

NORTH 24 – PARGANAS ZILLA PARISHAD
RISHI BANKIM SARANI, KOLKATA – 700124
PH. No : (033) 2552 3005, 2562 – 4593/94/96/98,2584-3103/90

NIQ NO.:- NPG/N-09/18-19(Eng.) (Offline)

Dated:- 16 /01/ 2019

NOTICE INVITING PRE-QUALIFICATION - CUM - TENDER (TWO COVER SYSTEM) for the
work as detailed below

Sl. No	Name of work	Fund	Amount put to Quotation	Time of Completion
1	Repairing and rewinding of 7.5 H.P. Chillar Motor of Rabindra Bhawan under North 24 Parganas Zilla Parishad, Barasat.	NZP Own / T & CP Fund	8500/-	Seven(7) Days only.

For and on behalf of the Executive Officer, North 24 Parganas Zilla Parishad, the Addl. Executive Officer, North 24 Parganas Zilla Parishad, invites **Percentage Rate Tender** for the following work mentioned as above, from resourceful contractors either enlisted of this Zilla Parishad or bonafied outsiders, Govt. contractors registered with P.W.D./ Irrigation and Water Ways Department / Housing Deptt./ C.P.W.D. & enlisted contractors of other Engineering Deptt. of the Govt. having experience in same type of works.

Basic Qualification Criteria :

- (A) **Credential :** The applicant, in the same name and style, as prime contractor should have successfully completed at least one contract of same type of work at least **one-third** value of the proposed contract within the last 3 years. (i) **Credential of same work.**
- (B) **Only one credential certificate need to be submitted which satisfies the work criteria. In case of multiple credential only the 1st credential submitted will be considered for evaluation.**
- (C) **Documents & Certificates:** Self Attested copies of IT Return (for the last 3 years), P.Tax, GST, Registration Certificate must be produced by all bidders and for registered Engineers Co-Operative Society & Registered labour Co-Operative Society including submission of Bye-Laws, valid audit report for the last three (3) years, valid ARCS certificates and other papers & submit the same with full address of their and authorized person to sign on tender documents along with Technical Bid papers.

Additional Qualification Criteria: Bidders who meet the minimum qualification criteria will be qualified only if their available bid capacity for construction work is equal to or more than the total bid value. The available bid capacity will be calculated as under :-

Assessed Available Bid capacity = (A*N*M - B) Where

A = Maximum value of civil engineering works executed in any one year during the last five years (updated to the price level to the last year at the rate of 8 percent a year) taking into account the completed as well as works in progress, N = Number of year prescribed for completion of the work for which bids are invited (period upto 6 months to be taken as ½ and more than 6 months as 1 in a year, M = 3, B = Value, at the current indexed @ 8% per Annual price level, of existing commitments and on-going works to be completed during the period of completion of the works for which bids are invited.

N.B. The statements showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be countersigned by the Engineer in charge, not below the rank of an Executive Engineer or equivalent. Otherwise those Certificates will not be considered in the Evaluation process.

Disqualification Criteria: 12. b) Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

(i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s).

(ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

(iii) Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Employer.

(iv) All the supporting documents i.e. list of completed works etc. should preferably be typed not hand written to avoid disqualification due to illegibility.

Bids from joint ventures - Not allowed

Sub-contract for works not allowed.

Rejection Criteria: During scrutiny of Technical Bid / Tender documents, or any time prior to opening of financial bid, if it is found that any information in any supportive document is false or incorrect/misleading to that extent, that it frustrates the very basis of submission of that document, then the tender of the concerned bidder will be rejected, without assigning any reason whatsoever. If it is found that there is continuous poor performance and inordinate delay in execution of the works already awarded to them. The Executive Officer / Addl. Executive Officer, North 24 Parganas Zilla Parishad will have sole discretion to decide the eligibility of the Contractors on the basis of his submitted documents and evaluation thereof and reserve the right to refuse any explanation to Contractor or to refuse issuance of tender to any applicant without assigning any reason thereof and the decision of the Zilla Parishad in this respect will be final.

