

# OFFICE OF THE BOARD OF COUNCILORS OF BISHNUPUR MUNICIPALITY

Bishnupur, Bankura

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Memo no:- 2058/ XI-8

Dated- 26/07/2023

**NOTICE INVITING ELECTRONIC TENDER NO.:- WBMAD/NIT-8e/BM/CLEANING-2023-24 (3<sup>RD</sup> CALL) , from of the Chairman, Bishnupur Municipality**

The Chairman, Bishnupur Municipality, invites e-Tender for the work detailed in the table below. (Submission of Bid through online)

SI No	Name of the work	Estimated amount put to tender	Earnest Money	Period of Completion	Defect Liability Period	Eligibility of Contractor
1	One time clearance of Bushes, hyacinth & aquatic plant at Jamunabandh of Bishnupur for enhancement of environmental aspects within Bishnupur Municipality	Rs. 242789.00 (Rupees Two Lakh Forty Two Thousand Seven Hundred Eighty Nine Only)	2% of Estimated Amount Put to Tender	30 days (Thirty days)	1 (One) years from the actual date of completion of the work	Eligibility criteria of the participating bidders mentioned in pt. no. 5

1. In the event of e-filing, intending tenderer may download the tender documents consisting of this N.I.T. Instruction to tenderer (section-A), different forms & affidavits (Section-B), Special Terms & Conditions (Section-C), Specification of work (Section-D), Schedule of works (BOQ), Form-2911(II) and Corrigenda & Addenda (if any) from the web site <http://wbtenders.gov.in> directly with the help of digital signature certificate. Necessary cost of earnest money may be remitted through RTGS / NEFT issued from any nationalized / scheduled bank in favour of "Chairman, , Bishnupur Municipality, payable at Bishnupur and also to be documented through e-filing the original RTGS / NEFT against Earnest Money Deposit (EMD). Intending tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering as per notification no. 199-CRC/2M-10/2012, dated 21.12.2012 of the Secretary, Public Works Department, CRC Branch, Government of West Bengal. However the successful L1 (Lowest) bidder will have to pay the cost of Tender Documents of 5 (five) sets @ price mentioned in the list prescribed in Notification no. 452-A/PW/O/10C-35/10, dated 26.07.2011 of Secretary, Public Works Department (Accounts Branch), Government of West Bengal. (Tender Fees- Nil)

2. Both Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed in the Website <http://wbtenders.gov.in>

3. Tender documents may be downloaded from website and submission of Technical Bid & Financial Bid will be done as per time schedule.

4. The FINANCIAL OFFER of the prospective tenderer will be consider only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee 'formed by the Chairman, , Bishnupur Municipality. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of qualified tenderer will be displayed in the website.

## 5. Eligibility criteria for participation in the tender:

- Intending tenderers should produce credentials of similar nature of work of the minimum value of 20% 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 70% 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 executing agency, i.e., the tenderer.

