

Baranagar Municipality
87 Deshbandhu Road (East) Kolkata - 700035
North 24 Parganas, West Bengal

Form no.:

Issued to:

NIT No:

Dt:

Work sl no:

Cashier / Account Section
Baranagar Municipality

Tender Submission Form

Address for Submission of Tender:

The Chairman
Baranagar Municipality
87, Deshbandhu Road (East) Kolkata – 700035

Contents to be submitted:

1. Technical Bidding Format [Schedule A & B to be submitted in one envelope]
2. Financial Bidding Format [Schedule C to be submitted in a separate envelope]

(A large envelope should contain both envelopes containing Technical and Financial Bidding Format. NIT number and name of work should be super scribed in Block letter on top of the envelope.)

TECHNICAL BID

Technical Bid comprises of Schedule – A & Schedule – B

SCHEDULE – A [Terms & conditions]

1. The Printed rate should be mentioned in both figure and words in Financial Bid form. No erasing / overwriting will be entertained
2. Tender(s) received after the stipulated time and date due to any reason whatsoever shall not be considered and the same is/are liable to be rejected.
3. Authority of Purchasing / Tender Committee of Baranagar Municipality, North 24 Parganas reserves the right to accept or reject any /all tender's without assigning any reason whatsoever. The decision of the Authority in this regards is final and binding.
4. The Bid should be signed by the bidder(s) in all pages with seal.
5. Incomplete and unsigned tender(s) is / are liable to be rejected.
6. The intending Bidder shall have to deposit Earnest Money as mentioned against each work. This shall be in the form of account payee Demand Draft on any Nationalized Bank / Scheduled Bank drawn in favour

- of “Chairman, Baranagar Municipality” payable at Kolkata without which the tender shall be summarily rejected / No Cheque/Money Order / Cash shall be accepted as EMD.
7. Baranagar Municipality does not provide any exemption to any SSI Unit, Micro & Small Enterprises, Khadi, Handicrafts and other such units in respect of issuance of tender documents, payments of earnest money and security deposit, price preference or any other issues etc.
 8. The EMD shall not attract any interest. The EMD of the unsuccessful Bidder shall be returned within one month from the date of finalization of the tender.
 9. The successful Bidder will be required to deposit at stipulated rate of the work value as Security Deposit in the form of Demand Draft drawn in favour of “Chairman, Baranagar Municipality” which will be released only after successful completion of the work or will be forfeited otherwise.
 10. All necessary documents should be attested by the Bidder.
 11. Any of the Bidders, who may desire, may remain present at the time of opening of the Technical Bid.
 12. The construction work should be in conformity with the Plan Estimate/specification & in due time as mentioned in the work order. No deviation will be accepted. The Municipal Authority reserves the authority to check/test the quality/quantity of used materials and quality of construction / Repair work at any stage of work. If it is found that it is not according to the Plan/specification, then authority has every right to cancel the work order and Forfeit the security money and / or blacklist the contractor / bidder and terminate the annual contract if any.
 13. Since the work being awarded is of important in nature the time schedule of the works must be adhered to failing which a penalty at the rate of 1% of estimated cost or Rs.1,000/- (Rupees one Thousand) only whichever is higher for every day’s delay will be imposed which will be recovered from the agency/agencies . Maximum allowable delay in execution is 30 (Thirty) Days with penalty. Beyond that period the Agency/Bidder will be black listed and penalty as mentioned above also will be recovered.
 14. In case of failure of performance by any of the Agency, the work may be assigned by the Baranagar Municipality to any of the other Agency following due procedure.
 15. Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, Baranagar Municipality may charge the amount of such excess cost to the Agency and the same may at any time thereafter be deducted from any amount that may become due to the Agency under this or any other contract or from the Security Deposit or may be demanded of him to be paid within seven days to the credit to the department.
 16. The Technical Bid and Financial Bid are to be prepared separately by using two separate envelopes and the same should be submitted in a single sealed envelope super scribed “Submission Tender for(Tender No and name of Work)” with a forwarding letter addressed to the Chairman, Baranagar Municipality.
 17. Technical Bid must contain the necessary documents (stated in Schedule – B) along with Earnest Money Deposit and other related tender papers except Financial Bid.
 18. Financial Bid should contain only single rate with Plan/specification in the format (Refer Schedule-C).
 19. Bills[Tax invoice] in duplicate must be submitted to the Chairman, Baranagar Municipality, North 24 Parganas through concerned Engineer after successful completion of the awarded work for necessary payment in due course [MB is to be prepared and certified and produced by concerned Engineer].Tax element is to be mentioned separately.
 20. No payment shall be made in advance nor shall any loan from any bank or financial institution will be recommended on the basis of the order of award of work. All payments shall me made by cheque/Electronic Transfer only. The Baranagar Municipality shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
 21. IT, Labour Welfare Cess, other taxes will be deducted at source as per Government Rule.
 22. The Baranagar Municipality will have the right to call upon information regarding status of work at any point of time.
 23. If any difference arises concerning the mentioned Agreement of work, its interpretation on the payment to be made there under, the same shall be settled by mutual consultation and negotiation or as per Municipality Rule/ West Bengal Government norms.
 24. Earnest Money/Security Money deposit will be forfeited in the following cases:-

