Chairman, Barasat Municipality invites online bids in four parts from bonafide, reliable, experienced &resourceful firms / individuals contractors, joint ventures / consortium who have successfully completed works in Government/Govt. Undertaking / Autonomous Bodies / Statutory Bodies/Local Bodies having credentials of 1 (One) 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 1 (One) Single Running Work of similar nature which has been completed to the extent of 80% or more.

Table-1 :- List of works

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Work</th>
<th>Estimated value put to tender (Rs.)</th>
<th>Earnest Money (Rs.) [Online through e-Procurement System of Govt. of W.B]</th>
<th>Time of Completion</th>
<th>Defect Liability Period</th>
<th>FUND</th>
<th>PLACE OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction of R.C.C. boundary wall with sheet for view cutting of municipal dumping ground at Kuberpur mouza, North 24 pgs.</td>
<td>4016038.00</td>
<td>80321.00</td>
<td>60 days</td>
<td>5 years</td>
<td>15 th FC.tied grant (solid-waste Management)</td>
<td>Kuberpur mouza, North 24 pgs.</td>
</tr>
</tbody>
</table>
1. Intending bidders may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate.

2. Earnest Money deposit (EMD) is to be remitted by the Tenderer in favour of BARASAT MUNICIPALITY. Payable at BARASAT, 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.

3. 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.

4. 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.

5. The intending 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 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. 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 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.

7. Conditional / Incomplete Tender will not be accepted under any circumstances.

8. The intending Tenderers are required to quote the rate online.

9. 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.

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

11. 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 Barasat Municipality.

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.
Table-2 : - Time Schedule for Downloading, Uploading and Opening of Tender Documents:-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Date of uploading of NEET and Tender Documents online (Publishing Date)</td>
<td>29/04/2023</td>
</tr>
<tr>
<td>ii)</td>
<td>Documents download start date (Online)</td>
<td>30/04/2023 10.00 Hrs.</td>
</tr>
<tr>
<td>iii)</td>
<td>Date of Pre-bid Meeting with the intending Contractors at Municipality office</td>
<td>04/05/2023 14.00 Hrs.</td>
</tr>
<tr>
<td>iv)</td>
<td>Tender submission starting date (Online)</td>
<td>30/04/2023 at 11.00 Hrs.</td>
</tr>
<tr>
<td>v)</td>
<td>Tender Submission closing (Online)</td>
<td>16/05/2023 at 17.00 Hrs.</td>
</tr>
<tr>
<td>vi)</td>
<td><strong>Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer) (Online)</strong></td>
<td>18/05/2023 at 17.00 Hrs.</td>
</tr>
<tr>
<td>vii)</td>
<td>Date of uploading list for Technically Qualified Contractor (online)</td>
<td>To be notified later</td>
</tr>
<tr>
<td>viii)</td>
<td>Date and time for opening of Financial Proposal (Online)</td>
<td>To be notified later</td>
</tr>
<tr>
<td>ix)</td>
<td>Date of uploading of list of qualified Contractor along with the offered rates (online)</td>
<td>To be notified later.</td>
</tr>
<tr>
<td>x)</td>
<td>If necessary for further negotiation through offline for final rate.</td>
<td>To be notified later.</td>
</tr>
</tbody>
</table>

Tenders will be opened by the Chairman, Barasat Municipality or his authorized representative in presence of tenderers or their authorized representatives who may like to be present.

5. Eligibility criteria for the bidders :-

A) (i) Having experience and technical acumen in Executing, Construction & Completion of similar nature of work
   (a) With a work value not below 40% of the estimated amount put to tender in a single contract during last 5(five) financial years
   OR
   (b) Two similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last 5(five) financial years
   OR
   (c) 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 above.

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action or debarment has been initiated against the executing agency, i.e. the tenderer.
All above credentials should be from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. 
(copies of Completion certificate, work order, price schedule & payment certificate issued by the competent authority shall have to be furnished) 
All documents in original are to be produced in due course of time as & when asked by the Tender Inviting Authority.

B) Scanned copy of PAN card, valid P. Tax clearance Certificate, Valid income tax (For Last 3 yrs), GST clearance certificate, Last 3 yrs audited balance sheet, Credentials, Work Orders, Payment certificates, 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.

