



Mukutmanipur Development Authority

(A Statutory Authority under UD & MA Deptt. of Govt. of West Bengal)

Phone No. : 03243-255262, Fax No. : 03243 255004, Email ID - sdokhatra@gmail.com



Memo No. 601 /MDA

Date: 17 / 10 / 2023

NOTICE INVITING E-TENDER No. -3 of 2023-24 of the Executive Officer, MDA, Khatra, Bankura
Tender ID- 2023 MDA_594830_1

NOTICE INVITING E-TENDER

Separate tenders are invited by the Sub Divisional Officer, Khatra, Bankura & EO, MDA for the works mentioned in the list through e-tendering from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature or any other work involving supply of manpower. List of Scheme:-

Sl. No	Name of the Work	Estimated Amount Put to tender (Rs.)	Earnest Money Deposit (Rs.)	Cost of Tender Documents at the time of formal agreement (Rs.)	Duration	Fund	Credential (40%)
1.	Daily basis Cleaning(Waste Food, garbage, etc.) at Different Picnic Spot Of Mukutmanipur Area Under Mukutmanipur Development Authority, Khatra Sub-Division, BANKURA During the Year 2023-24.	5,89,492.00	11,790.00	0	Daily Basis for 12 months (from Nov'23 to Oct'24	MDA own fund	Similar nature of work or any type work involving supply of manpower.

Work Location: Picnic spot of Mukutmanipur (near Boat Ghat area, back side of Yuba Abas, down part in front of Hote Malancha, Hotel Amrapaly, back side of Peerless Hotel, Alpana road, Phari Math, Canal Parh, near gram Panchyot office, opposite side of Aparajita Hotel, opposite side of EMRS, road side from Hotel Malancha to EMRS main gate, rear side Dam to Damdi village, near Pareshnath mandir area, beside Police Out post near Pareshnath, Banpukuria near Deer park and any other location adjacent to picnic area, as & when necessary).

Work Description: The areas as mentioned in the estimate (BOQ) are to be swept & cleaned. Bio-degradable bag will be supplied to every tourist party during the peak tourist season which are to be supplied from MDA, the agency selected for this purpose will also collect these bags and deposit nearer dustbin or specific Vat. The prospective contractor/Agency if selected through tender process will have to follow all the terms and condition of "Solid Waste Management Rules. 2016". The Agency will also carry the waste material to the nearest solid waste management unit.

Others Condition:

- Cleaning works are to be started within 24 hours after receiving the work order.
- Agency will take more responsibility during peak tourist season (from December to February).
- Payment will be made as per the MB and satisfactory work done certificate by the competent authority of MDA.
- Payment will be made on quarterly basis subject to availability of Fund.

- **MDA will supervise the work and the Agency to be selected for this purpose will follow the direction and instruction given by the MDA.**
- **Good behaviour with the tourists needs to be ensured by the agency.**
- **MDA reserves the right to cancel the Contract in case of any violation of the above terms and condition by the selected agency.**

1. In the event of e-Filling, intending bidder may download the tender document from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & earnest money may be submitted either by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the **Executive Officer, MUKUTMANIPUR Development Authority Khatra, Bankura.**

2. **Earnest Money:** The amount of Earnest Money is to be submitted online in favour of the **Executive Officer, Mukutmanipur Development Authority, Khatra, Bankura** At the time of uploading the tender / quotation, the intending tenderer,/ quotationer should select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payment modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through **ICICI Bank Payment Gateway.**

ii) RTGS/NEFT in case of offline payment through bank account in any Bank with his / her tender / quotation as per Memorandum No. 3975-F(Y) dated: - 28.07.2016 of Secretary to the Government of West Bengal, Finance Department. The L1 bidder shall make the Formal Agreement after getting the Letter of Acceptance (LOA) issued by the Tender Inviting Authority. Failure to make the Formal Agreement within the time period as prescribed in the Letter of Acceptance (LOA) for the purpose, may be construed as an attempt to disturb the tendering process and will be dealt with accordingly in a legal manner as deemed fit including blacklisting the bidder.

3. **Cost of Tender:** There will be no tender participation/application fee for this tender.

4. Technical Bid and Financial Bid both will be submitted online concurrently duly digitally signed in the Website <https://wbtenders.gov.in> as per time schedule stated herein under. The documents submitted by the bidders should be properly indexed.

5. The financial offer of the prospective tenderer will be considered only if the Technical Bid of the tenderer is found qualified by the '**Tender Evaluation Committee**'. The list of qualified tenderers will be displayed in the website on the schedule date and time.