- a) The Bidder withdraws tender after opening or acceptance
 - b) The selected bidder fails to accept order, refuses either wholly or partly the offer that would be made by the Baranagar Municipality
 - c) The selected bidder fails to complete the ordered work within stipulated time as mentioned in the work order.
25. Financial Bids are opened only for those bidders who are successful ly qualified in the Technical Bid.
 26. The Bids/Tenders are to be submitted in the ORIGINAL TENDER FORMAT issued from this office. No other format will be considered.
 27. Tender with overwriting condition will be summarily rejected.
 28. The rate(s) to be quoted must be inclusive of all types of taxes & all charges – including incidental charges, if any and Carrying cost, loading and unloading charges. No extra charges will be entertained.
 29. The applying firm must be registered with GST, Income Tax, and Professional Tax authority.
 30. The firm/Agency/Bidder shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Authority.
 31. In the event of the selected Agency being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company, the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified; the Baranagar Municipality shall have the power to terminate the contract without previous notice.

Declaration

We/I agree all the terms and conditions as mentioned above and all the information supplied by us/me are true to the best of our/my knowledge.

Signature of the Tenderer

SCHEDULE – B [Information and Documents to be submitted]

General Information:

1. Name of the Bidder /Agency	
2. Full Address of office	
3. Phone N & Fax No.	
4. e-mail ID	
5. Year of Starting of Business	

Similar nature of Job undertaken in the past, give details :

Sl.	Name of the Organization	Year	Order no.	Value of Job

All the following documents (photo copy) duly attested by agency must be submitted :

- a) Instrument / Document showing detail of the price of Tender Form duly paid in favour of “Baranagar Municipality”
- b) Current Trade License for 20117 – 2018.
- c) GST Registration Certificate.
- d) Last VAT/ GST Return copy.
- e) Income Tax Return for the Assessment Year 2016 – 2017.
- f) Permanent Account Number (PAN) Card.
- g) Professional Tax Challan with current validity.
- h) Audit Report inclusive of Trading Account, Profit & Loss Account and Balance Sheet for last three Financial Years i.e. 2014-15, 2015-16 and 2016-17 showing turnover not less than equal amount of estimated value of the work.
- i) Credential (Successful Completion) Certificate of similar nature of work, wherein order values exceed at least 30% of the estimated amount in a Single work Order during any of the last Four Financial Years i.e., 2013-14, 2014-15, 2015-16 and 2016-17 from any Government Department any Government Office, Urban Local Body or any Local Self Government Organization only.
- j) Any other information.

Signature of the Tenderer

SCHEDULE – C

FINANCIAL BID

Sub: Tender for the work / works against NIT Number:

Sl No	Name of the Work	Estimated cost/ Tender Amount (in Rs)	Rate offered by Bidder/ Agency (in Rs or %)
1			
2			
3			
4			

Signature of the Tenderer