of Panskura Municipality invites e-Tender from bonafied and resourceful contractors / Companies /firms / Public Sector Undertakings / Government Companies having experience in Govt. Departments for execution of similar nature of works for the work as given in the table below (Submission of both technical and price Bid through online).

### **Annexure-A**

Sl. NO.	Name of the Work	Estimated Amount put to Tender	Earnest Money	Period of Completion	Defect Liability Period	Eligibility of Contractor
1	Construction of bituminous road along Cossye River Embankment starting at Tilandapur mouza from Panskura Girls High School to Mallick para dhal via Champadali more Rohit Variety shop and Champadali more Rohit Variety to Champadali UH&WC Covering ward 18,17 and 15 within Panskura Municipality	Rs.25604435.00	Rs.512089.00	08 (eight) months from the date of issuance of work order	03 (Three)years from the actual date of completion of the work	Eligibility criteria of the participating bidders mentioned in pt. no.5

1. In the event of e-filling, intending bidder may download the tender documents consisting of this N.I.T. Instruction to bidder (section-A), different forms & affidavits (Section-B), Schedule of works (BOQ), Form-'2911(II) and Corrigenda & Addenda (If any) from the website <http://wbtenders.gov.in> directly with the help of digital signature certificate. Necessary cost of earnest money may be remitted through online by net Banking through ICICI Bank Payment Gateway and also to be documented through e-filling the original online by net banking against Earnest Money Deposit (EMD). Intending bidder will not have to pay the cost of tender documents for the purpose of participating in e-tendering as per notification no. 199-CRC/2M 10/2012, dated -21.12.2012 of the Secretary, Public Works Department, CRC Branch, Government of West Bengal. However, the successful L1 (Lowest) bidder will have to pay the cost of Tender Documents of 3 (three) sets @ price mentioned in the list prescribed in Notification no. 452-A/PW/O/10C-35/10, dated 26.07.2011 of Secretary, Public Works Department (Accounts Branch), Government of West Bengal.

- (i) Submission/ download of Quotation Papers will be available from website:-  
<http://etender.wb.nic.in> or <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC). Bidder desirous of taking part in a tender shall login to the e-Procurement Portal of the Government of West Bengal  
<https://wbtenders.gov.in> using his login ID and Password and thereafter may download the tender document consisting of this N.I.T., Instruction to Bidders (Section – A), different Forms & Affidavits (Section - B)& Schedule of Works (BOQ), W.B. Form No. 291 and Addenda & Corrigenda (if any) from the website directly with the help of Digital Signature Certificate.
- (ii) Both Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed in the  
Website <http://wbtenders.gov.in>

## 2 . Earnest Money:-

For participating in the tender, the tenderer shall have to pay the Earnest Money as specified in this NIT (Annexure-A) shall be paid by online Internet Bank transfer or NEFT or RTGS (as per GO No. 3975-F (Y) dated 28.07.2016 of Finance Deptt., Govt. of West Bengal. Every such transfer shall be done on or after the date of publish of NIT. Any bid without such transfer of Earnest Money shall be treated as informal & shall be automatically cancelled. Online transfer of Earnest Money receipt has to be uploaded as statutory document (Scanned Copy). Please refer Memo No 3975-F(Y) dated 28.07.2016 of the Finance Department, Govt. of West Bengal. Deposit shall accompany with Bid Proposal, in the form of The Earnest Money, as specified in this N.I.e.(T) .Tender will be declared informal if earnest money receipt is not submitted and uploaded with bid document.

(as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. of West Bengal). Every such Transfer shall be done on or after the date of publish of N.I.e.(T)

Any Bid without such Transfer of EM shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.

Additional Performance security deposit @10% of the accepted amount is to be deposited in due course as per GoWB norms if the accepted amount is found to be @80% or less than the **estimated amount put to tender** in terms of GO No.4608 F(Y) Dt.18.07.2018

**The amount of earnest money will be converted into security deposit in case of the L1 bidder.**

### 3. Eligibility criteria for participation in the tender:

3.1. a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value 30% of the estimated amount put to tender ( given in Respective Column of Annexure-A) during 5(five) years prior to the date of issue of the tender notice in any Government Department/Board/Semi-Govt./Corporation / Statutory Authority / Undertaking etc.

OR

b) Intending tenderers should produce credentials of a 2 Nos. similar nature of completed work each of the minimum value 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority / Undertaking etc.

OR

c) Intending tenderers should produce credentials of one single running work similar nature which has been completed to the extent of 75% or more and the value of which is not less than the desired value of estimated amount put to tender of clause 3.1.a in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority / Undertaking etc.

#### **N.B.-**

(i). In case of running works, only those tenderers who will submit the certificate from competent authority will be eligible to participate in 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 agency i.e the tenderer.

(ii). Certificate of running work should be issued after publication of this NleT.

(iii). Credential certificate issued by the Executive Engineer or equivalent competent authority a State / Central Government, State / Central Government undertaking, Statutory / autonomous bodies constituted under the Central / State Statute, on the executed value of completed / running work will be taken as credential.

(iv). Completion certificate, obtained from the Engineer-in-Charge should contain a) Name of work, (b) Name and address of Client, (c) Amount put to tender mentioning estimated amount of Civil as well as electrical work if any (d) Date of commencement of work (e) Date of completion of work (f) Final bill value/up to date work value for running work (g) Tender No. with ID (h) work Order No. (i) BOQ (j) Tender Id

v). Only works completed successfully/ running satisfactorily will be treated as credential. Submission of Work Order & BOQ(Price schedule) is mandatory. Work Order & BOQ will not be accepted as shortfall document.

vi) Payment certificate will not be treated as Credential (Vide Ref No- 04A/PW/O/10C-02/14 Dated 18.03.2015)

3.2: -PAN Card, Valid Professional Tax deposit certificate, Trade License, GST registration Certificate (GSTIN), EPF registration, ESI registration, Income Tax Return Receipt for the Latest Assessment year - etc. are to be accompanied with the Technical Bid document.

