

BARANAGAR MUNICIPALITY

87, DESH BANDHU ROAD EAST, KOLKATA-700035

PHONE NO. 033-25771071/6595/0012

FAX NO. 033-25771071

Email::puroshaba_baranagar@yahoo.co.in

NOTICE INVITING TENDER

No – WBMAD/BM/PWD/NIT – 02(e) /2014-15

Memo no. :-BM/PWD/e-005/14-15

Date: 07/01/2015

The Chairman invites **e- tender** for the work detailed in the table below. **Submission of Bid through on line** (Tenderers can participate in all or any number of work out of the Following list)

Serial No.	Name of Work	Estimated Amount (Amount put to tender) (Rs)	Earnest Money	Period of completion	Name of concerned Department	Eligibility of Bidder
1.	Improvement of road form pre. No 30 to 42 Ashok Garh running through Ward no-2.(As per PWD schedule of rates effect form 1st July 2014	Rs. 670416.85	2%. of the quoted amount	45 Days	PWD Baranagar Municipality	Bonafide, resourceful and reliable experienced contractor eligible
2.	Improvement of road near pre.No. 162 Baruipara Lane running through ward no 9 (as per PWD schedule rates	Rs. 636804.49	2%. of the quoted amount	45 Days	PWD Baranagar Municipality	Bonafide, resourceful and reliable experienced contractor eligible

	effect form 1st July 2014					
3.	Improvement for road At 98 Gopal Lal Tagore road (98 Plot) running through ward-26(As per PWD schedule of rates effects form 1st July 2014	Rs. 119814 0.53	2%. of the quoted amount	45 Days	PWD Baranagar Municipality	Bonafide, resourceful and reliable experienced contractor eligible
4.	Improvement of Jogendra Basak Road from B.T.Road to Rakshit Grill near Gangadhar Sen Lane running through ward No- 24,25,26	Rs. 268057 0.46	2%. of the quoted amount	45 Days	PWD Baranagar Municipality	Bonafide, resourceful and reliable experienced contractor eligible

SECTION - A

1. In the event of e-filling, intending bidder may download the tender documents from the website : <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and earnest money may be re order issued from any nationalize bank in favour of Chairman Baranagar Municipality. and also to be documented through e-filling. The L1 bidder shall submit the hard copy of EMD documents to the office of the **Chairman Baranagar Municipality** with his/her acceptance letter of the L1.
2. Both **Technical bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> .
3. The Technical Bid and Financial Bid submitted (along with an application for Tender in FORM-IA Format) online on or before as mentioned in **CL.15A**
4. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL Documents** of the tenderer found qualified by the 'Tender committee", Baranagar Municipality. The decision of the Tender committee will be final and absolute in this respect. The both list of Qualified Bidders will be displayed in the website and also in the Notice Board of the office of the **Board of Councilor, Baranagar Municipality** on the scheduled date and time.

5. Eligibility criteria for participation in the tender.

Contractors, Enlisted bonafide, Registered Engineers Co-operative Society, Consortium, Partnership firms registered with the state Govt. and contractor of equivalent grade/class registered with Central Govt. / MES/ Railways for execution of Civil and Electrical work are eligible to participate, depending on the criteria as detail below:

Note : in case of Consortium maximum no. of constituents shall be restricted to 5(five) and each constituent must have at least some credentials and also at least 10% turnover in contracting business, Individual constituent of a consortium cannot be another consortium

i) Eligibility criteria for participation in the tender.

Sl.No	Parameter	Supporting documents required when bidding
A	PAST EXPERIENCE CRITERIA	
1	Duration: Should have minimum 3 years experience in executing system integration jobs covering Leased Line / Internet Projects in Central or State Govt /PSU/ULB/Autonomous bodies.	. List of few Major projects executed /(completed) in the last 3years and their present working status with customer details to be provided. Satisfactory completion/ongoing certificate stating value of work from the Client to be enclosed

2	Nature of Experience: System Integration project experience covering design /engineering; supply, erection & commissioning and subsequent warranty and AMC services for high availability networks in Central or State Govt / PSU customer ULB/Autonomous bodies	Documentary evidence of executing projects covering all the aspects mentioned herein. Satisfactory completion/ongoing certificate stating value of work from the Client to be enclosed.
3	Technology experience: Should have appropriate experience in SITC of Leased Line Internet at various projects executed in Central or State Govt / PSU / ULB/Autonomous bodies	Documentary evidence of technologies used, with customer details. Satisfactory completion/ongoing certificate stating value of work from the Client to be enclosed
B	COMPANY CREDENTIALS	
1	ISO 9001 certified for System Integration Projects involving Networking and System Integration	Copy of valid certificate
2	The bidder should not have been debarred or blacklisted by any State or Central Govt/PSU/ ULB/Autonomous bodies in INDIA while executing similar nature of work. If any such dispute is pending at any Court of Law or under any Arbitration/similar process pending decision of debarring/blacklisting, detailed information must be enclosed.	Self declaration by the bidder required. Authenticated documents required against pending cases. <i>[Work-order will be cancelled at any stage without showing any reason if any suppression of facts detected later.]</i>
C	FINANCIAL CRITERIA	
1	Average annual Total Turnover in the last 3 financial years has to be at least Rs. 4 Lakh	Copy of audited annual report
2	Profitability and Net worth of the company to be positive in at least one Financial Year during last 3-year period	Copy of audited annual report
3	Project credential : Execution of at least one network / similar project valued at minimum Rs. 4 lakh in a single tender in the last 3 years, and executed project should involve Active components & similar structured cabling in Govt/ PSU	Documentary evidence of project size, with customer details. Satisfactory completion/ongoing certificate from the Client to be enclosed

Since the information requested in this format shall be utilized to assess the Bidder's capability to execute the subject Project, it would be in the interest of the Bidder to include only those references which are relevant for Bidder Qualification Criteria. The Bidder shall also ensure that all information asked for is furnished and the same is correct and complete in all respects. Incorrect information furnished in this format shall render the bid/order liable for rejection at any stage of evaluation / work execution, at the sole risk and cost of the bidder.

N.B. :- Estimated /Executed amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate, similar nature of work.

ii) a) The contractors who have been **delisted of debarred by any government department shall not be eligible in any way.**

b) Any intending bidders who have failed to execute more than one works contract under this office and was terminated by any sub rule under clause 3 of WBM(F&A) rules, Tender Form-K (Ref :- W.B. Form No.2911 or terminated under any clause of Standard Bidding Document by the Engineer-in-charge / Employer during last 3(three) years will not be eligible to participate in any Directorate under this Department for another 2(two) years from the date of imposition of last termination notice by the Engineer-in-Charge / Employer.

iii) The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being sufficient Engineering Degree holders and Engineering Diploma holders (Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation.)