- iii. **N.B.:** Estimated amount, Date of completion of project and detail communicational address of client must be indicated in the Credential Certificate. Payment Certificate is not allowed. Price schedule must be uploaded with work order & credential.
  - iv. In case of running works, only those tenderers who will submit the 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 in progress is satisfactory and also that no penal action has been initiated against the executing agency i.e. the tenderer.
  - v. The prospective tenderer shall have in their full time engagement experienced technical personal. (Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation) [Non-statutory documents]
  - vi. Income Tax Return Receipt for the Latest Assessment year, copy of up-to-date P.T. Deposited Challan, GST Registration Certificate, up to date GST clearance Certificates, up to date P. Tax clearance Certificates, PAN Card etc. are to be accompanied with the Technical Bid Documents.  
[Non-statutory documents]
  - vii. The prospective tenderer or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective tenderer without which the Technical Bid shall be treated as non-responsive)
  - viii. **Bank Solvency:** - 30% (Thirty percent) of the estimated amount put to tender. The solvency certificate should be issued after publication of tender (Not Mandatory).
  - ix. In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in Proper Format are to be furnished along with the balance sheet and profit and Loss Account and all the documents along with schedules forming the part of balance sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant's name in such enclosures will be entertained.  
[Non-statutory documents]
  - x. The prospective tenderer should own or arrange through lease hold registered agreement, the required plant and machineries. Conclusive proof of ownership in favour of owner, leaser of plant & machineries in working condition shall have to be submitted. (Ref. Form-IV, Section-B)
  - xi. Register partnership deed for partnership firm is to be submitted. The company shall furnish the Article of Association and Memorandum. 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 or such firm to upload such tender. [Non-statutory documents]
  - xii. Registered Unemployed Engineer's Co-operative Societies / Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report Minutes of last A.G.M. along with other relevant supporting papers. P.F. & E.S.I.C. certificate (if applicable).
  - xiii. Joint Ventures will not be allowed.
  - xiv. A prospective tenderer shall be allowed to participate in a particular 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 without assigning any reason thereof.
6. The successful tenderer shall establish field testing laboratory equipped with requisite instruments in conformity with relevant code of practice and technical staff according to the requirements of works to be executed.
7. Constructional Labour welfare Cess @ 1% (one percent) of cost of construction will be deducted from every bill of the selected agency, Royalty & all other Statutory levy / Cess will have to be borne by the contractor

& the rate in the schedule of rates inclusive of all the taxes & cess stated above.

8. Adjustment of Price (increase or decrease) Vide Notification No.23-CRC/2M-61/2008, Dated:13.03.2009 & Notification No. 38-CRC/2M-61/2008 Dated 20.04.2009 shall not be applicable. Since B.O.Q for the works under this N.I.T. the tenderer shall quote their rate (percentage above / below / at per) accordingly considering that no escalation and / or price adjustment will be allowed by the department there to under any circumstances.

9. No Mobilization Advance and Secured Advance will be allowed.

10. Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, shoring of materials, labour shed, laboratory etc at their own cost and responsibility nearest to the work site.

11. Agencies shall have to arrange land for erection of Plant & Machineries storing of materials, labour shed, laboratories etc at their own cost and responsibility.

12. All materials required for execution of each work (as per BOQ) to be produced and supplied at site by the contractor at his own cost.

13. Bids shall remain valid for a period not less than 120 (one hundred and twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the tenderer withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited without assigning any reason thereof.

14. All materials required for the proposed scheme including bitumen (all grade) bitumen emulsion cement & steel shall be of specified grade & approved brand in conformity with relevant code of practice (latest revision) & manufacture accordingly & shall be produced & supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of bitumen, bitumen emulsion, cement & steel are to be submitted along with Chalan and test certificates in the event of further testing by the Engineer-in-charge, then such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost. Only 60/70 (VG 30) grade paving bitumen of I.O.C.L / B.P.C.L. / H.P.C.L (from nearest depot) will be permitted as straight run bitumen.

**15. Date & Time schedule:-**

Sl No	Particulars	Date & Time
1	Date of uploading of N.I.T and other documents	27.07.2023 at 11.00 A.M.
2	Date of start of downloading the documents, etc	27.07.2023 at 11.00 A.M.
3	Date of Pre-bid meeting with the intending bidders in the office of the Chairman, Bisnupur Municipality.	N.A.
4	Date of start of submission of Technical Bid & Financial Bid	27.07.2023 at 11.00 A.M.
5	Date of closing of downloading the documents etc	04.08.2023 at 05.00 P.M
6	Date of closing of submission of Technical Bid & Financial Bid	04.08.2023 at 05.00 P.M
7	Date of opening of the Technical Bid	07.08.2023 at 11.00 A.M
8	Date of uploading list for Technically Qualified Bidders (online)	To be notified later
9	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders
10	Date of uploading of list of qualified bidders along with the offer rates through on line.	To be notified later.

