

OFFICE OF THE  
COUNCILLORS OLD MALDA MUNICIPALITY  
P.O. OLD MALDA, DIST. MALDA

Memo no.-2049/NleT/OMM/2019-20

Dated:-26.09.2019

NOTICE INVITING e-TENDER NO.:-05 of CHAIRMAN/OMM 2019-20

DETAILED NOTICE INVITING e-TENDER

Nle T no.	Name of work	Amount put to tender	Earnest Money (Rs.)	Cost of tender Documents at the time of formal agreement(Rs. )	Works liability period	Time period of Supply after received work order
05	Supply , Erection ,fitting and fixing of 16 mtr, high mast(10 nos) with LED flood lights at different places within Old Malda Municipality Area.	5454510.00	109093.00	5000.00	As per technical specification	90 Days

As per order of Joint Secretary to the Govt. of WB UD & MA vide no 1870(3)-T&CP/C-2/1M-160/2017 Dated 15.07.2019 "The installation of CCMS and BIS norms for specification of light will have to be followed.

Technical Specifications

A. General Specifications

- i. Supply of 30W/45W/60W/72W/ 90W /110W /120W /135W/ 150W/ 170W/ 200W/250W, IP66 Smart Dimmable (where applicable) LED Streetlight Luminaries with integral driver and complete with pressure die cast aluminium housing with supplier word mark/name engraved/embossing on the die cast housing to allow traceability till life of fixture (Sticker / printing is not acceptable) and adhering to the following specifications: Dimmable property is applicable for the luminaries of rating SOW & above.
- ii. The fixture shall be designed so as to have lumen maintenance of at least 70% at the end of 50,000 hours.
- iii. The luminaries should be operable with auto adjustable 140-270V supply voltage using the same driver.
- iv. Power factor of the electronic driver should be at least 0.95 with THD<10% and efficiency of the driver to be more than 85%.
- v. The Luminaries should throw the perfect amount of uniform light with exactly the desired intensity and offer best pole spacing, along with better light control.
- vi. The Luminaries shall employ individual/ Matrix optical secondary pea nut lens for the each of the LED to ensure better uniformity of light distribution. The average minimum Lux level should be as per I.S. but not less than 20 Lux and maintaining uniformity 0.3.
- vii. The fixture should be impact resistant with suitable protection by using cover for driver and LED's, conforming to minimum IK05 impact resistance specifications.
- viii. The fixture should be designed for IP66 ingress protection.
- ix. Heat dissipation should be managed through a built-in external heat-sink. The Luminaries shall deliver minimum 100 Lumen/watt, Colour Rendering Index of minimum 75 with cool white light output.
- x. The LED should be of modular design and module should be replaceable in case of any defect by the manufacturer.
- xi. LED Driver should be inbuilt Potted Silicon/ Asphalt filled (Compulsory for the fixture above 45W). Both Luminaries and electronic driver must be BIS certified. Make of LED', Luminaries and electronic driver should preferably of same manufacturer.
- xii. In case of LED & it's electronics drivers are from different manufacturer, agency must have furnished guarantee of it's successful operation.

Make of Chip: CREE / NICHIA/ LUMILEDS / OSRAM / SEOUL /SAMSUNG

B. Electrical Specification

Electrical Specification		
	Electrical ratings of the proposed luminaries product for following criteria:	
i.	Voltage range or rating : [140 volt ~ 260volt AC] on single phase	140V to 270V
ii.	System lumen's per watt	>100
iii.	Frequency range (+/-5%)	50Hz
iv.	Power factor:	>= 95
v.	Colour temperature	>= 5500k
vi.	CRI	>70%
vii.	Life Expectancy	50000 hrs with 70% Lumen
viii.	Total input wattage to the fittings including driver losses	30W/45W/60W/72W/ 90W /110W /120W /135W/ 150W/ 170W/ 200W/250W
ix.	Protection Level	IP 66
x.	Total Harmonic Distortion	<10%
xi.	Operating Temperature	-20 Deg to +35 Deg C

