

# OFFICE OF THE BOARD OF COUNCILLORS PANSKURA MUNICIPALITY

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

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Memo No.:- PM/PW/558/03/1000

Dated:06-05-2025

## **NOTICE INVITING e-TENDER**

*NIT No.:-* **WBMAD/Panskura/NIT-01e/2025-26.**

The Chairperson, Panskura Municipality, on and for behalf of the Board of Councilors of Panskura Municipality invites sealed competitive e-Tender on **Percentage Rate basis** for following works (TABLE-A) proposed from reliable, resourceful, bonafide and experienced Contractors having sufficient credential with fulfillment of eligibility criteria mentioned below.

**TABLE -A**

Sl. No.	Description of works	Estimated Amount In Rs.	Earnest Money ( Rs)	Period of Completion	Defect and liability period
1	CONSTRUCTION OF COMMUNITY TOILET AT YOUTH CORNER CLUB, MOUZA-RANIHATI, WARD NO-14 WITHIN PANSKURA MUNICIPALITY	249983	5000	45 days	5 years

1.	Location of Work:	WITHIN PANSKURA MUNICIPALITY DISTRICT OF PURBA MEDINIPUR.
2.	Eligibility to participate in the Tender	<p>a) <u>Intending tenderers should produce credentials of a similar nature of completed work of the minimum value 40% of 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</u></p> <p>b) <u>Intending tenderers should produce credentials of a 2 Nos similar nature of completed work each of the minimum value 30% of Estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice.</u></p> <p>c) <u>Intending tenderers should produce credentials of one single running work similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired value of estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice.</u></p> <p><u>in any Government Municipality/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.</u></p> <p><b><i>N.B.: Estimated amount, Date of completion of project and detail communicational address of client must be indicated in the Credential Certificate.</i></b></p> <p>d) In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for 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 executed agency i.e. the tenderer.</p> <p>e) Certificate of running work should be issued after publication of this NleT.</p> <p>f) 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 Statue, on the executed value of completed / running work will be taken as credential.</p> <p>g) Only works completed successfully/ running satisfactorily will be treated as credential. Joint venture, Consortiums etc are not allowed.</p> <p>h) Payment certificate will not treated as Credential (Vide Ref No- 04A/PW/O/10C-02/14 Dated 18.03.2015)</p> <p>BOQ and Work order of relevant work(s) are to be submitted. No credential will be considered as valid unless it is supported by work order, price schedule or BOQ. Credential,</p> <p><b>Definition of Similar nature of work-</b></p> <p>Similar nature of the work shall be define is such as a construction of building, construction of Concrete road, construction of R.C.C. Retaining wall/ boundary wall or R.C.C. Bridge /Culvert works.</p>

			<p>NOTE : In case of running works, only those tenderers who will submit the certificate of satisfactory running work including internal electrification works from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the works is in progress satisfactory and also that no penal action has been initiated against the executed agency i.e. the tenderer. [Non statutory Documents]</p> <p>N.B. :- 1) 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 (d) Date of commencement of work (e) Date of completion of work (f) Final bill value. 2) 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 Statue, on the executed value of completed / running work will be taken as credential.</p>
3.	Documents to be produced in support of Credential for Tender Part-I (Prequalification Documents)		<p>A successful performance and completion certificate shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice (<b>Ref: Sl. No. 4 :Eligibility to participate in the Tender</b>). Besides this, following documents shall have to be furnished:</p>
		a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm(Trade Licence up to date, Partnership Deed, Registration Certificate, Power of Attorney(Registered). For Co-Operative Society (Society Registration Certificate),Bye Law, Up to date Audited Balance required.
		b	Valid upto date clearance of Income Tax return, PAN Card, Valid Professional Tax Deposit Challan, Valid Trade Licence, valid 15 - digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. Pre Qualification Application(Letter Head)
		C	Experience and address, fax & telephone nos. , mobile no., & E-mail ID of the firm.
		D	No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority. Bidder intending to participate in more than one work shall have to furnish credential for summation of amount put to tender for those works of cumulative amount. The Available Turn over cumulative for multiple works.
		E	The Bidder should have annual turnover during in any of the last 5 (five) financial years of not less than the 40% of estimated amount put to tender (General Notes:-The average annual turnover shall be based on Tax Audited Report in 3CD Form duly signed by a registered chartered accountant of immediate proceeding last 5 (five) financial years authenticated by UDIN.)
		F	All documents in original to be produced in due course of time as & when asked by the Tender inviting authority.
4. A	Earnest Money		<p>For participating in the tender, the tenderer shall have to pay the Earnest Money as specified in this NleT 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 NleT. Any bid without such transfer of Earnest Money shall be treated as informal &amp; 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</p>