[Non statutory Documents]

iv) Valid upto date clearance of :

**Income Tax return
Professional Tax Clearance Certificate
P.T. (Deposit Challan)
Pan Card
VAT Registration Certificate
Voter ID Card /Adhar Card / Driving license/ Pan Card/Pass Port for self identification**

to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents]

v) The prospective bidders 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 bidders without which the Technical Bid shall be treated non responsive.)

vi)) In case of Proprietorship, Partnership Firms and **The Company Tax Audit Report** in Suitable Form are to be furnished (**ref. FORM –III & IV**)along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. (Non-Statutory documents)

vii) **Registered Partnership Deed** (for Partnership Firm only) **along with Power of Attorney** to be submitted along with application. (Non-Statutory documents)

viii) Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.

ix) A prospective bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.

x) A prospective bidder shall be allowed to participate in a single 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.

xi) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

xii) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

xiii) The intending bidder shall positively mention one **telephone number, one mobile phone number and ‘e-mail ID’** for easy communication as and when required. This should be uploaded as Non-Statutory Document.

xiv) The intending bidder **must have registered office / service centre in Kolkata** and address of such office are to be mentioned as Non-Statutory Document.

xv) The intending bidder shall have to follow the instruction mention hereunder –
“Where an individual person holds a digital signature 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 of such firm to

upload such tender.

xvi) The power of attorney shall have to be registered in accordance with the provisions of the **Registration Act 1908**.

xvii) E.P.F Registration of the organization

6. The prospective tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.

7. Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill will be 50% of the tendered amount. Provisions in Clause(s) 7, 8 & 9 contained in WBM(F&A)rules, Tender Form-K & W.B. Form No.2911(ii) so far as they relate to quantum and frequency of payment are to be treated as superseded.

8. Conditional bid or bid with clause of price variation will be rejected.

9. No mobilization /secured advance will be allowed.

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

11. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency.

12. As the work will be executed in a government premises and users are also government department, provision of service tax is not considered.

13. In connection with the work, **Arbitration** will not be allowed. **The Clause No. 25 of 2911(ii) is to be considered as deleted clause vide gazzatte notification no558/SPW-13th December, 2011.**

14. In no case permission will be accorded to any firm for more than 1 (one) job.

15. Bids shall remain valid for a period not less than **120 (One hundred twenty) days** after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the Chairman BMPTY as non-responsive.

15.A. Important Information

DATE AND TIME SCHEDULE for e- Tendering

SI.No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (online) (Publishing Date)	07.01.15
2	Documents download start date (Online)	10.01.15 at 10.00 hours.
4	Documents download - end date (Online)	24.01.15 up to 17.00 hours
5	Bid submission start date (On line)	10.01.15 at 11.00 hours
6	Bid Submission closing (On line)	24.01.15 at 17.00 hours
7	Bid opening date for Technical Proposals (Online)	28.01.15 at 15.00 hours
8	Bid opening date for Financial Proposals (Online)	TO BE NOTIFIED LATER
9	Date of uploading list for Qualified Bidder(online)	TO BE NOTIFIED LATER

N.B. : In case of any non-scheduled holiday / bandh / strike on any of the date of opening the next working day will be treated as schedule date for the purpose.

15.B Pre Bid Meeting (if required.ref.Form-I) -----Central Office, Baranagar Municipality

16. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period of **1 (One) year** from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.

Also the Prospective Bidders shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and a period of 1(one) year from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge may be considered towards release of full **Security Deposit**.

A retention towards Performance Security amounting to **10 % (ten) percent (including 2% Earnest money)** of the billed amount shall be made by the Assistant Engineer from 1st R.A. bill to Final bill.

No interest would be paid on the Performance Security Deposit.

17. All Bidders are requested to present in **Central office of the Baranagar Municipality, 87, Desh Bandhu Road (E) , Kolkata-700035**, during opening the financial bid. **Chairman /Executive Officer/ Finance Officer / Assistant Engineer** of Baranagar Municipality may call **Open Bid/Seal Bid** after opening of the said bid **to obtain the suitable rate further**, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

18. Site of work will be handed over to the agency phase wise. **Copy of the layout drawing shall be submitted by the contractor to the deptt for approval.** No claim in this regard will be entertained.

19. Price preference will be allowed as per prevailing government Order published time to time by the Special secretary, Finance Department, Govt of West Bengal.

20.

a) **Earnest Money** : The amount of Earnest Money @ 2% (two percent) of the quoted amount, in the shape of Bank Draft/Pay Order of any nationalised bank drawn in favour of the **Chairman, Baranagar Municipality** against the work. This clause is also applicable for all categories of applicants.

b) Intending bidder have to upload soft copy of (scanned copy of the original)

EMD in the form of Demand Draft DD/ Bankers cheque(BC) / Deposit at Call Receipts (DCR)bank guarantee [in case Project value exceeds 25 crore]

at the time of online bid submission. The L1 bidder shall submit the hard copy of EMD documents to the tender inviting authority with his acceptance letter of the L1. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder. [Fin Deptt. Audit Br. Notification no. 2254-F(Y) dtd. 24th April, 2014.

21. The Bidder, at his 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, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

22. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Tender Committee 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.

23. Tender inviting authority reserve the right to cancel incumbency of the bidder in case of

shortfall of uploading of non-statutory document. Illegible document will not be counted as valid document.

24. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.

25. Conditional/ Incomplete tender will not be accepted.

26. The intending tenderers are required to quote the rate *on line*.

27. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

28. During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any Prejudice.

(TEC) Tender Evaluation Committee, of Baranagar Municipality reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

29. In case if there be any objection regarding pre qualifying the Agency that should be lodged to the Chairman, Baranagr Municipality within 24(twenty-four) hours from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the **(TEC) Tender Evaluation Committee**.

30. Before issuance of the **WORK 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.

31. 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 :-

i) Form No. WBM (F&A) rules, Tender Form-K { Ref :- W.B. Form 2911(ii)}

ii) NIT

iii) Special terms & conditions

iv) Technical Bid

v) Financial Bid

32. Qualification criteria:

The Tender **Chairman / Executive Officer / Finance Officer/Assistant Engineer/Health Officer** will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:-

a) Financial Capacity

b) Technical Capability comprising of personnel & equipment capability

c) Experience/Credential

The eligibility of a bidder will be ascertained on the basis of the self attested 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 bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

**Chairman
Baranagar Municipality**

Memo No. : : BM/PWD/e-05/14-15 /

Date: 07.01.2015

Copy forwarded :

For information, wide circulation and necessary action :

1. **The Executive Officer**, BM along with specification for necessary action
2. **The Finance Officer**. BM along with specification for necessary action
3. **The Assistant Engineer**, BM along with specification for necessary action
4. **IT co-ordinator-The matter should be placed in Government Portal for eTender and also in the Office website & in important daily Newspaper(s) for wide publicity.**
5. **Accountant BM--** Along with specification for necessary action
6. **Sub-Assistant – Engineer** - BM along with specification for necessary action .
7. **Draftsman cum Estimator**. BM along with specification for necessary action.
8. **Notice Board**. BM along with specification for information

Chairman
BARANAGAR MUNICIPALITY

SECTION - B

INSTRUCTION TO BIDDERS

1. General guidance for e-Tendering

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

1. Registration of Contractor

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 <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

2. 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 Information's Centre(NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation in more than one work

A prospective bidder shall be allowed to participate in the 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. A prospective bidder(including his participation in partnership) shall be allowed to participate in a single work as mentioned in the list of schemes.