C. Conformance Standards

All bidders need to furnish the details of

- i. The Luminary shall conform to IEC 60598 standard and the driver should comply with IEC 61347-2-13 for safety, IEC 61547, CISPR-15; and 610-3-2 for EMC
- ii. Luminaries should be tested as per BIS 10322 and IEC 60598 standards and following test reports should be submitted along with the tender: Heat Resistance Test, Electrical / Insulation Resistance Test, Endurance Test, Humidity Test, Electronics Test.
- iii. For Luminous efficacy and light output, Photometry Test of the Luminaries LM79 report to be submitted from NABL Accredited Laboratory.
- iv. Lighting level should be as per IS1944.
- v. B.1.S. Certification for both driver & luminary.
- vi. In house testing lab certification by the manufacturer. The certificate must be validated from a third party lab which is accredited by NABL / Central Govt.
- vii. LM79 report should be provided by the manufactures from NABL Accredited Laboratory or UL certification for photometric & electrical testing report.
  - a. LM79 report to be submitted against each category of luminary from a NABL Accredited Laboratory along with the Type Test Certificate validated by a third party lab accredited by NABL / Central Govt., for the individual product batch no, which are to be supplied against the current tender.
  - b. Atleast 100 Lumen per watt efficacy certification of the product.
  - c. Total wattage of the consumption should be mentioned.
- viii. The manufacturer should submit the Safety Standards as per EN 60598, EMC/EMI Standards as per EN61547/EN 55015 and EN 61000-3-2 & 61 000-3-3 for Harmonics.
- ix. Manufacture should provide the certificate of LM80 report directly from the LED Chip manufacture (CREE, LUMILED, OSRAM, NICHIA, SEOUL, SAMSUNG).
- x. The manufacturer should submit the following in-house testing facility along with bid for quality checks:

- a. Test Bench for EMI/EMC measurement.
- b. Test Bench for High Voltage, Surge, Burst & Voltage dips.
- c. Test Chamber for humidity and temperature of environmental testing.
- d. Photometry Laboratory with Gonic photometer and / or Integrating Sphere for complete light fixtures, to be able to create IES files.
- xi. The manufacturer should have experience of manufacturing of LED lights for at least 5 years.
- xii. 5 years warranty certificate to be submitted by manufacture against the batch number to be supplied, after award of the job.
- xiii. Manufacture should submit the certificate of over voltage and low voltage protection report from their own electrical lab.
- xiv. The manufacturer to be certified that the product should be in built surge protection of 4 K.V. to 6 K.V. and separate external surge protection should be provided not less than 6 K.V. to 10 K.V. for street light luminaries and 10 K.V. to 15 K.V. for flood light /High mast, integral to same housing.
- xv. The product should supply having aluminum pressure die cast /Aluminum extruded heat sink should provide by the manufacture.
- xvi. Lighting design of the road for High mast or street lighting with lux level calculation should be submitted by the manufacture as per National Lighting Code (NLC) Sp-72-2010. For this purpose the tendering authority shall provide detail drawing/ Road map along with the tender document, specially for the new installation work.
- xvii. Contractor should provide SPD (surge protection device) in feeder or panel as per guidelines of OBO.
- xviii. The manufacturer should have in-house Design & Development facility for LED lights and for electronic drivers.
- xix. The manufacturer should have an in-house manufacturing capability for LED lights, including for the manufacture of electronic drivers.
- xx. The products should meet Safety Standards as per EN 60598, EMC/EMI Standards as per EN61547/EN 55015 and EN 61000-3-2 & 61 000-3-3 for Harmonics. The LEDs shall comply with Photo Biological Safety norms as per IEC 62471/EN62471/ IS:16108 and should fall in exempt or low risk group for outdoor LED Luminaries.
- xxi. The electronic driver should work in the short circuit and open circuit conditions and should work in the voltage range 140 Volts to 270 Volts.

#### D. Testing Facilities

To ensure type testing of the products and to have quality control measures the bidders / manufacturers should have following in-house testing facility, R&D facility.

- GLOW wire Test
- HV Tester
- Adequate number of electrical meters for measurement of different electrical parameter
- Megger (500 Volt). Page 3 of 4
- Tracking Test
- Resistance to heat
- Measuring gauges such as Vernier Calliper, Micrometers, Dial gauges NON contract IR based digital thermometer
- Harmonic analyser and THD meter
- Digital Weighting Machine
- Power Analyser
- Surge Tester
- Temperature simulation facility to test various temperature parameters
- Ingress protection test facility for dust and water jet
- Transportation Drop test
- Vibration Test
- Comparison test.