		<p>automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.</p> <p><b>The amount will be converted into security deposit of L1 bidder.</b></p>
		<p>NOTE :- An earnest money amounting to 2 %( two percent) of the estimated value of work for which tender has been called for, shall have to be deposited by all intending tenderers. In any case Fixed Permanent Security Deposit will not be entertained as an earnest money.</p>
		<p>Earnest Money will be deposited by the Tenderer through the following payment mode as per Finance Municipality Order No. 3975-F(Y) dated 28th July, 2016 (Annexure – B)</p> <p>(i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment Through ICICI bank payment gateway.</p> <p>(ii) RTGS/NEFT in case of offline payment through bank account in any bank. Tenderder eligible for exemption of EMD as per Govt. rules may avail the same and necessary documents Regarding the exemption of EMD must be uploaded in the EMD folder of Statutory Tender documents.</p>
		<p>Refund of EMD :- As per Finance Municipality Order No. 3975-F(Y) dated 28th July, 2016 (Annexure – B)</p>
4B	Minimum wages	<p>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.</p>
5 A.	Cost price of Tender documents	<p>NIL</p>
5 B.	Security Deposit	<p><b>1) 8 % Security deposited should be deducted against running/final bill.</b></p> <p><b>2) Refund of security deposit should be made after successful completion of defect liability period.</b></p>

6.	Date and Time Schedule :-																																			
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7.	Time of completion	of	Time of completion of the Contract shown in respective column of Annexure-A from the date of issue of Work Order.																																	
8.	Site inspection & general information		Intending Tenderders 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, IE Rules, CPHEEO manuals, Clauses & Sub Clauses of the Tender documents and to have fully acquainted with all details of work front, communications, underground utility services, seasonal weather and its variation, labours, water supply, existing & proposed site levels, Highest Flood Level(HFL), Finished Ground Level(FGL) 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. <b>No additional payment will be entertained on this account.</b>																																	

9.	Tender documents to be uploaded	<p>i) A bidder desirous of taking part in a tender shall login to the e-Procurement Portal of the Government of West Bengal <a href="https://wbttenders.gov.in">https://wbttenders.gov.in</a> using his login ID and Password and thereafter may download the tender document consisting of this N.I.T., Instruction to Bidders (Section – A), Pre-Qualification application with different Forms &amp; Affidavits, &amp; Schedule of Works (BOQ), W.B. Form No. 2911, point 3.b all required documents to the website directly with the help of Digital Signature Certificate.</p> <p>ii) Intending tenderer shall have to apply separately for each work of this NIT. <b>Bidders are requested to upload the files of relevant work(s) for which he intend to participate.</b></p> <p>Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate and upload the same with other documents along with necessary Earnest Money electronically as mentioned in the List of scheme of NIT, (Details of which has been narrated in “Instruction to Bidders”). Where an individual person holds a Digital Signature Certificate in his own name duly issued to him by the company or the firm of which he happens to be a director or partner, such individual person, either belonging to an appropriate cadre officer of the company or an authorized partner of the firm, having a registered power of attorney empowered by the Board or by the firm, shall upload a copy of registered power of attorney showing clear authorization in his favour, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.</p> <p>2.1. Duly filled in copies of Section in prescribed proforma with proper authentication in the relevant spaces are to be uploaded electronically.</p> <p>2.2. Technical Bid and Financial Bid both are to be submitted concurrently, duly digitally signed, in the Website <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a> as per date and time schedule stated in Sl. No. 8. The documents submitted by the bidders should be properly indexed and also should be according to the Firm name. The earnest money has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No.3975-F(Y) dated 28th July, 2016.</p> <p><b>2.3. Documents not related with this NIT should not be uploaded.</b></p> <p><b>PART I</b> :-Containing all documents in relation to the name of the firm applied for and credential possessed along with all documents as depicted in Sl. No. 3 along with this NIT and its all corrigenda's.</p> <p style="text-align: center;"><b>And</b></p> <p><u>Section A</u>: Special Terms &amp; Conditions.</p> <p style="text-align: center;">&amp;</p> <p><u>Section B</u>: ANNEXURES</p> <p style="padding-left: 40px;">Annexure under Section B :</p> <p style="padding-left: 80px;">A. Tender &amp; Contract for Works (General rule &amp; Direction for Guidance Of Bidders/Contractors) i.e. WBF 2911/2911(i)/2911(ii) as applicable</p> <p style="padding-left: 80px;">B. Online Receipt &amp; refund of e-Tender through State Govt. e-Tender Portal (G.O No. 1526-F(Y) dt. 18.03.2014 Of Finance Deptt., Govt. Of WB)</p> <p style="padding-left: 80px;">C. Online Receipt &amp; refund of EMD of e-procurement through State Govt. E-Procurement Portal(G.O No. 3975-F(Y) dt. 28.07.2016 Of Finance Deptt., Govt. Of WB)</p> <p style="padding-left: 80px;">D. Amendment of rules For WBF 2911 (G.O No. 4374-F(Y) dt. 13.07.2017 Of Finance Deptt., Govt. Of WB)</p> <p style="text-align: center;">&amp;</p> <p><b>PART II</b> :-Containing the Following Document.</p> <p>Tender Price / Price Schedule.(.xls format)</p>
10.	Validity of Tender	A Tender submitted shall remain valid for a period of 180 calendar days from the date set for opening of Tenders. Any extension of this validity period if required will be subject to concurrence of the Tenderers.