5. Submission of Tenders.

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 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).

A. Technical proposal :

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

A-1. Statutory Cover/ Technical file Containing

- i. Prequalification Application { **(IF ANY)**, in **FORM – IA** }
- ii. **Demand Draft/ Bankers Cheque / Deposit at call receipt/Bank Guarantee** towards earnest money(EMD) as prescribed in the NIT in favour of the **Chairman Baranagar Municipality**.
- iii. Affidavits (Ref:- format for general **affidavit shown in “ FORM -Y ”**).
- iv. WBM (F&A) rules **Tender Form-K** {ref: 2911(ii)} & NIT(***Properly upload the singed Tender form & NIT***).**The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Form - K the tender shall liable to be summarily rejected).**
- v. Special Terms, condition & specification of works.(if Any).
- vi. The tenderer should produce the necessary authorization document along with Commitment for full support for the entire installation during the standard warranty period and after commissioning of the entire installation.(**Scanned Copy of Authorization, warranty /Guarantee and other supporting Documentations if any**).

A-2. Non statutory / Technical Documents

- i. **Latest Professional Tax(PT) deposit receipt challan, Pan Card, IT, VAT Registration Certificate.**
- ii. **Registration Certificate under Company Act. (if any).**
- iii. **Registered Deed of partnership Firm/ Article of Association & Memorandum(Along With FORM-IV)**
- iv. **Power of Attorney (For Partnership Firm/ Private Limited Company, if any)**
- v. **Tax Audited Report in suitable format to be submitted along with Audited Balance Sheet & Profit & Loss A/c for the last 3(three) 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-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co. Opt.(S)

vii. List of Technical staffs along with structure & organization (Form – III).

viii. Credential for completion of at least one similar nature of work under the authority of State/Central Govt. statutory bodies under State/Central Govt. constituted under the statute of the State/ State Govt. having credential of similar nature of work 40 percent in magnitude during last 3(three) years, is to be furnished.(Ref. Cl. No. 5(i) of this NIT – B, (ref. FORM – II, V & VI)

ix). Scanned copy of Original Credential Certificate as stated in 5(i) of NIT.

x)The tenderer should produce the necessary authorization document along with Commitment for full support for the entire installation during the standard warranty period and after commissioning of the entire installation.(Scanned Copy of Authorization,

warranty /Guarantee and other supporting Documentations if any).

xi) Voter IDCard /Adhar Card / Driving license/ Pan Card/Pass Port for self identification of Bidder.

xii) EPF Registration Certificate

(FORMATS OF ALL FORMS MENTIONED ABOVE ARE ATTACHED ALONG WITH THIS NIT)

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER

Sl. No.	Category Name	Sub Category	Description Details (Latest)
A	CERTIFICATES	CERTIFICATES	1. VAT REGISTRATION CERTIFICATE & ACNOWLEGEMENT 2. PAN 3. P TAX (CHALLN) 4. LATEST IT RECEIPT 5. IT
B	COMPANY DETAILS	COMPANY DETAILS	1 1. PROPRIORSHIP FIRM (TRDE LICENCE) 2. PARTNERSHIP FIRM (PARTERNERSHIP DEED, TRADE LICENCE) 3. LTD. COMPANY (INCORPORATION

			CERTIFICATE / MOA, TRADE LICENCE) 4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE) 5. POWER OF ATTORNOY
C	CREDENTIAL	CREDENTIAL - 1 CREDENTIAL - 2	1. SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER 2. ENLISTMENT COPY ISSUE BY DEPARTMENT
D	FINANCIAL (INFO)	WORK IN HAND	1. AUTHENTICATED
	2014 - 2015	P/L AND Audited BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXTURE AND 3CD FORM IN CASE OF TAX AUDIT
	2013 - 2014	P/L AND Audited BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXTURE AND 3CD FORM IN CASE OF TAX AUDIT
	2012 - 2013	P/L AND Audited BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXTURE AND 3CD FORM IN CASE OF TAX AUDIT
E	MAN POWER	TECHNICAL PERSONNEL	. LIST OF TECHNICAL STAFFS ALOGNWITH STRUCTURES & ORGANZATION (ASPER NIT

B. Tender evaluation committee (TEC)

i. Tender will be evaluated by **Chairman / Member CIC of Concerned Department / Executive Officer/Finance officer/ Assistant Engineer/ Accountant/Concerned Departmental Head**

ii. **Opening of Technical proposal :- Technical proposals will be opened by the Assistant Engineer, Health Officer, H O D Motor Vehicles, H O D water**

iii. Intending tenderers may remain present if they so desire.

iv. Cover(folder) statutory documents(vide Cl. No. 5.A-1) should be opened first & if found in order, cover(Folder) for non statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

v. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.

vi. Uploading of summary list of technically qualified tenderers.

vii. Pursuant to scrutiny & decision of the evaluation committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

viii. While evaluation the committee may summon of the tenders & 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.

C. 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.

6. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3(Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman ,Baranagar Municipality may take appropriate legal action against such defaulting tenderer. The Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the 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.

7. AWARD OF CONTRACT

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in WBM(F&A)rules, Tender Form-K & W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

**Chairman,
Baranagar Municipality**

SECTION - C

Special terms and conditions

GENERAL :

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications in the "Departmental Schedule" which means the Public Works Department, Schedule of Rates for works in West Bengal for the working area including upto date addenda and corrigenda, if any, published by the Chairman Baranagar Municipality.

