



MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

Memo No.:- MM/EO/1342/2024-25

Dated: 06/08/2024

NOTICE INVITING e-TENDER

Tender No: - **WBMAD/MM/EL/NIT-02e/2024-25**

Online Tenders are invited by the Executive Officer on behalf of the Madhyamgram Municipality through electronic tendering (e-tendering) for the following listed works from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

Sl. No.	Name of the work	Estimated amount put to tender (in Rs.)	Earnest Money (in Rs.)	Cost of Tender Documents (Applicable for the successful Contractor only at the time of formal agreement) (in Rs.)	Time for completion of work (in days)
1.	Supply & Installation of Split A.C. machine at different room of Madhyamgram Municipality.	237731.00	4755.00	300.00	15 days
2.	AMC for electrical maintenance of Municipal Office, Tagore culture & 4 Nos. Gear, 4 Nos. Transformer and 4 nos. panel box under Madhyamgram Municipality.	464802.00	9296.00	500.00	365 days
3.	AMC for Jessore Road divider 160w LED street light maintenance work from Sisir Kunjo to Green park under Madhyamgram Municipality.	429048.00	8581.00	500.00	365 days

Sl No	Particulars	Date & Time
i)	Date of uploading of NIT and Tender Documents online (Publishing Date)	07/08/2024
ii)	Documents download start date (Online)	07/08/2024 at 11.00 Hrs.
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	N/A
iv)	Tender submission start date (On line)	07/08/2024 at 11.00 Hrs.
v)	Tender Submission closing (On line)	20/08/2024 at 14.00 Hrs.
vi)	Tender opening date for Technical Proposals(Online)	22/08/2024 at 14.00 Hrs.
vii)	Date of uploading list for Technically Qualified Contractor (online)	To be notified later
viii)	Date and Place for opening of Financial Proposal (Online)	To be notified later
ix)	Date of uploading of list of qualified Contractor along with the offer rates (on line)	To be notified later.
x)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

Table-3 :-	
Eligibility Criteria & Documents to be produced in support of Credential for tender Part-I(Prequalification Documents):-	<p>i) Having experience and technical acumen in Executing, Construction & Completion of similar nature of work with a work value not below 40% of the estimated amount put to tender in a single contract during last 5(five) financial years in any Government Department / Board / Semi-Govt. / Corporation / Statutory Authority / Undertaking etc. (<i>copies of Completion certificate, work order, price schedule issued by the competent authority shall have to be furnished</i>)</p> <p>ii) Having valid GST registration certificate with up to date GST return.</p> <p>iii) Having valid PAN Card and last year Income tax return.</p> <p>iv) Having valid P. Tax clearance Certificate.</p> <p>v) Having valid Electrical supervisory engagement certificate <i>in case of electrical works only.</i></p> <p>vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>vii) Having up to date Trade permission</p> <p>viii) Other certificate if any.</p> <p>(Copies of all above mentioned documents shall have to be furnished) All documents in original to be produced in due course of time as & when asked by the TIA.</p>
Tender documents:-	<p>A full set of Tender documents consists of 2 Parts. These are</p> <p>PART I :-Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.</p> <p>PART II :-Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
Earnest Money:-	<p>The Earnest Money (2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NIeT. Any Tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.</p> <p>Additional conditions of contract regarding Earnest Money (Clause 1, (1.1)) vide Memorandum No. 5696-F(Y), dated 01.10.2019 of Finance Department, Audit Branch, Government of West Bengal.</p>
Security Deposit & other taxes :-	<p>All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills time to time. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) will be refunded without any interest only as mentioned below.</p> <p>a) 100% of the security deposit shall be refunded to the contractor on expiry of 1 (one) year after date of completion.</p> <p>Additional conditions of contract regarding Security Deposit (Clause 1, (1.2)) vide Memorandum No. 5696-F(Y), dated 01.10.2019 of Finance Department, Audit Branch, Government of West Bengal.</p>
Cost of Tender Documents:-	<p>The cost of Tender documents as specified in Table-1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender.</p>
Validity/ Withdrawal/ Acceptance of Tender:-	<p>A Tender submitted shall remain valid for a period of 120calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA.</p> <p>The TIA will accept the tender. He/She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p>

Scope of the works:- As per BOQ


Other terms & conditions if any:-

- 1) The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]
- 2) The prospective tenderers 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.
- 3) Joint Ventures will not be allowed.
- 4) No conditional / Incomplete Tender will be accepted under any circumstances.
- 5) Tender Paper will be issued by the CHAIRMAN, Madhyamgram Municipality only to the applicant after verification of all documents.
- 6) Agencies shall have to arrange for required Plant & Machineries, store of materials, labour shed, laboratory etc. and land for creation of the same at their own cost and responsibility.
- 7) The prospective Tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.
- 8) Work Order or Payment of work will be depended on availability of fund. Intending tenderers may consider this criteria while submission of Tender and quoting their rates.
- 9) ISI standers material shall be allotted to use in the work supplier by Agency himself.
- 10) 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 Tender 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.
- 11) The CHAIRMAN, Madhyamgram Municipality, Madhyamgram, North-24 Parganas reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 12) Before issuance of the work order, the Tender Accepting Authority may verify the credential and 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 and legal action will be taken against him. The tenderers who are eligible for exemption of initial Earnest Money shall invariably submit the same amount in this office as Security Deposit money drawn in favour of Madhyamgram Municipality, in the shape of Demand draft / Banker's Cheque before issuance of Letter of Acceptance.
- 13) Contractor or Suppliers whose GST registration under Composite Scheme is not eligible to participate in e-tender process.
- 14) In case of ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
- 15) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence :-
Contact with the office of the Madhyamgram Municipality
- 16) In case of inadvertent typographical mistake found in the specified Price Schedule of Rates, the same will be treated to be so corrected as to conform with the relevant UD&MA (W.B) and Irrigation & Waterways Deptt. and / or technically sanctioned estimate.
- 17) Arbitration will not be allowed. As per Conditions of Contract of Municipal printed form.
- 18) No Mobilization Advance and Secured Advance will be allowed.
- 19) Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.
- 20) Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.
- 21) The successful Tenderer will have to submit two sets of all the Tender Documents along with BOQ in connection with this Tender in hard copy within 7 (Seven) days from the date of receipt of Letter of Acceptance of the Tender (through e- Tendering System or otherwise). Failure to do so will be liable to termination/rejection of Tender with forfeiture of Earnest Money without any reference to the Contractor. In case of the successful Tenderder who has been exempted from depositing Earnest Money, the Government will be at liberty to recover the forfeited amount (equal to the amount of Earnest Money) either from the Fixed Security Deposit of the Tenderer or by any means that may be deemed suitable.
- 22) The successful Tenderer will have to start the work as per the work order to commence the work.
- 23) Prevailing safety norms has to be followed by the successful Tenderer during execution of the work so that LTI (Loss of time due to injury) is zero.

- 24) The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is either incorrect / manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him.
- 25) Any other tax or cess will be borne by the agency (if applicable).

Instructions/guidance to the contractors for e-tendering:-

- 1) Intending tenderers desirous of participating in the tender are to log on to the Website <https://wbtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.
- 2) Tenders are to be submitted online and intending tenderers are to download the tender documents from the website given above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents.
- 3) Any contractor can submit tenders for any works published in any particular NIT, depending on his credential and financial capability, each tenderer may be apply maximum in two no Works.
- 4) **General process of submission:** Tenders are to be submitted online through the website stated in Clause1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.



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