- Humidity test
- Electronically controlled Gonio Photometer / Integrating Sphere for Complete Light Fixture.

Minutes of the 8<sup>th</sup> meeting of the Expert Committee on the matter relating to the schemes under Green City Mission held on 20.06.2019 at 12-00 noon in the Conference Hall (5<sup>th</sup> floor) of UD&MA Department, "Nagarayan", DF-8, Sector-I, Bidhannagar, Kolkata-64.

Present: The participants present in the meeting are enclosed.

The meeting was initiated by the member convener of the Committee with a brief discussion on the agenda relating to standardization of installation of the LED Lights Projects and High Mast and installation of CCMS in different ULBs/Development Authorities under Green City Mission. Agenda wise thorough discussion was held and the following decisions have been taken:

1. Technical Specification of LED Light and High Mast

Kolkata Metropolitan Development Authority (KMDA) has submitted a Technical Specification of LED Light and High Mast after consultation with leading Agencies in the Workshop dated 12.06.2019. The said specification has been discussed thoroughly.

Decision: The House unanimously approved the said Technical Specification. .

2. Standardization of LED Street Light and High Mast Project:

The present policy of the Government regarding Street Light is to replace the existing conventional lights by LED light for Energy Efficiency purpose in a most economic and systematic technical way to achieve best performance through modern technique. For implementation of the said policy, various ULBs/Development Authorities are keen towards installing LED Street Lights and High Mast Lights within their locality in different manners. Now it has become necessary to standardize the said LED Street Lights installation and High Mast Lights projects through one unique technical procedure. To standardize the LED Street Lights and High Mast Lights projects, the following decisions have been taken:

- a) The Detailed Project Report (DPR) should be prepared on the basis of proper survey by the competent authority to be deputed by the ULB/Development Authority at his own cost. Survey may be done taking into consideration the width of the road, its importance, distance between poles etc. and LUX level should be as per IS. All designs, calculation and relevant papers are to be submitted with the DPR for due vetting by the competent authority.
  - b) Specification of the luminaries will be as per approved Technical Specification which is being communicated shortly.
  - c) Selection of lumen of different luminaries will be as per BIS considering the type of road and its importance.
  - d) There may be dimming facility in the LED light and High Mast Projects in specific locations may be adopted subject to approval from the ULB / Development Authority.
  - e) Dimming of light (both LED Light & High Mast) will be made on 90 Watt and above Light.
  - f) Original Equipment Manufacturer (OEM) will fulfil technical qualifications as per NIT for participating in the tender. OEM should provide their rates on 50% Capex payment and balance 50% 7 years annuity payment and upfront basis also on the specified product.
  - g) Factory inspection by the Expert Committee from time to time is mandatory to ascertain the quality and standard of LED luminary as well as to ascertain about other quality control parameters of the manufacturer itself
1. Manufacturer, enlisted suppliers of PWD. Dte, Govt. Bonafide outsiders, Reputed firm, Engineers Co-Operative having sufficient experience of similar type of supply works executed under Government/Semi Government, ULB's, Public Sector, Government autonomous body within last 5(five) financial years (FY 2014-2015 to FY 2018-2019) Date should be reckoned from the tender, **PAN card., GST registration, Professional Tax Clearance Certificate and Valid trade license.** MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.
  2. In the event of e-filing, intending bidder may download the tender documents from the website: <http://etender.wb.nic.in> directly with the help of digital signature certificate has to be deposited by the bidder through the following payment mode as per memorandum of the finance department vide no.3975-F(Y) dated 28<sup>th</sup> July, 2016. Net banking (any of the banks listed in the ICICI bank Payment gateway) in case of payment through ICICI Bank payment gateway.
  3. The condition of the contract along with the defect liability periods and other terms & condition (including all riders) are mentioned in the statutory documents (e.g. Municipal K form etc. Of the Technical Bid), to be notice carefully before submission of the bid through DSC. Both technical bid & Financial Bid are to be submitted concurrently duly signed digitally in the website: <http://etender.wb.nic.in>.