TERMS & CONDITIONS IN ORDER TO PRECEDENCE:

If the stipulations of the various components of the contract documents be at variance in any respect, one will over-ride the other (only in so far as those are at variance) in the order of precedence as given below:

- (a) Special terms and conditions
- (b) Special specifications
- (c) General specifications
- (d) Notice Inviting Tender
- (e) Schedule of probable items with approximate quantities
- (f) Printed Tender Form, i.e. WBM(F&A)rules,Tender Form-K & W.B.F. 2911(ii)

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

ENGINEER-IN-CHARGE AND COMMENCEMENT OF WORK :

The word "Engineer-In-Charge" means the Assistant Engineer, P.W. Deptt., Baranagar Municipality. The word "Department" appearing anywhere in the tender documents means P.W. Department, Baranagar municipality, who have jurisdiction, administrative or executive over part of whole of the works forming the subject matter of the tender or contract. The word "approved" appearing anywhere in the documents means approved by the Engineer- In-Charge. In case, the work is transferred to any other Division (if any), the Assistant Engineer under whom the work will be executed should be treated as the Engineer-In-Charge. The work shall have to be taken up within seven days of the receipt of the work order. Failure to do so will constitute a violation of the contract stipulation as regards proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

CONDITION IN EXTENDED PERIOD:

As Clause 4 of W.B.F. 2908 or Clause 5 of W.B.F. No. 2911 (ii) & WBM(F&A)rules,Tender Form-K as the case may be when an extension of time for completion of work is authorized by the Engineer-In-Charge, it will be taken for granted that the validity of the contract is extended automatically upto the extended period with all terms and conditions rates, etc. remaining unaltered, i.e. the tender is revalidated upto the extended period.

CO-OPERATION AND DAMAGES AND COMPLETION OF WORK:

All works are to be carried out in close co-operation with the Department and other contract or contracts that may be working in the area of work. The work should also be carried out with due regard to the convenience of the road/building users and occupants, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-In-Charge are due to the negligence of the contractor, are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-In-Charge.

CONTRACTOR'S SITE OFFICE:

The contractor shall have an office adjacent to the work as may be approved by the Engineer- In-Charge where all directions and notice of any kind whatsoever which the Engineer-In-Charge or his representative may desire to give to the contractor in connection with the contract may be left and same when left at or sent by post to such office or delivered to the Contractor's authorised agent or representative shall be deemed to the sufficiently served upon the contractor.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

INCIDENTAL AND OTHER CHARGES :

The cost of all materials, hire charges to Tools and plants, Labour, Corporation/Municipal Fees for water supply, Royalty or road materials (if any), Electricity and other charges of Municipalities or statutory Bodies, Ferry charges, Toll Charges, Loading and unloading charges, Handling chargers overhead charges etc. will be deemed to have been covered by the rates quoted by the contractor inclusive of Sales Tax (Central and/or State), Income Tax, Octroi Duty/Terminal Tax, Turnover Tax etc. All other charges for the execution of the complete or finished work or in case of supply of materials and for carriage to the entire satisfaction of the Engineer-In-charge of the work. No claim whatsoever in this respect will be entertained.

AUTHORISED REPRESENTATIVE OF CONTRACTOR:

The contractor shall not assign the agreement or sublet any portion of the work. The contractor, may however, appoint and authorised representative in respect of one or more of the following purpose only.

- a) General day to day management of work
- b) To give requisition for Departmental materials, Tools & Plants etc. to receive the same and sign hand receipts thereof.
- c) To attend measurements when taken by the Departmental Officers and sign the records of such measurements which will be taken of acceptance by the Contractor. The selection of the authorised representatives subject to the prior approval of the Chairman/Executive Officer/ Assistant Engineer concerned and the contractor shall in writing seek such approval of the Chairman/Executive Officer/ Assistant Engineer giving therein the name of work, Tender No., the Name, Address and the specimen signature of the representative he wants to appoint and the specific purposes as specified in Clause 9A` which the representative will be authorised for even after first approval, the Chairman/Executive Officer/ Assistant Engineer may issue at any subsequent date, revised directions about such authorised representative and the contractor shall be bound to abide by such directions. The Chairman/Executive Officer/ Assistant Engineer shall not be bound to assign any reason for any of his directions with regard to the appointment of authorised representative. Any notice correspondence etc. issued to the authorised representative or left at his address, will be deemed to have been issued to the contractor himself.

POWER OF ATTORNEY:

The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the Department shall not be bound to take cognizance of such of attorney.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

EXTENSION OF TIME :

For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & Plants etc. would be entertained under any circumstances. The contractor should consider the above factor while quoting his rate. Applications for such extension of time should be submitted by the contractor in the manner indicated in Clause 5 of the printed form of WBM(F&A)rules, Tender Form-K W.B.F. No. 2911 (ii)

CONTRACTOR'S GODOWN:

The contractor must provide suitable godowns for materials at the site of work. No separate payment will be made for these godowns or for the store yard.

USE OF GOVERNMENT LAND:

The contractor shall make his own arrangements for storage of tools, plant, equipments, materials etc. of adequate capacity and shall clear and remove on completion of work and shed, huts etc. which he might have erected in Government Land. Before using any space in Government Land of any purpose whatsoever, approval of the Engineer-In-charge should be needed.

WORK ORDER BOOK:

The contractor shall within seven days of receipt of the order to take up work, supply at his own cost one Work Order book to Sub-Divisional Officer Concerned, who is authorized to receive and keep in custody the Work Order Book on behalf of the Engineer-In-Charge. The Work Order Book shall be kept at the site of work under the custody of Sub-Divisional Officer or his authorized representative. The Work Order Book shall have machine numbered pages in duplicate directions or instruction from Departmental officers to be issued to the Contractor will be entered (in duplicate) in the Work Order Book (except when such directions or instructions are given by separate letters). The contractor or his authorized representative shall regularly note the entries made in the Work Order Book and also record thereon the action taken or being taken by him complying with the said directions or instruction on any relevant point relating to the work. The contractor or his authorized representative may take away the duplicate page of the Work Order Book for his own record and guidance. In Case of supplementary items or of claims may not be entertained unless supported by entries in the Work Order Book or any written order from the Tender Accepting Authority.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

The first page of the Work Order Book shall contain the following particulars:

- a) Name of the Work
- b) Reference to contract number
- c) Item rate
- d) Date of opening of the Work Order Book
- e) Name and address of the Contractor
- f) Signature of the Contractor
- g) Name & address of the Authorized representative (if any of the contractor authorized by him)
- h) Specific purpose for which the contractor's representatives is authorized to act on behalf of the Contractor.
- i) Signature of the authorized representative duly attested by the Contractor.
- j) Signature of the concerned Competent Authority
- k) Date of actual completion of work.
- l) Date of recording final measurement.

Entries in (k) & (l) above shall be filled in on completion of the work and before the Work Order Book is recorded in the office of the Chairman Baranagar Municipality.

CLEARING MATERIALS:

The whole site shall be left in a clear and neat manner to the satisfaction of the Engineer-In-Charge. No separate payment shall be made for all these works, the cost thereof being deemed to have been included in the rates of various items of works quoted by the contractor in the schedule of probable items of works.

SUPPLEMENTARY/ADDITIONAL ITEM OF WORKS:

Notwithstanding the provisions made in the related printed tender Form (if any) any item of the work which can be legitimately be considered as not stipulated in the specific schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor if so, directed by the Engineer- In-Charge and the rates will be fixed with manner as stated below :-

(a) Rate of supplementary items shall be analysed to the maximum extend possible from rates of the allied items of work appearing in the respective Schedule of Rates of P.W. Department of probable items of work forming part of tender document.

