OFFICE OF THE SDO MAL & ADMINISTRATOR
MAL MUNICIPALITY

P.O. MAL & Dist.- JALPAIGURI, PIN-735221
E-Mail: ***mal.municipality@gmail.com***

Memo. No. – MM/C/PWD/1283/2026-27. Dated: 17.11.2026.

NOTICE INVITING e-TENDER

eNIT No.-MM/C/PWD/eNIT-01/2026-27 (2nd Call)

The S.D.O. Mal & Administrator, Mal Municipality, invites e-tender from bonafide and resourceful contractors fulfilling the eligibility criteria as mentioned below for the work(s) detailed in the following table. (Submission of Bid through **online**)

List of Works:

Sl no	Name of the work	Estimated Amount put to tender	Earnest Money @2%	Period of Completion	Eligibility of Contractor
1	*Post Monsoon Pot Holes Repairing (maintenance work) at different wards under Mal Municipality.*	**Rs.13,59,198.00**	Rs. 27,184.00 (And the balance amount, if any, of earnest money of 2.00% of the bid amount will be submitted by the lowest bidder at the time of formal agreement)	120 Days from the date of issuance of work order.	Bonafide resourceful contractor fulfilling the eligibility criteria as mentioned below

NB: - (i) Intending Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the successful L1(Lowest) Bidder will have to pay the cost of tender documents of 3 (three) sets **@ Rs.3,000.00 per set** during purchase of tender documents for execution of agreement as per notification no. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, CRC Branch, Government of West Bengal. In case of any contractor (L1) expressed his / her willingness to have extra copy of the standard contract forms, only one spare copy of standard contract form may on payment of prescribed price be supplied to a contractor or firm of contactors, eligible to tender in a specific work on receipt of written requisition well in advance for the same. An earnest money as mentioned above shall have to be deposited by all intending tenderers. In any case Fixed Permanent Security Deposit will not be entertained as an earnest money.

(ii) Intending tenderer shall have to apply separately for each work of this NIT. **Bidders are requested to upload the files of relevant work(s) for which he intends to participate.**

(iii) Payment to the contractor for the work shall be made from the office of the Mal Municipality as per availability of fund.

1. In the event of e-Filing, intending bidders may download the tender documents directly from the website https://tenders.wb.gov.in using their valid Digital Signature Certificate (DSC). The Earnest Money Deposit (EMD) shall be deposited by the bidder through e-procurement system (online) in favor of "The Chairman, Mal Municipality", and payable at Mal.

2. (*Details of which has been narrated in "Instruction to Bidders"*).

Modalities regarding receiving performance Bank Guarantee will be as detailed in Finance Department memorandum No. 2691-F(Y) dt.02.05.2017.

Tender document may be download from website & submission of Technical Bid / Financial Bid as per Tender time schedule stated in "Date & Time Schedule".

The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.

1.1. A bidder desirous of taking part in a tender shall login to the e-Procurement Portal of the Government of West Bengal https://tenders.wb.gov.in using his login ID and Password and thereafter may download the tender document consisting of this N.I.T., Instruction to Bidders (Section – A), different Forms & Affidavits (Section - B), Special Terms & Conditions (Section-C), Specification of Work (Section – D), Additional Terms & Conditions and specification for Electrical works (Section -E)& Schedule of Works (BOQ), W.B. Form No. 2911(ii) and Addenda & Corrigenda (*if any*) from the website directly with the help of Digital Signature Certificate.

2. **Eligibility criteria for participation in tender:**

2.1. **Requirement of Credentials:**

2.1.1 For 2nd Call of NIT:

2.1.1.1. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% (*thirty percent*) of the estimated amount during 5 (*five*) years prior to the date of issue of the tender notice; or,

2.1.1.2. Intending tenderers should produce credentials of 2 (*two*) similar nature of completed work, each of the minimum value of 25% (*twenty five percent*) of the estimated amount put to tender during 5 (*five*) years prior to the date of issue of the tender notice; or,

2.1.1.3. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% (*seventy five percent*) or more and value of which is not less than the desired value at (2.1.1.1.) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

2.1.2 Annual Turn Over - Having average audited annual turnover of at least 40% of amount put to tender in preceding three financial years from the publication of this NIT.

2.1.3 Bank solvency Certificate not less than 40% of amount put to tender within 12(Twelve) month prior to date of closing of this NIT.