Note: Producing P.F. & E.S.I Registration with bid proposal is not mandatory however successful bidder have to produce said certificates before agreement.

3.3 -Valid Bank Solvency Certificate (Minimum 40% of the estimated amount put to tender) from any Nationalized Bank/Scheduled Bank (Issue date of the certificate should be on/after or within the preceding 1 (one) year from the date of publication of the tender)

3.4 Annual Turn Over ,100% of the estimated amount put to tender in any one year during last 5 years) in 3CD or similar format duly authenticated by registered C.A. shall be submitted. The Audited Report should contain the signature, name, address, contact no./email ID and membership no., UDIN no. of Chartered Accountant clearly.

3.5 The available Bid capacity (to be calculated on the basis of prescribed format)of the prospective applicant shall not be less than that of the estimated amount put to tender as per Annexure-A in terms of memorandum no- 45-W(C)/1m-23/15 Dated- 13.02.2015 of Principal Secretary Public works Department, works Branch, Govt. of West Bengal.

3.6 In case of Proprietorship or Partnership Firms or Company the Tax Audited Report in 3CD Form for the period upto last five years. The Audited Report should contain the signature, name, address, contact no./email ID and membership no., UDIN no. of Chartered Accountant clearly.  
[Non Statutory Documents]

3.6 Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.-Op. Societies are also required to furnish Certificate of Registration, Bye Laws, Tax Audit Report in 3CD Form for the period upto last five years. The Audited Report should contain the signature, name, address, contact no./email ID and membership no., UDIN no. of Chartered Accountant clearly.  
[Non Statutory Documents]

3.7 Joint Ventures will not be allowed for this works.

3.8 Register partnership deed for partnership firm is to be submitted. The company shall furnish the Article of Association and Memorandum. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any tender for and on behalf of

such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners or such firm to upload such tender.

**Note:**

- i. The bidder should have no adverse report, on any account, against their organization for any project worked during last 5 (five) years or working at present. This clause will lead for rejection of application, even after fulfillment of other eligibility criteria.
- ii. Vendor list for all supplied materials if required need to be submitted for approval before execution.

3.9 No exemption towards EMD will be allowed.

3.10. A prospective tenderer 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 an applied severally in a single job, all his applications will be rejected for that job without assigning any reason thereof.

**3.11. Machinery & Equipment**

Having in possession of Sophisticated & Modern Equipment, Machineries etc. for construction specially required for similar type of work.

- i) Plant machineries and equipment should be owned or arranged through leasehold agreement by the bidders
- ii) Conclusive proof of ownership (Tax invoice, delivery challan, way bill) for each plant & machineries in working condition shall have to be submitted.
- iii) If the machineries have been used in other works then name of the client along with the contact no. and email address should be furnished in the declaration by the intended tenderer and the present location (working place) should also be given with tentative date of release of Plant and machineries.
- v) All machineries and equipment should be verified by the competent authority before execution of work.

Prime machineries & other tools and plants: -

Sl. No.	Name of Prime Machineries	MINIMUM NO. OF MACHINERIES REQUIRED
1	Mobile Hot Mix Plant (Light Duty)	1
2	3 Wheeled power Roller of 8-10 Tonne capacity or Tandem of 8-10 T Static Weight.	1
3	Vibratory Roller of Minimum Static Weight 8-10 Tonne.	1
4	Bitumen Sprayer	1
5	Tar Boiler	1

**Terms & conditions in respect of Plants & Machineries:**

In case of Bidder purchase the machinery from the Manufacturer / Authorised Dealer:

In proof of Ownership of Prime Machinery of the NIE, the Bidder will have to submit:

1. The scanned copy Original Tax Invoice in favour of the Bidder;
2. The scanned copy Original Delivery Challan in favour of the Bidder;
3. The scanned copy Original Way Bill in favour of the Bidder.

In case of Bidder purchase old machinery:

In proof of Ownership of Prime Machinery of the NleT, the Bidder will have to submit:

1. The scanned copy of original Sale-Deed (to be furnished in Non-Judicial Stamp paper of appropriate value duly notarized) in favour of the Bidder by the Seller / Registration Certificate from R.T.O. for movable Machineries in favour of Bidder;
2. The scanned copy Original Tax Invoice in favour of the Seller;
3. The scanned copy Original Delivery Challan in favour of the Seller;
4. The scanned copy Original Way Bill in favour of the Seller.

In case of Bidder lease hold Agreement of machinery:

In proof of lease hold Agreement of Prime Machinery of the NleT, the Bidder will have to submit:

1. The scanned copy of original Lease Agreement between the Bidder & Lessor for the specific prime machinery clearly mentioned therein the name of machinery, lease period, terms & conditions including financial terms & conditions, date of agreement etc. apart from other data;
2. The scanned copy Original Tax Invoice in favour of the Lessor;
3. The scanned copy Original Delivery Challan in favour of the Lessor;
4. The scanned copy Original Way Bill in favour of the Lessor.

Present location of Installation of Prime Machineries of the NleT and their status as mentioned in specific format have also to be disclosed. If necessary, authority / bid evaluation committee may inspect Plant and Machineries physically or call for the original documents as proof of Ownership of the same. Specified machineries shall be installed at the working site within 1/4th of the stipulated time for completion of the work or 45 (forty five) days from the date of Work order if the machineries are required in the initial stage of the work, otherwise machineries shall be installed at the working site well ahead of the actual requirement as per approved work programme. [Ref. G.O. No. 242-ENC/2023 dt. 30.03.2023 and 272-ENC/ 23 dt. 12.04.2023 of Engineer-in-Chief, Public Works Department, Government of West Bengal].

