

# Office of the Councillors of Bishnupur Municipality

Bishnupur, Bankura

Email id- bishnupurmunicipality@rediffmail.com

Memo No: 2440 /XI-8

Dt. – 18/10/2022

## NOTICE INVITING TENDER

### **Tender Notice No.:-NIT-4/MAINTENANCE/2022-23 (Sl No- 1 to 3)**

Sealed tender in specified printed Tender Forms are invited by The Chairman, Bishnupur Municipality, Bankura for the following work(s) from the eligible contractors as per particulars below and will be received by him up-to the time specified herein at his office.

1. **Name & Address of the Tendering Authority:** - The Chairman, Bishnupur Municipality, N.S. road, Bishnupur, Bankura.

Sl No	Name of the work	Estimated amount put to tender (Rs.)	Earnest Money(Rs.)	Period of Completion	Eligibility of Contractor
1	Civil Maintenance work at various places in Ward No- 3, 5 under Bishnupur Municipality P.O. & P.S.- Bishnupur, Dist- Bankura	97392.00	2000.00	30 Days (Thirty Days)	Eligibility criteria of the participating bidders mentioned in pt. no. 2
2	Civil Maintenance work at various places in Ward No- 2, 6, 9 under Bishnupur Municipality P.O. & P.S.- Bishnupur, Dist- Bankura	95654.00	2000.00	30 Days (Thirty Days)	Eligibility criteria of the participating bidders mentioned in pt. no. 2
3	Reconstruction of Bathroom at Turki, Ward No-18 Under Bishnupur Municipality	85300.00	2000.00	30 Days (Thirty Days)	Eligibility criteria of the participating bidders mentioned in pt. no. 2

### **2. Eligibility to Purchase and Submit tenders:** -

(A) Having experience and technical acumen in execution & completion of similar nature of work having value of **40% in single work/ 30% in double work/ 80 % completion on running work along with work order of that work** of Estimated cost for the work during current financial year or in any financial year during the last three years in Govt. Dept./Semi-Govt./ Corporation/ Statutory Authority/ Undertaking etc.

(B) i) Having sufficient qualified technical personnel (to be employed under the firm for at least 5 consecutive years with sound knowledge and experience in execution of similar nature of works. ii) Having annual turnover of at least Rs. 5.0 Lakhs or above for the work, in any year of last five Financial Years.

iii) Having valid G.S.T Certificate, PAN Number, and Trade Licence etc.

(C) **For Partnership Firm:** i) All items of 6(A) are applicable. ii) Attested copy of partnership deed.

(D) **For Registered Co-operative Societies:** i) All items of 6(A) is applicable ii) Registration Papers & current Audit Reports iii) Copy of bye-law iv) Declaration stating number of unemployed members. v) No Objection Certificate for A.R.C.S.

### **3. Documents to be produced:-**

i) A successful performance and completion certificate/payment certificate supplemented with work order issued by the competent authority shall have to be furnished in support of credibility in terms of eligibility criteria depicted in this Notice (Ref: Sl. No. 2(A), Eligibility to participate in the Tender).

ii) List of machines & equipments necessary for field as well as laboratory test for all materials.

iii) List of Technical Personnel employed under the organization in details with names, qualification, experience and address with contact number.

iv) Corresponding address, fax & telephone nos. Contact mobile no. & Email no. of the Organization.

**4. Start date and time of application seeking permission of purchasing tender documents: - 19/10/2022 on 11:00 A.M. (I.S.T.)**

**4.1 Last date and time of receipt of application seeking permission of purchasing tender documents: - 29/10/2022 up to 1:00 P.M. (I.S.T.), applications along with the aforesaid papers as mentioned in 2 in duplicate for the respective work at Technical section of Bishnupur Municipality.**

**5. Start date & time of sale of tender documents: - 29/10/2022 up to 1:30 P.M. (I.S.T.) to be purchased from Technical section of Bishnupur Municipality.**

**6. Last date & time of venue of dropping tender papers: - 04/11/2022 up to 1:30 P.M. (I.S.T.) at Technical section of Bishnupur Municipality.**

**7. Date & time of opening tender documents: - 04/11/2022 on 03:30 P.M at the Technical section of Bishnupur Municipality.**

**8. Printed form in which tender is to be submitted: - Municipal Tender Form.**

**9. Price of tender documents: - 100/- & Agreement Fees: - As per Govt. norms**

**10. Earnest money: - Earnest money generally 2% of the estimated amount and to be paid in favour of The Chairman, Bishnupur Municipality in the form of Banker Cheque/Bank Draft/Pay Order drawn on any nationalized Bank within West Bengal and will be accepted on condition that collection charge (Bank charge) of draft if required are to be paid by successful tenderer and must accompany with the tender, without which the tender will be subsequently rejected.**

**11. Location from where the Dept. materials are to be issued: Bishnupur Municipal Godown if any.----- **Bishnupur Municipality Godown.****

**12. Application along with the aforesaid papers will be referred to the Office of the undersigned office for his examination and recommendation, on the basis of which tender paper will be issued to the qualified applicants. In absence of the any of these documents the application will not be considered for permission.**

**13. Tenders in sealed cover containing all the tender documents must be superscripted with the name of the work (with sl. no.) and tender notice no. Tenders will be opened in presence of the participants or authorized representatives who intend to be present at the time of opening.**

**14. In case of bundh, holiday etc. falls on the schedule date as enumerated above and if the Office of the Bishnupur Municipality happens to be closed on the date of receiving and opening tenders, these will be received and opened on the next working day at the same time & venue without any further notice. Intending tenderers shall apply and obtain tender papers well in advance to avoid in any difficulties due to possible absence from the Head quarters of the concerned officers.**

15. Tender documents and other relevant particulars may be seen by the intending tenderers during office hours from the Technical section of the Bishnupur Municipality. Contractor shall be presumed to have inspected the site of works before submission of tender.

