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Office of the Board of Administrator  
**MATHABHANGA MUNICIPALITY**

P.O. - MATHABHANGA DIST. - COOCHBEHAR  
(West Bengal)

NleT No. MM/NleT/01/20-21

Dated- 23.09.2020

Tender Reference No. WBMAD/ULB/MM/NleT-01/20-21(2<sup>nd</sup> Call)

DETAILED NOTICE INVITING e-TENDER

1. On behalf of the board of Administrator, The Chairperson, Board of Administrator, Mathabhanga Municipality, invites e-Tenders (electronic Tenders) from eligible resourceful & bonafide contractors as per the enclosed list of works :-

Sl. No	Name of Work	Amount Put to Tender	Earnest Money	Tender Processing fee	Time of Completion
1.	Construction of Public Toilet (Latrine 3 nos and Urinal Seats) at Harijan Basti Pry. School at Ward No.- 01 within Mathabhanga Municipality.	Rs. 6, 59,994.00	Rs. 13, 200.00	Rs. 2000/-	90 days

2. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> using the option -Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>

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

4. Earnest Money as specified in this NleT shall be paid online through ICICI Bank payment gateway or NEFT/RTGS (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 NleT. Any Bid without EMD & Tender fee (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money & Tender fee receipt (Scanned copy) shall be uploaded as statutory document. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.

4.i. Tender processing Fees as specified in this NleT should be deposited in The West Bengal State Co-Operative Bank Limited, Mathabhanga Branch, Account No. 129353052169 (IFSC Code WBSC0000039) in favour of "The Chairperson, Board of Administrator, Mathabhanga Municipality" through RTGS/NEFT System. The NIT No. and Sl. No. of Work should be clearly mentioned on the deposit challan. Scanned copy of document (Chhalan) should be uploaded during the submission of bid otherwise bid will be rejected.

5. A prospective tenderers shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

6. Eligibility criteria for participation in tender :

- (A) Intending tenderers should produce credentials of a similar type (Building Work) of completed work of the minimum value of 40% of the estimated amount put to tender during 5 (Five) years prior

to the date of issue of the tender notice. Or (B) Intending tenderers should produce credentials of 2(Two) similar type of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5(Five) years prior to the date of issue of the tender notice. Or, (C) Intending tenderers should produce credentials of one single running work of similar type which has been completed to the extent of 80% or more and value of which is not less than the desired value at (A) above.

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 or Executive Officer 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.

- ii. Uploading of scanned copies of GST No. certificate with Up-to-date Return, Pan Card, up to date Professional Tax receipts as Non Statutory Documents. Income Tax Acknowledgement Receipt for the latest assessment year.
- iii. Uploading of scanned copy of Upto date E.P.F Challan as Non Statutory Documents as per Govt. order No.- S-35025/2/2014-SS-II Dt. 17.10.2016
- iv. Uploading of scanned copy of Balance Sheet & Profit & Loss A/c. for the last 3 (Three) years. (FY - 2016-17, 2017-18 & 2018-19)
- v. Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
- vi. The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.
- vii. Own machinery invoices. OR Hired/Lease agreement with invoices for construction machinery.
- viii. Technical Person. (Appointment details and Declaration of the Technical Person Should be submitted)
- ix. All Tenderers should have to upload only their Original copies of the requisite documents in the website for submitting their Tender.

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

- i. Municipal Tender Form
- ii. NleT
- iii. BOQ / Price Schedule
- iv. Drawing

**7. Submission of Tenders**

7.1 General process of submission Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

**a. Statutory Technical folder containing :**

- i. Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail.
- ii. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.
- iii. Notice Inviting Tender
- iv. Municipal tender Form.
- v. BOQ / Price Schedule

**Note :**

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iv. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- v. Necessary deduction will be made as per relevant Govt. order.

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

- i. Up to date Professional Tax (PT) Registration Certificate & current Chhalan with payment certificate, PAN Card valid upto the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. GST No Certificate with current return certificate.
- iii. Income Tax Acknowledgement Receipt for the latest assessment year.
- iv. Registered Deed for Partnership Firm.
- v. Upto date E.P.F Challan [as stated in Clauses 6 (iii)]
- vi. Balance Sheet & Profit & Loss A/c [as stated in Clauses 6 (iv)]
- vii. Completion Certificate during the last 5 (Five) years [as stated in Clauses 6 (i)]
- viii. For Registered Unemployed Engineers' Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws*, up to date audited balance sheet.
- ix. Own machinery invoices. OR Hired/Lease agreement with invoices for construction machinery.
- x. Technical Person. (Appointment details and Declaration of the Technical Person Should be submitted)
- xi. Experience profile should be furnished as per following table.