11.	Withdrawal of Tender	A Tender once submitted shall not be withdrawn within the validity period. If any Tenderder/Tenderders withdraw his/their Tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by Municipality.
12.	Acceptance of Tender	The Chairperson, Panskura Municipality will accept the Tender on recommendation of the Tender committee. The Chairperson does not bind himself to accept otherwise the lowest Tender and reserves to himself the right to reject any or all of the Tenders received without assigning any reason thereof.
13.	Intimation	The successful Tenderder will be notified in writing of the acceptance of his Tender. The Tenderder then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate "WB 2911" with the "The Chairperson, Panskura Municipality, "and fulfil all his obligations as required by the Contract.
14.	Escalation of Cost	There will be no escalation in cost for materials or labour and the contract price mentioned in the contract & stand valid till completion of the O&M of the contract, and other obligation, if any.
15.	Name& address of Engineer-In-Charge (EIC) of the Work	Sub-Assistant Engineer on behalf of Chairperson, Panskura Municipality ,Purba Medinipur.
16	Departmental Materials	No departmental material will be supplied to the Contractor from Panskura Municipality Godown.
16 a	Quality & Brand	Cement : Cement 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 .  Steel - All steel materials to be used for the work should be as per IS standard or mentioned in the BOQ.  All other materials used for the work should be followed as per relevant standards
17.	Payment	Payment will be made to the Contractor by the Chairperson, Panskura Municipality periodically on recommendation of the Engineer-in-Charge.
18.	Influence	Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderder who resorts to this will render his Tender liable to rejection.
<b><u>Following clauses are to be adhering to by the concerned Tenderder during the process of Tenderding.</u></b>		
19.	In case office faces sudden closure owing to reason beyond the scope and control of "The Chairperson, Panskura Municipality", any of last date/dates as schedule in Sl. No 6 may be extended up-to/to next and following working day without issuing further and separate notice should the "The Chairperson, Panskura Municipality", feels it to be necessary and exigent.	
20.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Tenderder.	
21.	If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence: (i) West Bengal Form No. 2911(ii) (ii) NleT (iii) Special terms & Conditions (iv) Technical bid (v) Financial bid In case of inadvertent typographical mistake in the BOQ / Schedule of Works/ Price Schedule/rates /elsewhere, the same may be treated to be so corrected as to conform with the relevant schedule of rates and / or technically sanctioned estimate.	
22.	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 Tenderder/Contractor strictly.	

23.	Tender Acceptance Authority is the "The Chairperson, Panskura Municipality".
24.	In case of any dispute arising from any clauses of similar nature between Tender documents and Municipal Tender Form, the decision of The Chairperson, Panskura Municipality, will be final and binding.
25.	All usual deductions for taxes as applicable i.e. IT, and Labour welfare cess, GST etc. as applicable will be made from the bills from time to time.
26.	No conditional Tender shall be entertained.
27.	Any Tender without Earnest Money, as specified in this N.I.T. (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. In case of exemption, proper document has to be uploaded.
28.	The Tenderer, at 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 participating in the Tender and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Tenderer's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
29.	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Tenderers' before submission of tender.
30.	During the scrutiny, if it comes to the notice of the tender inviting authority that the credential(s) and/or any other paper(s) of any bidder are incorrect / manufactured / fabricated, that tender will be out rightly rejected and further penal action may be taken against him as per rule.
31.	Before issuance of Letter of Acceptance / Work Order, the tender inviting authority may verify the credentials & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer are either manufactured or false, in that case Letter of Acceptance / Work Order will not be issued in favour of that tenderer under any circumstances and further penal action may be taken against him as per rule.
32.	Successful Tenderers will be required to obtain valid Registration Certificate & Labor License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses U/S 7 of West Bengal Building & other Construction Works' Act, 1996 and U/S 12 of Contract Labour Act.