(b) If the rates of the supplementary items can not be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (Ten percent) will be allowed.

(c) Black-market rates shall never be allowed.

(d) Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a) & (b) stated above only. It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

COVERED UP WORKS:

When one item of work is to be covered up by another item of work the latter item shall not be done before the former item has been measured up and has been inspected by the Engineer-in charge or any authorized representatives of the Engineer-In- Charge and order given by him or proceeding with the latter item of work. When however, this is not possible for practical reasons, the Sub-assistant Engineer, if so, authorized by the higher superior authority may do this inspection in respect of minor works and issue order regarding the latter item.

APPROVAL OF SAMPLE:

Samples of all materials to be supplied by the contractor and to be used in the work shall have to be approved by the Engineer-in-charge and checking the quality of such materials shall have to be done by the concerned Department prior to utilization in work.

WATER AND ENERGY:

The contractor shall have to arrange for their own source of energy for operation of equipments and machineries, driving of pumping set, illuminating work site, office etc. that may be necessary in different stages of execution of work. No facility of any sort will be provided for utilization of the departmental sources of energy existing at site of work. Arrangement for obtaining water for the work should also be made by the contractor at his own cost. All cost for getting energy and / or for any purpose whatsoever will have to be borne by the contractor for which no claim will be entertained.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

TOOLS , PLANTS & ALL LABOUR :

All materials and Tools and Plants and all labour (skilled and unskilled) including their housing, water supply, sanitation, light, procurement of food staff, medical aid etc. are to be arranged for by the contractor. The cost of transport of labour, materials and all items as aforesaid shall also have to be borne by the Contractor.

DRAWINGS :

All works shall be carried out in conformity with the drawings Approved by this Department. The Contractor shall have to carry out all the works according to the approved general arrangement drawing and detail working drawings to be supplied by the contractor from time to time at no extra cost.(Drawings are available with this NIT)

SERVICEABLE MATERIALS:

The responsibility for stacking the serviceable materials obtained during dismantling of existing structure/road (to be decided by the Engineer-in-charge) and handling over the same to the Engineer-in-charge of work of this Department lies with the contractor and nothing will be paid on this account. In case of any loss or damage of serviceable materials prior to handling over the same to this Department, full value will be recover from the Contractor's bill at rates as will be assessed by the Engineer-in-charge.

UNSERVICEABLE MATERIALS:

The Contractor shall remove all unserviceable materials, obtained during execution at place as directed. The contractor shall dressed up and clear the work site after completion of work as per direction of the Engineer-in-charge. No extra payment will be made on this account.

CONTRACTOR'S RISK FOR LOSS OR DAMAGE :

All risk on account of Railway or Road carriage or carriage by boat including loss or damage of vehicles boats, barges materials or labour will have to be borne by the contractor.

IDLE LABOUR :

Whatever the reasons may be **no claim** or idle labour, enhancement of labour rate additional establishment cost, cost of TOLL and hire and labour charges of tools and plants Railway freight etc. would be entertained under any circumstances.

**Signature and address
of Tenderer**

**Signature of the Tender
Accepting Authority**

CHARGES AND FEES PAYABLE BY CONTRACTOR:

- a) The contractor shall be all notices and pay all fees required to be given or paid by any statute or any regulation or by law and any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liability of every kinds for breach of such statute regulation or law.
- b) The Contractor shall have save harmless and indemnify the department from and against all claims demands suit and proceedings for or an account of infringement of any patent rights design, trade mark of name of other protected write in respect of any constructional Plant machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

ISSUE OF DEPARTMENTAL TOOLS AND PLANTS :

All Tools and Plants required for the work will have to be supplied by the Contractor at his own cost, all cost of fuel and stores for proper running of the Tools and Plants must be borne by the Contractor.

REALISATION OF DEPARTMENTAL CLAIMS:

Any some of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Government and set off against any claim of Government for the payment of sum of money arising out of these contract or under any other contract made by the contractor with the Government.

COMPLIANCE OF DIFFERENT ACTS:

The contractor shall comply with the provisions of the Apprentices Act, 1961, Minimum Wages Act, 1848. Contact Labour (Regulation and Abolition) Act 1970 and the rules and orders issued hereunder from time to time. If he fails to do so, his and Chairman, Baranagar Municipality may at his discretions, take necessary measure over the contract. The Contractor shall also make himself for any pecuniary liabilities arising out on account of any violation of the provision of the said Act(s). The Contractor must obtain **necessary certificate and license from the concerned Registering Office** under the Contract Labour (Regulation & Abolition) Act, 1970.

The contractor shall be bound to furnish the Engineer-In-Charge all the returns particulars or date as are called for from time to time in connection with implementation of the provisions of the above Acts and Rules and timely submission of the same, failing which the contractor will be liable for breach of contract and the Engineer-In-Charge may at his discretion take necessary measures over the contract.

COMMENCEMENT OF WORK:

The work must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in Notice Inviting Tender.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

PROGRAMME OF WORK:

Before actual commencement of work the contractor shall submit a programme of construction of work clearly showing the materials men and equipments. The contractor will submit a programme of construction in the pattern of Bar Chart or Critical Path Method and a time table divided into four equal periods of progress of work to complete the work within the specific period for approval of the Engineer-In-Charge who reserves the right to make addition, alterations and substitutions to such programme in consultation with the contractor and such approved programme shall be adhered to by the contractor unless the same is subsequently found impracticable in part or full in the opinion of the Engineer-In-Charge and is modified by him. The contractor must pray in writing, showing sufficient reasons therein, for modification of programme. The conditions laid down in clause 2 of the printed tender form regarding the division of total period and progress to work and the time table therefore as provided in the said clause shall be deemed to have been sufficiently complied with it the actual progress of work does not fall short of the progress laid down in the approved time table for one fourth, half and three fourth of time allowed for the work.

SETTING OUT OF THE WORK :

The contractor shall be responsible for the true and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of work, if any, rectification or adjustment becomes necessary the contractor shall have to do the same at his own cost according to the direction of the Engineer-In-Charge during progress of works, if any, error appears or arise in respect of position, level, dimensions or alignment of any part of the work contractor shall at his own cost rectify such defects to the satisfaction of the Engineer-In- Charge. Any setting out that may be done or checked by either of them shall not in any way relieve the contractor or their responsibility for correctness thereof.

PRECAUTIONS DURING WORKS:

The contractor shall carefully execute the work without disturbing or damaging underground or overhead service utilities viz. Electricity, Telephones, Gas, Water pipes, Sewers etc. in case disturbances of service utilities is found unavoidable the matter should immediately be brought to the notice of the Engineer-In-Charge and necessary precautionary measures as would be directed by the Engineer-In-Charge shall be carried out at the cost and expenses of the contractor. If the service utilities are damaged or disturbed in any way by the contractor during execution of the work, the cost of rectification or restoration of damages as would be fixed by the Executive Engineer of the Division concerned will be recovered from the contractor.

