



**KHARDAH MUNICIPALITY**  
**B.T.ROAD, KHARDAH,**  
**NORTH 24-PARGANAS, KOLKATA – 700 117**

**Notice Inviting e-Tender**

Memo. No. : KDHM/49/PWD/23-24

Date: 16.02.2024

Sl. No.	NAME OF WORK	ESTIMATED VALUE(Rs.) (Incl. GST & Cess)	EARNEST MONEY (Payment through RTGS/NEFT)	Fund Name	E-tender Notice Number	Value of Tender (Rs.)
1	Renovation & Alteration of Existing Store Room into Ladies Toilet & Store Room Oppsite Accounts Department in Municipal Building in Ward No-13 Under Khardah Municipality. (As per Annexure-1)	1,94,592.00	3892.00	Own Fund	KDHM/49/PWD/01/23-24	400.00
2	Dismantling & Reconstruction of Guard Wall & Eucalyptus Pilling Near Jora Mandir in Ward No-6, Under Khardah Municipality. (As per Annexure-2)	2,98,309.00	5966.00	Own Fund	KDHM/49/PWD/02/23-24	600.00

Note : Bonafied, reliable, resourceful and experience contractors having sound financial status and having credential not less than 40% of the value of similar nature of work in a single contract during preceding 3 (Three) years under Govt./Semi Govt./ Statutory of local bodies. Credential means completion certificate as well as payment certificate of a single contract of a similar nature of work.

1. A bidder desirous of taking part in a tender shall login to the e-Procurement Portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and Password and thereafter may download the tender document from the website directly with the help of Digital Signature Certificate.

As per G.O. No. 3975-F(Y) dated 28.07.2016 of the Secretary, Audit Branch, Finance Department a bidder should initiate payment of pre-defined EMD for the tender by selecting from either of the following payments modes:

- Net Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;





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**I) Earnest Money Payment Procedure :**

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
  - ii. Bidder will make the payment after entering his Unique ID and Password of the Bank to process the transaction.
  - iii. Bidder will receive a conformation message regarding success/failure of the
  - iv. If the transaction is successful, the amount paid by the bidder will get credit in the respective pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs, etc. Maintained with the Focal Point Branch of ICICI Bank R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
  - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT :

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credit to the respective pooling account of the state Government/PSU/Autonomous Body/Local Body/PRIs, etc. Maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**II) Earnest Money Refund/Settlement Process :**

- i) After opening of the bids and technical Process of the same by the tender inviting authority through electronic Processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date 0 which information on rejection of bid is uploaded to the e-Procurement portal of the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank





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Working Days where T will mean the date on which information on Award of Contract (AOC) to the LI bidder is uploaded to the e-Procurement portal by the tender inviting authority.

v) As soon as the LI bidder is awarded the contract (AOC) and the same is processed electronically in the eProcurement portal – a) EMD of the LI bidder for tender of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00 -103-001-07” through GRIPS along with the bank particulars of the LI bidder.

b) EMD of the LI bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective inked bank accounts along with the bank particulars of the LI bidder. In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

vi. The Bank will share the details of the GRN o. generated on successful entry in GRIPS with the EProcurement portal for updation.

vii. Once the EMD of the LI bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.

viii. All refunds will be made mandatorily to the bank A/c from which the payment of EMD& Tender Fees (if any) were initiated.

**III) Accounting and Monitoring Process:**

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fee 5 deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts an bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure of the mentioned G.O. above.

2) Both **Technical Bid** and **Financial Bid** are to be submitted online on or before last date of Bid Submission date concurrently duly digitally signed in the website <http://wbtenders.gov.in>

3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No.-6.

4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the ‘Tender Evaluation Committee’ formed by the authority. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

**5) Eligibility Criteria for participation in the tender –**

- a) Bonafied, reliable, resourceful and experience contractors having sound financial status and having credential not less than 40% of the value of similar nature of work in a single contract during preceding 3 (Three) years under Govt./Semi Govt./Statutory of local bodies. Credential means completion certificate as well as payment certificate of a single contract of a similar nature of work. [Non-statutory documents]
- b) Uploading of scan copies of Pan Card, GST Registration Certificate, Professional Tax (PT) payment certificate (current), Income Tax Return (current), notarised declaration certificate and organization details,





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- Valid Trade License are to be accompanied with the Technical Bid Documents. [Non-statutory documents]
- c) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
- d) Hard copy of documents may be demanded for submission if desired by the authority after opening of Technical Bid.
- e) Defect liability period for maintenance of the road works will be 3 years from the completion of the works. Liability may fix up in respect of any means depending upon the decision of the appropriate authority for non compliance of the above. [Non-statutory documents]