3.1. **Other terms and conditions of the credentials:**

3.1.1. Payment certificate will not be treated as credential;

3.1.2. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, on the executed value of completed / running work will be taken as credential.

No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive

Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure).

N.B. The credential certificate for completed works should contain (a) Name of work (b) Estimated Amount(c) Tendered amount, (d) Value of executed work (e)Date of Completion of project along with telephone number & detail address for communication of client must be indicated in the Credential Certificate.*[Non Statutory Documents]*

3.1.3. **PAN Card, Valid Professional Tax Deposit Certificate or Challan, Valid Trade Licence, Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017with up to date receipt, ITR of Last three FY and Valid EPF, ESI Certificate & any other(s),** if applicable, to be accompanied with the Technical Bid document.

[Non Statutory Documents]

3.1.4. The prospective bidders or any of their constituent partner(s) should not have abandoned more than one work. Not more than one of their contracts should have been rescinded during the last 3 (*three*) years from the date of publishing of this NIeT. Such abandonment or rescission will be considered as disqualification towards eligibility (a declaration in this respect through Affidavit will have to be furnished by the prospective bidders without which the technical bid will be treated as non-responsive. Neither prospective bidder nor any of constituent partner(s) should have been debarred to participate in tender(s) by the any Department, Government of West Bengal during the last 2 (*two)* years prior to the date of this NIeT. Such debarment will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).

3.1.5. In case of Proprietorship and Partnership Firms and Company the Tax Audited Report to be furnished along with Balance Sheet and Profit and Loss Account and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited Report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

[Non Statutory Documents]

3.2. **Requirement of Machineries:**

Contractors should arrange all machineries, tools and plants as per direction of EIC in good and workable condition as and when required and the entrusted agency is liable to arrange the machineries.

3.2.10. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. Valid Professional Tax Deposit Challan, PAN Card, EPF, ESI, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date last four quarter return along with other relevant supporting papers.

[Non Statutory Documents]

3.2.11. Joint Ventures will not be allowed for works up to 25 Crore. For work more than 25 Crores in case of a joint venture, Lead Member of such joint venture will be required to meet 60% (*sixty percent*) of required Bid Capacity and each of the Joint Venture Members will be required to meet at least 30% (*thirty percent*) of requirement of BID Capacity. Bid Capacity of all the members in total should be at least 100% (*one hundred percent*) of required Bid Capacity.

3.2.12. The prospective bidders should inspect the proposed site before quoting of the rates.

3.2.13. A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally for a single job, all his applications will be rejected for that job, without assigning any reason thereof.

3.2.14. A partnership firm will have to furnish the registered partnership deed and a company will have to furnish the Article of Association and Memorandum.

[Non Statutory Documents]

Where an individual person hold a digital certificate in his / her own name duly issued to him / her against the company or the firm of which he / she 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 / her favor, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provision of the Registration Act.1908 as per G.O. no. 61/SPW/12 dated 08/06/2012.

3.2.15. Partnership Firm, Company Limited Firm, Private Company Limited Firm shall be registered by the respective competent authority from the Registrar of Firms, Society, Non-Trading Corporation, Registrar of Companies etc. & copy of Registration Certificate (*with allotment of Registration No.*) will have be submitted, otherwise the Technical Bid will not be considered for qualification & Financial Bid shall not be opened.

4. The successful bidder will have to arrange field and lab testing like Proctor Test of Base, Strength Test of Paver Block and Cube testing etc. from approved laboratory/ Govt. laboratory by their own expense as per direction of EIC.

5. The payment will be made as and when fund is available from the concerned source. No claim whatsoever for delay in payment, if any, will be entertained. Retention money towards performance Security amount to 10% *(ten percent*) of the value of the work will be deducted from the running account bill of the tender as per prevailing order. No interest will be paid on security deposit.

6. Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from the bill(s) of the contractor(s) on all contracts awarded on or after 01/11/2006 in pursuance with G.O. no. 599A/4M-28/06 dated 27/09/2006. GST, Royalty & all other statutory levy / CESS will have to be borne by the contractor & the schedule of rates are inclusive of all the taxes & CESS stated above as per rule.

Successful Tenderers will be required to obtain valid Registration Certificate & Labor License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses U/S 7 of West Bengal Building & other Construction Works' Act, 1996 and U/S 12 of Contract Labour Act.

Successful tenderers will be required to observe the following conditions strictly:

6.1. Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.