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

17. **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), the Defect Liability Period of the work shall be 1 (One) years from the actual date of completion of the work.

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

19. **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.

**20. Name & address of Engineer-In-Charge (EIC) of the Work :** Sri Somnath Roy, Sub-Assistant Engineer (SAE), Bishnupur Municipality, Bishnupur, Bankura.

**21. Execution of Work:** The Contractor is liable to execute the whole work as per direction and instruction of the Sub-Assistant Engineer (SAE), Bishnupur Municipality, Bishnupur, Bankura.

**22. Payment:** Payment will be made to the successful Bidder by the "Chairman, Bishnupur Municipality" periodically on the progress of work as per availability of fund. (AA & FS Memo No- 367/Nez., Date- 22.05.2023 [S.D.O., Bishnupur])

**23. 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.

**24. Earnest Money:** The amount of earnest money @2% (two percent) of the Estimated Amount put to tender in the shape of RTGS/NEFT of any nationalized / scheduled bank drawn in favour of "Chairman, Bishnupur Municipality payable at Bishnupur against the work. This clause is also applicable for all categories of applicants except those are exempted as per prevailing Government Order. Total EMD to be paid through NEFT/RTGS (any of the banks listed in the ICICI bank payment Gateway) In case of payment through ICICI bank payment Gateway, ICICI bank NEFT/RTGS will also be valid as per Memorandum No.3975-F(Y) dated-28/07/2016 of Finance Department, Govt. of WB. Retention money towards performance security amounting to 8% of the value of work shall be deducted from the running account bill.

**25.** 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.

**26.** 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 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.

**27.** Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in Instructions to Tenderer before bidding.

**28.** 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.

**29.** All intending tenderer are requested to be present in the chamber of the Chairman, Bishnupur Municipality during opening of the tender to observe the tender opening procedure.

**30.** CONDITIONAL and INCOMPLETE TENDER will not be accepted under any circumstances.

**31.** Necessary requirement of principal machineries and laboratories which must be possessed either owned or leased by the tenderer. [Non-statutory documents]

Other modern machinery required for the work to be executed by Mechanical means as far as practicable.

Necessary certificate should be submitted for authenticity of own / leased machineries.

N.B: Original documents in support of own possession / arrange through lease hold registered agreement of the aforesaid machineries is to be furnished if required by the Tender Inviting Authority.

In the event of acceptance of lowest tendered rate, no multiple lowest rates will be considered by the department.

**32.** The Chairman, Bishnupur Municipality reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.

**33.** During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, that tender will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.

**34.** Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the tenderer under any circumstances.

**35.** 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.** Form-‘2911(II)’
- ii.** N.I.T
- iii.** Special terms & Condition
- iv.** Technical Bid
- v.** Financial Bid

#### **Qualification Criteria**

The Tender Inviting & Accepting Authority will determine the eligibility of each tenderer, the tenderer shall have to meet all the minimum criteria regarding:

- a.** Financial Capacity.
- b.** Technical Capability comprising of personal & equipment capability.
- c.** Experience.

The eligibility of a tenderer will be ascertained on the basis of the documents in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a tenderer is either manufactured or false, in such cases the eligibility of the tenderer / tender will be rejected at any stage without any prejudice.

**36.** This N.I.T shall form a part of the contract document. The successful tenderer on acceptance of his bid by the Accepting Authority sign the contract consisting of N.I.T. all tender documents forming part of the time of the Bid uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and standard Form-‘2911(II)’ (Ref. Sl. No. A.9.-section-A).

**37.** Periodical quality test of materials supplied by the agency and final products are to be made as per guideline of schedule of P.W.D. / I.S. at contractor’s cost. Normally quality control test of supplied materials / final products will be done in the Deptt. laboratory. Otherwise testing of materials / final products will be done from the outside recognized laboratory at the discretion of Engineer-in-charge. In both the cases necessary cost of testing charges will be borne by the agency.