Whereas it is entirely the responsibility of the Contractor to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which the Contractor must own or arrange through lease agreement. Apart from these Prime Machinery listed below, the bidder shall have to arrange for every necessary machineries, tools & plants in sufficient numbers for the intended job as per satisfaction and direction of the Engineer-in-Charge for executing the work as per specification.

### **3.12 ) Technical Personnel**

Having full time qualified salaried technical personnel with sound knowledge & experience in execution of similar works. The following personnel are

1. Civil Engineer (Minimum qualification-Diploma in Civil Engineering): 1 no.

**Note: 1.**Self-declaration of the Engineer in the annexed format is to be furnished.

**2.**Authenticated documents in respect of qualification and engagement (Appointment letter, joining letter etc.) shall have be furnished.

### **3.13)Declaration**

The bidder should not have a history of any penal measures taken by any authority/ client on any account against the organization / firm for any project of similar nature or any other project executed during the last 5(five) years. A declaration to this effect will have to be submitted by the bidder in A4 the form of Affidavit in non-judicial stamp paper duly certified by 1st class Judicial Magistrate/ Notary.

Without submission of this document the bidder will be disqualified.

**As mentioned in clause No.3 \* above (Eligibility to participate in the Bid). All documents in original to be produced in due course of time as & when asked by the tender inviting authority.**

#### **4. Cost price of Bid documents**

The intending Bidders shall not have to pay the cost of tender documents for the purpose of participating in e-tendering vide Notification No. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, Government of West Bengal. However, the successful bidder shall have to pay the cost of contract documents as per notification no-452-A/PW/O/10C-35/10 Dated:26.07.2011 of PWD Govt of West Bengal only per set at the time of formal agreement.

#### **5. Date and Time Schedule :-**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
a)	Date of uploading of NleT (online) (Publishing date)	04.10.2024 from 5.00 PM onwards
b)	Document download start date (online)	05.10.2024 from 11.00 AM onwards
c)	Date of Pre Bid Meeting (offline) with the intending Bidders in the office of the Panskura Municipality	N.A
d)	Both Technical and financial bid submission starting date (On line)	05.10.2024 from 11.00 AM onwards
e)	Last date of submission of queries	N.A
f)	Document download closing date (online)	11.11.2024 at 3.00 PM
g)	Both Technical and financial bid submission (on line) closing date	11.11.2024 at 3.00 PM
h)	Date of opening of Technical Proposals(online)	13.11.2024 at 3.00 PM
i)	Date of uploading of list of technically qualified bidders (online)	Will be informed later
j)	Date of opening of financial bid (online)	Will be informed later
K)	Date of uploading of list of bidders along with the rates through (online), also if necessary for further negotiation through (offline) for final rate.	Will be informed later

**\* Bidders may raise complaint/objection, if any within 48 Hrs. from the time of uploading of Technical Bid Evaluation through e-mail to TIA only. Afterwards no complaint/objection will be entertained.**

**6. Time of completion:**8 (eight) months from the date of issue of Work Order.

#### **7. Site inspection & general information:**

Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices. They are also acquainted with relevant IS specifications with latest amendments, IRC code, Clauses & Sub Clauses of the Bid documents and to have fully acquainted with all details of workfront,communications,undergroundutilityservices, seasonal weather and its variation, labours,

water supply, existing & proposed site levels, position and diversion of transportation and barricading, if required, electricity and any other general information including topological condition & existing level and level pertaining to and needed for the work to be completed in time properly. The tenderer's 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 e-Tender, the cost of visiting the site shall be at the tenderer's own expense.

#### **8. Royalty, Labour Welfare Cess etc.:**

Constructional Labour welfare Cess @ 1% (one percent) of cost of construction will be deducted from every bill of the selected agency. Royalty & all other Statutory levy / Cess will be deducted from the bill for minor minerals to be used in the work at the prevailing rate in the Govt. Notification if the agency fails to produce proper challan in support of royalty.

#### **9. Price Adjustment:**

Adjustment of Price (increase or decrease) Vide Notification No.23-CRC/2M-61/2008, Dated:13.03.2009 & Notification No. 38-CRC/2M-61/2008 Dated 20.04.2009 shall not be applicable. Since B.O.Q for the work under this NIT. The tenderer shall quote their rate (percentage above/below/at par) accordingly considering that no escalation and / or price adjustment will be allowed by the department there to under any circumstances.

#### **10. Advance:**

No Mobilization Advance and Secured Advance will be allowed.

#### **11. Arrangement of land for installation of Plants & Machinery:**

Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, shoring of materials, labour shed, laboratory etc at their own cost and responsibility nearest to the worksite.

#### **12. Validity of Bid:**

A Bid submitted shall remain valid for a period of **120 calendar days** from the date set for opening of Bids. Any extension of this validity period if required will be subject to reciprocal concurrence of the Bidders & the TIA.

#### **13. Withdrawal of Bid:**

A Bid once submitted **shall not** be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.

#### **14. Acceptance of Bid:**

The "The Chairperson, Board of Administrator, Panskura Municipality ." will accept the Bid. He /She does not bind himself/herself to accept otherwise the lowest Bid and reserves to himself/herself the right to reject any or all of the Bids received without assigning any reason thereof.

**15. Intimation:** The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate FORM and fulfill all his obligations as required by the Contract.



**16. Escalation of Cost:** There will be **no escalation in cost for materials or labour** and the contract price mentioned in the contract stands valid till completion of the contract, and other obligation, if any.

**17. Name&address of Engineer-In- Charge (EIC) ofthe Work:**

The Sub –Assistant Engineer, PanskuraMunicipality /Executive Engineer, East Midnapore Division, Municipal Engineering Directorate .

**18. Execution of Work**

The Contractor is liable to execute the whole work as per direction and instruction of the Engineer in Charge of the work after due approval of "The Chairperson , Board of Administrator, Panskura Municipality ."