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

i). The prospective bidders shall have satisfactorily completed as a prime agency during the last **05 (Five) years** prior to the date of issue of this Notice at least **one work as mentioned in the Annexure** under the authority of State/ Central Govt., State/Central Govt. undertaking/ Statutory Bodies constituted under the statute of the Central/ State Government and having a magnitude of **40 (Forty) percent** of the Estimated amount put to tender in a single work order or any other work involving supply of manpower. In support of the credential, scanned copy of the **Completion Certificate (In case of Gram Panchayat Completion Certificate Must be signed by Executive Assistant)** loaded as **Non Statutory Document** through online.

N.B. (i) Similar nature of work as per BOQ, Estimated amount, Gross bill value, Date of completion of project & detail communication of the client must be indicated in the Credential certificate

ii) **Pan Card, Professional Tax receipts** Challan for the current year, **ITR-I(SAHAJ)** for the three year(As the project cost above 50 lakhs) , **GST registration, GST Registration Certificate** to be accompanied with the Technical Bid document (**Non Statutory Documents**)

iii) The prospective bidders should own or arrange through lease hold agreement the required plant and machineries; Conclusive proof of ownership/ Arrangement must be submitted.

iv)Registered Unemployed Engineers 'Co-operative Societies/ Unemployed Labour Co-Op.Societies are required to furnish valid Bye Law, Current Audit Report, Valid clearance Certificate from A.R.C.S. for the current financial year along with other relevant supporting papers.(**Non Statutory Documents**)

v) A prospective bidder shall be allowed to participate in the particular job either in the financial capacity of individual or as a partner of a firm. During Technical Evaluation of Bid, Financial Capability to execute the work may be verified by the tender inviting authority.

vi) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum (Non Statutory Documents).

7. Issuance of work order as well as Payment will depend on site clearance, availability of materials and availability of fund in appropriate head and no claim whatsoever will be entertained for delay issuance of work order as well as payment. Works should be completed within stipulated period. If any, intending tenderers may consider these criteria while quoting their rates.

8. The bidders shall quote rate (Percentage above / below / at par) accordingly considering that no escalation and/ or price adjustment will be allowed by the Department under any circumstances.

9. Bids shall remain valid for a period not less than 90 (Ninety) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof.

10. Constructional Labour Welfare Cess @1(One)% of cost of construction will be deducted from every bill of the selected agency. GST, Royalty & all other statutory levy/Cess will have to be borne by the Contractor & the rate in the schedule of rates is inclusive of all the taxes & cess stated above.

11. Date & Time Schedule :

Sl.No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents (on line) (Publishing Date)	17.10.23(2:00 PM)
2.	Documents download/ sell start date (on line)	17.10.23 (2:00 PM)
3.	Seek Clarification Start Date	18.10.23 (2:00 PM)
4.	Seek Clarification End Date	18.10.23 (3:00 PM)
5.	Pre-Bid Meeting Date	19.10.23 (11:00 AM)
6.	Documents down load/ sell end date (On line)	27.10.23 (6:00 PM)
7.	Bid submission start date (On line)	19.10.23 (3:00 PM)
8.	Bid Submission closing (On line)	27.10.23 (6:10 PM)
9.	Bid opening date for Technical proposals (On line)	30.10.23 (12.30 PM)
10.	Date of uploading list for Technically Qualified Bidders after disposal of appeals if any (On line)	To be informed at the time of Technical Bid Evaluation
11.	Date for opening of Financial Proposal (On line)	To be informed later on
12.	Location of Bid opening	Executive Officer, MUKUTMANIPUR Development Authority, Khatra, Bankura

There shall be no provision of Arbitration. Hence Cl. 25 of 2908 is modified vide notification no. 8182-F(Y dt. 26.09.12 of Secretary to the Govt. of West Bengal.

12. The Bidder, at his own responsibility and risk is encouraged to visit and examine the Site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into contract for the work as mentioned in the Notice inviting Tender before submitting the offer with full satisfaction. The cost of visiting the site shall be at the Bidder's own expense.

13. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The SDO Khatra & EO, MDA reserves the right to reject any or all the application for purchasing Bid documents and/or to accept or reject any or all the offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the state of Bidding.

14. **Refund of EMD:** The Earnest Money of all the unsuccessful Tenderers deposited in favour of the Executive Officer, MUKUTMANIPUR Development Authority, Khatra, Bankura will be refunded by the Executive Officer, Mukutmanipur Development authority, Khatra, Bankura by online mode on the basis of PWD accounts Branch notification no 451 –A/ PW/O/10C-35/10 Dated 26.07.2011 of the Secretary to the Govt. of West Bengal. The earnest money of successful bidder/L1 will be converted to Security Deposit which will be released after Security Period / Maintenance Period as per Memo No.-441-F(Y), dt.-27-01-2020.

