

**GUSKARA MUNICIPALITY**  
**PURBA BURDWAN**  
**Notice Inviting e-Bid**

**Notice Inviting e-Tender No: 04/2021-22**

Memo no- 1597/GM

DATE: - 25/08/2021

The Chairperson, Guskara Municipality, on and for behalf of the Board of Councillors of Guskara Municipality invites online percentage Rate tender from reliable, resourceful, bonafide and experienced Partnership firms / companies / individual contractors, who have successfully completed the work of value not less than 40% of similar nature of works in a single contract within last 5 (five) years from the date of this NIT in any Govt. /Semi-Govt. / Govt. Undertakings / Autonomous Bodies / Statutory Bodies and Local Bodies is eligible for the under mentioned work:-

Sl no	Name of the Scheme	Amount (Rs)	Earnest Money @ 2% (Rs.)	Price of agreement papers consisting of Technical & Financial Bid documents and other annexure and W.B. as per Govt. Norms .	Period of Completion	Defect Liability Period
1	Construction of Cultural Shed at Roy Para in ward no-14 under-Guskara Municipality,P.S-Ausgram, Dist:- Purba-Bardhaman	5,04,668.00	10,093.00	Only successful bidder shall pay as per usual govt. norms.	90 days	As per Govt.norms

1. EIC of the Project: S.A.E. Guskara Municipality
2. The Tender Inviting Authority may call the bidders/L1 for verification of credentials if required.
3. Submission of Tender: - a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as





per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

#### 4. Time Schedule for Downloading, Uploading and Opening of Tender Documents:-

a)	Date of uploading of e-N.I.T. & other Documents(online) (Publishing Date)	25-08-2021 from 14.00hrs
b)	Documents download start date (Online)	25-08-2021 from 19:00 hrs
c)	Documents download end date (Online)	08-09-2021 from 14:00 hrs
d)	Online Bid Submission Start Date & Time	25-08-2021 from 19:00 hrs
e)	Online Bid Submission Last Date & Time	08-09-2021 from 17:00 hrs
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	14-09-2021 from 10:30 hrs
g)	Date for opening of Financial Bid (Online)	To be notified later on.

Tenders will be opened by the Chairperson, Guskara Municipality in presence of tenderer or their authorized representatives who may like to be present.

#### 6. Eligibility criteria for the bidders:-

a) The bidders should have the credentials of works similar in nature with the value not less than 40% of the estimated amount in a single contract within last 5 years from the date of this NIT and others Govt orders in any Govt. / Semi-Govt. / Govt. Undertakings / Autonomous Bodies / Statutory Bodies and Local Bodies.

OR

Intending tenderers should produce credentials of 2(two) similar nature 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

Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired estimated amount put to tender.

b) Scanned copy of PAN card, P. Tax, Valid G.S.T clearance certificate, Any One of Last 3 years audited balance sheet, Credentials, Work Order, Payment certificate and other supporting documents, Registration Certificate and/or trade License of the company must be submitted duly digitally signed at desired location in the website <https://wbtenders.gov.in>.

c) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through on line at desired location.

d) Partnership Firm should submit necessary deed at desired location through online.





7.

a) List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-

- i) Income Tax Return ( Any One of last 3 yrs)
- ii) Pan Card.
- iii) Professional Tax clearance certificate.
- iv) GST certificate.
- v) Trade License.
- vi) Technical Credential.
- vii) Work Order for the work in technical credential.
- viii) Payment certificate of the said work.
- ix) Declaration by the Tenderer must be filled up properly and the same must be scanned and uploaded.
- x) **Earnest Money:** - The tenderer shall have to deposit the EMD through online mode only. No scan copy will be accepted. (Ref No.3975-F9Y) dated 28<sup>th</sup> July 2016 of Finance Department, Govt.of West Bengal)

b) List of documents shall have to be uploaded by a Partnership Firm)

- i) The power of Attorney for the firm for signing the tender by a partner.
- ii) Partnership Deed.