**19. Material:**

All materials required for the proposed scheme will be of specified grade & approved brand in conformity with relevant code of practice (latest revision) & manufactured accordingly & will have to be procured & supplied by the agency at his/her own cost including all taxes.

Challan of procured material and test report must be produced by the agency, L1 bidder (Tests should be done by the agency from Govt. Lab/ Govt. Engineering College or NABL accredited laboratory at his/her/their own cost.

**20. Payment:**

Payment will be made to the successful Bidder by the "The Chairperson , Board of Administrator, Panskura Municipality " periodically after obtaining necessary recommendation of the E.I.C. The payment will be made as and when fund is available from the concerned source.No claim whatsoever for delay in payment, if any, will be entertained. Retention money towards Security deposit @ 8% will be deducted from the running account bill as per prevailing Govt. order. No interest will be paid on security deposit.

**21. 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.

**22. Minimum wages:**

Minimum wages to the workers shall be paid according to the rates notified and / or revised by the State Government from time-to-time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.

**23. Deduction of tax, royalty ,Labour welfare Cess & GST**

As per prevailing Govt. orders/norms or as per notification during work.

**24. Defect Liability Period-**

Defect liability period Should be observed for 3 (Three) Years from the date of completion as per Notification No. 5784-PW/L&A/2M-175/2017 dt. 12.09.2017 of Principal Secretary, PWD.

## 25. Release of Security Deposit:

For work with three years Defect Liability Period:

- i) 30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;
- ii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work.

## 26. Arbitration:

There shall be no provision of arbitration hence C.I. 25 of Form- '2911' is omitted vide notification no. 558/SPW dt. 13.12.2011 of Secretary, to the government of West Bengal

## 26. Discrepancy:

If any discrepancy arises between two similar clauses on different notifications, the clause as stated in Laternotification will supersede former one in followingsequence:

- i. Form-'2911(II)'
- ii. NleT
- iii. Special terms &Condition
- iv. TechnicalBid
- v. FinancialBid

## 27. Bid Evaluation Committee (BEC):

A Bid Evaluation Committee (BEC) has been constituted under The Chairperson, Board of Administrator, Panskura Municipality ".

The Bid Evaluation Committee will do the technical and financial evaluations and make recommendation to the tender accepting authority.

The bidders will have to meet all the minimum criteria regarding:-

Financial Capacity

Technical Capability

Experience / Credential

The eligibility of a bidder will be ascertained on the basis of his digitally signed documents in support of the minimum criteria as mentioned in (a), (b), (c) above with the help of his DSC 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 case the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice and further penal action may be taken against him as per rule.

**In case there is any objection regarding prequalifying an agency, that should be lodged to the Chairperson &Convenor of the Bid Evaluation Committee.**

**28. Laboratory Test:** *All materials required for the proposed scheme as mentioned including bitumen (all grade), bitumen emulsion, cement & steel (which ever applicable) will have be of specified grade & approved brand in conformity with relevant code of practice (latest revision) & manufactured accordingly & will have to be procured & supplied by the agency at his / their own cost including all taxes. Authenticated evidence for purchase of bitumen, bitumen emulsion, cement and steel are to be submitted along with challan and test certificate. In the event of further testing opted by the Engineer-in-Charge, such testing from any Government approved / Government Testing Laboratory will have to be conducted by the agency at his/their own cost. VG 30 / VG 40 grade paving bitumen, as the case may be, of I.O.C.L/ B.P.C.L/ H.P.C.L will be permitted as Straight run Bitumen.*

The successful bidder will have to arrange field testing. Other necessary testing should also be arranged by the bidder by their own expense as per direction of EIC from approved laboratory/ Govt. laboratory.

**29. Survey Work:** The successful bidder will have to arrange necessary survey work for assessment of quantum of material by pre level or post level basis as per direction of E.I.C. Pre level profile of existing profile must be taken before starting execution at site.

**Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.**

1. In case office faces sudden closure owing to reason beyond the scope and control "The Chairperson , Board of Administrator, Panskura Municipality ", any of last date/dates as schedule in **SI. No 5** may be extended up-to/to next and following working day without issuing further and separatenotice should "The Chairperson , Board of Administrator, Panskura Municipality , feels it to be necessary and exigent.

2. Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.

3. Sufficient care has been taken to avoid variance in between the contents of the listed Documents in the Bid document. However, if there is any variance between the contents of different documents, the provision of documents appearing earlier in the list shall prevail over the same provided in the contents coming later.

4. Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.

5. Bid Acceptance Authority is the "The Chairperson, Board of Administrator, Panskura Municipality ".

6. In case of any dispute arising from any clauses of similar nature between bid documents and Form

No. 2911, the decision of the TheChairperson , Board of Administrator, Panskura Municipality will be final and binding.

7. All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills from time to time as per prevailing Govt. orders and norms.

8.No conditional Bid shall be entertained.

9.In the event of e-Filing intending bidder may download the Bid document from thewebsite<http://wb.tender.gov.in> directly by the help of Digital Signature Certificate &necessary cost of Bid document (if any) may be remitted through online payment Gateway & same may be documented along with earnest money Deposit through e-Filling, (scanned copy to be submitted) (Details of which has been narrated in "Instruction to Bidders"). Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website <http://etender.wb.nic.in>. Bid document may be downloaded from website & submission of Technical Bid/Financial Bid as per Bid Schedule.

10. The requisite Earnest Money, as specified in this NleT may be remitted by selecting from either of the following payments modes: -

**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 and also to be documented through e-filling.

Every such payment shall be made on or after the date of publish of NleT. Any Bid without payment of requisite Earnest Money (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled.

11. Prospective applicants are advised to note carefully the minimum qualification criteria as Mentioned in 'Instructions to Bidders' before bidding.

12. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the Bid and that application will be out rightly rejected without any prejudice.

