

**Office of the  
District Magistrate & Collector**

**ELECTION URGENT**

Berhampore : Murshidabad

[aeomsd@gmail.com](mailto:aeomsd@gmail.com)

**NOTICE INVITING e-TENDER**

**NO. 01 /2018-19**

**Name of Schemes: Given below**

Sl. No	Name of the work	Class of Contractors	Estimated Cost (Rs.)	Earnest Money (Rs.)	Cost of Bid Document (Rs.)	Completion period (days)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Making temporary structure for first Randomization [Physical] of E.V.M.'s at Berhampore Girls College in connection with General Parliamentary Election 2019. [General Election 2019 Fund]	Bonafied Outsiders	527286.00	10546.00	530.00	As per order of the RO
2	Making temporary structure for DC/RC, Strong Room, Movement Camp, Police Tagging Booth and others at Berhampore Girls College [Venue-I] in connection with General Parliamentary Election 2019. [General Election 2019 Fund]	Bonafied Outsiders	982872.00	19657.00	990.00	As per order of the RO
3	Making temporary structure for DC/RC, Strong Room, Movement Camp, Police Tagging Booth and others at Berhampore College and Stadium Ground [Venue-2] in connection with General Parliamentary Election 2019. [General Election 2019 Fund]	Bonafied Outsiders	764252.00	15285.00	770.00	As per order of the RO
4	Making temporary structure for Counting Hall and others at Berhampore Girls College [Venue-I] in connection with General Parliamentary Election 2019. [General Election 2019 Fund]	Bonafied Outsiders	162658.00	3253.00	170.00	As per order of the RO

**SCHEDULE OF IMPORTANT DATES**

PARTICULAR	DATE & TIME
Date of Publication of E-NIT	20/02/19 at 5.00 pm

Document download start Date & Time	<b>20/02/19 at 5.00 pm</b>
Document download end Date & Time	<b>25/02/19 at 4.00 pm</b>
Pre-bid Meeting (Date & Time)	___/___/19 at ___ am/pm
Bid submission start Date & Time	<b>20/02/19 at 5.00 pm</b>
Last date & time of online submission of Technical Bid and Financial Bid.	<b>25/02/19 at 4.00 pm</b>
Date & Time of opening of Technical Bid in the Office of the Executive Officer, Murshidabad Zilla Parishad	<b>27/02/19 at 4.00 pm</b>

On behalf of the District Magistrate, Murshidabad, the Addl. District Magistrate (ZP), Murshidabad invites online **percentage rate** tender (e-Tender) in **TWO BID SYSTEM** for the works above from reliable, resourceful, bona-fide and experienced firms / companies / contractors / Engineering Co-operatives having requisite financial capability and sufficient relevant work experience. The details are given below:

Name of work	<ol style="list-style-type: none"> <li>1. Making temporary structure for first Randomization [Physical] of E.V.M.'s at Berhampore Girls College in connection with General Parliamentary Election 2019</li> <li>2. Making temporary structure for DC/RC, Strong Room, Movement Camp, Police Tagging Booth and others at Berhampore Girls College [Venue-I] in connection with General Parliamentary Election 2019</li> <li>3. Making temporary structure for DC/RC, Strong Room, Movement Camp, Police Tagging Booth and others at Berhampore College and Stadium Ground [Venue-2] in connection with General Parliamentary Election 2019</li> <li>4. Making temporary structure for Counting Hall and others at Berhampore Girls College [Venue-I] in connection with General Parliamentary Election 2019</li> </ol>
Scope of Work	<ol style="list-style-type: none"> <li>1. Temporary decoration</li> <li>2. Temporary decoration</li> <li>3. Temporary decoration</li> <li>4. Temporary decoration</li> </ol>
Estimated Cost of work	<ol style="list-style-type: none"> <li>1. Rs. 527286.00</li> <li>2. Rs. 982872.00</li> <li>3. Rs. 764252.00</li> <li>4. Rs. 162658.00</li> </ol>
Contract Period	<ol style="list-style-type: none"> <li>1. <b>As per order of the RO</b></li> <li>2. <b>As per order of the RO</b></li> <li>3. <b>As per order of the RO</b></li> <li>4. <b>As per order of the RO</b></li> </ol>
Bid Inviting Authority	Addl. District Magistrate (ZP), Murshidabad
<b><u>TECHNICAL BID</u></b> Eligibility Criteria for Qualification of the bidders in the <b>Technical Bid</b>	<p><b>CREDENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. <b>CREDENTIAL/EXPERIENCE:</b> Intending bidders should produce credentials of completion of a 'similar nature of work'* having minimum value of 40% of the estimated amount put to</li> </ol>

