



सत्यमेव जयते

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE SUPERINTENDING ENGINEER (NORTH CIRCLE)**  
**MUNICIPAL ENGINEERING DIRECTORATE**  
**URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS DEPARTMENT**  
 14, ASUTOSH MUKHERJEE ROAD, 2<sup>nd</sup> FLOOR COLLEGE PARA, SILIGURI – 734001.  
 ☎ - 0353 – 2950022, E Mail I.D – [semednorth@gmail.com](mailto:semednorth@gmail.com).

Memo No. ME/SE(N)/329 /CHT-01/2021

Date:18.02.2021

**NOTICE INVITING e- TENDER**  
**NIEt No.- 05 of MED/SE(NC)/2020-21**

The Superintending Engineer (North Circle), MED, invites e-tender on behalf of the Governor of the West Bengal for the following works within Coochbehar Municipality from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of the works as depicted hereunder for participating in the tender.

**Table-1:-**

Sl No.	Name of the Work	Estimated amount put to Tender	Tender Fee	Earnest Money	Period of Completion	Name of the Concerned Division	Eligibility Criteria	Defect Liability period
1.	Construction Of Boundary Wall, Parks & Greeneries- Rejuvenation Program Of Sagar Dighi And Adjoining Action Area Within Cooch Behar Town Under Green City Mission.	Rs. 1,72,77,660.00	Nil	@ 2% i.e. Rs. 3,45,553.00	180 Days	Coochbehar Division. M.E.Dte.	Bonafide Eligible contractor through prequalification having necessary eligibility as mentioned below	6 Months after completion of the work

**Table-2 :- Date and Time Schedule**

Sl No	Particulars	Date & Time
i)	Date of uploading of NIEt and Tender Documents online (Publishing Date)	<b>18.02.2021</b> <b>17:00 HOURS</b>
ii)	Documents download start date (Online)	<b>22.02.2021</b> <b>9:00 HOURS</b>
iii)	Date of Pre Tender Meeting with the intending Contractors at....	<b>24.02.2021</b> <b>15:00 HOURS</b>
iv)	Tender submission start date (On line)	<b>26.02.2021</b> <b>15:00 HOURS</b>
v)	Tender Submission closing (On line)	<b>13.03.2021</b> <b>15:00 HOURS</b>
vi)	Tender opening date for Technical Proposals(Online)	<b>15.03.2021</b> <b>15:30 HOURS</b>
vii)	Date of uploading list for Technically Qualified Contractor (online)	- notified later
viii)	Date and Place for opening of Financial Proposal (Online)	- notified later

<b>Table-3 :-</b>	
<p><b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):</b></p>	<p><b>i)Credential:-</b></p> <p>a) Intending tenderer(s) should produce credentials of a similar nature of work of the minimum value of 40% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc (copies of Completion certificate need to be furnished) ; OR</p> <p>b) Intending tenderers should produce credentials of 2 (two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc (copies of Completion certificate need to be furnished); OR</p> <p>c) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (a) above;</p> <p>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 executing agency, i.e., the tenderer. As per Go no. No. 03-A/PW/O/10C-02/14 Dated: 12.03.2015.</p> <p>Work order, price schedule &amp; payment certificate issued by the competent authority shall have to be furnished in support <b>if required</b> during scrutiny of technical Bid.</p> <p>ii) Having valid GST registration certificate, valid Professional Tax Challan/ PTCC.</p> <p>iii) Having valid PAN Card and valid Income Tax return of last three years i.e. from FY 2017-18.</p> <p>iv) Particulars of ownership/partnership or Board of Directors pertaining to the Establishment-Organization/Company/Firm.</p> <p>v) Having up to date Trade License.</p> <p>vi) Having PF &amp; ESI registration.</p> <p>vii) Technical Personnel with declaration within current FY i.e. 2020-21</p> <p>viii) Annual Turnover of at least 1.00 Crore within last three Financial Year.</p> <p>ix) Audited Report of last three Financial Year i.e. from FY 2017-18</p> <p>x) Bank Solvency Certificate of at least 70.00 Lakh in the current FY.</p> <p>x) Other certificates if any.</p> <p><b>All documents in original to be produced in due course of time as &amp; when asked by the TIA for verification purpose.</b></p>