6.2. Minimum wages to the workers shall be paid according to the rates notified and / or revised by the State Government from time-to-time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.

6.3. Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.

6.4. All liabilities arising out of engagement of workers are duly met before submission of bills for payment.

If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

7. BOQ for the works under this NIeT is based upon the schedule of rates of Public Works Directorate, Government of West Bengal with Addendum & Corrigendum as mentioned hereinafter, the bidders shall quote their rate (percentage above / below / at par) accordingly considering that no escalation and / or price adjustment will be allowed by the Department thereto under any circumstances.

8. **No Mobilization Advance and Secured Advance will be allowed**. Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site. The agencies will have to install the above machineries on the site within 7 (*seven*) days from this end positively with application of Tender.

9. Bids shall remain valid for a period not less than 120 (*one hundred twenty*) days from the last date of submission of Financial Bid / Sealed Bid. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to conform to the relevant schedule of rates prevailing at the time of floating of tender and / or technically sanctioned estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained.

10. All materials required for the proposed scheme as mentioned including Paver Block, bitumen (*all grade*), bitumen emulsion, cement & steel (which ever applicable) will have be of specified grade & approved brand in conformity with relevant code of practice (*latest revision*) & manufactured accordingly & will have to be procured & supplied by the agency at his / their own cost including all taxes. Authenticated evidence for purchase of bitumen, bitumen emulsion, cement and steel are to be submitted along with challan and test certificate. In the event of further testing opted by the Engineer-in-Charge, such testing from any Government approved / Government Testing Laboratory will have to be conducted by the agency at his/their own cost. VG 30 / VG 40 grade paving bitumen, as the case may be, of I.O.C.L/ B.P.C.L/ H.P.C.L will be permitted as Straight run Bitumen.

11. Date & Time Schedule:

Sl. No.	Particulars	Date and Time
1	Date of publishing NIe-T Documents.(*online*) (*Publishing Date*)	18.11.2026. From 06:00 P.M. onwards.
2	Tender Document download start date and time. (*online*)	18.11.2026 From 06:00 P.M. onwards.
3	Start Date of Bid Submission. (*Technical and Financial*) (*online*)	18.11.2026 From 06:00 P.M. onwards.
4	Closing date and time of download of Tender Document (*online*).	03.12.2026 up to 12:00 P.M.
5	Closing date and time of Bid submission (*Technical and Financial*) (*Online*).	03.12.2026 up to 12:00 P.M.
6	Date and time of opening of Technical Proposals (*online*).	05.12.2026 up to 12:00 P.M.
7	Date and time of uploading of list of Technically qualified bidders.(online)	Will be notified later on.
8	Date of uploading of final list of technically qualified bidders after disposal of appeals, if any.	Will be notified later on.
9	Date and time of opening of Financial Proposal (online).	Will be notified later on.

13. **There will be no provision of Arbitration.**

14. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense. Issuance of letter of acceptance / Work Order may be delayed and / or work may be financially restricted up to the limit of existing administrative approval until receipt of administrative approval / revised administrative approval from the competent authority (*in applicable cases*). Also issuance of letter of acceptance / work Order may be delayed and / or work may be restricted in some stretches till necessary land for the same is made available and / or encroachments are removed (*in applicable cases*). No claim, whatsoever, for such delay in issuance of Letter of Acceptance / Work Order and / or restriction of work will be entertained. Intending bidders may keep these criteria in mind while participating in tender and / or while quoting their rates.

Guiding Schedule of Rates: Rates have been taken from P.W.D. (ROADS) N.H. Wings Schedule of Rates for "Road & Bridge Works", effective from 1st JUNE 2019 along with up to date corrigenda & addenda and approved rates of the Executive Engineer, Respective Circle, Municipal Engineering Directorate, Government of West Bengal.

15. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

16. **Defect Liability Period:-** As par Notification No**. 5784-PW/L&A/2M-175/2017 dt. 12.09.2017** of Principal Secretary, PWD and relevant clause of Form no. 2911 and Notification no. **1M-32/23/285-R/PL dated. 02.08.02024** of the Secretary, PWD.

17. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced. Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by the Government.

18. Intending bidders may be present in the Office of Mal Municipality, during opening of the Tender as per the dates mentioned in the notice to observe the tender opening procedure.

19. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.