13. Before issuance of the work order, the tender inviting authority may verify the Credential &other documents with the original of the lowest bidder, if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false, in that case, L.O.A./ work order will not be issued in favour of the bidder under any circumstances.

14. If any discrepancy arises between two similar clauses on different notifications, the decision of "The Chairperson, Board of Administrator, Panskura Municipality "is final & binding.

15. 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.

16. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any Bid for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such Bid. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act,1908.

17. Any legal matter will be settled within the jurisdiction of Hon'ble District Judges Court at Tamluk , Dist.- PurbaMedinipore, West Bengal.

18. Tenderer would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Bid documents before the Tender Inviting Authority.

19.The successful Bidder will remain liable for following with West Bengal Contract Labour(Regulation & Abolition) Act 1970 and necessary certificates from appropriate authority to be submitted within 07 (seven) days from the date of issue of work order, otherwise the work order will be cancelled.

20. Successful Bidder will have to submit requirement of all materials, work programme after awarding work order by competent authority.

21. CONDITIONAL and INCOMPLETE TENDER will not be accepted under any circumstances. In the event of acceptance of lowest tendered rate, no multiple lowest rates will be considered by the department.

22.The employer (Tender accepting authority) reserves the right to accept or reject any quotation 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 Tenderers or any obligation to inform the affected Tenderers of the ground for employer's (Tender accepting authority) action.

23. In case of Tie Bid selection of L1 bidder will be made following Memorandum No.-2320 F(Y), Date- 7.6.2022. of the Principal Secretary, Finance Department, Govt. of W.B.

24. Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.

25. Quality Monitoring: Third Party quality audit may also be conducted for quality monitoring as per sole discretion of the Engineer-in-Charge.

26. This NlET shall form a part of the contract document. The successful bidder on acceptance of his/her/their bid by the Accepting Authority, shall have to sign the contract consisting of NlET, all tender documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto and standard West Bengal Form No. 2911.

27. TIA may ask clarification with justification for the offered rate from the L1 bidder before acceptance of Financial Bid Evaluation.

**General notes:**

- (a) No joint venture in the form of M.O.U. or in any shape will be accepted at any stage of tendering.
- (b) The Tenderer should also upload Place of Registration, Principal Place of Business & Power of attorney of signatory of tender.
- (c) The annual turnover shall be based on audited balance sheets of last 5 (five) consecutive financial years.
- (d) Canvassing in connection with the e-tenders is strictly prohibited and the tenders submitted by bidder who take resort to canvassing will be liable to rejection.
- (e) Partnership Firms shall furnish the registered partnership deed and Companies shall furnish the Article of Association and Memorandum. [Non Statutory Documents]
- (f) In case of Proprietorship and Partnership Firms and Company, the Tax Audited Report to be furnished along with balance sheet and profit and loss account and all schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. [Non Statutory Documents]
- (g) Submission of Income Tax Acknowledgement Receipt for Current Assessment Year is mandatory.
- (h) Any legal matter will be settled within the jurisdiction of the Hon'ble District Judges' Court at Tamluk, Distt.-Purba Medinipore, West Bengal.
- (i) The bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Tender documents before the Tender Inviting Authority in writing within the stipulated date and time as mentioned in this e-NIQ. Beyond such period no representation in this regard will be entertained by the Tender Inviting Authority.

- (j) Written clarification or amendments etc. as may be issued by the Tender inviting authority in pursuance to the presentation made by the Bidder shall be final and binding on the Bidder and shall form part of the Tender documents
- (k) Before issuance of the Acceptance / Work Order, the tender inviting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest tender is either manufactured or false in that case, work order will not be issued in favour of the lowest bidder under any circumstances.
- (l) In case of ascertaining authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced on demand.
- (m) All documents uploaded by the Bidder, in support of his eligibility / credential for pre-qualification to participate in this NleT should be same and identical & with Digital Signature Certificate (DSC). Minor mismatches like "M/s", "Kr./Kumar", "Co-op/Co-operative" etc. are to be legalized / authenticated by the Bidder by uploading of proper Affidavit (duly Notarized) in this regard.
- (n) 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.
- (o) All addendum and corrigendum, if published through <https://wbttenders.gov.in> in relation to this tender, will have to be considered as parts and parcel of this comprehensive tender document. Bidders have to follow all publications carefully and it will be the responsibility of the bidder to finalize their quoted Rate before the date of final submission.

**Chairperson,  
Board Of Administrator,  
Panskura Municipality**

**Memo No.: -PM/PW/558/03/2098**

**Dated:03.10.2024**

**Copy forwarded for information and with a request for wide publicity through the Notice Board to: -**

1. Addl. Secretary, UD & MA Department Govt. of W.B..
2. The Chief Engineer, South Zone, M. E. Dte.
3. The Addl. Chief Engineer (South), M. E. Dte.
4. The Superintending Engineer, South Circle, M.E.Dte.
5. The District Magistrate, Purba Medinipur
6. The Executive Engineer, East Medinipur Division. M. E. Dte.
7. Notice Board of this office.
8. Office File.

**Chairperson,  
Board Of Administrator,  
Panskura Municipality**

CHAPTER-1  
INSTRUCTION TO BIDDERS/BIDDERS

SECTION – A

**1. General guidance for e-tendering**

Instructions / Guidelines for Bidders for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

**2. Registration of Bidder**

Any Bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <http://wbtenders.gov.in>. The Bidder is to click on the link for e-tendering site as given on the web portal.

**3. Digital Signature certificate (DSC)**

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Bidder. DSC is given as a USB e-Token.

4. The contractor can search and download NIB and Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**5.Submission of Tenders.**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and 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).

