

**GUSKARA MUNICIPALITY  
PURBA BARDHAMAN**

**NOTICE INVITING e-TENDER**

**Notice Inviting e-Tender. No. 10(2<sup>nd</sup> Call)/ 2023-24**

**Memo No. - 3127/G.M.**

**Date - 24/01/2024**

The Executive Officer, Guskara Municipality invites online percentage rate tender from reliable, resourceful, bonafide and experienced 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 N.I.e.T. in any Govt./Semi Govt./ Govt. Undertaking/Autonomous Bodies/ Statutory Bodies and Local Bodies is eligible for the under mentioned work.

Sl. No.	Name of Work	Fund	Estimate Amount put to tender (Rs.)	Earnest Money @2% (RS.)	Security Deposit	Period of Completion of Work
1.	Construction of Masonry Surface Drain from Mara Gore to Shop of Amir Chand Mallick in Ward No. - 09 under Guskara Municipality.	15 th F.C. (SWM - Tied)	7,38,121.00	14762.00	As per Govt. Norms	90 days

- Name and address of the Engineer-in-Charge.: Sri Saptam Maji/SAE (Nodal Engineer - SWM), GUSKARA MUNICIPALITY.
- The Tender Inviting Authority may call the bidders/L1 for verification of credentials if required.
- 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 N.I.e.T. & other Documents(online) (Publishing Date)	24-01-2024 from 18:00hrs
b)	Documents download start date (Online)	25-01-2024 from 10:00 hrs
c)	Documents download end date (Online)	09-02-2024 upto 12:00 hrs
d)	Online Bid Submission Start Date & Time	25-01-2024 from 10:00 hrs
e)	Online Bid Submission End Date & Time	09-02-2024 upto 12:00 hrs
f)	Time & Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	12-02-2024 at 13:00 hrs onwards.
g)	Date for opening of Financial Bid (Online)	To be notified later on.

- Tenders will be opened by The Executive Officer, Guskara Municipality in presence of tenderer or their authorized representatives who may like to be present.
- Eligibility criteria for the bidders:-a)
  - Intending tenderers should produce credentials of a similar nature of Completed at least one work of the minimum value of 40% (forty percent) of the estimated amount during 5 (five) years prior to the date of issue of the tender notice;  
or,  
ii) Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 30% (thirty percent) of the estimated amount during 5 (five) years prior to the date of issue of the tender notice;  
or,

iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% (eighty percent) or more and value of which is not less than the desired value at(i) 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 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.c., the tenderer.

b) Scanned copy of PAN card, P, Tax, Valid G.S.T clearance certificate, Credentials, Work Order, BOQ 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>.

7. 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 (For last 3 yr.)
  - ii) Pan Card.
  - iii) Professional Tax clearance certificate.
  - iv) GST clearance certificate.
  - v) Valid Trade License.
  - vi) Technical Credential.
  - vii) Work Order with BOQ for the work in technical credential.
  - viii) Declaration by the Tenderer must be filled up properly and the same must be scanned and uploaded.

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" July 2016 of Finance Department, Govt.of West Bengal) & Cost of Agreement Paper including Other Tender Documents to be deposited offline at the ULB by the lowest & successful bidder at the time of agreement.

8. Language of Tender :- The tender shall be submitted in English, All literatures and correspondence in English.
9. Others:-The Tender Notice along with other documents like Tender Form No. 2911(ii), General Terms and Conditions the department concerned thereto shall be part and parcel of the Tender.  
The Tender Inviting Authority reserve the rights to accept or reject any or all the tenders without assessing any reason what so ever.
10. Intending bidders are requested to visit <https://wbtenders.gov.in> check their email regularly for any corrigendum/addendum for further information regarding to this N.I.e.T.

24.01.24  
Executive Officer  
Guskara Municipality  
**Executive Officer**  
**Guskara Municipality**

Memo No. - 3127/1(10)/G.M.

Date: 24/01/2024

Copy forwarded for information to:-

1. The Chairman, Guskara Municipality.
2. The Vice Chairman, Guskara Municipality.
3. The Executive Engineer, M.E.Dte., Purba Bardhaman.
4. The Finance Officer, Guskara Municipality.
5. The President, Standing Committee, PWD
6. The A.E./UIDSSMT, Guskara Municipality.
7. The SAE, Guskara Municipality.
8. The Accountant, Guskara Municipality.
9. Office Notice Board of Guskara Municipality, Purba Burdwan.
10. The IT Coordinator with a request to upload the following in the website of 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 contains scanned copies of the followings further in two cover (folder).

### A-1. Statutory Cover Containing

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

**NB: 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 ( For last 3yrs )
- ii. Pan Card.
- iii. Professional Tax clearance certificate.
- iv. G.S.T Clearance Certificate.
- v. Valid Trade License.
- vi. Technical Credential.
- vii. Work Order with BOQ for the work in technical credential.
- viii. 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) ie. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

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

Sl. No.	Category Name	Sub Category Description	Details
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
c.	Credential	Credential	i) Credential, Work Order, BOQ, 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.

**1. Opening & Evaluation of Tender: - Opening of Technical Bid:**

- i) Technical bid will be opened by The Executive Officer, Guskara Municipality in presence of tenderer on 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 ee 1 I found in 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 Executive Officer, 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.

**2. Opening & 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.

**3. Penalty for suppression / distortion of facts:**

Submission of false document by tenderer is strictly prohibited.

  
24.01.24  
Executive Officer  
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