20. In the event of acceptance of lowest tendered rate, no multiple minimum rate will be considered by the Department.

21. In case of item rate tender, the technically qualified bidder, whose total offered price considering sum of offered prices of all the items of works taken together, stands lowest, will be considered for acceptance. In no case lowest bidder of individual items of works will be considered for acceptance for the corresponding items of works.

22. The Tender Inviting Authority reserves the right to cancel the NIeT due to unavoidable circumstances and no claim in this respect will be entertained.

23. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential(s) and/or any other paper(s) of any bidder are incorrect / manufactured / fabricated, that tender will be out rightly rejected and further penal action may be taken against him as per rule.

24. In case there is any objection regarding prequalifying an agency, that should be lodged to the Chairperson & Convener of the Bid Evaluation Committee, i.e., The S.D.O. Mal & Administrator, Mal Municipality within 48 (*forty eighty*) hours (*including holidays*) from the date and time of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Bid Evaluation Committee. The objection may also be submitted to the E-mail ID mal.municipality@gmail.com of The S.D.O. Mal & Administrator, Mal Municipality within the said time frame.

25. Before issuance of Letter of Acceptance / Work Order, the tender inviting authority may verify the credentials & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer are either manufactured or false, in that case Letter of Acceptance / Work Order will not be issued in favor of that tenderer under any circumstances and further penal action may be taken against him as per rule.

26. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:

(i) West Bengal Form No. 2911
(ii) NIeT
(iii) Special terms & Conditions
(iv) Technical bid
(v) Financial bid

In case of inadvertent typographical mistake in the BOQ / Schedule of Works/ Price Schedule/rates /elsewhere, the same may be treated to be so corrected as to conform to the relevant schedule of rates and / or technically sanctioned estimate.

28. **Bid Evaluation Committee (BEC):**

A Bid Evaluation Committee (BEC) has been constituted under the Executive Officer, Mal Municipality, who is the tender inviting authority for all works.

The members of Bid Evaluation Committee would be:-

1.	S.D.O. Mal & Administrator Mal Municipality	– Chairperson & Convener
2.	Executive Officer, Mal Municipality	– Member
3.	Finance Officer, Mal Municipality.	– Member
4.	Executive Engineer , Jalpaiguri Division, Municipal Engineering Directorate, Government of West Bengal	– Member
5.	Assistant Engineer , Jalpaiguri Division, MED, Govt. of WB	– Member
6.	Junior Engineer, Jalpaiguri Division, MED, Govt. of WB.	– Member
7.	Sub-Asst. Engineer, Mal Municipality.	– Member

Or, as per consecutive orders from competent authority.

The Bid Evaluation Committee will do the technical and financial evaluations of the bidders for different types of works and make recommendation to the tender accepting authority. The bidders will have to meet all the minimum criteria regarding:-

(a) Financial Capacity

(b) Technical Capability comprising of personnel & plant & equipment capability

(c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of his digitally signed documents in support of the minimum criteria as mentioned in (a), (b), (c) above with the help of his DSC 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 manufactured or false, in such case the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice and further penal action may be taken against him as per rule.

29. The Bid Evaluation Committee reserves the right to ignore minor deficiencies at their discretion in case of first call and no challenge whatsoever against such decision of the said committee will be entertained. In case of re tender, the Bid Evaluation Committee reserves the right to ignore some deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained. In case of third and subsequent calls, the Bid Evaluation Committee reserves the right to ignore some more deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained.

30. Bidders should upload their documents from original copies. Uploading Photocopy & illegible copies will not be accepted. TIA may call for any document at any stage of tendering process through online shortfall notice. The document(s) in possession of bidder on the date of submission of original tender only can be placed to the TIA. Any type of generation of document after the date of original tender submission shall not be allowed.

31. Quality Monitoring: Third Party quality audit may also be conducted for quality monitoring as per sole discretion of the Engineer-in-Charge.

32. This NIeT shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority, shall have to sign the contract consisting of NIeT, all tender documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto and standard West Bengal Form No. 2911(ii).

33. As per memorandum no. 4608-F(Y) dated.18.07.2018 of Finance Department Govt. of West Bengal, the successful bidder will have to submit Additional Performance Security @10%of the tendered amount, if the accepted bid value is 80% or less of the Estimated amount put to tender.

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.

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.

34. Cost of Tender Documents: The intending Tenderers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering vide Notification No. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, Government of West Bengal

However, the successful bidder shall have to pay the cost of contract documents at the time of formal agreement.