33	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 of such firm, to upload such Tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
34.	Any legal matter will be settled within the jurisdiction of Hon'ble District Judges Court at Tamluk , Dist.- Purba Medinipur , West Bengal.
35.	Tenderder 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 48 hours prior to Pre Tender Meeting, beyond such period no representation in that behalf will be entertained by the Tender Inviting Authority.
36.	The successful Tenderder 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 may be cancelled.
37	Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The entire amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) will be refunded without any interest only as per clause 43 of this Section.
38	<p>There will be no provision of Arbitration.</p> <p>Clause 25 of West Bengal Form No. 2911(ii) is modified vide notification no. 8182-F(Y) dated 26/09/2012 of Finance Department, Govt. of West Bengal, as follows:</p> <p>"Except where otherwise provided in the contract all question and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts designs, drawings, specifications, estimate, instructions, orders or these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter;</p> <p>If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer-in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 (fifteen) days request the Chairperson of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision within a period of three months from the date of receipt of the contractor's letter,</p> <p>The Dispute Redressal Committee in each of the works Departments shall be constituted with the following officials as members:</p> <p>Additional Chief Secretary / Principal Secretary / Secretary of the Department concerned.....Chairperson</p> <p>Engineer-in-Chief / Chief Engineer or any officer of equivalent rank of the Department.....Member</p> <p>One Designated Chief Engineer / Engineer of the Department to be nominated by the Department concerned..... Member Secretary and Convenor</p> <p>One representative of Finance Department of the Government not below the rank of Joint Secretary or Financial Adviser in case of the works Department where FA system has been introduced.....Member</p> <p>This provision will be applicable irrespective of the value of the works to which the dispute may relate.</p>

39	<p><b>Defect Liability Period:-</b></p> <p>Defect liability period Should be observed for 5 (Five) Years from the date of completion. (As per Notification No. 5784-PW/L&amp;A/2M-175/2017 dt. 12.09.2017 of Principal Secretary, PWD).</p>
40	<p><b>Refund of Security Deposit:</b></p> <p>No amount shall be refunded to the contractor for first 3 (three) years from the actual date of completion of the work;</p> <p>30% (thirty percent) of the same shall be refunded to the contractor on expiry of 4 (four) years from the actual date of completion of the work;</p> <p>The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 5 (five) years from the actual date of completion of the work.</p>
41.	<p><b>Additional Performance Security</b></p> <p>As per memorandum no. 4608-F(Y) dated.18.07.2018 of Finance Department Govt. of West Bengal, the successful bidder will have to submit Additional Performance Security @10%of the tendered amount, if the accepted bid value is 80%orless of the Estimated amount put to tender.</p> <p>The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submitthe Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.</p> <p>The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered/affected by provision of this Additional Performance Security:-</p>
42	<p>The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period as per prevailing Govt. rule i.e. 3(three) years from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the municipality as deem fit. <b>The Agency will have to quote his rate considering the above aspect.</b></p>
43.	<p>Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.</p>
44	<p><b>No Mobilisation Advance and Secured Advance will be allowed.</b>Agencies shall have to arrange required land for installation of Plant &amp; Machineries, (specified for each awarded work, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site.</p>

Chairperson  
**Panskura Municipality**

**Memo No.:- PM/PW/558/03/ 1000**

**Dated:06-05-2025**

**Copy forwarded for wide circulation through:**

1. The District Magistrate, Purba Medinipur with request to display this NIT along with Tender document in his website for proper publication as well as obtaining Tender from the intending Bidder.
2. The Additional District Magistrate (G), Purba Medinipur District, with request to display this NIT in the Notice Board.
3. The Executive Engineer, Midnapur (East) Division, Municipal Engineering Directorate, Tamluk.
4. The Executive Officer, Panskura Municipality
5. The Finance Officer, Panskura Municipality
6. I.T. Coordinator, Panskura Municipality ,to upload this notice into the official website- <https://wbtenders.gov.in>
7. Office Notice Board.
8. One leading Newspaper for publication (Bengali).
9. Guard File.