15. The intending tenderers are required to quote and submit the rates online only. No offline tender will be entertained.

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

17. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned before bidding.

18. All intending bidders are requested to be present in the chamber of the Executive Officer, Mukutmanipur Development Authority, Khatra, Bankura during opening of the Tender to observe the tender opening procedure.

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

20. The Executive Officer, Mukutmanipur Development authority, Khatra, Bankura reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

21. During scrutiny, if it is come to the notice to the tender inviting authority that the credential or any other papers of any bidder is incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.

22. In case if there be any objection regarding Pre qualifying the Agency that should be lodged to the the Executive Officer, Mukutmanipur Development Authority, Khatra, Bankura within 2 days from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained.

23. Before issuance of the work order; the tender inviting authority may verify the credential & other documents of the lowest tenderer if necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either fabricated or false in that case, work order will not be issued in favour of the tenderer under any circumstances.

24. The specification for the works made of execution and measurement will be governed by the specification laid down in the Departmental schedule and relevant provision of IS code & as per base practice according to the direction of Engineer-in-charge.

25. All materials to be supplied by the Contractor should be good approved by the Engineer-in-charge or his authorized representative before use. PVC pipes supplied by the contractor for installation of MDTW should be supported by "CIPET" inspection reports. Rejected materials should be cleared from the site within 24 hours of rejection. Payment of materials to be supplied by the contractor will be made as per actual consumption in the work.

26. All Departmental materials will be issued from Departmental store and contractors will carriage the materials from godown to work site at his own cost and store properly at the site of work and unused materials will have to be returned at same godown in good condition. Any damage or lost of materials shall be the contractors liability. If the contractor fails to return the surplus materials in good condition after completion of work the Engineer-in-charge may charge him for surplus materials at assessed rate by the Engineer-in-charge.



Sub-Divisional Officer
Khatra::Bankura
&

Executive Officer
Mukutmanipur Development Authority

INSTRUCTION OF BIDDERS

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

1. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

3. Collection of Tender Documents:

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of Tenders:

4.1 General process of submission:

Tenders are to be submitted through online to the website stated in Cl.1 in two folders at a time for each work, one in **Technical Proposal** & the other is **Financial Proposal** before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

4.2 Technical proposal:

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

A-1. Statutory Cover Containing.

- i) Prequalification Application.
- ii) Bank Deposited Receipt (RTGS) for EMD and Tender Document fees of in the NIT against each of the serial of work in favour of the **Executive Officer, Mukutmanipur Development Authority Khatra, Bankura.**

Note:- No Fixed Deposit will be entrained.

iii) Tender form no. 2911(ii) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). *Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii), the tender liable to summarily rejected.*

v) Special Terms, Condition & Specification of works, Drawings (if any).

Note:- Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2. Non Statutory/ Technical Documents Cover Containing:

- i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR-I) for the last financial year, GST Registration Certificate for the current financial year.
- ii) Registration Certificate under Company Act. (If any)
- iii) Registered Deed for partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For partnership Firm/ Private Limited Company, if any)
- v) Clearance Certificate for the Current year issued by the Assistant Register of Co-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers' Co-Opt(s).
- vi) Credential certificates for completion of at least one similar nature of work **or any other work involving supply of manpower** under the authority of state/central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/State Govt. having a magnitudes **40 (forty) per cent of the estimated amount put to tender** in a single work order during the last 05(Five) years prior to the date of issue of this NIT is to be furnished.
- vii) Self certified document in favour of financial capability to carry out the works, the Trading and Profit & Loss A/C and Balance Sheet for the last Three Years duly vetted by the Chattered Accountant.

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

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

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl.No.	Category Name	Sub Description	Category	Details
A.	Certificates	Certificates		1. GST Registration Certificate. 2. GST Registration last year return 3. PAN 4. P. TAX (Challan) 5. IT –Sahaj (ITR-I) for last financial year..
B.	Company Details	Company Details -I		1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Society Registration Copy. 4. Power of attorney.
C.	Credential	Credential - 1		1. Similar nature of work done & completion Certificate which is applicable for eligibility.
D.	Financial capability	Certificates		1. Self certified documents for carry out the works.