Special Terms & Condition:

1. Payment will be made on measured quantity & test reports conducted.
2. Message regarding "Technically Qualified/Disqualified" will be communicated to the Bidders. Financial Bid will be opened within a short period after such communication. In case of there be any objection regarding Technical Scrutiny, objection should be lodged to the under signed within 48 hours from time of submitting of the Technical Bid and subsequently communication to Bidder. Beyond that time schedule no objection will be entertained.
3. Issue of Work Order will be subject to verification of original documents of the lowest bidder.
4. For new construction or maintenance works, agency should maintain proper safety measures at worksite which should be supported by proper documentation of safety equipments, accessories along with skilled manpower during submission of bid.
5. The bidders may be asked to be present during the time of technical evaluation along with their relevant original documents, if required.

Additional Performance Security:

Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase.

1. In tenders for Government works, bids are sometimes received at a much lower rate than the Estimated Amount put to tender. In such cases, to ensure the quality and proper execution of the work in public interest, the Governor is pleased to decide that Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender.

2. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.
3. The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered/affected by provision of this Additional Performance Security.
4. Henceforth, necessary provision shall be incorporated in all Notice Inviting Tenders and shall be part of the Contract Agreement.
5. This order will take immediate effect and necessary amendment in the West Bengal Financial Rules shall be made in due course.

Unbalanced Bid: The bid in which the offered rate is 10% below SOR extra 5% security deposit above normal 10% Security Deposit will be deducted from bill of contractor i.e. to say that 15% Security Deposit will be retained in case of imbalance bid (Ref: As per decision of Atrha Sthayee Samity on 19/02/15)

Intending bidders should submit bid in two cover system. The 1st cover will be called **Technical Bid**. The 2nd cover will contend **Financial Bid**.

Technical bid will contain, Credential Certificates, Turn over (Audit Report), Previous payment certificates, PAN, **GST**, PT, List of Technical personnel, Copy of Tender Fee. (deposit through NEFT/RTGS) and Original Bank Draft of Earnest money.

Financial bid cover will contain the Financial offer in the following format " I agree to execute the work namely "Name of the work :- ----- @ ----- % Below/At Par /Above Schedule Rate". Only one option from above i.e. Below/At Par/ Above should be there in the quoted Rate. The agency should quote his offer in his Agency's Pad. Successful bidder will be given Tender Form on maturity of offer to write the bid offered & make agreement.

N.B.:- The two sealed covers should be put in another cover and sealed properly. The final sealed cover is to be dropped in the tender box kept in the office of District Engineer from the date & time mentioned in Annexure till the last date & time.

No separate intimation will be given for this, unless the above date is changed .In case of change of date, due intimation will be given no individual intimation will be given. Name of the qualified bidders will be displayed in the **Office Notice Board**. If the date happens to be a holiday the bid will be opened on next working day. Time being fixed.

The Addl. Executive Officer / Executive Engineer, North 24 Parganas Zilla Parishad reserves the right to reject or cancel any or all pre-qualification documents and bid document or the entire tender process without assigning any reason whatsoever.

Without requisite Earnest Money Technical Bid will be rejected.

The Add. Executive Officer / Executive Engineer /, North 24 Parganas Zilla Parishad reserves the right to reject or cancel any or all pre-qualification documents and bid document or the entire tender process without assigning any reason whatsoever.

Check List :

The following documents are to be submitted at the time of submission of tenders through tendering Process.

1. **GST Registration No.**
2. Completion certificate along with certificate of payment received for works of similar type and of values as mentioned above individually for the above tenders from an officer not below the rank of Executive Engineer/DDO of the concerned Department.
3. Professional Tax enrollment & updated P. Tax challan. Please check your turnover & submit Professional Tax accordingly.
4. Annual Profit & Loss Account & Balance Sheet from chartered accountant for last 3 (three) financial years for works upto 25 lakhs & for works beyond 25 lakhs audited balance sheets must be submitted for the last five financial years. The registration number of Chartered Accountant must be prominently shown in the Audit Report.
5. Affidavit from the bidders must be submitted as per sample proforma provided.

Certificate should be issued on date after publication of Tender.

7. Credential and Turnover as per Basic Qualification Criteria mentioned above.
8. Updated / Current **GST** Clearance.
9. PAN Card No.
10. a) List of ongoing works and ongoing progress certificate with up-to-date financial status to be issued not below the rank of Executive Engineer of the concern department.
11. List of ongoing works in format Table A in Cl.13.
12. The contractor should have sufficient technical manpower, tools and plants to complete the work with a proper constructional methodology against it which need to be submitted at the time of online submission.