<p><b>Tender documents :-</b></p>	<p>A full set of Tender documents consists of 2 Parts. These are</p> <p><b>PART I :-</b> Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.</p> <p><b>PART II :-</b> Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
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<b>Earnest Money:-</b>	The Earnest Money <b>Rs. 3,45,553.00</b> (Rupees Three Lakh Forty-five Thousand Five Hundred Fifty Three Only) (@ 2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor in favor of the Executive Engineer, Coochbehar Division, M.E.Dte through net banking or NEFT or RTGS ( <b>ICICI payment Gateway</b> ) in respect of tender ID (refer Finance Order no. 3975-F(Y) dated 28/07/2016).Every such transfer shall be done on or after the date of NI e-T. Any tender without such on line payment of EM (Except exemption as per G.O.) shall be treated as informal and shall automatically be cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall have to be uploaded as statutory document.
<b>Payment Authority:-</b>	Payment to the contractor for the work may be made from office of the District Magistrate, Coochbehar or the Executive Engineer, Coochbehar Division, M.E.Dte., Coochbehar.
<b>Engineer in Charge:-</b>	The Executive Engineer, Municipal Engineering Directorate. Coochbehar Division.

Security Deposit	All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills from time to time. Security Deposit @ 8% (Eight percent) or as per prevailing Govt. order issued time to time will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) will be refunded without any interest only as mentioned below.
	Defect Liability Period:- For work with <b>6 Months</b> Defect Liability Period: Full security deposit shall be refunded to the contractor on expiry of <b>Six Month</b> from the actual date of completion of the work.
	<p><b><u>Additional Performance Security</u></b> @ 3% of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be obtained from the successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender. <b><i>(Vide W.B. Finance Memorandum No.. 201-F(Y) dated.18.01.2021)</i></b></p> <p>If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of issue of LoA or the time period as approved by the Tender inviting Authority and Earnest Money will be forfeited.</p> <p>If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.</p> <p>Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.</p>
Cost of Tender Documents.	Nil.
<b>Validity/ Withdrawal/ Acceptance of Tender:-</b>	<p>A Tender submitted shall remain valid for a period of <u>120 calendar days</u> from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tender Inviting Authority.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/her/their tender(s) within the validity period then Earnest Money as deposited will be forfeited and even a legal action may be taken by TIA.</p> <p>The TIA will accept the tender. He / She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without</p>

assigning any reason thereof.

**Scope of the works:-**.. As per BOQ

**Other terms & conditions if any:-**

1. Successful bidder may collect hard copies for respective work from the office of the Executive Engineer, Cooch Behar Division, MED within the working hours of official days at the time of formal agreement.
2. All taxes will be deducted as per order of Govt. of West Bengal time to time.
3. Successful agency shall have to execute an formal agreement with the TIA In the Revised West Bengal Form No-2911.
4. Among all the workers engaged with the firm, those who will be working at the site of the said tender every safety measures have to be taken. If any casualty occurs, the whole responsibility will go to the contractors end.

**Instructions/guidance  
to the contractors for e-tendering:-**

**1. General Guidance for e-tendering :**

Intending tenderers desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

**2. Registration of Contractors :**

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India.

(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT ) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

**3. Eligibility for participation :**

Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate.

**4. Collection of Tender Documents:**

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website as stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

**5. Submission of Tenders**

**General process of submission**

Tenders are to be submitted online through the website as stated above. All the documents uploaded by the Tender Inviting Authority will form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He/she needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

**Addenda/Corrigenda: if published.**

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT from till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

**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 (TEC) 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 maximum period of 3 (Three) years. In addition, Earnest Money Deposited will stand forfeited to the Govt. and it. may take appropriate legal action against such defaulting tenderer.

If more than one Bidder quoted same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder.

The Earnest Money may be forfeited if:-

- a) If the Bidder withdraws the Bid during the period of Bid validity.
- b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
  - a) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other Document which were uploaded& digitally signed by the Bidder are incorrect / manufactured / fabricated.

The eligibility of the Bidder will be ascertained on the basis of document submitted / uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted / uploaded by the Bidder is either manufactured or false the eligibility of Bidder will be out rightly rejected at any stage without prejudice and action will be taken as per stipulation of IT Rules in force.

**8 Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies** are required to furnish valid Bye Law, **Last Three (3) years Audit Report**, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the last Financial Year **and resolution of A.G.M. mentioning the authority of using D.S.C. along with other relevant supporting papers.**

For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of Works / item itself including description etc. whatsoever as stated in BOQ, that can't be claimed during agreement or so. In that case sanctioned estimate will be binding criteria.

**Superintending Engineer , North Circle,**  
Municipal Engineering Directorate,  
Government of West Bengal.

**APPLICATION FORM FOR TENDER**

To.

