



OFFICE OF THE SUPERINTENDING ENGINEER
CIRCLE - II, R & B SECTOR, K.M.D.A.
UNNAYAN BHAVAN, BLOCK 'A', (7TH FLOOR)
BIDHAN NAGAR, KOLKATA – 700 091

No. 73/SE/C-II/R&B/KMDA/ W-28 (Part-VI) of 2023-2024; Date. -09/02/2024

"e" Tender NIT. No. 20/SE/C-II/R&B/KMDA/ W-28 (Part-VI) of 2023-2024; DATE: -09/02/2024

Superintending Engineer, Circle-II, R&B Sector, KMDA, Unnayan Bhavan, 'A' Block, 7th floor Saltlake, Kolkata-700 091 invites online bids of the said NIT from bonafide, reliable, experienced & resourceful firms / individuals contractors, joint ventures / consortium who have successfully completed works in Government / Govt. Undertaking / Autonomous Bodies / Semi-Govt. / Statutory Bodies/ Local Bodes having credentials of a similar nature of completed 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 the tender notice, or Intending tenderers should produce credentials of 2(two) similar nature of completed 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 the tender notice, or Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of **80%** or more.

<u>Sl. NO.</u>	<u>Name of the Work</u>	<u>Value of the work (Rs.)</u>	<u>Earnest Money (Rs.)</u>	<u>Time of Completion</u>
1.	Maintenance of carriageway and Cleaning of Drainage System of Road Stratch from Dhalai Bridge to Kamalgazi more under South Divn. , R&B Sector , KMDA for a period of 01 (One) Year.	Rs. 14,13,370/-	Rs. 28,267/-	365 (Three Hundred Sixty-Five) days

- Earnest Money deposit (EMD)** is to be remitted by the Tenderer in favour of **KMDA**. Payable at **KOLKATA**, as mentioned in the **column 4** above through Net- Banking/ RTGS/NEFT in respect of the Tender ID as per requirement of e-Procurement System of Government of West Bengal (<https://wbtenders.gov.in/>).
In addition, instruction by the Finance Department **MEMORANDUM**, vide no. - **3975-F(Y)**; **Dated, 28th July, 2016** to be followed for ready reference and guidance.
- Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- Bidders should quote the rate including all Gov. statutory Tax's and GST as applicable. The Tax invoice(s) need to be issued by the supplier for raising claim under the contract showing separately, the tax charged in accordance with the provisions of GST Act, 2017.
- Submission of Tender:** - a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.
- 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's that may be necessary for preparing the Bid and entering into



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a contract for the services as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

6. Successful bidder will have to install display board as instructed by Engineer-In-Charge and have to maintain that board at his own cost. No payment shall be made in this regard from KMDA.
7. **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 Tender accepting authority of Roads & Bridge Sector, KMDA reserves the right to accept or reject any offer 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.**
8. Conditional / Incomplete Tender will not be accepted under any circumstances.
9. The intending Tenderers are required to quote the rate online.
10. During scrutiny, if it comes to the notice of the Tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the Tender and that application will be rejected without any prejudice.
11. The Superintending Engineer (Circle-II), Roads & Bridge Sector, KMDA reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
12. Before issuance of the WORK ORDER, the Tender inviting authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification if it is found that the documents submitted by the lowest Tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

Tenders will be opened by the Superintending Engineer, Circle-II, R&B SECTOR, KMDA or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

13. Time Schedule for Downloading, Uploading and Opening of Tender Documents: -

13. Time Schedule for Downloading, Uploading and Opening of Tender Documents: -		
a)	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date:10/02/2024 Time: 11.30 hrs
b)	Documents download start date (Online)	Date:10/02/2024 Time: 11.30 hrs
c)	Documents download end date (Online)	Date:27/02/2024 Time: 14.30 hrs
d)	Seek Clarification Start Date & Time	N.A.
e)	Seek Clarification End Date & Time	N.A.
f)	Pre-bid Meeting Date & Time	N.A.
g)	Issue of Response (As per written queries submitted by the bidders within scheduled period)	N.A.
h)	Online Bid Submission Start Date & Time	Date:10/02/2024 Time: 11.30 hrs
i)	Online Bid Submission Last Date & Time	Date:27/02/2024 Time: 14.30 hrs
j)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	Date:29/02/2024 Time: 14.30 hrs
h)	Date for opening of Financial Proposal (Online)	To be notified later