13. Qualification Information

Notes on Form of Qualification Information

The information to be filled in by bidders in the following pages will be used for purposes of pre and post qualification. This information will not be incorporated in the Contract. Attach additional pages as necessary.

Individual Bidder

1.1	Constitution or legal status of Bidder Place of registration: Principal place of business: Power of attorney of signatory of Bid	<i>[Attach copy]</i>												
1.2	Total annual volume of civil & Electrical engineering construction work executed and payments received in the last five years preceding the year in which bids are invited. (Attach certificate from Chartered Accountant)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Financial Year</th> <th style="text-align: right;">(Rs. In lakhs)</th> </tr> </thead> <tbody> <tr> <td>2012-2013</td> <td style="text-align: right;">-----</td> </tr> <tr> <td>2013-2014</td> <td style="text-align: right;">-----</td> </tr> <tr> <td>2014-2015</td> <td style="text-align: right;">-----</td> </tr> <tr> <td>2015-2016</td> <td style="text-align: right;">-----</td> </tr> <tr> <td>2017-2018</td> <td style="text-align: right;">-----</td> </tr> </tbody> </table>	Financial Year	(Rs. In lakhs)	2012-2013	-----	2013-2014	-----	2014-2015	-----	2015-2016	-----	2017-2018	-----
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2014-2015	-----													
2015-2016	-----													
2017-2018	-----													
1.3	Work performed as prime Contractor (in the same name and style) on construction works of a similar nature and volume over the last five years for works above 25 lakhs. For works less than 25 lakhs bidder are to submit the same for last three years. Attach													

certificate from the Engineer-in-charge /Employer

Information on Bid Capacity (works for which bids have been submitted and works which are yet to be completed) as on the date of this bid.

Existing commitments and on-going construction works as per this Table A:

Description of Work	Place & State	Contract No & Date	Name & Address of Employer	Value of Contract (Rs. In Lakhs)	Stipulated period of completion	Value of works remaining to be completed* (Rs. Lakhs)	Anticipated Date of completion
1	2	3	4	5	6	7	8

N.B. Suppression of any fact regarding work-in-hand will be liable for non-responsive/cancellation of bid

** Enclose certificate(s) from Engineer(s)-in-charge for value of work remaining to be completed.*

Works for which bids already submitted: (Work-order not issued)

Description of Work	Place & State	Name & Address of Employer	Estimated Value of Works (Rs. Lakhs)	Stipulated period of completion	Date when decision is expected	Remarks, if any
1	2	3	4	5	6	7

15. Before submission of Tender the Bidder must inspect the site and should submit a Certificate that he/they have inspected the site and quoted rate accordingly. The bidders shall submit the details of completed works during the last five years and existing commitments as per the format mentioned above otherwise the bids shall be summarily be rejected.

16. Payment Certificate should be issued from the concerned department only after the expiry of the relevant Financial Year and countersigned not below the rank of DDO of the Dept. concerned.

17. SAMPLE FORMAT FOR AFFIDAVIT

I, Sri....., S/o Sri....., aged... Years, Residing at....., Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with the work vide NIT No. Sl. No..... as follows:-

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certifies that neither any near relations of DE/EE/SE/AE/SAE of the Department nor any retired gazetted officers are in our Employment
3. The undersigned 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 undersigned understands and agrees that the bid shall remain open for Acceptance 180 days from the date of opening of financial bid.
5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.
7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments as listed in the ITB of the bidding document immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to

- use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.
8. we would establish a site laboratory with minimum testing equipments/apparatus as listed in the ITB to conduct the various tests on soil, aggregates, cement concrete to maintain the quality at site. We will upkeep the labouratory set-up in good condition of the project.
 9. We would deploy at site all necessary technical Personnel for efficient contract management and supervision of works with a view to achieving best quality of works at site.
 10. we would carry out all necessary tests of all major items at frequency spelled out in the contract document/ MORD specification book/SP 20/SP 72 to achieve the best quality work at site. We will the contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
 11. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
 12. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.
 14. The undersigned inspected the site and quoted the rate accordingly.