4. The Technical Bid and Financial Bid are to be submitted online on or before **20.10.2019** upto 3 pm
5. The FINANCIAL OFFER of the prospective tenderer will be considered only if the tender qualifies in the technical bid. The decision of the Tender committee, Old Malda Municipality and will be final binding on all concerned and no challenge against such decision will be entertained. The list of Qualified Bidders will be displayed in the website on the schedule date & time.
6. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
7. Running payment as per site condition or bill will be release after completion of work in all respect as per technical specification. Security deposit will be release as per G.O No. 5784-PW/L&A/2M-175/2017 Dated 12.09.2017. **Bids shall remain valid** for a period not less than 120 (One Twenlty) days after the dead line date for financial Bid submission.

**8. A. Important Information**

**DATE AND TIME SCHEDULE**

SI No.	Particulars	Date & time
1	Date of uploading of N.I.T Documents (Online) (Publishing Date)	01.10.2019 at 10.00 hours
2	Documents download start date (Online)	01.10.2019 from 15.00 hours
3	Bid proposal submission start date (Online)	01.10.2019 from 16 hours
4	Bid proposal submission end date (Online)	21.10.2019 upto 15 hours
5	Date & time of opening of Technical Proposals (Online)	24.10.2019 from 11.00 hours
6	Date of uploading list for Technical Qualified Bidder (Online)	To be notified later
7	Date & Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation sheet of Tenderers
8	Date of uploading of list of bidders along with their rates through (Online), also if necessary for further negotiation through offline for final rate	To be notified later

**8.B LOCAL OF CRITICAL EVENT**

<b>Bid Opening place-</b>	<b>Old Malda Municipality, Old Malda, Malda.</b>
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A. **Earnest Money:** Net banking ( any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

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

**2.1 Requirement of Credentials:**

For **1<sup>st</sup> Call** of NleT: Intending tenderers should produce credentials at least 40% of quoted value in similar nature of completed work.

(ii) Intending tenderers should produce credentials of 2 (two) similar nature of work, each of the minimum value of 30% of the quoted amount put to tender during 5 (five) years prior to the date of issue of the tender notice( date should be reckoned from the awarded tendered notice ) or ( iii) 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 (i) 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 tenderer. 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.

**1.2 Other terms and condition of the credentials:**

1.2.2. Credential certificate in the form of completion certificate issued by the Executive Engineer or equivalent or competent authority of a State/ central Government, State/Central Government undertaking, Statutory/ Autonomous bodied 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 Payment 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 undertaking, Statutory/ Autonomous bodied constituted under the Central/ State statute. The Completion certificate should indicate the value of the work (equal to booked expenditure).

No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and Payment 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 undertaking, Statutory/ Autonomous bodied constituted under the Central/ State statute. The Completion certificate should indicate the value of the work (equal to booked expenditure).

B. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surrounding and obtained all information's that may necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting tender, before submitting offer with full satisfactory. The cost of visiting the site shall be at his own expense.

- C. The intending Bidders should 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 Chairman Old Malda Municipality reserves the right to reject any or all the application(s) for purchasing Bid Documents and/ or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of bidding.

**A.1. Online receipt and refund of EMD of e-procurement through State Government-procurement portal.**

**A. 1.1. Login by bidder:**

A. 1.2.A bidder desirous of taking part in a tender shall login to the e-procurement portal of the Govt. Of West Bengal <https://wbtenders.gov.in> using his login ID password He will select the tender to bid and initiate payment of pre-defined EMD for that tender by select from either of the flowing payments method.

A. 1.2.1. Net banking (any of the banks listed in the ICICI bank payment gateway) in case of payment through ICICI Bank

D. payment gateway.

E. **1.3. Payment procedure:**

A.1.3.1. Payment by Net Banking (any listed bank) through ICICI bank Payment Gateway:.

A. 1.3.1.1. On selection on net banking as the payment mode, the bidder will be directed to ICICI bank payment gateway web page (along with a string Containing a Unique ID) where he will select the bank through which he wants to do the transaction.