14. Eligibility criteria for the bidders: -

- a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of **40%** of the estimated amount put to tender during last 5(five) years



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prior to the date of issue of the tender notice; or

- b) Intending tenderers should produce credentials of 2(two) similar of completed 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 the tender notice; or*
- 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;*
- d) Scanned copy of PAN card, P. Tax, Valid income tax (For Last 3 yrs), VAT clearance certificate, GST registration. Last 3 yrs audited balance sheet, Credentials, Work Order, Payment certificate, Bank Solvency Certificate in Current Financial Year and other supporting documents, Registration Certificate and/or trade license of the company must be submitted duly digitally signed at desired location in the website <https://wbtenders.gov.in>.*
- e) Scanned Copy of one original affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through on line at desired location.*
- f) Agencies against which departmental proceedings or legal actions are pending or have been identified by KMDA as having violated the terms of existing contract(s) shall be debarred from participating in this bid.*
- g) **Earnest Money:** - The tenderer shall have to upload scanned copy of requisite documents in support of submission of EMD through online, along with the tender document in prescribed manner failing which the tender shall be rejected. The balance earnest money if any to fulfill 2(two) percent of the tender value is to be deposited at the time of execution of formal agreement.*

15. A) List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online: -

- i. Income Tax Return (For last 3yrs)*
- ii. Audited Balance Sheet (For last 3yrs) average annual turnover for last three years should be in accordance to total project cost for this NIT.*
- iii. Pan Card.*
- iv. Professional Tax clearance certificate.*
- v. GST registration.*
- vi. Trade License.*
- vii. Technical Credential.*
- viii. Work Order for the work in technical credential.*
- ix. Payment certificate of the said work.*
- x. Bank Solvency Certificate to be issued **before six months** from the dated of e-NIT @ **10 %** (minimum) has been considered in Current Financial Year in conformity with the total project cost for this NIT.*
- xi. **Average annual Turn Over of last 3 (three) years, of the intending bidder, should be more than 40% of tender value.***
- xii. **Engineer's qualification Certificate.***
- xiii. B.O.Q of the similar nature of work.*
- xiv. Registration certificates and relevant papers of Employees Provident Fund & ESI.*



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16. **Language of Tender:** - The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.
17. **Others:** - The Tender Notice along with other documents like Tender Form No. -1 KMDA, Technical Specification, Special Terms and Conditions, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.
18. **Declaration:** - Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.

19. Additional Performance Security: -

1. To ensure the quality and proper execution of the work in public interest, the Additional Performance Security @10% of the tender amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender.
2. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank before issuance of work order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of LOI, his Earnest Money Deposit will be forfeited and other necessary action as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the contract period and shall be renewed accordingly, if required.
3. The Bank Guarantee shall be returned immediately on successful completion of the contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered / affected by provision of this Additional Performance Security.
4. A) Bank Guarantees are received from agencies executing works in KMDA. The Bank Guarantee are received by Tender Inviting Authorities in divisions and sectors. Often the BGs get expired or are not conterminous with the extended periods of work. Neither is there any centralized repository system for monitoring of Bank Guarantees. It has been decided to introduce a Digital Repository System, namely Bank Guarantee Repository System (BGRS) in KMDA. Henceforth all BGs received from agencies shall have to be entered by the Tender Inviting Authority in the BGRS after acceptance from the successful Agency.
The Sector must certify before presenting the bills for payment to DOF, That the Bank Guarantee Has been Entered in the BGRS Portal.
All the sectors and divisions must check from time to time in the BGRS portal the list of BGs which are on the verge of expiry and take appropriate steps accordingly.

5. **SECURITY DEPOSIT:** -

received "while issuing bank guarantees in favour of KMDA, the issuing applicants must have mentioned receiver's details as ICICI bank, IFSC: ICIC0006950, Branch: Salt Lake, Sec-I, in BG text at which SFMS IFIN760 message to be sent by the issuing bank to established the authenticity of the given BG."

This vide order no-440/KMDA/FA and Dated-13.12.2022 and takes effect from 01.01.2023.