The Superintending Engineer ( North Circle), MED  
Ashutosh Mukherjee Road, Siliguri

NIT 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 willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. 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: \_\_\_\_\_

Memo No. ME/SE(N)/329 (1-14) /CHT-01/2021

Date:18.02.2021

Copy Forwarded for information and for favour of wide circulation to:

1. The Director, SUDA, ILGUS Bhawan, salt lake City,Kolkata.
2. The Secretary, M E Dte, Bikash Bhawan, Salt Lake, Kol-91.
3. The Joint Secretary, UD&MA Department, Government of West Bengal, NAGARAYAN, Salt Lake, Kolkata.
4. The Chief Engineer, M E Dte, Bikash Bhawan, Salt Lake, Kol-91.
5. The Additional Chief Engineer, North, MED, Siliguri.
6. The District Magistrate, Coochbehar.
7. The Superintendent of Police, Cooch Behar.
8. The ADM, Zilla Parishad, Cooch Behar.
9. The SDO, Cooch Behar.
10. The Chairman, Board of Administrator, Coochbehar Municipality.
11. The Executive Engineer, Coochbehar Division, MED.
12. The Executive Engineer, PWD, Cooch Behr.
13. The DI&CO, Coochbehar- with a request to upload in the District Website.
14. Office Notice Board

**Superintending Engineer , North Circle,**  
Municipal Engineering Directorate,  
Government of West Bengal.

**SECTION – B-1**  
FORM –I

**PRE-QUALIFICATION APPLICATION**

To

**The Superintending Engineer ( North Circle), MED**  
**Ashutosh Mukherjee Road, Siliguri**

Ref: - Bid for \_\_\_\_\_  
\_\_\_\_\_ (Name of work) \_\_\_\_\_  
\_\_\_\_\_ **NleB No.:** \_\_\_\_\_

Dear Sir,

Having examined the Statutory, Non statutory and NleB 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) Bid Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.
- (b) Bid Inviting and Accepting Authority reserves the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

- 1. Statutory Documents
- 2. Non Statutory Documents

Date: -

And capacity in which application is made.

**Signature of applicant including title**



**SECTION – B-1**  
**Form - II**

**FINANCIAL STATEMENT**

**B.1** Name of Applicant:

**B.2** Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years  
(Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)					
b) Current liabilities : (It should include bank overdraft)					
c) Working capital : (a) – (b)					
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus )					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

**B.3** Annual value of construction works undertaken :

Work in hand i.e. Work order issued	As on 31.03.2019	As on 31.03.2018	As on 31.03.2017	As on 31.03.2016	As on 31.3.20115	As on 31.03.2014

Signed by an authorized officer of the firm

\_\_\_\_\_

Title of the officer

\_\_\_\_\_

Name of the Firm with Seal

Date \_\_\_\_\_

**Declaration of the Bidder**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Bid documents which is required to be submitted in time duly)

I ....., son of .....  
....., aged about ..... years by occupation  
..... do hereby solemnly affirm and confirm as follow:

1. That, I am the ..... of ..... have duly authorized by and competent to affirm this affidavit on behalf of the said Bidder.

2. That, I have inspected the site of work covered under NleB (NleB No ..... ) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Bid documents. Bid of the above named Bidder is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Bid accepting Authority of the Work and abide by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to abide by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, prevailing GST norms , Income Tax, cess etc. as would be applicable to the Contractor upon entering into formal Contract / agreement with the Bid Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Bidder has been suppressed in the Bid documents.

4. That the statement above made by me is true to my knowledge.

Deponent  
Solemnly affirmed by the said  
.....

before me.  
.....  
(1st class Judicial Magistrate / Notary Public)

**SECTION – B-1  
FORM- III**

**STRUCTURE AND ORGANISATION**

**A.1** Name of applicant:

**A.2** Office Address:

Telephone No. and Cell Phone No. :

Fax No. :

E mail:

**A.3** 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,

**Signature of applicant including title**

and capacity in which application is made.

**SECTION – B-1  
FORM – IV**

**C. DEPLOYMENT OF MACHINERIES (in favour of owner / lessee):-**

(Original document of own possession arranged through lease deed to be annexed)

(If engaged before Certificate from E.I.C. to be annexed in respect of anticipated dated of release of Machineries.)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release If Engaged
						Idle	Engaged	

For each item of equipment the application should attach copies of  
(i) Document showing proof of full payment, (ii) Receipt of Delivery,  
(iii) Road Challan from Factory to delivery spot, is to be furnished.

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