**EXPERIENCE PROFILE**

**LIST OF PROJECTS COMPLETED THAT ARE SIMILAR TYPE TO THE WORKS HAVING MORE THAN 40% (SINGLE WORK), 30% (TWO WORKS) or 80% RUNNING WORK OF THE PROJECT COST EXECUTED DURING THE LAST 5 (FIVE) YEARS.**

Name of the Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimated Amount put to Tender	Contractual Rate	Date of Comment	Schedule Date of Completion	Actual date of completion of work	Reason for delay in completion (if any)

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

THE ABOVE STATED NON-STATUTORY TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the –My Documents list and then click the tab –Submit Non Statutory Documents to send the selected documents to Non-Statutory folder. Next, click the tab –Click to Encrypt and upload and then click the - Technical Folder to upload the Technical Documents.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. GST No Certificate with Current Return Certificate. 2. PAN Card 4. Up to date Professional Tax (PT) Registration Certificate & current Chhalan with payment certificate 5. Income Tax Acknowledgement Receipt for the latest assessment year. 6. E.P.F Chhalan (refer clause 6. III)
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	CREDENTIAL 1	1. Completion Certificate for Similar nature of Work Done (refer clause 6. i ) 2. Experience profile [refer 7.1(b) Item No. (x)]
D.	DECLARATION FILE	DECLARATION FILE 1	1. Declaration File -I AFFIDAVIT "Y" (Form II) 2. Pre Qualification Application (Form I) 3. Form III (STRUCTURE AND ORGANISATION)
E.	FINANCIAL INFO	PAYMENT CERTIFICATE 1	1. Payment Certificate 1 2. Balance Sheet & Profit & Loss A/c [refer 7.1(b) Item No. (vi)]
F.	EQUIPMENT	EQUIPMENT	Own machinery invoices. OR Hired/Lease agreement with invoices for construction machinery.
G.	TECHNICAL PERSON	CONTRACT	Technical Person. (Appointment details and Declaration of the Technical Person Should be submitted)

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

8. Financial Proposal

- Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rate (percentage above/below/ at par) online and municipal tender form filled up in all respect. It may please be noted that the rate quoted in BOQ should match with the rate quoted in the tender form.
- only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

9. Penalty for suppression / distortion of facts : If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression,

the Tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairperson, Board of Administrator, Mathabhanga Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

10. The successful BIDDER will have to provide a service warranty as per Govt. Rules.

11. **Rejection of Tender :** The employer (Tender accepting authority) reserves the right to accept or reject any Tender and to cancel the Tendering process and reject all Tenders at any time prior to the award of contract without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderers of the ground for employer's (Tender accepting authority) action.

12. In Case of any objection regarding disqualification of any agency that should be lodged to the Tender Inviting Authority within one (1) Working day from the Date of Publication of List of Qualified Agencies and beyond that time schedule no objection will entertained.

13. Additional Performance Security shall be mandatory when the bid rate is 80% or less of the estimate put to tender as per W.E. Finance Department's Memorandum No. 4608-F(Y) Dated 18.07.2018

14. Defect Liability period will be guided by Notification No.5784-PW/L&A/2M175/2017 Dt-12.09.2017 of PWD. As such security deposit will be released accordingly following the notification.

15. **Date & schedule**

DATE AND TIME SCHEDULE AS FOLLOWS :		
01	Date of uploading of NieT, and Tender Documents online (Publishing Date)	24.09.2020 at 18.00 Hrs.
02	Document downloaded / sale start date (on line)	24.09.2020 at 18.00 Hrs.,
03	Tender submission start date (on line)	24.09.2020 at 18.00 Hrs.
04	Tender submission closing date (on line)	01.10.2020 at 13.00 Hrs.
05	Tender opening date for Technical proposals (on line)	03.10.2020 at 13:00 Hrs.
06	Last Date of submission of the hard copies of the technical documents with receipt of earnest money & Tender fee to be submitted at the office of the Mathabhanga Municipality at Mathabhanga.	Optional (As per requirement by the Tender Inviting Authority)
07	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later.
08	Date for opening of Financial proposals (on line)	To be notified later.
09	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later.

**NOTE :-** 1. In case of Bundh/strike/holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above.

Sd/-  
Chairperson  
Mathabhanga Municipality  
Mathabhanga Coochbehar

COPY FORWARDED FOR INFORMATION TO :-

1. The District Magistrate, Cooch Behar,
2. The DICO, Coochbehar,
3. The Chief Engineer, M.E. Directorate, Bikash Bhawan, Salt Lake City, Kol- 91,
4. The Executive Engineer, Coochbehar Division, M.E.Dte. Coochbehar,
5. The S.D.O Mathabhanga,
6. The B.D.O, Mathabhanga - I ,
7. The B.D.O, Mathabhanga -II,
8. The Assistant Engineer, P.W.D., Mathabhanga,
9. The Executive Officer, Mathabhanga Municipality,
10. The Finance Officer, Mathabhanga Municipality,
11. The Head Clerk, Mathabhanga Municipality,
12. The Accountant, Mathabhanga Municipality,
- ✓ 13. The Cashier, Mathabhanga Municipality,
14. The Storekeeper, Mathabhanga Municipality,
15. The I.T. Co-ordinator, Mathabhanga Municipality,
16. Notice Board, Mathabhanga Municipality.

Sd/-  
Chairperson,  
Board of Administrator  
Mathabhanga Municipality