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The Security Deposit will be 10% of the value of contract after 31.03.2023 and it will be deposited as per prevail previous order with according to the memorandum and also Security Deposit will be applicable as per guideline of relevant Government Order/Circular.

20. ADDITIONAL PERFORMANCE SECURITY IN PROJECT:

- a. *The Additional Performance Security in all the works under KMDA shall be obtained from the successful bidder, if the accepted bid value is more than 20% less than the estimated amount put to tender, from the successful bidder having own prime machineries for construction of road works as detailed in NIT. If the successful bidder not having ownership of any of the prime machineries as stated above, the Additional Performance Security shall be obtained from the successful bidder if the accepted bid value is more than 10% less than the estimated amount put to tender.*
- b. *The Additional Performance Security shall be equal to 10% of the tendered amount. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank **as per enclosed format (Annexure-I) before issuance of 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.*
- c. *The said Bank Guarantee shall be valid up to the end of successful completion of the work under the stated contract plus claim period of Six months and shall be renewed accordingly, if required. The said Bank Guarantee shall be returned immediately after successful completion of the work under the stated contract plus claim period of Six months.*
- d. *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.*
- e. *Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract will in no way affected / altered by this Additional Performance Guarantee Even if the accepted bid value is just 20% less than the estimated amount put to tender then as per G.O. No-4608-F(Y) dated 18/07/2018 of Finance Deptt. Additional Performance Security to the tune of 10% of the tendered amount shall have to be submitted.*

21. DEFECT LIABILITY PERIOD: -

- *Defect Liability Period of the work will remain force up to 05 (Five) years from the date of successful completion of the work to the entire satisfaction of Engineer-in-Charge. If any defect/ damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Engineer-in-charge may cause the same to be made good by other agency and deduct the expense (of which the certificate the Engineer-in-charge shall be final) from any sums that may be then, or at any time thereafter become due to contract or from his security deposit, or the proceeds of the sale thereof, or of sufficient portion thereof. Refund of Security Deposit will only be made as per terms and condition of the tender.*
- *(a) For work with three months Defect Liability Period:*
- *(i) Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.*
- *(b) For work with one year Defect Liability Period:*
- *(i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.*
- *(c) For work with three years Defect Liability Period:*



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- i) 30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;
- ii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;
- (d) For work with five years Defect Liability Period:
 - i) No security deposit shall be refunded to the contractor for 1st 3 years from the actual date of completion of the work;
 - ii) 30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work;
 - iii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work;
- **Explanation :**
 - The word 'work' means and includes road work, bridge work, building work sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of this contract. For
 - (i) The work of patch repair or patch maintenance in nature or a combination thereof, the Defect Liability Period of the work shall be three months from the actual date of completion of the work.
 - (ii) Thorough Bituminous Surfacing work with bituminous thickness less than 40 mm, Repair & Rehabilitation of any road / bridge / culvert / building / Sanitary & Plumbing work, the Defect Liability Period of the work shall be one year from the actual date of completion of the work;
 - (iii) Extension of building / bridge / culvert, Construction of new flexible pavement up to bituminous level which has been designed for a period of 3 years or more, Widening and strengthening of flexible pavement designed for a period of 3 years or more, Improvement of riding quality / Strengthening of flexible pavement designed for a period of 3 years or more; Providing only mastic asphalt layer over existing bituminous surface without providing bituminous profile corrective course / bituminous base course, the Defect Liability Period of the work shall be three years from the actual date of completion of the work;
 - (iv) Construction of new building / new bridge / new culvert, Reconstruction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work;
 - All materials required for execution of the work (as per BOQ) shall be supplied by the contractor at their own cost including Bitumen (All grade), Cement and Steel everything complete.
- For (a) Procurement of goods and services and (b) Works related contract involving supply of goods and services by contractor. Tax Invoice (S) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provision of GST Act 2017.
- There shall be no provision of Arbitration.
- No Adjustment of Price OR Price Escalation of any kind will be allowed.
- No Price preference will be allowed for the Work under this NIT.
- No mobilization advance and secured advance will be allowed.
- The Superintending Engineer, Circle-II, R&B, KMDA reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained. At any stage of bidding



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or even after award of contract if any inadvertent typographical mistake is found in the BOQ or any other tender document, the same will be so corrected as to conform to the prevailing relevant Schedule of Rate and/ or Technically Sanctioned Estimate or any other document as the case may be.

