



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

Notice Inviting e-Tender

E-Tender Ref. No. KDHM/28/WS/24-25

Dated: 22.10.2024

The Chairman, Khardah Municipality, on behalf of Board of Councilors invites e-tender for Annual Maintenance Contract for 18 Nos. Water ATM in and around Khardah Municipality, as detailed in the table below. (Submission of Bid through online)

Details of Scheme(s)/Work(s):

SI. No.	DESCRIPTION	Quantity	ESTIMATED VALUE(Rs.)	EARNEST MONEY (Payment through RTGS/NEFT)	Time of Completion	Tender Cost
1	Annual Maintenance Contract for Water ATM Specn: 100 LPH UV Plant with 50 Ltr. Cooler in built. (Terms & Condition as per Annexure-I)	18 Nos.	Rate Invited	Rs. 4000.00	One Year (365 days) from the date of issuance of Work Order.	Rs. 400.00

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 or any type of Maintenance work in a single contract during preceding 5 (Five) 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 .Necessary Cost of tender documents (tender fees) and earnest Money may be remitted through Net Banking or RTGS/NEFT and also to be documented through e-filing.

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:

- i) Net Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.
2. Both Technical Bid and Financial Bid are to be submitted as per time schedule stated, concurrently duly digitally signed by the bidder in the website <http://wbtenders.gov.in>

1) 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.



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

- 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 Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal – a) EMD of the L1 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 L1 bidder.



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

- 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 E-Procurement 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 Fees 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 and 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 contractor or outsider or reputed firm who have successfully completed not less than 40% value of tender amount in similar nature of work or any type of maintenance work in a single contract within last 5(Five) years from the date of issuing of the NIT under any Govt./ Semi Govt./ under taking organization. Credential means completion certificate as well as payment certificate of a single contract. [Non-statutory documents]**

b) **The Bidder/Manufacturer must have at least 5(Five) years experience in same type of work or any type of AMC work**

c) **Uploading of scan copies of Pan Card, GST Registration Certificate, Professional Tax (PT) payment certificate (current), Income Tax Return & Balance Sheet (Last Three Previous year), Valid Trade License & notarised declaration certificate & Organisation details are to be accompanied with the Technical Bid Documents. [Statutory documents]**



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

d) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.

e) Hard copy of documents must be submitted before opening of Technical Bid.

6) Date and Time Schedule:

Sl.No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (online) (Publishing Date)	23.10.2024 (12.00 hours)
2	Documents download start date (Online)	23.10.2024 (12.00 hours)
3	Documents download - end date (Online)	30.10.2024 (15:00 hours)
4	Bid submission start date (On line)	23.10.2024 (12.00 hours)
5	Bid Submission closing (On line)	30.10.2024 (15:00 hours)
6	Owing documents to be submitted 'OFFLINE' in sealed cover to The Chairman, Khardah Municipality, Khardah, Kol-700117 (Sealed envelope containing Technical Bid, N.I.T., and others necessary documents.)	02.11.2024 (up to 15:30 hours)
7	Bid opening date for Technical Proposals (Online)	02.11.2024 (15:30 hours)
8	Date for opening of Financial Proposal (online)	To be notified later on

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 not submitted / 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.



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

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.

i. Registration of Contractor/Supplier:

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 (Last Three Previous Year) & 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.



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

<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 & Balance Sheet (Last Three Previous year) GST Registration Certificate with up to date challan, Professional Tax payment certificate (current), Valid Trade License. Notarised declaration certificate
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	Successfully completed not less than 40% value of tender amount in similar nature of work or any type of Maintenance work in a single contract within last 5 (Five) years from the date of issuing of the NIT under any Govt./ Semi Govt./ under taking organization.

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.

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.



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

iii) All rate should be quoted including GST and all other charges

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:

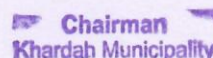
The tender accepting authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or 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


Chairman

Khardah Municipality


Chairman
Khardah Municipality



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

ANNEXURE-I

Terms & Condition

1. Four Servicing visits in maintenance contract period, during those visits the above one, Purification system will be thoroughly checked and adjusted.
2. Additional visit during the contract period as and when required i.e. breakdown / malfunctioning of the equipment, on intimation in this regard by the municipality. The complained shall be attended by the next 24 hours of the same being reported.
3. Replacement of Parts:
 - a) All consumable items such as i) sediment filter cartridge, ii) carbon filter cartridge one set are free for entire period of contract.
 - b) Other spare parts replacement will be depended on the condition of the existing working condition of the equipment.
 - c) Pump and Compressor replacement will be not included in this contract
4. Maintenance Contract Period: 12 Months
5. Payment Terms: After Six month's interval @ 50% of the total amount.



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

AFFIDAVIT

I/We _____ Proprietor/Partner of _____ solemnly declare that:

1. I/We are submitting Tender for the work

_____ against Tender Notice

No.: _____ Dt.: _____.

2. All information furnished by me/us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. All documents/ Credentials submitted along with this Tender are genuine, authentic, true and valid.
4. If any information and document submitted is found to be false/incorrect any time, Department may cancel the Tender and action as deemed fit may be taken against me/us including termination of the contract, forfeiture of Earnest Money and banning/ de listing of the firm and all partners of the firm (if there is any) etc.

SEAL OF NOTARY

Signature of the Tenderer
Date:



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

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 behalfof in the capacityduly 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/or 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

Asstt. Engineer
Khardah Municipality
Asstt. Engineer
Khardah Municipality

Chairman
Khardah Municipality

Chairman
Khardah Municipality