Sd/-
S.D.O. Mal
&
Administrator
Mal Municipality

Memo.No. - MM/C/PWD/1283/2026-27. Dated: 17.11.2026.

Copy forwarded for information and for forwarded wide circulation through his Office Notice Board to: -

1. Shri Sukra Munda, MLA, MAL A.C.
2. The District Magistrate, Jalpaiguri.
3. The Executive Officer, Mal Municipality.
4. The Executive Engineer, MED, Jalpaiguri Division.
5. The Finance Officer, Mal Municipality.
6. The SAE, Mal Municipality.
7. Office File

Sd/-
S.D.O. Mal
&
Administrator
Mal Municipality

General guidance for e-Tendering:

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

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.

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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

The contractor can search and download NIeT, Tender Document(s) and Addenda & Corrigenda (*if any*) electronically from computer once he/she logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

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 2 (*two*) works anywhere for each set of prescribed machinery and equipment owned / lease hold agreement by the bidder. In no case a bidder will be allowed to participate in bid for more than 2 (*two*) works anywhere per set of required machineries.

Provided that in a particular NIeT, having multiple work, a bidder can participate in more than one work, provided the bid capacity permits and the bidder is capable to arrange and deploy separate set of required machineries for multiple works and complete the work in specified time.

Submission of Tenders:

General process of submission:
Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one is 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 free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Opening & evaluation of tender:

Earnest money as per NIT of work for which tender has been called for, will have to be submitted online by all intending Tenderers.

Opening of Technical proposal:

Technical proposals will be opened by The S.D.O. Mal & Administrator, Mal Municipality. Intending tenderers may remain present if they so desire.

Cover (folder) statutory documents (vide Cl. No. 6.A-1) will be opened first & if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 6.A2) will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected.

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

Pursuant to scrutiny & decision of the Bid Evaluation Committee, the summary list of eligible bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

While evaluation the committee may summon the bidders(s) & 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.

Tender Evaluation Committee (TEC)

Bid Evaluation Committee constituted under Executive Engineer with reference to Order no. 45-W(C)/1M-23/15 dated 13/02/2015 of the Principal Secretary to the Govt. of W.B., P.W.D.

Opening of Technical Proposal:
Technical proposals will be opened by The S.D.O. Mal & Administrator, Mal Municipality and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Financial proposal

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 (*percentage Excess / Less / At par*) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of net worth and available bid capacity as mentioned in the NIeT to be obtained from the information furnished in Form – II (Section–B), i.e., Financial Statement.

The Audited Balance Sheet for the last three (*three*) years, Net Worth, Bid Capacity etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection for the next 2 (two) years.

Penalty for suppression / distortion of facts:

Submission of false document, by tenderer is strictly prohibited & if found the matter may be referred to the appropriate authority for prosecution as per relevant IT Act / other relevant Acts and further penal action may be taken against him as per rule.

REJECTION OF BID

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time 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 (tender accepting authority) action.

AWARD OF CONTRACT

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Letter of Acceptance. Refusal to accept an award after issuance of "Letter of Acceptance" or refusal to enter into contract with the Government without justifiable cause will lead to forfeiture of EMD of the said bidder in favor of the Government and appropriate penal action as per rule / as stated elsewhere in this NIeT will be taken against him.

All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite cost (Ref: of this N.I.T.) through Demand Draft / Pay Order /RTGS/NEFT issued from any nationalized / scheduled bank in favor of the Chairman, Mal Municipality of the concerned work within time limit to be set in the letter of acceptance.

The Letter of Acceptance will constitute the formation of the Contract. Issuance of Letter of Acceptance / Work Order may be delayed due to non-receipt of clear site etc. for the work and no claim, whatsoever, for delay in issuance of Letter of Acceptance / Work Order will be entertained.

The Agreement in West Bengal From No. 2911 will incorporate all necessary documents e.g. NIeT, all addenda & corrigendum, special terms & conditions (Section – C), different filled-up forms (Section –B), BOQ, prevailing P.W. Directorate Schedule of Rates at the time of floating of NIeT, and the same will be constituted between the Tender Accepting Authority and the successful Bidder.

Sd/-
S.D.O. Mal
&
Administrator
Mal Municipality

S E C T I O N – B

F O R M – I

P R E - Q U A L I F I C A T I O N A P P L I C A T I O N

To
The S.D.O. Mal & Administrator,
Mal Municipality.