NIGHT WORK:

The contractor shall not ordinarily be allowed to execute the work at night. The contractor may however, have to execute the work at night, if instructed by the Engineer-in-Charge. For true technical or emergent reasons the work may require to be executed during the night also according to the instruction of the Engineer-in-Charge. In that case the contractor shall have to arrange for separate set of labour with sufficient and satisfactory lighting arrangement for the night work. No extra payment whatever, in this respect will be made to the contractor.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

TESTING OF QUALITIES OF MATERIALS & WORKMANSHIP:

All materials and workmanship shall be in accordance with the specifications laid down in the contract and IS codes and the Engineer-In-Charge reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument machine, labour and materials as the Engineer-In-Charge may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the Engineer-In-Charge without any extra cost.

Besides this, he will carry out tests from outside Laboratory as per instruction of Engineer-In-Charge. The cost of all such tests would be borne by the agency

TIMELY COMPLETION OF WORK:

All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

PROCUREMENT OF MATERIALS :

All materials required for complete execution of the work shall be supplied by the contractor after procurement from authorised and approved source.

REJECTION MATERIALS :

All materials brought to the site must be approved by the Engineer-In-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect. In case of non-compliance of such order, the Engineer-In-Charge shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to claim for any loss or damage of that account.

FORCE CLOSURE :

In case of force closure or abandonment of the works by the Department the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.

TENDER'S RATE:

The contractor should note that the tender is strictly based on the rates quoted by the Contractor on the priced schedule of probable item of work. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site conditions, those have to be done by the contractor at the time of execution at the rate prescribed in the tender clause. **No conditional rate will be allowed in any case.**

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

DELAY DUE TO MODIFICATION OF DRAWING AND DESIGN :

The contractor shall not be entitled for any compensation for any loss suffered by him due to delays arising out of modification of the work due to non-delivery of the possession of site.

DOCUMENTS & CERTIFICATES:

The department may ask for any valid document like manufacturer's test certificate, document for purchase of the material etc. as deemed fit by the engineer-in-charge to ascertain genuinity of material supplied by/ used in the work by the contractor. The contractor shall remain bound to submit all such documents to the department.

Additional Terms & conditions:

1. All equipments must be warranted for a minimum period of 12(twelve) months from the date of commissioning.
2. The agency should submit a detailed work-program clearly depicting the volume of work vis-à-vis place of work.
3. Work will be permitted to be carried out strictly as per program approved by the appropriate authority.
4. Any damage/loss of movable properties at the chambers of Ministers/Secretaries and/or other places while executing the work are to be compensated properly by the agency.
5. All the cablings and other fixtures are to be accommodated and integrated in the existing system and decor of the surroundings.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

DECLARATION BY THE TENDERER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed work.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.
I/We also agree to procure tools and plants, at my/our cost required for the work.

Signature of Tenderer
Postal address of the Tenderer

Chairman
Baranagar Municipality

FORM-I

**PRE-QUALIFICATION APPLICATION
(If applicable)**

To
The Chairman

Ref:- Tender
for.....

..... (Name of work).....
.....
.....

Dear Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), I /we hereby submit all the necessary information's 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 here with.

We are interested in bidding for the works given in Enclosure to this letter.

We understand that :

- (a) Engineer -in-Charge/ Employer can amend the scope & value of the contract bid under this project.
- (b) Engineer -in-Charge/ Employer reserves the right to reject any application without assigning any reason ;

Enclo:-

- 1. Prescribed forms duly filled in duplicate.
- 2. Evidence of authority to sign.
- 3. Latest brochures.

Date :-

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

FORM 1A

APPLICATION FOR TENDER

**To
The Chairman,
Baranagar Municipality,
87, Desh Bandhu Road (E),
Kolkata-700035**

Tender No:-

Serial No of Work applied for :-

Amount put to tender : `

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we will fully accept all your conditions and offer to execute the works as per Tender no and Serial 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 _____ 201__

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____

(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

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 P.W. Department during the last 5 (five) years prior to the date of this NIT.
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 & I have not applied severally for the same job.

Signed by an authorised officer of the firm

Title of the Officer

Name of Firm with Seal

Date

FORM - II

Eligibility & Credential criteria for participation in the tender.

Sl.No	Parameter	Supporting documents required when bidding
A	PAST EXPERIENCE CRITERIA	
1		
2		
3		
B	COMPANY CREDENTIALS	
1		
2		
C	FINANCIAL CRITERIA	
1		
2		
3		

FORM-III

STRUCTURE AND ORGANISATION

A. 1. Name of Applicant (Firm) :

Office Address :

Telephone No. :

Mobile No. :

Fax No. :

A. 2. Office Address

Telephone No. :

Mobile No. :

Fax No. :

A. 3. Name and address of Bankers. :

A. 4. Attach an organization chart showing :
structure of the company with names
of Key personnel and technical staff
with Bio-data.

FORM – IV

Declaration against common interest

I / We Sir / Smt.

.....the

authorized signatory on behalf

of.....

...., do hereby affirm that I / We / any of the member of

.....

..... bidding against NIT NO.

Sl. No. do not have any common interest either as a partner on any partnership firm / consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

FORM – V
Work Completion Certificate

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 mention N.A) :
9. Amount contained in the BOQ for the major items of the work in lakh of rupees, with reference to the major items stipulated in the NIT.

Sl.No.	Major Items	Total amount As per BOQ (in lakh)	Weightage in % of the total amount Put to tender

Note :

1. While calculating the amount , i.e. money value of the major items state above , amount of all sub items included in the major items should be arithmetically added.
2. This certificate will be considered as per cl. 3.2A(vii)
3. In case, there is any difficulty in getting the above table filled up in the office of the authority issuing the completion certificate, signature of the issuing authority may be obtained after Sl.No. 8. the table below Sl.9 may be filled up by the tenderer himself in a separate sheet(title would be form V continue) using the BOQ and to be signed by him

Signature of the bidder

Signature of the Issuing
Authority.

FORM-VI

EXPERIENCE PROFILE

Name of the Firm:

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO A VALUE OF 40% OF THE ESTIMATED VALUE PUT TO TENDER

Name of Emoloyer	Name Location & Nature Of work	Contract price in Indian Rs	Original date of Start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

Note: a) Certificate from the Employers to be attached. In FORM -V
b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

(c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All informations that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny.

Tender received with conditional rate will be liable to rejection at the time of opening.

(d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.