**8. Language of Tender:** - The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

**9. Others:-** The Tender Notice along with other documents like Tender Form No. 2911(ii). General Terms and Conditions, Special Terms and Conditions, Technical Specification, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.

**The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.**

**10. Intending bidders are requested to visit <https://wbtenders.gov.in> check their e-mail regularly for any corrigendum / addendum for further information regarding to this e-NIT.**

*Gu. Choudhary*  
25-08-21  
The Chairperson  
Guskara Municipality  
**Chairperson**  
**Board of Administrators**  
Guskara Municipality

Memo No. 1597/GM



Date: 25/08/2021



Copy forwarded for information to:-

1. The District Magistrate, Purba Burdwan.
2. The Addl. District Magistrate (Dev.), Purba Burdwan.
3. The Executive Engineer ,M.E.Dte., Purba Bardhaman.
4. The SDO, Sadar , Purba Burdwan
5. Office Notice Board of M.E.Dte. , Burdwan Division. Purba Burdwan.
6. Website of Guskara Municipality

G. Ghosh  
25.08.21  
The Chairperson  
Guskara Municipality  
Chairperson  
Board of Administrators  
Guskara Municipality

### INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e- tendering.

**1. Registration of Contractor:** - Any contractor 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>. The contractor is to click on the link for e – Tendering site as given on the web portal.

**2. Digital Signature Certificate (DSC) :-** Each contractor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.

**3. Collection of Tender documents:** - The contractor can search & download e-NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

#### **4. Submission of Tenders:-**

**a) General process of submission:-** Tenders are to be submitted through online to the website stated in Cl. – 1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.





b) **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder).

**A-1. Statutory Cover Containing**

- i. e-NIT (Download the e-NIT and upload the same by digitally sign).
- ii. Scan Copy of Declaration as per prescribed format.

**N.B: Bidder must download Tender Form No-2911(ii), General Terms and Condition, Special Terms & Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web site under the e-NIT and must go through carefully before quoting his rate.**

**A-2. Non Statutory/Technical documents Cover containing.**

- i. Income Tax Return ( Any One of last 3yrs )
- ii. Pan Card.
- iii. Professional Tax clearance certificate.
- iv. G.S.T Certificate.
- v. Trade License.
- vi. Technical Credential.
- vii. Work Order for the work in technical credential.
- viii. Payment certificate and Completion Certificate of the said work.
- ix. Declaration of penalty debarment.

**Note: Failure of submission of any of the above mentioned documents (as stated in A- 1 & A- 2) may render the tender liable to summarily rejected for both statutory & non statutory cover.**

**c) Financial Bid:-**

i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.

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

**I. THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.**

Sl. No	Category Name	Sub-Category Description	Details
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A.	Certificates	Certificates	i) Pan Card ii) Professional Tax clearance certificate. iii) GST Certificate. iv) Acknowledgement of IT Return (Any One of last 3 years.)
B.	Company Details	Company Details	i) Trade License ii) Partnership Deed.,
C.	Credential	Credential	i) Credential, Work Order, Payment certificate, Completion Certificate.

Click the check boxes beside the necessary documents in the My Document 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.

#### 6. Opening & Evaluation of Tender:- Opening of Technical Bid:

i) Technical bid will be opened by the Chairperson, Guskara Municipality in presence of tenderer or their authorized representatives who may like to be present.

Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.

ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.

iii) List of technically qualified tenderers would be uploaded in due course.

**NB: While evaluation, the The Chairperson, Guskara Municipality**

**may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.**

#### Opening and evaluation of Financial Bid:

i) Financial bid of tenderers declared technically eligible by the Tender Inviting Authority will be opened electronically from the web portal on the prescribed date and time.

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

Submission of false document by tenderer is strictly prohibited.

G. Ghosh  
25.08.21  
The Chairperson  
Guskara Municipality  
Board of Administrators  
Guskara Municipality