- *Contractors are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload the same digitally signed along with the NIT Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.*
- **Site inspection before submission of tender: -**
- **Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties like to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these accounts afterwards. In this connection intending tenderers may contact the office of the superintending Engineer, concerned with the work between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.**
- *All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs.*
- *All the uploaded documents should be organized in proper order in the respective folders assigning names to the individual documents, failing which your tender may liable to be cancelled.*

22. Payment: -

- *The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.*
- *The acceptance of the tender including the right to distribute the work between two or amongst more than two bidders will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.*
- *Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.*
- *Bids shall remain valid for a period of **180 days (One Hundred Eighty 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 without assigning any reason thereof as per **Vide Order No: 1491-UDMA-11014(99)/15/2023, DATED:03.04.2023.***
- *All materials required for the proposed scheme including bitumen (all grade), bitumen emulsion, cement & steel shall be of specified grade & approved brand in conformity with relevant code of practice (latest revision) & manufacture accordingly and shall be procured & supplied by the agency at their own cost including all taxes. In the event of further testing opted by the Engineer-in-Charge, then such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.*
- **CONDITIONAL and INCOMPLETE TENDER** will not be accepted under any circumstances.



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- *The Superintending Engineer, Circle-II, KMDA reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.*
 - *During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found 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.*
 - *List of “Technically Qualified Bidders” will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, Bidders are requested to view the*
 - *tender status on a regular basis. In case if there be any objection regarding Pre-qualification/ list of “Technically Qualified Bidders”, that objection should be lodged to the Chairman, Tender/Bid Evaluation Committee within 24 hours from the date and time of publication of list of qualified Agencies and beyond that time schedule no objection will be entertained by the Tender/Bid Evaluation Committee.*
 - *Before issuance of the LOI, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, LOI will not be issued in favour of the tenderer under any circumstances.*
 - ❖ **Others:** - *The Tender Notice along with other documents like Tender Form No. - 1 KMDA, Technical Specification, Special Terms and Conditions, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender. The agency must go through carefully the Special Terms and Conditions uploaded by the department before quoting his rate.*
 - *All the documents uploaded by the Tender Inviting Authority forms an integral part of the tender contract/agreement. Contractors/bidders are required to upload the entire set of tender documents along with other related documents as asked for in the e-tender through the above website(s) within the stipulated date and time as given in the e-NIT. Tenders are to be submitted in two folders at a time for each work, one being the ‘Technical Bid’ and the other ‘Financial Bid’. The contractor/ bidder shall carefully go through all the documents and prepare to upload the scanned documents in Portable Document Format (PDF) in the designated link in the web portal as their 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 again in the designated link in the portal as their Financial Bid. Documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Contractors/bidders should especially take note of all the addenda and corrigenda related to the e-tender and upload all of these documents also as a part of their tender document.*
 - *The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.*
23. a. *KMDA reserves the right to,*
1. *accept any Bid;*
 2. *reject any Bid;*
 3. *annul the bidding process and reject all Bids;*
 4. *annul the bidding process and commence a new process; and*
 5. *waive irregularities, minor informalities, or minor non-conformities which do not constitute material deviations in the submitted Bids from the Bidding Documents, at any time prior to the award of*



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the Contract without incurring any liability to the affected Bidder or Bidders and without any obligation to inform the affected Bidder or Bidders of the grounds for KMDA's actions.

b. Nothing in ITB is intended to permit KMDA to refuse to provide reasons for rejection to an unsuccessful Bidder.

24. For detail information please visit <https://wbtenders.gov.in> The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

25. SUSPENSION & DEBARMENT OF CONTRACTOR

The detailed procedure for taking penal measures of suspension and debarment of suppliers, contractors and consultants delineated in memorandum no. 547-W(C)/1M-387/15 Dated 16.11.2015 and it's subsequent amendment notified vide memorandum no. 724-W(C)/1M-953/19 Dated 19.12.2019 of Works Branch, PWD, GoWB shall be followed for debarment & suspension of bidders & agencies selected for executing public works for their false declaration or forgery or falsification of records submitted or failure to execute committed contract or for their failure to perform contractual obligations and thereby resulting delay for execution of public works or execution of faulty works.