(e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

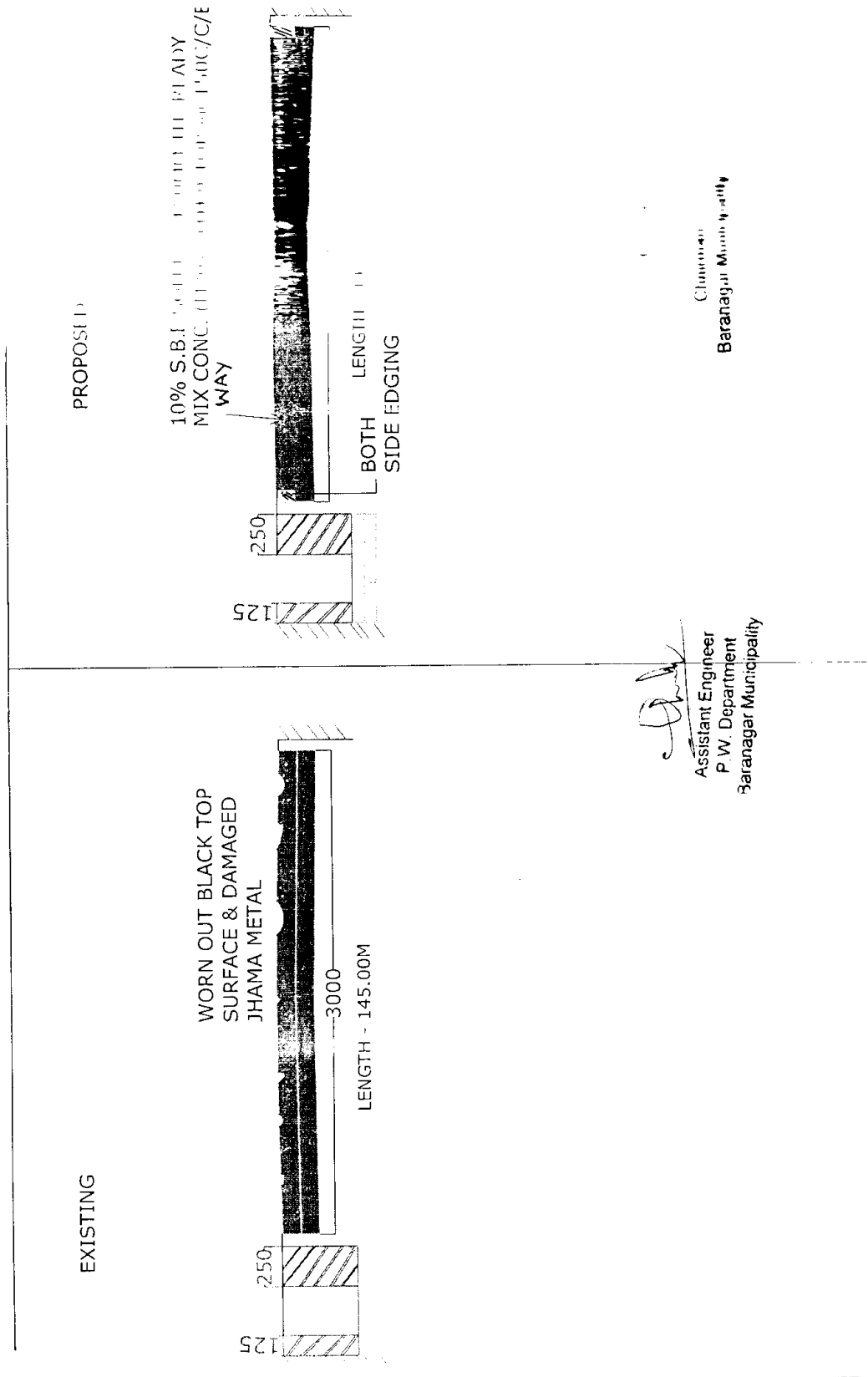
TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME:

When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled his Security Deposit will be forfeited.

**Signature and address
of the Tenderer**

**Signature of Tender
Accepting Authority**

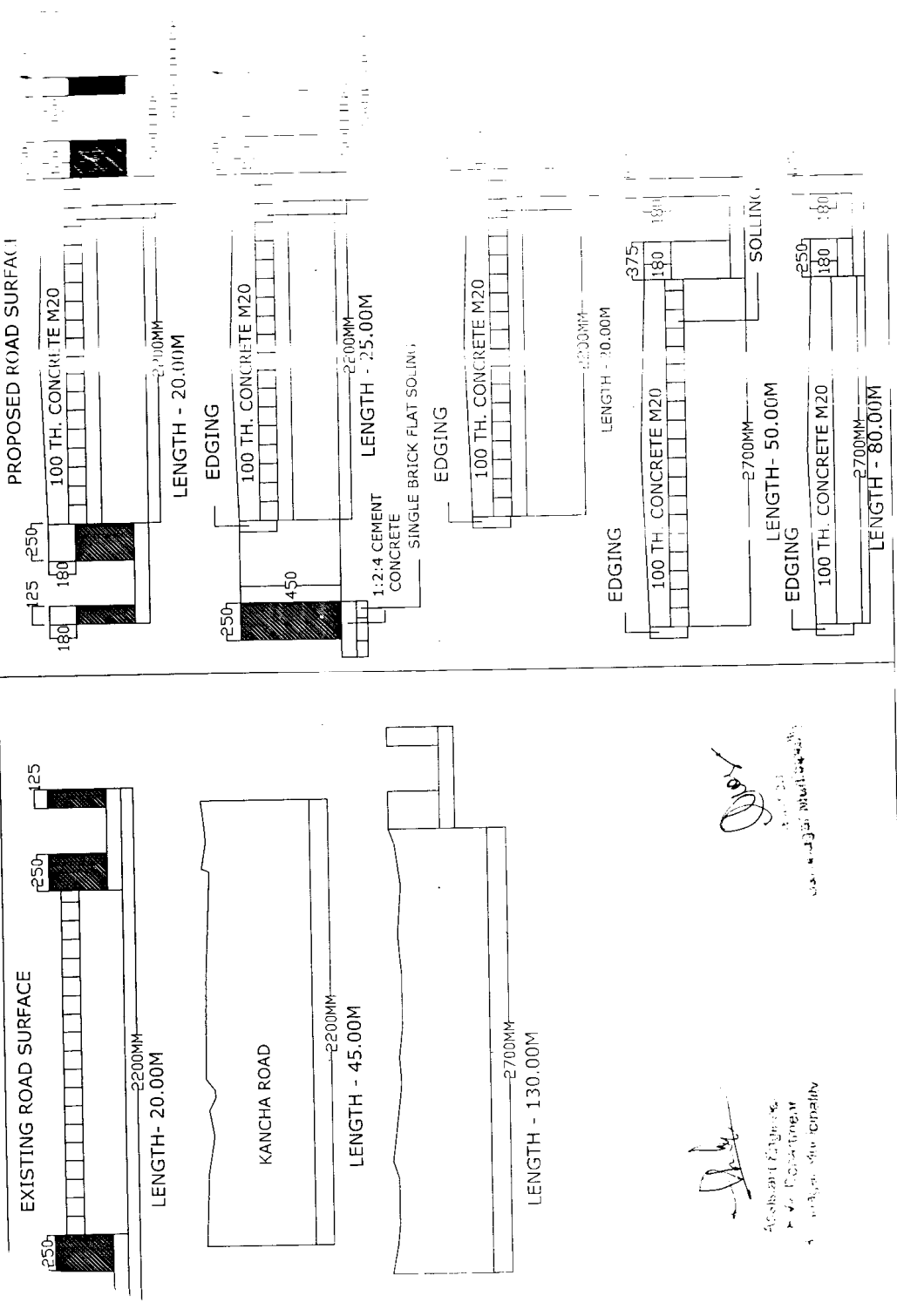
SECTIONAL DRAWING OF ROAD PR NO. 32TO 42,ASHOK GARIH, WARD-11007