**A. Technical proposal**

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

**A-1. Statutory Cover Containing**

1. Prequalification Document
  - i. Prequalification Application (Sec-B, Form – I)
  - ii. Scanned Copy online Transaction of earnest money (EMD) as prescribed in the NIB against each of the serial of work.
- 2. NIB with Bid Documents (downloads and upload the same Digitally Signed)**
- 3. Technical Document (To be filled, scanned & digitally signed)**
  - i. Financial Statement (Section – B, Form – II).
  - ii. Affidavits( (Ref:- format for general affidavit shown in “Y” Part “B”. )
  - iii. Bank Solvency Certificate.
  - iv. Form III & IV Of Section B.

**A-2. Non statutory Cover Containing / My Documents**

- i. GST Certificate (up to date).
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum, if applicable.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the period up to last five years(year just preceding the current Financial Year will be considered as year – I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Registrar of Co-Op (S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S), if applicable.
- vii. Credential: Scanned copy of Original Credential Certificate as stated in NIB



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

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. GST Certificate 2. E.S.I & EPF Registration Certificate.
B	COMPANY DETAILS	B1. COMPANY DETAILS	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, Trade License)
C	CREDENTIAL	C1. CREDENTIAL1	Similar nature Work & Completion Certificates/certificate of running work along with work order, BOQ and payment certificate issued by competent authority (as per Sl. No. 3 of NleT)
D	EQUIPMENT	LABORTARY equipments & other MACHINERIES	1. List of Machineries and equipment necessary for field as well as laboratory test of all materials as per NleT
E	FINANCIAL INFO	E1. P/L & BALANCE SHEET 2011- 2012	P/L & BALANCE SHEET (as per NleT)
		E2. PAYMENT CERTIFICATE 1	Payment Certificate in support of valid Credential only to be submitted
		E3 PAYMENT CERTIFICATE 2	
F	MANPOWER	TECHNICAL PERSONNEL	List of technical personnel employed under the organisation (or on contact basis) in details with name, qualification, experience and, address with contact number.
G	DECLARATION	DECLARATION 1	1. Bank Solvency Certificate (As per NleT)
		DECLARATION 2	2. Valid Document in support of annual turnover as per NleT.
		DECLARATION 3	3. Corrigendum and additional document (if any).

### **B. Bid Evaluation**

- i. Opening and evaluation of Bid :- No exemption from payment of EMD will be allowed.
- ii. Opening of Technical proposal: - Technical proposals will be opened by the Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate.
- iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non-statutory documents (vide Cl. No.- 5.A-2) will be opened. If there is any deficiency in the statutory documents the Bid will summarily be rejected.
- iv. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the Bid Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the department of Municipal Affairs, Govt. of West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines.
- v. Uploading of summary list of technically qualified bidders.
- vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Bidder and for which their proposal will be considered and uploaded in the web portals.

### **C. Financial proposal**

As per Sl. 9 Part II (a) , Bid Price / Price Schedule. To be uploaded digitally signed by the Bidder.

**6. Financial capacity of a Bidder** will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. to be derived from the information furnished in FORM-I and II (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his / their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a Nationalised/Scheduled Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting / Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Authority.

The audited Balance sheet for the last five years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

### **7. Penalty for suppression / distortion of facts:**

Submission of false document by Bidder is strictly prohibited and in case of such act by the Bidder the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

### **8. REJECTION OF BID**

The Employer (tender accepting 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 Employer's (tender accepting authority) action.

The Bidder who's Bid has been accepted will be notified by the Tender 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 Tender Form will incorporate all necessary documents e.g. N.I.B., all addenda-corrigendum, special terms and condition (Section -C), different filled-up forms (Section -B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Bidder.

**Chairperson,  
Board of Administrator,  
Panskura Municipality**

**SECTION - B**  
**FORM -I**  
**PRE-QUALIFICATION APPLICATION**

To  
**Chairperson,**  
**Board of Administrator,**  
**Panskura Municipality**

Ref: Bid

For \_\_\_\_\_

Name of work \_\_\_\_\_

**NleBNo.:**.....

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**

**N.B :-THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE FIRM CLEARLY MENTIONING THE ADDRESS, E-MAIL AND CONTACT NUMBER OF THE FIRM.**

**AFFIDAVIT — "X"**  
**(To *be* furnished in Non — Judicial Stamp paper of appropriate value duly notarized)**

Work in progress				Work order issued but work not started		
SI. No.	Name of the work with Tender No.	Tender Amount	% of work executed	SI No.	Name of the work with Tender No.	Tender Amount

**Note: Applicant should enclose copy of work order & up-to-date work progress report duly certified by the concerned Executive Engineer.**

\_\_\_\_\_  
Signature, name and designation  
of Authorized Signatory

\_\_\_\_\_  
For and on behalf of  
(Name of the Applicant)

**SECTION – B**  
**Form - II**  
**FINANCIAL STATEMENT**

Information of audited financial statement for the last year to demonstrate the current soundness of the Bidder's financial position

Name of Bidder:

1. The Bidder's Net Worth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.
2. Annual Turn Over

Year	Amount in Rs.	Document Reference as attached (Page no. etc.)
Year-5( <i>FY-2019-2020</i> )		
Year-4( <i>FY-2020-2021</i> )		
Year-3( <i>FY-2021-2022</i> )		
Year-2( <i>FY-2022-2023</i> )		
Year-1( <i>FY-2023-2024</i> )		

**3. Bank Solvency Certificate:**

Amount in Rs.....

Issuing Bank .....  
Branch.....

Date of issue of Bank Solvency Certificate .....

Date.....

Signature, Name and designation of authorized signatory

For and on behalf of .....