**Chairperson  
Panskura Municipality,  
Purba Medinipur**

## INSTRUCTION TO TENDERDERS/TENDERDERS SECTION – A-I

### **1. General guidance for e-Tendering**

Instructions/ Guidelines for Tenderders for electronic submission of the Tenders have been annexed for assisting them to participate in e-Tendering.

### **2. Registration of Tenderder**

Any Tenderder 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 <https://wb.tender.gov.in> The Tenderder is to click on the link for e-Tendering site as given on the web portal.

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

Each Tenderder 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 Tenderder. DSC is given as a USB e-Token.

### **4. The contractor can search and download NIeB 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) Pre-qualification Application (Sec-B, Form – I)
- ii) Receipt of Earnest Money deposited by the bidder through etender portal (<https://wbtenders.gov.in>)
- iii) Financial Statement (Section – B, Form – II).
- iv) Affidavit (Ref:- format for general affidavit shown in “Y” )
- v) Tender form No. 2911 & NIeT with all Addenda & corrigenda, Special Conditions of Contract.

##### **2. NIeT(download 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:-Declaration Of The Tenderder )
- iii. Other Forms.

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

- i. Professional Tax (PT) deposit receipt Challan (up to date), PAN Card, IT Return for the Current Assessment year, GST registration Certificate.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum

- 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 last three 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)
- vii. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- viii. List of laboratory Instrument.
- ix. List of technical staff along with structure and organization (Section – B, Form – III).
- x. Credential: Scanned copy of Original Credential Certificate as stated in NIeB (Under sl. no -3)

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the Tender liable to be summarily rejected for both statutory and non statutory cove

#### ***B. Tender Evaluation***

- i. Opening and evaluation of Tender :- If any Tenderder is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii. Opening of Technical proposal :- Technical proposals will be opened by the Tender 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 Tender 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 Tender Evolution 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 Deptt. 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 under UIDSSMT programme.
- v. Uploading of summary list of technically qualified Tenderders.
- vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Tenderder and for which their proposal will be considered and uploaded in the web portals.
- vii. While evaluation, the committee may summon the Tenderders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

#### ***C. Financial proposal***

As per Sl. 11 , Tender Price / Price Schedule. To be uploaded digitally signed by the Tenderder.

6. Financial capacity of a Tenderder will be judged on the basis of working capital and available Tender capacity as mentioned in the NIeB 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 first class 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 Tenderder, the Tenderder 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 Tender capacity etc. are to be submitted which must demonstrate the soundness of Tenderder 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 Tenderder is strictly prohibited and in case of such act by the Tenderder 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 TENDER**

The Employer (Tender accepting authority) reserves the right to accept or reject any Tender and to cancel the Tendering processes and reject all Tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderder or Tenderders or any obligation to inform the affected Tenderder or Tenderders of the ground for Employer's (Tender accepting authority) action.

The Tenderder whose Tender 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. NIEB., all addenda-corrigendum, different filled-up forms (Section –B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Tenderder.

**Chairperson  
Panskura Municipality**

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

**To**

**The Chairperson,**

**Panskura Municipality,**

**Panskura, Purba Medinipur,**

**West Bengal,**

**(correct address should be write down)**

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

**NIT No.:**

Dear Sir,

Having examined the Statutory, Non statutory and NIEB 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 Tendering for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting and Accepting Authority can amend the scope and value of the contract Tender under this project.
- (b) Tender Inviting and Accepting Authority reserves the right to reject any Application without assigning any reason.

**Enclose:- 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)

Sl No	Year	Annual Turn Over	Remarks
1	2023-24		
2	2022-23		
3	2021-22		
4	2020-21		
5	2019-20		
Average	-		

SIGNED BY AN AUTHORIZED OFFICER OF THE FIRM



**SECTION – B**  
**AFFIDAVIT “Y”**

**Declaration of the Tenderer**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Tender 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 Tenderer.

2. That, I have inspected the site of work covered under NIeB (NIeB No ) circulated through Office memo bearing No -----dated ----- and have made myself fully 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 Tender documents. Tender of the above named Tenderer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Tenderer, being lawfully and duly authorized, promise to a Tenderer by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Tender accepting Authority of the Work and a Tenderer by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to a Tenderer 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 Tender Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Tenderer has been suppressed in the Tender documents.

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

Deponent

Solemnly affirmed by the said

.....

before me.

.....

(1stclass 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.