Ref : Tender for ……..……..
(Name of work)

NIeT No……. Sl. No……. of The Executive Officer, Mal Municipality.

Dear Sir,

Having examined the Statutory, Non-statutory & NIeT documents, I /we hereby submit all the necessary information 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 herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.

(b) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:-

1. Statutory Documents.
2. Non Statutory Documents.

Date…… Signature, Name and designation of authorized signatory

For and on behalf of …….

(name of the applicant)

SECTION – B

FORM – II

Information of audited financial statement for the last year to demonstrate the current soundness of the Bidder's financial position

Name of Bidder:

1. The Bidder's Net Worth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.
2. Annual Turn Over

Year	Amount in Rs.	Document Reference as attached (Page no. etc.)
Year-3*(2022-2023)*		
Year-2*(2023-2024)*		
Year-1*(2024-2025)*		

3. Bank Solvency Certificate:

Amount in Rs……

Issuing Bank ……
Branch…….

Date of issue of Bank Solvency Certificate …….

Date…… Signature, Name and designation of authorized signatory

For and on behalf of …….

(name of the applicant)

AFFIDAVIT – "X"

(To be furnished in Non–Judicial Stamp Paper of appropriate value duly notarized)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.

2. The undersigned also hereby certifies that neither our firm…….nor any of its constituent partners have failed to executed more than one works contract under any directorate of Govt. of West Bengal and that neither our firm…….. nor any of its constituent partners was terminated by any sub-rule under Clause 3 of Tender Form No. 2911 and that neither our firm …….. nor any of its constituent partners was terminated under any clause of Standard Bidding Documents by the Engineer-in-Charge / Employer during last 3 (three) years.

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 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 vide **NIe-T bearing No.....** of The S.D.O. Mal & Administrator, Mal Municipality in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job and also not applied more than two works anywhere per set of required machineries.

6. The undersigned also hereby certifies that the Bid shall remain valid for a period not less than 120 (one hundred twenty) days, after the dead line date for Bid submission.

7. I / we do hereby certify that I shall bring all requisite technical personnel and /or plants/ testing machineries / equipment for all the items of works as per relevant IS / IRC codes of practice and as per BOQ and as per direction of the Engineer-in-Charge at the time of execution of work at site even if upon technical evaluation I am declared as "qualified" without having all the requisite technical personnel and /or plants/ testing machineries / equipment at the time of submission of tender.

Date:

Signature, name and designation of
Authorised Signatory.

For and on behalf of
(Name of the Applicant)

S E C T I O N – B

F O R M – I I I

S T R U C T U R E A N D O R G A N I S A T I O N

A. 1 Name of Applicant : _ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

A. 2 Office Address :

Telephone No. :

Mobile No. :

A. 3 Name and address of Banker :

A. 4 Attach an Organization Chart showing the structure of the Company with names of key personnel and technical staff with Bio-Data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or corporation.

Date:

Signature, name and designation Of Authorised Signatory.

For and on behalf of----------
(Name of the Applicant)

DECLARATION "Y"

(To be submitted in non-judicial stamp paper of appropriate value, duly notarized)

- I, the undersigned, declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct.
- Certified that required specified machineries for the works under this NIeT will be installed at the working site within Seven (*Seven*) days (maximum) from the date of LOA / work Order.
- The undersigned also hereby certifies that neither our firm _____nor any constituent firm had been debarred to participate in tender by Public Works Department, UD&MA Deptt. Or other Govt. deptt. during the last 5(*five*) years prior to the date of this NIeT.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- Certified that I have applied in the Tender vide **in the tender vide NIeT bearing No..... of The S.D.O. Mal & Administrator, Mal Municipality** in the capacity of individual / as a partner of a firm and that I have not applied severally for the same job.
- Certified that I have applied in the tender in the capacity of individual / as a partner of a firm.
- Certified that I have access to or have available liquid assets (aggregate of working capital, Cash-in-Hand, uncommitted Bank Guarantees) and / or credit facilities not less than 10% of the estimated cost put to tender. In this respect, I have attached necessary documents with this application.
- I, the under-signed, do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc., accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to be prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section- 71 & section -73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date: ----------

Signature, name and designation Of
Authorised Signatory.

For and on behalf of ----------
(Name of the Applicant/Firm with Seal)