(name of the applicant)

## AFFIDAVIT — "Y"

**(To be furnished in Non — Judicial Stamp paper of a appropriate value duly notarized)**

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 is proved to be false, incorrect 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 \_\_\_\_\_  
nor any of its constituent partners had been debarred to participate intender by any directorate of Public Works Department during the last 5(five) years prior to the date of this NIT.
3. The under-signed also hereby certifies that neither our firm \_\_\_\_\_ nor any of its constituent partners have failed to executed more than one works contract under any directorate of Public Works Department and that neither our firm \_\_\_\_\_ nor any of its constituent partners was terminatedby any sub-rule under clause 3 of Tender Form no. 2911 and that neither our firm \_\_\_\_\_ nor any of its constituent partners was terminated under any clause of standard Bidding Documents by the Engineer-in-Charge/ Employer during last 3(three) years.
4. Certified that I have access to or have available liquid assets (aggregate of working capital, cash-in-hand, uncommitted Bank Guarantees) and/or credit facilities not less than 10% of the estimated cost put to tender. In this respect, I have attached necessary documents with this application. 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.
5. The under-signed understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
6. Certified that I have applied in the tender vide e-NIT *no \_\_\_\_\_* in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.
7. The under-signed also hereby certifies that the Bid shall remain valid for a period not less than 120 (One Hundred twenty) days, after the dead line date for Bid submission.
8. I, the under-signed, declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct. I shall arrange facilities for different types of day to day testing as per MoRTH, IRC & IS guideline at the working site at my own cost relate to work.
9. Certified that required specified machineries for the works under this NIT will be installed at the working site within 15(fifteen) days from the date of issue of Work Order.
10. I / we do hereby certify that I shall bring all requisite technical personnel and /or plants/ testing machineries / equipments for all the items of works as per relevant IRC / IS codes of practice and as per BOO and as per direction of the Engineer-In-Charge at the time of execution of work at site even if upon Technical evaluation I am declared as "qualified" without having all the requisite technical personnel and /or plants/ testing machineries / equipments at the time of submission of tender.
11. I, the under-signed do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc. accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section-71 & section-73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date :

\_\_\_\_\_  
Signature, name and designation  
of Authorized Signatory

\_\_\_\_\_  
For and on behalf of  
(Name of the Applicant)

### 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
2. duly authorized by and competent to affirm this affidavit on behalf of the said Bidder.

3. That, I have inspected the site of work covered under NleB (NleB No ..... )  
circulated through Office memo bearing No ..... do hereby declare that I am a C  
acquainted with the site conditions existing level/proposed level 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.

Copy of my passed certificate has been attached herewith.

4. That I declare that, no relevant information as required to be furnished by the Bidder has been  
suppressed in the Bid documents.

5. That the statement above made by me is true to my knowledge.

Name.....

Address.....

Deponent  
Solemnly affirmed by the said

Mobile No.....

Before me..... Email..... (1st class Judicial Magistrate  
/ Notary Public)

**DECLARATION OF TECHNICAL PERSONNEL**

I,..... S/o, D/o, W/o.....residing at ..... do hereby declare that I am a Civil Engineer having qualification, DCE/BCE/MCE and working in the capacity of ..... (Designation) in the organisation namely ....., address-..... since DD/MM/YYYY.

Copy of my passed certificate has been attached herewith.

Signature with date.....

Name.....

Address.....

Mobile No.....

Email.....



**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.**

**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**

**FORM-IIC**

***(Format for Credit Facility issued by the bank which is authorized to conduct Government business in West Bengal by Reserve Bank of India as notified by State Government from time to time and any other Bank which has been authorized by the State Government)***

**Ref.No:-**

**Date:-**

Certified that we here by undertake to declare that a Credit Facility of Rs.....  
sh  
I be provided to the agency..... (name of the agency).....for the execution of the work\_\_\_\_ (name of  
the work)\_\_\_\_\_ (vide eNIT No-\_\_\_\_\_) if awarded by the competent authority / Tender Inviting  
Authority.

**Signature of the Bank Authority**

**Designation:**

**Code No-**

**Counter Signed by the intending Bidder**

**NB:-Devoid of Ref. No:-&Date:-, may lead to non-acceptance of this docume**

**SECTION – C**  
**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 (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In 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 works undertaken :

Work in hand i.e. Work order issued	As on 31.03.2024	As on 31.03.2023	As on 31.03.2022	As on 31.03.2021	As on 31.3.2020	As on 31.03.2019

**Signed by an authorized officer of the firm**

**Title of the officer**

**Name of the Firm with Seal**

**Date**

**SECTION-B Form-IIA**  
**B.2. FINANCIAL STATEMENT**

**B.2.1. Name of applicant:**

**B.2.2. Information of audited financial statements for the last year to demonstrate the current soundness of the bidder's financial position:**

1. The bidder's networth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.
2. Bidders, who meet the minimum qualification criteria, will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the works. The available bid capacity will be calculated as under:

Assessed Available Bid capacity=( $A \times N \times 2 - B$ )= \_\_\_\_\_ where,

A= Maximum value of engineering works in respect of projects executed in any one year during the last five years (updated to the price level of the year indicated in table below under note) taking into account the completed as well as works in progress. The projects include turnkey project / item rate contract / Construction works.

N= Number of years (i.e.,.....year) prescribed for completion of the works for which bids are invited. Please refer table for List of Schemes in page1.

B= Financial liability of the bidder to be incurred for existing commitments and ongoing works during the period of the subject contract.

**To calculate the value of "A"**

- i) A table containing value of Engineering works in respect to projects (Turnkey projects / item rate contract / Construction works) undertaken by the Bidder during the last 5 years is as follows:

Sl. No	Financial Year	Value of Engineering works undertaken w.r.t. projects (Rs. In Crore)	Updation Factor	Value updated to the price level of the year
(1)	(2)	(3)	(4)	(5)= Col (3) X Col (4)
1	Last Year Year-1		1.00	
2	Year before last year Year - 2		1.05	
3	Previous Year to Year-2 Year-3		1.10	
4	Previous Year to Year-3 Year-4		1.15	
5	Previous Year to Year-4 Year-5		1.20	

Maximum value of projects that have been undertaken during the F.Y-----out of the last five years and value thereof is Rs-----Crore (Rupees-----).