A. 1.3.1.2. Bidder will make the payment after entering his unique ID and password of the bank to process the Transaction.

A. 1.3.1.3. Bidder will receive a confirmation message regarding success/ failure of the transaction.

A. 1.3.1.4. If the transaction is successful, the amount paid by the bidder will get credited in there prospective pooling account of the State Government maintained with the Focal point branch of ICICI Bank at

1.3.1.5. If transaction is failure, the bidder will again try for payment by going bank to the first step.

**A. 1.3.3. Refund /Settlement Process:**

A. 1.3.3.1. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic Processing in the e-Procurement portal of the state Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful Bidders, to ICICI Bank by the e-procurement portal through web services.

A. 1.3.3.2. on receipt of the information from the e-procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the Technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.

A. 1.3.3.3. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the Technically qualified bidders other than that of the L1 bidders will refund, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.

A. 1.3.3.4. If the L1 bidder accepts and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working Days where T will mean the date on which information on award of contract(AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.

- A. 1.3.3.5. As soon as the L1 bidder is awarded the contract (AOC) and the same is process electronically in the e-Procurement portal. EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the polling account to the Old Malda Municipal deposit head through GRIPS along with the bank particulars of the L1 bidder.
- A. 1.3.3.6. The Bank will share the details of the GRN no.- generated on successful entry in GRIPS with the e-procurement portal for up-dation.
- A. 1.3.3.7. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Chairman Old Malda Municipality revenue receipt head through GRIPS
- A. 1.3.3.8. All refunds will be made mandatorily to the Bank A/c. From which the payment of EMD & Tender Fees (if any) were initiated.
- A. 1.3.4. Refund/Settlement Process:
  - A. 1.3.4.1. The ICICI Internet Banking will communicate to the State Government e- Procurement portal all details of the Transactions on daily basis.
  - A. 1.3.4.2. The Tender inviting Authority of the Government Offices will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
  - A. 1.3.4.3. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.

13. The intending tenderers are required to quote the rate **online** only. No offline tender will be entertained.

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

15. During the scrutiny, if it comes to the notice to the tender inviting authority that the credential(s) and/or any other paper(s) has/have been of any bidder found incorrect/manufactured/ fabricated, that bidder will not be allowed to participate in the tender and that application will be outright. The Executive Officer & Chairman, old Malda Municipality reserves the right to cancel the N.I.e.T. due to unavoidable circumstances and no claim in this respect will be entertained.

16. In case of any objection regarding prequalifying an Agency that should be lodged to the Chairman within 1 day from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.

17. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential(s) and/or other document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the document(s) submitted by the lowest tenderer is/are either manufactured or false, the work order will not be issued in favour of the said Tenderer.

18. If any discrepancy arises between two similar clauses on different notification(s), the clause as stated in later notification will supersede the former one in the following sequence:-

- i) K form
- ii) NleQ

19 With whom the acceptance of the tender's vests: Chairman, Old Malda Municipality, Old Malda, Malda.

20. Mode of Payment of bill:-Running bill as per site condition or 90 % will be release after completion of work in all respect. 10% payment of security deposit will be release after completion of liability period as per G.O No. 5784-PW/L&A/2M-175/2017 Dated 12.09.2017. Intending tenderers are required to submit online attested/self-attested photocopies of valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, VAT, Trade License from the respective Municipality, Panchayet etc. (in case of S & P Contractors only), [Non statutory documents]

Intending tenderers are required to submit online attested/self-attested photocopies of valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate 2018-19, PAN Card, GST, Trade License from the respective Municipality, Panchayet etc. [Non statutory documents]

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

If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

**All tenderers are requested to be present during opening of tenders positively. If considered necessary, instant online bid may be conducted immediately after opening of tenders to lower down rates and in no case his/their absence will stand against holding the same.**

In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and / or technically sanctioned estimate.

The intending tenderer is required to quote the rate in figures. Conditional / incomplete tender will not be entertained.

The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.

Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderer may consider these criteria quoting their rates.

If any tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting tender to Old Municipality for minimum period of 1(one) year.