26. All the disputes arising from the provisions of the said agreement come under the jurisdiction of Calcutta High Court or any other Competent court as the case may be as per vide order no 214(Law)/UDMA-15011(99)/107/2023-LS-ud dated 10th March, 2023.

For detail information please visit <https://wbtenders.gov.in> & www.kmdaonline.org.

No: 73/SE/C-II/R&B/KMDA/W-28 (Part-VI) of 2023-2024

Date: 09/02/2024

Copy forwarded to the Deputy Director, P.R. Department, KMDA- enclosed please 5(Five) copies of this NIT He is requested to kindly circulate the NIT as per prevailing norms of KMDA

**Superintending Engineer,
Circle -II, R&B Sector, KMDA**

No: 73/1(11)/SE/C-II/R&B/KMDA/ W-28 (Part-VI) of 2023-2024

Date:09/02/2024

Copy forwarded with the request to kindly display the NIT in the Notice Board for wide circulation to:

1. The Chief Executive Officer, KMDA
2. The Chief Engineer, R&B Sector, KMDA
3. The Director of Finance, KMDA
- 4-7. The Superintending Engineer Circle-I / III / V/Programme, R&B, KMDA
8. The Executive Engineer / South/ R&B Sector, KMDA
9. A.C.F.A., R&B Sector, KMDA.
10. Assistant Engineer, Circle-II/ R&B Sector / KMDA
11. Notice Board, R&B Sector/ KMDA

**Superintending Engineer,
Circle-II, R&B Sector, KMDA**



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INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of 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://wbtenders.gov.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 Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- 4. Submission of Tenders: -**
 - a) 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 is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
 - b) Technical Bid:** - Technical Bid contain scanned copies of the followings further in two cover (folder).

A-1. Statutory Cover Containing.

- i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT (download & upload the same digitally signed).
- iii) Declaration as per prescribed format.

N.B: Bidder must download KMDA Tender Form No-1, General Terms and Condition, Special Terms & Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web under the NIT and must go through carefully before quoting his rate. These documents are necessarily being uploaded by the bidder.

A-2. Non-Statutory/Technical documents Cover containing.

- i. Income Tax Return (For last 3yrs)
- ii. Audited Balance Sheet (For last 3yrs) average annual turnover for last three years should be in accordance to total project cost for this NIT.
- iii. Pan Card.
- iv. Professional Tax clearance certificate.
- v. Vat clearance certificate
- vi. GST registration.
- vii. Trade License.
- viii. Technical Credential.
- ix. Work Order for the work in technical credential.
- x. Payment certificate of the said work.



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- x. Bank Solvency Certificate in Current Financial Year in conformity with the total project cost for this NIT.
- xii. Engineer's qualification Certificate.
- xiii. B.O.Q of the similar nature or any steel structural work.
- xiv. Registration certificates and relevant papers of Employees Provident Fund & ESI.

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card. ii) Professional Tax clearance certificate. iii) Vat clearance certificate. iv) Acknowledgement of IT return (For last 3 hrs.) v) GST registration.
B.	Company Details	Company Details-1	i) Trade License ii) Partnership Deed, iii) Society Registration, Power of Attorney, iv) MoA/MoU etc. as applicable.
C.	Financial Info	Financial Info-1	i) Audited Balance Sheet (For last 3 yrs.).
D.	Credential	Credential-1	i) Credential, Work Order, Payment certificate, Bank Solvency Certificate. Engineers Certificate Etc.

Note: Failure of submission of any of the above mentioned documents (as stated in A-1 & A-2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

5. THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED 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.

c) Financial Bid: -

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line 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 Bid:

- i) Technical bid will be opened by the Superintending Engineer, Circle-II, R&B SECTOR, KMDA Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non-Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non-statutory documents the tender will summarily be rejected.



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- ii) *Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.*
- iii) *List of technically qualified tenderers would be uploaded.*

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 they are not produced within the stipulated time frame, their bid will liable for rejection.

Opening and evaluation of Financial Bid:

- i) *Financial bid of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.*

7. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited.

**Superintending Engineer,
Circle -II, R&B Sector, KMDA.**