5.3. Financial proposal:

i). The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ) the contractor is to quote the rate (Percentage above/below/at par) online through computer in the space marked for quoting rate in the BOQ. ii). Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

6. Opening & evaluation of tender:

Opening of Technical proposal:-

Technical proposals will be open by the Executive Officer, Mukutmanipur Development Authority, Khatra, Bankura

- i) Intending tenderers may remain present if they so desire.
- ii) Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory & non statutory documents the tender will summarily be rejected.
- iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evaluation committee.
- iv). Uploading of summary list of technically qualified tenderers.

NB: While evaluation, the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if those are not produced within the stipulated time frame, their proposals will be liable for rejection.

Opening and evaluation of Financial Proposal:

- i) Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.
- ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

7. Acceptance of Tender:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in W.B.F. No. 2911(ii) will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms & condition ,specification of work, Drawings, different filled up forms ,B.O,Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

8. Additional Performance Security:

The additional performance security shall be obtained from the success full bidder, if the acceptance bid value is less than 80% of the estimated amount put to tender, from a successful bidder having own prime machineries required for the particular type of work. If a successful bidder does not have ownership of any prime machineries required for the particular type of work, the Additional performance Security shall be obtained from the successful bidder, if the accepted bid value is less than 90% of the estimated amount put to tender

The additional performance security shall be equal to 10% of the amount put to tender.

The additional performance security shall be submitted in the form of bank Guarantee from any scheduled Bank as per format (Annexure-I, which is to be collected from office of the undersigned) before issuance of Work Order. If bidder fails to submit the Additional Performance Security within seven (07) Working days from the date of issuance of letter of the acceptance, his earnest money will be forfeited.

The said Bank Guarantee shall be valid upto the end of the Contract period and shall be renewed accordingly, if required. The said Bank Guarantee shall be returned immediately after 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 provision regarding deduction of security deposit from the progressive bills of the Contractor as per relevant clauses of the contract will no way be affected/ altered by this Additional Performance Security. In this regard, Memorandum Vide No. 4608-F(Y) dated 18.07.2018 of Audit Branch, Finance Department; Govt. of the W.B. will be followed.

9. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited & if found the tenderer will be suspended from participating in the tenders on e-tenders platform for a period of 06(SIX) months. In addition this user ID will be deactivated & Earnest money Deposit (EMD) will stand forfeited.

10. 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.



Sub-Divisional Officer
Khatra::Bankura

&

Executive Officer

Mukutmanipur Development Authority

Copy forwarded for information and taking necessary action to:-

- 1) Smt. Jyotsna Mandi, Hon'ble MoS, Food & Supplies Department, Government of West Bengal, Chairperson, MDA
- 2) The District Magistrate, Bankura, Vice-Chairperson, MDA
- 3) Smt. Anusua Roy, Sabhadhipati, Bankura Zilla Parishad
- 4) The Additional District Magistrate (L.R.), Bankura, Member
- 5) The Additional District Magistrate(Dev.), Bankura, Member
- 6) The Sub-Divisional Police Officer, Khatra, Member
- 7) The Divisional Forest Officer (South), Bankura, Member
- 8) The Chief Executive Officer, FFDA, Bankura, Member
- 9) The District Planning Officer, Bankura, Member
- 10) The Executive Engineer, PHE (Civil), Bankura, Member
- 11) The Executive Engineer, K.C. Divn. -II, Khatra, Member
- 12-14) The Block Development Officer, Khatra/ Hirbandh / Ranibandh, Members
- 15) The Divisional Manager, WBSEDCL, Khatra Divn. , Member
- 16) The Treasury Officer, Khatra, Bankura, Member
- 17) Smt. Bibha Tudu, Member.
- 18-37) The Block Dev. Officer..(all), Bankura for wide publication
- 38) The DIO, NIC, Bankura with a request to upload it to their Website
- 39-59) The Pradhan..... ..(all), Khatra Block/Ranibundh/Hirbandh Dev. Block
- 60) Office copy.



**Sub-Divisional Officer
Khatra::Bankura
&
Executive Officer
Mukutmanipur Development Authority**

PRE QUALIFICATION APPLICATION

To
**Executive Officer
Mukutmanipur Development Authority
& Sub-Divisional Officer,
Khatra, Bankura**

Ref: Tender no –
SL NO:

NIET no:

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby submit all the necessary information and relevant documents for evaluation.

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 application

Without assigning any reason.

Address:

Name of Bidder: -----

Mobile No – -----

E-mail address:-----

Office address:-----

Encl: e-Filling:-
Statutory Documents.
Non Statutory Documents.
Financial Document.

Date :

Signature of applicant