**6) Date and Time Schedule:**

Sl.No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (online) (Publishing Date)	17.02.2024 (12.00 hours)
2	Documents download start date (Online)	17.02.2024 (12.00 hours)
3	Documents download - end date (Online)	27.02.2024 (15:00 hours)
4	Bid submission start date (Online)	17.02.2024 (12.00 hours)
5	Bid Submission closing (Online)	27.02.2024 (15:00 hours)
6	Bid opening date for Technical Proposals (Online)	29.02.2024 (15:30 hours)
7	Bid opening date for Financial Proposals (Online)	To Be Notified Later

- 7) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in **Section – 'A'** before tendering the bids.
- 8) Conditional / Incomplete tender will not be accepted under any circumstances.
- 9) The intending Tenderers are required to quote the rate online.
- 10) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect /manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 11) The tender inviting authority reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 12) Before issuance of the WORK/SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 13) **Qualification Criteria:** The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder.  
The bidders shall have to meet all the minimum criteria regarding:
- 1) Financial Capacity
  - 2) Technical Capability comprising of personnel & equipment capability
  - 3) Experience / Credential
- 14) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

**SECTION - A**  
**INSTRUCTION TO BIDDERS**

- 1) 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.





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**i. Registration of Contractor:**

Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e procurement system, through logging on to <https://etender.wb.nic.in>. The tenderer 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 (i) 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 (i) 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 Clause (i) in 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).

**2) Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders).

**(A). Statutory Cover Containing the following documents:**

a) PREQUALIFICATION DOCUMENTS: I. Prequalification Application (Sec-B, Form – I)

b) Municipal Tender Form.

c) N.I.T. (NIT and Municipal Tender Form downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Municipal Tender Form, the tender is liable to be summarily rejected.)

**(B) Non-statutory Cover containing the following documents:**

i. Pan Card, GST Registration Certificate, Professional Tax (PT) payment certificate (current), Income Tax Return (current) & valid Trade License.

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).

[N.B.: Failure of submission of any of the above mentioned documents as stated in Section-A, 2(A) and 2(B) will 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 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.





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<u>Sl. No.</u>	<u>Category</u>	<u>Name Sub-Category</u>	<u>Description Detail(s)</u>
A.	Certificate(s)	Certificate(s)	PAN Income Tax Return (current) GST Registration Certificate  Professional Tax payment certificate (current) Valid Trade License.
B.	Company Details	Company Details	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed , Trade License) LTD. Company (Incorporation Certificate, Trade License) Co-Operative Society(Society registration Certificate, Bye Laws, Upto Date Audited Balance Sheet) Power of Attorney(Registration)
C.	Credential	Credential	Having credential not less than 40% of the value of similar nature of work in a single contract during preceding 3 (Three) years

**3) Tender Evaluation Committee (TEC)**

Evaluation Committee constituted by the Competent Authority of Khardah Municipality will function as Evaluation Committee for selection of Technically Qualified Contractors.

**4) Opening & evaluation of tender:**

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

**5) Opening of Technical Proposal:**

- i) Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
- ii) Intending Tenderers may remain present if they so desire.
- iii) Cover (folder) for Statutory Documents [Ref. Section A, 2(A)] will be opened first and if found in order, cover (folder) for Non-Statutory Documents [Ref. Section A, 2(B)] will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- iv) Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- v) Summary list of technically qualified tenderers will be uploaded online.





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vi) 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.

vii) 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.

**6) 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 online through computer 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. Financial capacity of a bidder will be judged on the basis of information furnished by the Bidder.

**7) 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.

**8) Rejection of Bid:**

The tender accepting authority 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 tender accepting authority's action.

**9) Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in Form No. 2906 will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit





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**FORM – I**  
**SECTION – B**  
**PRE-QUALIFICATION APPLICATION**

To  
**The Chairman,**  
**Khardah Municipality,**  
**Khardah, North24P.G.S**

Name of Work: .....  
.....  
.....

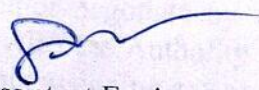
.....E- tender notice no:  
.....S I. No:..... Dear

Sir, Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of in the capacity.....duly authorized to submit the order. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that: 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project. 2) Tender Inviting & Accepting Authority reserve the right to accept full or part of the tender or reject any/all tender(s) and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. Also the Authority of Khardah Municipality reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

- Enclosure(s): e-Filling -  
1) Statutory Documents.  
2) Non Statutory Documents.

Date : .....

Seal and Signature of the Tender

  
Assistant Engineer  
Khardah Municipality

  
Chairman  
Khardah Municipality