Deduction of Tax shall be as below as per provision of Govt norms

i. Deduction of I.T& GST will be deducted as per Govt. norms

ii. Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01.11.2006 in purchasing with G.O. No. 599A/4M-28/06 dated 27.09.2006. Successful Tenderers will be required to obtain valid Registration Certificate & Labour 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.

Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by Government.

## **INSTRUCTION TO BIDDERS**

### **SECTION – A**

#### ***1. General guidance for e-Tendering***

Instructions/ 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 web portal of public works department). 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 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-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The contractor can search & download NleT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **4. 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.

#### **5. Submission of Tenders.**

General process of submission: Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other in 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 nonreadable formats).

#### **A. Technical proposal**

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



- i. **Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.**
- ii. Tender Municipal K Form & NleQ (Properly uploaded and digitally signed).
- iii. **Professional Tax (PT) deposit receipt challan for the financial year 2018-19, PAN Card, GST Registration Certificate.**
- iv. Registered Deed of partnership Firm
  - v. Trade License from the respective Municipality/Panchayet etc.
  - vi) Requisite Credential Certificate for completion of at least one similar nature of supply in any Govt. Department having a magnitude of at least 25 (Forty) percent of the quantity of the work put to tender on or after 01.06.2014 (in applicable cases)

Note: - Failure of submission of any of the above mentioned documents will render the tender liable to be rejected.

SI no.	Category Name	Sub Category Description	Details
A.	CERTIFICATE	CERTIFICATE	1. PAN CARD 2. P.TAX (Challan) (2018-19) 3. GST-Registration 4. Trade License 5. Electrical License
B.	Company Details	Company Details-I	1. Trade License from respective Municipality / Panchayet etc. 2. 'Certificate of Registration' from the respective Assistant Registrar of Co – operative Societies (for Regd. Unemployed Engineer's Co – Operative Society Limited). Registered Unemployed Engineers' Co-operative Societies have to submit photocopy of certificates of Diploma or Degree Engineers (60% of Board of members) and original to be shown in the office of the undersigned whose rate stand lowest.
C.	Credential (in applicable cases)	Credential	As Stated Above.
D.	Mode of Payment of bills		RA bill as per supply condition or final bill will be released after the completion of works in all respect. Security deposit will be released as per technical specification specified in NleT& as per GO no 5784-PW/L&A/2M-175/2017 Dated 12.09.2017.  The awarded bidder may deposit same amount as bank guarantee against security deposit as per Notification No. 52-CRC/2M-06/2014 dt.27.10.2014.
E	Name and address of implementing agency		Chairman, Old Malda Municipality

- i. Opening of Technical proposal: - Technical proposals will be opened by the Chairman, old Malda Municipality his authorized representative electronically from the website stated using their Digital Signature Certificate.
- ii. Intending tenderers may remain present if they so desire.

#### C. Financial proposal

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ including all taxes). The contractor is to quote the rate 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.

FORM -I

**PRE-QUALIFICATION APPLICATION**

**To**

The Chairman  
Old Malda Municipality  
Malda,

Ref: - Tender for \_\_\_\_\_

\_\_\_\_\_ (Name of work)

\_\_\_\_\_

\_\_\_\_\_

**NleT.No:**

Dear Sir,

Having examined the Statutory, Non statutory and NleT 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 and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.

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

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

1. Statutory Documents
2. Non Statutory Documents

Date: - **Signature of applicant including title**  
and capacity in which application is made.

Memo. No- 2049/12/NleT/OMM/2019-20

Dated:- 26/09/2019

Copy forwarded for information to-

1. The District Magistrate, Malda.
2. The SDO (Sadar), Malda.
3. The Superintending Engineer, Central Circle, Malda.
4. The Executive Engineer, Malda Division, M.E.Dte. Malda.
5. The I.C Malda Police Station, Old Malda Malda.
6. The Head Clerk, Old Malda Municipality.
7. The S.A.E Old Malda Municipality,
8. The Accountant, Old Malda Municipality.
9. The Municipal Web Site.
10. The Media Officer, Dept. of I & CA, Writer's Building, Kolkata- 1
11. Notice Board.
12. Respective File.

Sd/-  
Chairman  
Tender inviting Authority  
Old Malda Municipality