16. **Recovery of 1% (one percent) Labour Welfare Cess** of the Gross Value of bills to be made as per Regulation of Employment & Conditions of Service Act. 1996 or its applicable.

The contractor whose tender is accepted will be required to furnish **security deposit** for due fulfilment of his amounting to **10%** (ten per cent) or recent Govt. Norms of the total value of work actually done. The earnest money shall be converted as part security, the balance S.D. will be deducted from each progressive bill. If any tenderer **withdraw his tender before its acceptance or refusal within 90 (Ninety ) days** from the date of opening of tender, without giving any satisfactory reasons, he shall be **disqualified for submitting any tender** to this Municipality in for a minimum period of one year. The corresponding **earnest money also is forfeited.**

17. Tender submitted in any form other than the tender documents issued in favour of the tenderers are liable to be rejected. Tender documents with missing pages or schedule items will be disqualified and it will be the tenderers responsibility to point out, any short coming in documents furnished well before the date of submission for needful action, if any by the Chairman, Bishnupur Municipality, Bishnupur Municipality. Conditional tender will be nullified by the tender accepting authority. All corrections in the tender are to be signed and dated by contractors. Illegible, irregular, incomplete tenders are liable to reject. Intending tenderer must declare if there is any other firm or firms having common or identical interests with them. The power of attorney which may be characterized as agency agreement will not be accepted without specific order of the Govt. The Chairman, Bishnupur Municipality, Bishnupur Municipality reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

18. There shall be no provision of arbitration hence C.I. 25 of Form-'291(II)' is omitted vide notification no. 558/SPW date. 13.12.2011 of Secretary, to the government of West Bengal.

19. **DEFECT LIABILITY PERIOD :** Vide Notification No.5784-PW/L&A/2M-175/2017 dated 12.09.2017, the modified Clause 17 of Form 2911(II) ,

20. **Acceptance of Bid:** The "Chairman, Bishnupur Municipality" will accept the Bid on recommendation of Tender Committee Bishnupur Municipality. 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.

21. **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.

22. **Name & address of Engineer-In-Charge (EIC)** of the Work: Somnath Roy, S.A.E., Bishnupur Municipality.

23. **Execution of Work:** The Contractor is liable to execute the whole work as per direction and instruction of the Somnath Roy, S.A.E., Bishnupur Municipality.

24. **Payment:** Payment will be made to the successful Bidder periodically on availability of fund & any deduction of bill as per W.B. Financial Current Guideline.
25. **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.
26. 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 preparing the Bid 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.
27. The intending tenderer shall clearly understand that whatever may be the outcome of the present invitation of Bids no cost of binding shall be reimbursable. The Chairman, Bishnupur Municipality, Bishnupur Municipality reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of bidding.
28. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in Instructions to Tenderer before bidding.
29. 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.
30. All intending tenderer are requested to be present in the chamber of the Chairman, Bishnupur Municipality, Bishnupur Municipality during opening of the tender to observe the tender opening procedure.

Sd/-  
Chairman  
Bishnupur Municipality

Memo No: 2440 /XI-8

Dt. – 18/10/2022

**Tender Notice No.:- NIT-4/MAINTENANCE/2022-23 (SI No- 1 to 3)**

Copy forwarded for information and wide publicity through Notice Board to:-

1. Executive Engineer, M.E.Dte Bankura Division
2. The Notice Board
3. News Paper.

Sd/-  
Chairman  
Bishnupur Municipality

FORM—I

APPLICATION FOR TENDER

**To  
The Chairman  
Bishnupur Municipality,  
Bishnupur, Bankura.**

Tender No. .... SI No-.....

Amount put to tender .....

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/We hereby like to state that I/We willfully accept all your conditions and offer to execute the works as per Tender No. stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids for  
And on behalf of (Name of Firm): \_\_\_\_\_  
(In BLOCK CAPITALS or typed)

Office Address: \_\_\_\_\_

Telephone No.(s) (Office): \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E mail ID \_\_\_\_\_

FORM – 2

COMPLETION CERTIFICATE (100% PHYSICAL COMPLETION)

1. Name of the work :
2. Name of the client :
3. Amount put to tender :
4. Contractual Rate :
5. Date of commencement :
6. Date of completion as per work order :
7. Actual date of completion :
8. Final gross value of the bill :( if the final bill:  
is prepared, otherwise mentioned)

Signature of the bidder

SECTION - B

FORM – III

STRUCTURE AND ORGANISATION

1. Name of Applicant :
2. (a) Office Address :
- (b) Telephone No. :
- (c) Fax No. :
- (d) e-mail ID :
3. Name and address of the Bankers :
4. Attach an organization chart showing :  
the structure of the company with  
names of key personnel and technical  
Staff with Bio-data.

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Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Signature of the Bidder with seal

FORM - 4

DECLARATION AGAINST COMMON INTEREST

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of  
\_\_\_\_\_ do hereby affirm that I/We/any of the member of  
\_\_\_\_\_ bidding against NIT No \_\_\_\_\_ SI No \_\_\_\_\_ do  
not have any common interest either as a partner on any Partnership Firm as a Proprietor / Owner of any  
other firm in the same serial for the work I / We want to participate.

Date:

Signature of the Bidder with seal