[Signature]
Assistant Engineer
P.W. Department
Baranagar Municipality

Chunabari
Baranagar Municipality

IMP. OF ROAD NEAR PRE. NO 162 BARUIPARA LANE WARD NO - 9



[Signature]
 Assistant Engineer
 P. W. Department
 Municipal Corporation

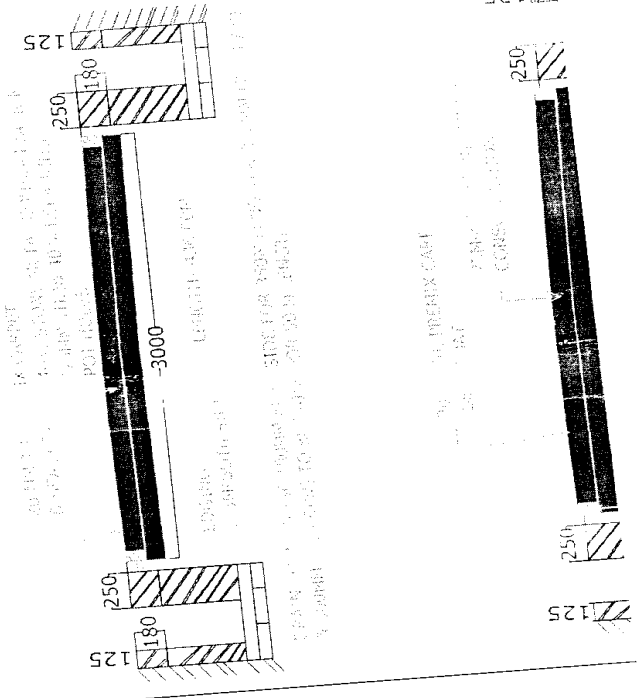
[Signature]
 Assistant Engineer
 P. W. Department
 Municipal Corporation

(*[Signature]*)
 Sub Assistant Engineer

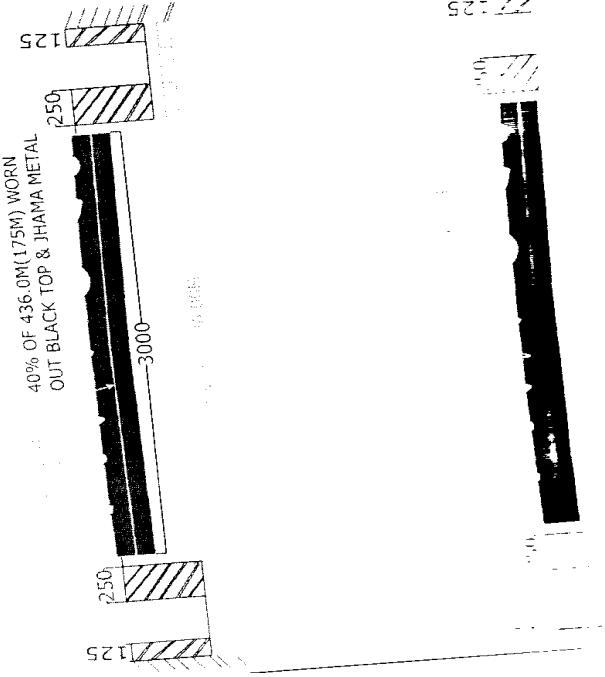
Assistant Engineer

SECTIONAL DRAWING OF ROAD AT 98, GOPAL LAL TAGORE ROAD (98 PLOT)

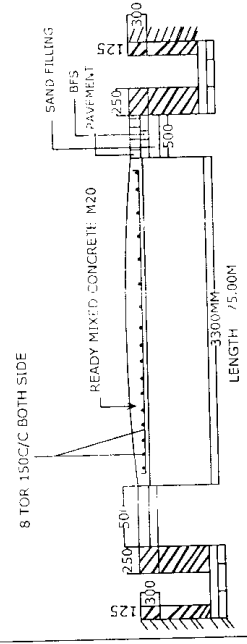
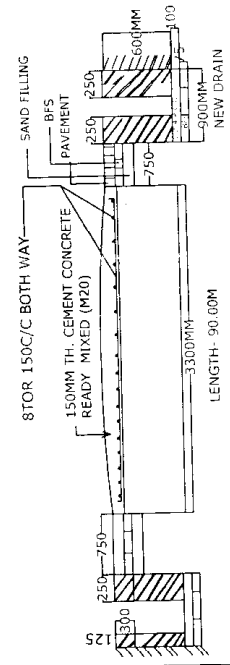
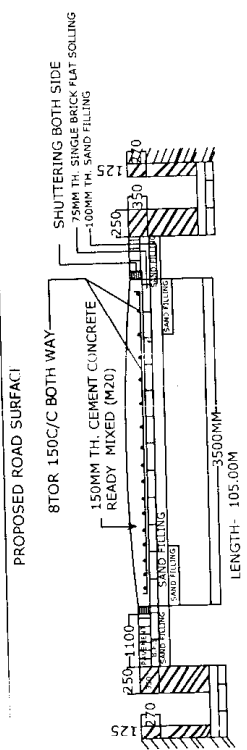
PROPOSED



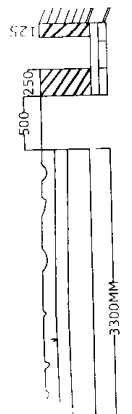
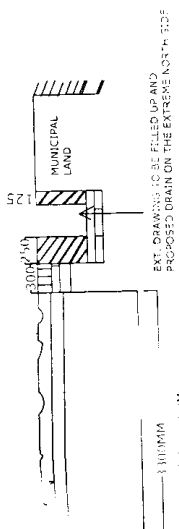
EXISTING



11.3.04 00.4.10.04A 03-AK ROAD FROM BT ROAD TO BAK-4111-4111-4111 03-AK (ANI-ADHAR SEN LANE RUNNING THROUGH WAH) NO. 24,258,26



Chairman
Baranagar Municipality



Assistant Engineer
P.W. Department
Baranagar Municipality