<p><b>Similar Nature of Work: Decoration works.</b></p> <p><b>Credential Certificate in the form of completion certificate</b> issued by the Executive Engineer or equivalent or competent authority of a state / central government, State/ Central Government undertaking, Statutory / autonomous bodies constituted under the Central / State Statute, on the executed value of completed / running work will be taken as credential. Credential should be in the name &amp; style of the intending bidder only. Completion certificate should mention the work order no. &amp; date, Name of the work, work order amount, payment made, completion period &amp; completed satisfactorily or not etc. Payment Certificate is will not be treated as credential.</p> <p><b>Turn over:</b> Audited Balance Sheet shall have to be produced in support of the turn over claim for the last 3 consecutive Financial years.</p> <p><b>NOTE:</b> All the Original documents shall be produced before the tender evaluation committee during scrutiny of bids.</p> <p><b>IMPORTANT:</b> If the bidders do not upload these requisite documents in the e-tender portal, they will summarily be rejected during evaluation. If anyone found to be submitting false or manufactured credential, then the bidder may be black listed or prevented from participation.</p>	<p>tender during 5(five) years prior to the date of issue of the tender notice;</p> <p><b>OR</b></p> <p>Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p><b>OR</b></p> <p>Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value of 40% as mentioned above; In case of running works, only those bidders 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 executed agency, i.e. the tenderer.</p> <p>2. <b>TURNOVER:</b> Average audited Annual Turn Over from the business having similar style of work for the last 3 (Three) consecutive Financial Years should be equal to or more than 60% of the total estimated amount put to tender. The turnover will be indexed at the rate of 8% for a completed year. Bank Solvency Certificate cannot be accepted in support of Turn over claim.</p> <p>3. <b>NON STATUTORY DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>Valid Trade License</li> <li>Income Tax return for the latest financial year</li> <li>GST Registration certificate</li> <li>Professional Tax Return for the latest financial year</li> <li>Audited Balance Sheets of last 3 Financial years</li> <li>Pan Card photo copy.</li> </ol> <p>4. <b>OTHER DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed</li> <li>Document to prove ownership / lease hold of plant &amp; machinery as prescribed by the authority in the tender</li> <li>Power of Attorney if any</li> <li>Labour Cooperative Societies &amp; Unemployed Engineers' Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.</li> </ol>
<p>Earnest Money Deposit :</p>	<p><b>Necessary Earnest Money [2% of Tender amount] and Cost of Tender Paper will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal [<a href="https://etender.wb.nic.">https://etender.wb.nic.</a>]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their</b></p>

	<p><b>respective Bank as per the Beneficiary Name &amp; Account No., Amount, Beneficiary Bank name (ICICI Bank) &amp; IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.</b> Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.</p>
Bid Document	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a>. Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
Technical Bid Evaluation	<p>The technical bid will be evaluated by the tender evaluation committee chaired by Addl. District Magistrate (ZP), Murshidabad. Bidders shall produce hard copies of the requisite documents as and when asked for. Originals shall be shown for verification by the bidders as and when asked for.</p> <p>Only the technically qualified bidders can advance for Financial bid.</p>
Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	<p><b><u>28/02/2019 at 2.00 pm</u></b></p>
Financial Bid	<p>Percentage Rate shall be quoted in the Financial Bid.</p>
Validity of Bid	<p>180 days</p>
E-Tender registration and bidding	<p><b><u>ONLINE BIDS:</u></b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering.</li> <li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal <i>i.e.</i> <a href="http://etender.wb.nic.in">http://etender.wb.nic.in</a>.</li> <li>• <b><u>ONLINE BID SUBMISSION:</u></b> The Bidders are required to submit the Technical and Financial Bid documents ONLINE <i>i.e.</i> uploading of the documents complete in all respect by following the Online Bid submission procedure.</li> </ul>
Important Instructions	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original &amp; evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published on the next day after opening District Magistrate, Murshidabad reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> <li>• All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder.</li> <li>• The intending bidders are requested to inspect the work site before quoting their rates.</li> <li>• If the quoted rate of lowest bidder [L1] will be more than 15% of Tender amount, 5% of Awarded cost should be deposited by the bidder as Addl. Security Deposit by Bank Draft in favour of Addl. Executive Officer, Murshidabad Zilla Parishad, payable at Berhampore, Murshidabad.</li> <li>• Each Bidder shall submit maximum two Bids in each NIeT. A Bidder who submits more than two Bids as individual or Partner for one NIeT will cause the proposals with the Bidder's participation to be disqualified.</li> </ul>
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**INFORMATION TO THE BIDDERS (ITB)**