Net worth for the last Financial year is (Rs in figure)\_\_\_\_\_.



.....

Signature, name and designation of  
Authorised Signatory

For and on behalf of

.....(Name of the Applicant)

Note:

1. All the documents to be submitted in support of above must be duly signed and sealed by the applicant / bidder and authenticated by Statutory Auditor's Firm.
2. Progression Certificate issued below the rank of Executive Engineer will not be accepted.
3. **Last Financial Year 2023-2024** will be considered as year-1.

### Form-IIB

This is to certify that we have verified the consolidated financial statement of \_\_\_\_\_(Name of the Firm in which application is made) having its Registered Office at \_\_\_\_\_(address of the Firm). Based on our examination of Books and Records and other documentary evidences we certify that the financial data of the company given in the balance sheets are detailed hereunder for the financial year(s) as mentioned below are true and correct.

Sl, No.	Description	Financial Data for the last 5 audited Financial Year				
		Previous to Year 4 Year 5	Previous to Year 3 Year 4	Previous to Year 2 Year 3	Previous to Year 1 Year 2	Last Year Year 1
1	<b>Net Worth</b> (Calculated on the basis of capital, profit and free reserve available to the firm should be positive)					
2	<b>Working Capital</b>					
3	<b>Annual Turnover</b> (Engineering Works)					



Available Liquid Assets (Last Financial Year):

- 1.Working Capital =Rs\_\_\_\_\_
- 2.Uncommitted Bank Guarantees =Rs\_\_\_\_\_
- 3.Creditfacilities =Rs\_\_\_\_\_
- (Certificate to be submitted in **Form IIC**)
- Total Liquid Assets = Rs\_\_\_\_\_**

<p>Signature, name and designation of Authorised Signatory For and on behalf of</p> <p>.....(Name of the applicant)</p>	<p>Name of the Statutory Auditor's Firm / Chartered Accountant</p> <p>Signature:-</p> <p>Seal of the Audit / Chartered Accountant Firm:</p> <p>Name of signatory (in capital):-</p> <p>Membership No.:-</p> <p>Firm Regn. No:-</p> <p>Date of Birth:-</p> <p>Mobile No.</p> <p>UDIN:-</p>
---	---

**N.B:- THIS FORM (i.e. FORM-IIB) MUST BE PROPERLY MADE IN THE LETTER HEAD OF THE AUDITOR'S /CHARTERED ACCOUNTANT FIRM, CLEARLY MENTIONING THE ADDRESS, e-mail ID, and CONTACT NUMBER OF THE FIRM &should preferably be made in a single page else to be authenticated in each page similarly.**

**NB:-i) All information sought w.r.t. Firm / Chartered Accountant is mandatory.**

**ii) All relevant data as mentioned in form IIB shall be available through UDIN verification**

## **SECTION — B**

### **CONDITIONS & REQUIREMENTS FOR BIDDING**

1. Submission of eBid document will not be allowed beyond the schedule time indicated in the eBidding.
2. Each Bidder shall upload his offer in envelopes (A-1-Statutory & A-2- non-statutory) & .xls sheet after digitally signed superscribing the name of the work, name & address of the bidder, NIB No and date of submission of the eBid.
3. Each page of the eBid documents, drawing etc. has to be digitally signed / initiated by the authorized signatory.
4. No eBid proposal will be entertained without the earnest money being submitted as indicated in the NIB. No interest will be allowed for the said earnest money and the Bid issuing authority will hold the same till finalization of the eBid.
5. Any conditional eBid will be liable for rejection.
6. The Bid inviting Authority reserves the right to reserve or amend the eBid documents prior to the date notified for submission of the eBid or also to extend the time mentioned in the NIB under intimation to the Bidders.
7. eBid once offered cannot be withdrawn within a period of 120 calendar days from the date set for opening of eBids. Any extension of this validity period if required will be subject to concurrence of the Bidders.
8. Bidders would be at liberty to point out any ambiguities, contradictions, omissions, etc. seeking clarifications thereof or interpretation of any of the conditions of the eBid documents before the Bid Inviting Authority by uploading his/her doubt within a period of Forty eight hours before the date of Pre bid meeting if any as per schedule.
9. Written clarification or amendments etc. as may be issued by the Bid Inviting Authority in pursuance to the representation made by the intending Bidders under Clause 10 above shall be final and binding on the Bidders and shall form a part of the eBid documents. Bid Inviting Authority however, reserves the right to have pre Bid conference with the intending Bidders if deemed necessary. Any point or irregularities or questions could not be raised after expiry of pre bid meeting.
10. Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices. The Bidders must be acquainted with existing ground level (EGL),
11. If expenses incurred for site inspection and all activities in the preparation and uploading of the eBid shall be borne by the Bidders.
12. Extra claim or any concession on the ground of insufficient data or information and absence of knowledge of conditions prevailing at the site or situation arising during the execution of the work shall not be entertained.
13. eBid, which have been considered valid on the result of general examination (Prequalification stage) at the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the general examination carried out earlier, the Bid Inviting authority reserves the right of rejection of any eBid, which may be found to be defective during the detail scrutiny.
14. Bidders before uploading the eBid documents shall have to ensure that "Declaration by the eBidder" in the pro-forma set out in the eBid documents is to be filed separately with the eBid documents in the form of Affidavit to be affirmed by the same person signing the Bid documents.
15. The Bid inviting authority reserves the right to accept or reject any or all of the eBid received or to split up the work in groups or to relax any clause without assigning any reason thereof.
16. This set of Bid documents consists of:
  - a. Detail Notice inviting Bid.
  - b. Declaration by the eBidder.
  - c. Main Bid Documents consists of PART I & PART II (Technical) & financial (.xls format)
  - d. Tender Form No. 2911.

**Chairperson,  
Board of Administrator,  
Panskura Municipality**