C) Scanned Copy of one 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 online at desired location.

d) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm. Partnership Firm/Consortium should submit necessary deed at desired location through online.

e) Particulars regarding Joint Ventures/Consortium.
   i. Each of the other partners shall meet individually not less than 25% of the qualifying criteria mentioned above under any Govt./Semi-Govt organization/Autonomous body as principal employer within last 5 (Five) years.
   ii. The lead partner shall have to apply for tender on behalf of Joint Ventures/Consortium along with MoA/MoU.
   iii. In case of any litigation or in the event of any default arises during the execution/contract period of the agreement, the lead partner will remain fully responsible.
   iv. The successful Joint Ventures/Consortium will have to submit GST Registration, Pan Card, Trade License immediately after issuance of LOI.

Tender documents:- A full set of Tender documents consists of 2 Parts. These are-

PART I:- Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.

PART II:-- Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)

Earnest Money:- The Earnest Money (2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor through net banking or NEFT or RTGS (ICICI payment Gateway) in respect of tender ID. Every such transfer shall be done on or after the date of published of e-NIT. Any tender without such on line payment of E.M. (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document. 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 agreements.
6. a) List of common documents shall have to be uploaded by each tendered at the time of submission of Tender through online:-
   i. Income Tax Return (For last 3yrs).
   ii. Audited Balance Sheet (For last 3yrs).
   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 the dated of e-NIT @ 50 % (minimum) has been considered in Current Financial Year in conformity with the total project cost for this NIT.
   xi. B.O.Q of the similar nature of work.
   xii. Valid Registration certificates and relevant papers of Employees Provident Fund & ESI.
   xiii. Average annual Turn Over of last 3 (three) years, of the intending bidder, should be more than 40% of tender value with the individual/ Cumulative Total Project Cost applied for this NIT. For multiple applications TIA will consider up to the exhaustion limit starting from the first response.

b) List of documents shall have to be uploaded by a Partnership Firm in addition to Sl. No. 6.a)
   i) The power of Attorney for the firm for signing the tender by a partner.
   ii) Partnership Deed.

c) List of documents shall have to be uploaded by a Partnership Firm in addition to Sl. No. 6.a)
   i) Valid N.O.C. from concern ARCS.

d) List of documents shall have to be uploaded by a Joint Venture/Consortium in addition to Sl. No. 6.a)
   i) copy of MoA/MoU on a stamp paper of Rs.100.00 outlining the joint interest to work on the project and specifying the other terms of agreement.

7. 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.

8. Others :- The Tender Notice along with other documents like Tender Form, 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.

9. Declaration:- Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.

The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

For detail information please visit https://wbtenders.gov.in.
Other terms and condition of the credentials :-

i) Payment certificate will not be treated as credential.

ii) Completion Certificate issued by the Executive Engineer or equivalent competent authority of a State/Central Govt., State/Central Govt. undertakings, Statutory/Autonomous bodies constituted under the Central/State Statute on the executed value of completed/running works will be considered as Credential.

iii) No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure).

N.B. Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

a) Scanned copy of PAN card, P. Tax, Valid income tax (For Last 3 yrs), GST registration. Last 3 yrs audited balance sheet, Credentials, BOQ's of the respective 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.

b) Scanned Copy of one original affidavit before Notary will have to be submitted as per prescribed format, attached in the tender documents, 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 online at desired location. Agencies against which departmental proceedings or legal actions are pending or have been identified by Barasat Municipality as having violated the terms of existing contract(s) shall be debarred from participating in this bid.

10. The cost of Tender documents as specified in Table-1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender.

11. Security Deposit: - Security Deposit (as per prevailing norms) will be deducted from gross bill value of each and every running bill and from final bill without any upper ceiling limit. Deposited EMD will be adjusted as part of Security Deposit. Refund of security Deposit will only be made after completion of works as well as Defect Liability Period without any kind of defect/damage of the property. All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills time to time. Additional Security Deposit will be deducted from each and every running bill as per prevailing govt. norms. The Total amount of Security Deposit (Initial 2% EM + additional Security) will be refunded without any interest only as mentioned below, As per Defect Liability period against each individual work mentioned in the table above.
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 year Defect Liability Period:
   i) 30% of the security deposit shall be refunded to the contractor on expiry of two year 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 year from the actual date of completion of the work.

d) For work with five year Defect Liability Period:
   i) No security deposit shall be refunded to the contractor for 1st three 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.
   iv) The Balance 70% of the security deposit shall be refunded to the contractor on expiry of five year from the actual date of completion of the work.

12. Additional Performance Security:
    
    a) 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 in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work. If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoA or the time period as approved by the Tender Inviting Authority, his Earnest Money 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.

    b) The Additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank before issuance of work order.

    c) The Bank Guarantee shall be returned immediately on successful completion of the contract.

    d) 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.