18. LIQUIDATED DAMAGES

(A) Amount of liquidated damages for Delay in completion of works	For Whole of work 1 percent of the Initial Contract Price, rounded off to the nearest thousand, per day.
(B) Maximum limit of liquidated damages for delay in completion of work.	10 per cent of the Initial Contract Price rounded off to the nearest thousand.

b) To Keep the 7.5 HP Chillar Motor in good condition (security period) :-

Security period means **1(One) year** after completion of the work. Security money will be released subject to verification of physical condition of mentioned BOQ works and certification from EIC.

- i) No Mobilization Advance and Advance against purchase of equipment will be paid for the work.
- ii) No Secured Advance will be paid for the work under any circumstances. Under no circumstances Escalation in prices will be entertained.

- i) 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills if applicable. Royalty in case of Earth Work will be deducted as per Govt. norms.

20) Preparation of Bids/Tender Documents

- a) Language of the Bid / Tender documents will be in English.
- b) Documents Comprising the Bid/ Tender documents.
 - i) The Bid submitted by the Bidder shall be in two separate parts:

Part I- This shall be named **Technical Bid** and shall comprise of.

- 1) Authorised address and contact details of the bidder having the following information:-
Address of communication:-
Telephone No(s) Office:-, Mobile No:-, Facsimile (FAX) No:-, Electronic Mail Identification (E-mail ID):-
- 2) Schedule of Quantities Bidding Document

- 3) **Bid Validity** - Undertaking that the bid shall remain valid for a period of **180 (one hundred eighty) days** from the date of opening of financial bid. A bid valid for a shorter period **shall be rejected by the under signed as non responsive bid.**

Part II. It shall be named **Financial Bid** and shall comprise of:

(i) Bill of Quantity [The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.]

4) Content of Bidding Documents

The set of bidding documents comprises the documents listed below

- 1) Notice Inviting Tender 2) Conditions of Contract 3) Specifications (Schedule of Quantity)
4) Drawings 5) Bill of Quantities

The agency (Bidder) must engage at its own cost at least one degree & one diploma holder Engineer who will supervise the works of the agency and specify his name in the tender form clearly. The name of his authorized representative who will supervise the day-to-day activities during construction should also be specified in the tender form. A work Order Book with triplicate pages must be kept at the site office of the agency issued by the EIC for the work and day to day instruction, whenever required, will be recorded by the site engineers of the Zilla Parishad in connection with the work.

21. (a) Completion certificates issued by competent authority will normally be considered as credentials of the Bidder. Credentials of works executed under Public Works Department & Public Works (Roads) Department, Irrigation & Water ways Department, Public Health Engineering Departments, Sundarban affairs Department & other state Government Departments, Zilla Parishad, WBHIDCO, WBSEDCL, KMDA, KMW&SA, KMC, HRBC, Engineering Departments of Central Government Organizations like Railways, KOPT and under taking organization like Mackintosh Burn Ltd. Westinghouse Saxby Farmer Ltd. & Britannia Engineering Ltd. may also be considered. Completion certificates are to be countersigned by the Executive / Divisional Engineers of the respective State / Central Government Departments, or Officer of the equivalent rank, if those are issued by some other authority / for work executed as Sub – contractor from Mackintosh Burn Limited, Westing House Saxby Farmer Limited & Britannia Engineering Limited. It may be noted that Makintosh Burn Limited, Westing House Saxby Farmer Limited & Britannia Engineering Limited and any other undertaking organisations working as prime contractors and issuing credentials to their sub-contractors, shall be considered as the credentials of sub-contractors only to the extent of 25 % of the total value of work done.

Over and above the completion certificates, certificate from the competent authority regarding payment received so far for the work (even if the full payment might not have been received), supported by Bank Statement showing that the corresponding amount of payment has actually been deposited in the Bank, will have to be produced in the cases of works executed under any Departmental / Organizations other than Irrigation & Waterways Department, Public Works Department & Public Works (Roads) Department, Irrigation & Water ways Department, Public Health Engineering Departments, Sundarban affairs Department & other state Government Departments, Zilla Parishad, WBHIDCO, WBSEDCL, KMDA, KMW,& SA, KMC, HRBC, Engineering Departments of Central Government Department & Organizations like Railways, KOPT etc. failing which the payments certificates may not be considered .