**38.** Corrigenda if any will publish in website only.

**39.** Additional Performance Security submitted when the bid rate is 80% or less of the Estimate to tender and no increase in scope of work of projects during execution phase as per G.O. no- 4608-F(Y) Date.- 18.07.2018 & Tender inviting Authority may ask to submit justification of rate form any rate offered by the bidder on recommendation of Tender Committee (if required).

**40.** 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 & EMD will stand forfeited. Besides, the Chairman, Bishnupur Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all certificates, company details, partnership deed etc. as uploaded by the Tenderer & allied papers in connection with this tenderer as & when necessary for verification purpose as per convenience of the authority during processing of this tender.

Sd/-  
**Chairman**  
**Bishnupur Municipality**

**Memo no:- 2058/ XI-8**

**Dated- 26/07/2023**

**NOTICE INVITING ELECTRONIC TENDER NO.:- WBMAD/NIT-8e/BM/CLEANING-2023-24 (3<sup>RD</sup> CALL)  
of the Chairman, Bishnupur Municipality**

Copy forwarded for information and wide circulation to:-

1. The Executive Engineer, Municipal Engineering Directorate, Bankura Division, Bankura
2. The Sub Divisional Officer, Bishnupur
3. The Executive Officer, Bishnupur Municipality
4. The Finance Officer, Bishnupur Municipality
5. The Head Clark, Bishnupur Municipality
6. Website: - <http://wbtenders.gov.in>
7. Office Notice Board.
8. Three leading daily newspaper (Bengali) for wide circulation.

Sd/-  
**Chairman**  
**Bishnupur Municipality**

## SECTION - A

### INSTRUCTION TO BIDDER

#### **General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

#### **a. Registration of Contractor:**

- i. 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 <http://wbtenders.gov.in> the contractor is to click on the link for e-Tendering site as given on the web portal.
- ii. 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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.
- iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. Submission of Tenders:  
Tenders are to be submitted through online to the website stated in notice two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & 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).

#### **Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders). NIT with Special terms & conditions and specification of works.

#### **b. Non-statutory Cover Containing the following documents:**

- i. Professional Tax (PT) deposit receipt challan for the Current financial year, Pan Card, IT, Sacral for the latest Assessment year, up to date GST.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any) duly registered.

- v. Statutory audit report or Tax Audited Report in 3 CD/ 3 CA form along with Balance Sheet & Profit & Loss A/c. for the last 5 (*five*) 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 Register of Co- Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.  
List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill.
- vii. List of Technical staffs along with structure & organization.
- viii. Financial Statement

Necessary affidavit may be done against the same have to be submitted along with the tender. Scanned copy of Original Credential Certificate as stated of N.I.T. shall have to submit (on line).

- ix. Affidavits (Ref:- format for general affidavit shown in Form No. X & Y, Section - B)
- x. Certificate of revolving line of credit by the Bank (*ifrequired*).

**N.B.:** Failure of submission of any of the above mentioned documents as stated in N I T . may render the tenderer liable to be rejected for both statutory & non statutory cover.

**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 Document list and then click the tab — Submit No 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	Detail(s)
A.	Certificate(s)	Certificate(s)	<ol style="list-style-type: none"> <li>1. GST Identification Number &amp; Acknowledgement. PAN(latest financial year).</li> <li>2. P Tax (Challan) (latest financial year).</li> <li>3. Latest IT Receipt. (latest financial year).</li> </ol>
B.	Company Detail(s)	Company Detail	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License) Partnership Firm</li> <li>2. (Partnership Deed, Trade License) Ltd. Company(Incorporation Certificate, Trade License)Society (Society</li> <li>3. Registration Copy, Trade License,</li> </ol>
C.	Credential	Credential	Completion certificate or Credential certificate for executed amount of completed work from competent authority which is applicable for eligibility in this tender.
D.	Equipment	Machineries	Declaration of equipments as par document
E.	Financial (Information)	Work in hand	<ol style="list-style-type: none"> <li>1. Financial Statement (Section – B FORM-II)</li> <li>2. Affidavits – X and Affidavits - Y.</li> <li>3. Certificate of revolving line of credit by the Bank.</li> </ol>
		Profit & Loss A/c. and Balance Sheet for the financial year 2015- 2016	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the FN Year 2016-2017	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2017- 2018	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the FN Year 2018-2019	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2019- 2020.	Profit & Loss A/c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
F.	Man Power	Technical Personnel	List of Technical Staffs along with Structures & organization.