**Download of Tender**

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.in>. The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online mode.

**Online Bid submission procedure**

**Registration of Contractor:** Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

**Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

**Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:** Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

**Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in the bid document.

**A. Technical Bid:**

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in **2 (two)** covers (folders),

**Cover A-1 >Statutory Cover file Containing**

NIT (Properly upload the same Digitally Signed).

**Cover A-2 >Non- Statutory Cover (Mandatory Documents)**

All the documents as given under **TECHNICAL BID**

***Note: Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.***

**B. Financial Bid:**

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the percentage rate (Offering percentage Above/Below/At par) through online mode only in the space marked for quoting rate in the Bill of Quantities (BOQ). Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

**Payment:**

Payment against the bill claim subjected to verification by the competent authority will be made on availability of fund.

EMD of the successful bidder shall be adjusted against the bill claim while making payments.

The Payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

The mode of Payment of the bills are given below:

- Upto 5 lakhs of Estimated amount: No RA bill will be entertained.
- Upto 10 lakhs but not less than 5 lakhs: Only one RA bill will be entertained.
- Upto 50 lakhs but not less than 10 lakhs of Estimated amount: Maximum three bills including final bill.
- More than 50 lakhs of Estimated amount: Maximum four bills including final bill.
- Moreover, payment may be made after complete of each stage, in case of road: GSB, Pothole, in case of building: Foundation of plinth level, lintel, in case of Culvert/bridge: Foundation upto GL, GL to slab, then rod casting.

**Security Deposit** money will be returned after three months in case of culverts, Building works and Electrical works, six months in case of Earth work, twelve months in case of Bituminous work/metal work, Six months in the case of a road work for other than Bituminous work if no defect is detected in the mean time.

1% Cess under W.B. Building and other Construction workers (Regulation of Employment & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.

**Other Terms and conditions: -**

1. The credentials submitted by the bidders shall invariably be verified from competent authority through formal/informal ways. If the bidders are found producing manufactured credentials, then appropriate action for black listing/prohibition of participation / criminal proceeding shall be initiated by the bid inviting authority.
2. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take appropriate action against the willful defaulter.
3. The District Magistrate, Murshidabad reserves the right to terminate the contract by giving one-month notice to the agency in case if any deviation from the norms or any non-compliance.
4. The entire work shall be completed within the time frame given in the work order. Any deviation in work completion period will invite penalty of 1-5% on the value of pending work. The Addl. District Magistrate (ZP), Murshidabad is empowered to impose such penalty by obtaining a report from engineers.

5. Time extension on completion of work shall not be given in ordinary circumstances. AEO ZP is empowered to decide on time extension only after making proper assessment through a team of officials in an extraordinary circumstance like land dispute, natural calamity or similar situation.
6. Addl. District Magistrate (ZP), Murshidabad shall moot a proposal for Black listing or prohibition of any contractors' participation in tenders of Murshidabad district for a period of one year for blatant violation of tender norms or for vitiating tender process.
7. **Agreement:** Model agreement document shall be prepared by the bidder in consultation with the competent authority. The agreement will be signed only if the competent Authority has given the consent. The LOI and bid document shall become part of the agreement.
8. **Withdrawal of bid:** None of the bidder shall be allowed to withdraw the bid once submitted. If any bidder attempts to withdraw bid at any stage of the bidding process or decides to withdraw after issuance of work order, then the EMD shall be forfeited and process shall be initiated for either black listing the bidder or prohibiting participation in any tenders of Murshidabad district for a period of one year.
9. Negotiation with L2 bidder is prohibited.
10. Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1<sup>st</sup> call only.