13. Mismatch in Name: All documents uploaded by the Bidder, in support of his eligibility/credential for Pre-qualification to participate in this Tender should be same and identical & with Digital signature certificate (DSC). Minor mismatch like "M/S", "Kr/Kumar","Co-Op/Co-Operative" etc.
has to be legalized /authenticated by the Bidder by uploading of proper Affidavit (duly Notarized) in this regard.

14. Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by the Barasat Municipality during the last 5 (five) years prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).

15. 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.

16. There shall be no provision of Arbitration.

17. No Adjustment of Price or Price Escalation of any kind will be allowed.

18. No mobilization advance and secured advance will be allowed.

19. **Addenda/Corrigenda:** During the tenure of the tender if any addenda/corrigenda take place that will be circulated only through the Government e-Procurement system. 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.

20. 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.

21. The work to be executed with necessary arrangements for safety, machineries, temporary Barricading, labour hutments, electricity and other miscellaneous items at contractors own cost.

22. **Bid Validity:** - A Tender submitted / Bids shall remain valid for a period of 120 calendar days (One Hundred Twenty) from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.

23. A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited forthwith without assigning any reason thereof and even a legal action may be taken by TIA.

24. The TIA will accept the tender. He/She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.

25. 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.

26. 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.

27. 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 manufactured or false, in that case, LOI will not be issued in favour of the tenderer under any circumstances.

The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

For detail information please visits https://wbtenders.gov.in

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

c) **Addenda/Corrigenda:** if published.

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

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

d) **Technical Bid:** - Technical Bid contain scanned copies of the followings further in two covers (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 Tender, General Terms and Condition, Special Terms & Conditions, Bill of quantity(BOQ)/Specific price schedule, Tender drawing, 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 be uploaded by the bidder.

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.

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

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.

e) 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:

a) Opening of Technical Bid:

   i) Technical bid will be opened by the Tender inviting authority. Intending tenderers 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.
   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.
b) 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. If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the Barasat Municipality for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Barasat Municipality may take appropriate legal action against such defaulting tenderer.

NOTE: (i) All the bidders are strictly directed to submit all the relevant documents as per NLeT and no other documents will be entertained and will be treated as strongly objectionable.

(ii) Payment will be made as per availability of Fund from concerned department for the specific works only.

Chairman
Barasat Municipality

Chairman
Barasat Municipality

[Stamp]
APPLICATION FORM FOR TENDER

To
The Chairman,
Barasat Municipality,
Barasat, Kolkata – 700124.

NIT No: - ...............................................................
Serial No of Work applied for: -..............
Amount put to tender: ` ..............................................

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this ______ day of __________________ 20________

Full name of applicant: ______________________________________________________________

Signature: ______________________________________________________________

In the capacity of: ______________________________________________________________
Duly authorized to sign bids

For & on behalf of (Name of Firm): _____________________________________________________________
(In block capitals or typed)

Office address:
Telephone no(s) (office): ______________________________

Mobile No: ______________________________
Fax No: __________________________________
E mail ID: ______________________________
Memo No.: 38(BM/WD-05/NiTeT-2/2023-24) Dated, Barasat, the 28th April 2023

Copy forwarded for necessary information to the:

1. CEO, KMDA, Block-A, 3rd Floor, Unnayan Bhawan, Salt Lake, Kolkata-700091,
2. Director, SUDA, Ilgus Bhavan, HC Block, Sector-III, Salt Lake City, Kolkata-106,
3. Addl. Secretary, UD & MA department, Additional Director SUDA, Govt. of West Bengal, Ilgus Bhawan, HC Block, Sector-III, Kolkata-700106,
4. District Magistrate, North 24 Parganas, Barasat,
5. Subdivisional Officer, Barasat, North 24 parganas,
6. EE(C) KMDA, R&B Sector In-Charge, Head quarter, Barasat Municipality,
7. Executive Engineer, 24 Parganas Division, M.E.Dte. 7 K.Bose Road, Barasat,
8. District Planning Section (DPLO)-North 24 parganas,
9. All C.I.C Barasat Municipality,
10. Savapati, Barasat, Block-I, Panchayet Samity, Chatta, Jagulia, North 24 pgs,
11. Block Development Officer, Barasat Block-I, Chatta Jagulia, North 24 Pgs,
12. Executive Officer, Barasat Municipality,
13. Finance Officer, Barasat Municipality,
14. Pradhan, Kadambagachi Gram Panchayet, Taki Road, Ps-Duttapukur, North 24 pgs,
15. Nodal Person, SBM, Barasat Municipality,
16. Assistant Engineer, Barasat Municipality,
17. Members of Tender Committee, Barasat Municipality,
18. Office Superintendent, Barasat Municipality,
19. Head Clerk, Barasat Municipality,
20. Accountant, Barasat Municipality,
21. Cashier, Barasat Municipality,
22. Receive & Dispatch section, Barasat Municipality,
23. Office Notice Board, Barasat Municipality,
24. Municipal Website: www.barasatmunicipality.org,
25. O C. I.T. Deptt, Barasat Municipality,

Chairman
Barasat Municipality
## ESTIMATE

Name of scheme: Construction of R.C.C boundary wall with sheet for view cutting of municipal dumping ground at Kuberpur mouza, North 24 pgs.