## Tender Evaluation Committee (TEC)

### Opening & evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

### Opening of Technical Proposal:

Technical proposals will be opened by the Chairman, Bishnupur Municipality and his authorized representative electronically from the website using their Digital Signature Certificate (DSC) and verified by the S.A.E. P.W. Department Bishnupur Municipality, Bishnupur.

Intending tenderers may remain present if they so desire

### **Section A**

Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected. encrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee. summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **Financial Proposal**

I. The financial proposal should contain the following documents in one cover (folder) i.e.

Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

II. Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. to be derived from the information furnished in (Section - B) i.e., Application for Pre-qualification & 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 nationalized bank / authorize bank of **RBI** 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 Bidder, the Bidder 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 Engineer-in-Charge / Employer .The audited Balance sheet for the last 3(*three*) years, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

- III. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

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

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

- V. Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

- VI. Award of Contract

- a. The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
- b. The notification of award will constitute the formation of the Contract.

**FORM—I**

**APPLICATION FOR TENDER**

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

Tender No. .... Sl 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

**Section B**

1. A table B containing value of all the existing commitments and ongoing workings to be completed during the next \_\_\_\_\_ years (prescribed time for completion of the works for which Bids are invited) is as follows :

Sl.No.	Name of Work Project	Name of the Employer	Percentage of participation of Bidder in the project	Stipulated period of completion as per Agreement / L OA with the start date	Value of contract as per Agreement / L OA Rs	Value of work completed Rs.	Balance value of work to be completed Rs	Anticipated date of completion	Financial liability to incurred for the said work/ project during the period of the subject
1	2	3	4	5	6	7	8	9	10

.....  
 .....  
 Signature, name and designation  
 of Authorised Signatory  
 For and on behalf of  
 .....  
 (Name of the Applicant)

Note :

1. All the documents to be submitted in support of Annexure-A must be duly signed and sealed by the applicant/bidder and authenticated by Statutory Auditor’s firm \_\_\_\_\_

**SECTION – B**  
**AFFIDAVIT-X**

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

Work in progress				Work order issued but work not started		
Sl. No	Name of the work with Tender No.	Estimated Amount	% of work executed	Sl. No	Name of the work with Tender No.	Tendered Amount

.....  
Signed by an authorized officer of the firm.  
Title of the officer  
Name of the Firm with Seal  
Date:



**SECTION – B**

**AFFIDAVIT —Y**

**(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)**

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
  
- 2) The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by the A N Y G O V T Department during the last 5 (*five*) years prior to the date of this N.I.T.
  
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
  
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
  
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

.....

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date: \_\_\_\_\_

**SECTION – B**  
**FORM-I**  
**STRUCTURE AND ORGANISATION**

- 1) Name of Applicant :
- 2) Office Address :  
\*Telephone No. and e-Mail ID :  
Fax No. :
- 3) Name and Address of Bankers :
- 4) 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.

**Telephone No. and \*eMail id must be filled up.**

Signature of applicant  
including title and capacity in  
which application is made.

**SECTION – B**

**FORM – IV**

**Experience Profile**

Name of the Firm:

List of projects completed that are similar in nature to the works having more than 40% (*forty percent*) of the project cost executed during the last 5 (five) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer for supervision	Contract price in Indian Rs.	Percentage of Participant of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note:

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

.....  
.....

Signature of applicant including title and capacity in which application is made