**Bidder(s) who is/are not able to upload current IT Return, current P. Tax Challan, Trade License, GST Registration Certificate and EPF [applicable where the Tender amount is more than Rs. 50.00 lakhs] during tender submission, must submit the above documents with original to the under signed within 15 days from the date of opening of Financial Bid. Failing of which will lead to rejection of such bid.**

**Sd/-**

Addl. District Magistrate (ZP)  
Murshidabad

**Memo No. 641 (18)/ZP**

**Dated : 20/01/2019**

**Copy of NieT No. 01/2018-19 forwarded for information to:-**

1. Sabhadhipati, Murshidabad Zilla Parishad.
2. Sahakari Sabhadhipati, Murshidabad Zilla Parishad.
3. Karmadhakshya, Purta-Karya-O-Paribahan Sthayee Samity, Msd Zilla Parishad.
- 4-9. Member, Tender & Purchase Committee, Murshidabad Zilla Parishad.
- 10-18. All Karmadhakshyas, Murshidabad Zilla Parishad.

**Sd/-**

Addl. District Magistrate (ZP)  
Murshidabad

**Memo No. 641/1(16)/ZP**

**Dated : 20/01/2019**

**Copy of NieT No. 01/2018-19 forwarded for information to:-**

1. The District Magistrate, Murshidabad.
2. The Secretary, Murshidabad Zilla Parishad.
4. Finance Controller & Chief Accounts Officer, Murshidabad Zilla Parishad.
5. District Engineer, Murshidabad Zilla Parishad with the request to evaluate the tender documents and place it before the Tender Selection Committee.
6. DIO/DIA, NIC, Murshidabad with a request to publish the notice in the District Website.
7. The Computer Assistant, Msd. Zilla Parishad with a request to upload & publish the Tender Documents in the Website (<http://wbtenders.gov.in>) of WB Govt. at **05.00 PM of 20/02/19.**

- 8-13. Assistant Engineer, Murshidabad Zilla Parishad.  
14-16. Sub-Assistant Engineer, Murshidabad Zilla Parishad

**Sd/-**  
Addl. District Magistrate (ZP)  
Murshidabad

**Memo No. 641/2(44)/ZP**

**Dated : 20/01/2019**

**Copy of NieT No. 01/2018-19 forwarded with a request to display in the Notice Board to:-**

- 1-7. Executive Engineer, I&WD / PWD-I & II / PW(Roads)-I & II / P.W. Construction Board / CPWD-I, B.B.Zone, Murshidabad Divn.-I.
- 8-12. Sub-Divisional Officer, Sadar / Domkal / Lalbagh / Kandi / Jangipur, Murshidabad
- 13-39. Executive Officer, All Panchayat Samities of Murshidabad District.
40. Executive Engineer (WBSRDA), Murshidabad Zilla Parishad.
41. Murshidabad District Builder's Association, Foujdari Court Compound, P.O. Berhampore. Msd.
42. Murshidabad District Allied Contractors Association, N.H.-34, P.O. Berhampore, Murshidabad.
43. Murshidabad District Labour Co-Op. Association., Berhampore Lodge, Laldighi, P.O. Berhampore.
44. Murshidabad District Engineer's Co-Op. Association., Near Girl's College, P.O. Berhampore.

**Sd/-**  
Addl. District Magistrate (ZP)  
Murshidabad

**Memo No. 641/3(4)/ZP**

**Dated : 20/01/2019**

**Copy forwarded for information to:-**

1. Principal Secretary to the Govt. of West Bengal, Deptt. of Panchayets and Rural Development, P&RD Deptt., Joint Administrative Building, Block HC-7, Sector-III, Salt Lake, Kolkata- 106.
2. Directorate of Information & Public Relations, Block-I, Top Floor, Writers' Buildings, Kolkata -1.
3. District Information & Cultural Officer, Murshidabad.
4. Assistant Labour Commissioner, 120, B.B. Sen Road, Berhampore, Murshidabad.

**Sd/-**  
Addl. District Magistrate (ZP)  
Murshidabad