*Addl. Executive Officer,
North 24 Parganas Zilla Parishad.*



Annexure - I


List of Important Dates of Bids

1. **Date of Issue of Notice Inviting Bid** Date: 17 , Months: 01 , Year: 2019
2. **Time & Date of Pre-bid meeting** Date : 18 , Month: 01 , Year: 2019
Time: 12 -00 Hours
3. **Time of Submission Bids** From : Date: 17 , Month: 01, Year: 2019
Time: 18-30 Hours
To : Date: 25 Month: 01 Year: 2019
Time: 18-00 Hours
4. **Time and Date for opening Technical Bid/Bids** : Date: 28 , Month: 01, Year: 2019
Time: 11-00 Hours
5. **Tentative Time and Date of opening Financial Bids** : Date: 28, Month: 01, Year: 2019
(Subject to Decision of Tender Committee/NZP) Time 14-00 Hours
6. **Place of opening bid.** : North 24 Parganas Zilla Parishad
7. **Last Date of Bid Validity** : 180 days from the date of opening
of Financial Bid.
8. **Officer inviting Bids** : Designation: - Addl. Executive Officer,
Address: North 24 Parganas Zilla Parishad


Addl. Executive Officer,
North 24 Parganas Zilla Parishad.


Copy forwarded for information with a request to please display the notice in the Office board for wide circulation to the:

1. Shri D. Bhattacharya, Special Secretary, to the Govt. of West Bengal, Panchayat & Rural Development Department, Joint Administrative Building (9th floor) Floor, Salt Lake City, Sector-III, H.C.-7, Kolkata-700 106.
2. Karmadhakshya, Purta - O - Paribahan Sthayee Samity, North 24 Parganas Zilla Parishad.
3. Executive Engineer (P&RD)/WBSRDA (Bst & Bht Divn.), North 24 Parganas Zilla Parishad.
4. District Engineer, North 24 Parganas Zilla Parishad.
5. Financial Controller, North 24 Parganas Zilla Parishad.
6. Secretary, North 24 Parganas Zilla Parishad.
7. The Executive Engineer, P.W.D./Assistant Engineer, CMDA, Sub-division -XII, P.W.D./Executive Engineer, Highway Division P.W.(R)D./Executive Engineer, I & W / Ways Deptt./Assistant Engineer, I & W/Ways Deptt. Sub-Division.- with request to display in notice board for wide publication.
8. District Information Analyst, North 24 Parganas Zilla Parishad – He is directed to take necessary steps for publication of the notice.
9. Assistant Labour commissioner, Govt. of West Bengal, K.S.Roy Road Kolkata-700001.
10. Sri Barun Mukherjee, Assistant Engineer, North 24 Parganas Zilla Parishad.
11. Sri P. P. Chow, Sub-Assistant Engineer (Electrical) – They are requested to take necessary steps for re-evaluation of bids under supervision of District Engineer.
12. Sri Lakshmi Sarkar, Sub-Assistant Engineer (Civil), North 24 Parganas Zilla Parishad.
13. Sri Dulal Das, Dealing Assistant- he is directed to take necessary steps for up-keeping the file and take necessary initiative for opening of technical bid and financial bid in consultation with District Engineer, North 24 Parganas Zilla Parishad.
14. Sri Dipankar Chatterjee, Dealing Assistant - he is requested to maintain the tender register in appropriate form & take steps for publication of the abridged notice in News Paper & maintain Guard File in consultation with District Engineer/ Executive Engineer, North 24 Parganas Zilla Parishad .
15. C.A to District Magistrate, North 24 Parganas and Executive Officer, North 24 Parganas Zilla Parishad.
16. P.A. to the Sabhadhipati, North 24 Parganas Zilla Parishad for kind information to the Sabhadhipati.
17. R. Khafun, Computer Operator (Contractual), North 24 Parganas Zilla Parishad – she is requested to prepare soft copy for uploading the Notice in Website.
18. D. Mallik, Computer Operator (Engaged by Agency) – to update progress report.
19. Office Notice Board.
20. Guard file.


Addl. Executive Officer,
North 24 Parganas Zilla Parishad
2019/1