### Scheme No: 01  
Fund: [Signature]

Amount Put to Tender: Rs. 4016038.00

Sub-head: Boundary wall

Specification as per P.W.D. (Bldgs.) schedule (vol-I), 1st Nov, 2017 & 10th corri. Wef. 22.01.20.

Specification as per P.W.ROADS SCHEDULE (vol-III) w.e.f 30.08.18 & 9th corri. 1.11.2019

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of work</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate in Rs.</th>
<th>Amount in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supplying Eucalyptus bullah piles at work site, including dressing and making one end pointed. (iv) 175 mm diameter P-334, I-18.18(iv) P.W Roads sch.</td>
<td>487.50</td>
<td>m</td>
<td>267.00</td>
<td>130162.50</td>
</tr>
<tr>
<td>2</td>
<td>Labour for driving Sal bullah / Eucalyptus bullah piles by monkey in sorts of soil including hoisting and placing piles in position, protecting the pile head with iron ring and cutting and shaping heads before and after driving and including hire and labour for necessary driving appliances and all tackles. (iv) 175 mm diameter. P-334, I-18.17(iv) P.W Roads sch.</td>
<td>487.50</td>
<td>m</td>
<td>112.00</td>
<td>54600.00</td>
</tr>
<tr>
<td>3</td>
<td>Filling in foundation or plinth by silver sand in layers not exceeding 150 mm as directed and consolidating the same by thorough saturation with water, ramming complete including the cost of supply of sand. (payment to be made on measurement of finished quantity). B) Do by fine sand. P-2, I-4(6th corri).</td>
<td>21.938</td>
<td>%cum</td>
<td>131714.00</td>
<td>28895.42</td>
</tr>
<tr>
<td>4</td>
<td>Single Brick Flat Soling of picked jhama bricks including ramming and dressing bed to proper level and filling joints with local sand. P-14, I-1.</td>
<td>219.375</td>
<td>Sqm</td>
<td>361.00</td>
<td>79194.38</td>
</tr>
<tr>
<td>5</td>
<td>Hire and labour charges for shuttering with centering and necessary staging upto 4 m. Using approved stout props and thick hard wood planks of approved thickness with required bracing for concrete slabs, beams, columns, lintels curved or straight including fitting, fixing and striking out after completion of works. At ground floor. (a) 25 mm. to 30 mm. thick wooden shuttering as per decision &amp; direction of Engineer-in-charge</td>
<td>633.75</td>
<td>Sqm</td>
<td>335.00</td>
<td>212306.25</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Rate</td>
<td>Quantity</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
<td>-------</td>
<td>----------</td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>Reinforcement for reinforced concrete work in all sorts of structures including distribution bars, stirrups, binders, etc., including supply of rods, initial straightening, and removal of loose rust (if necessary) cutting to requisite with 16 gauge black annealed wire at every intersection, complete as per drawing and direction, bending to correct shape, placing in proper position and binding with 16 gauge black annealed wire at every intersection complete as per drawing and direction. a) for works in foundation, basement and up to roof of ground floor up to 4m b) Tor steel (other than TATA/SAIL/RINL/Non Specified)</td>
<td>243.75</td>
<td>Sqm</td>
<td>209.00</td>
<td>50943.75</td>
</tr>
<tr>
<td>7</td>
<td>Ordinary Cement Concrete (mix 1:1.5:3) with graded stone chips (20mm nominal size) excluding shuttering and reinforcement. As per IS 456-2000. (a) pakur / chandi variety</td>
<td>14.0632</td>
<td>MT</td>
<td>53303.82</td>
<td>749622.28</td>
</tr>
<tr>
<td>8</td>
<td>M.S. structural works in columns, beams, etc., with simple rolled structural members (e.g., joists, angle, channel sections conforming to IS: 226, IS: 808 &amp; SP (6) 1964 connected to one another with bracket, gussets, cleats as per design, direction of Engineer incharge complete including cutting to requisite shape and length, fabrication with necessary bolting, metal arc welding conforming to IS: 816-1969 &amp; IS: 1995 using electrodes of approved make and brand conforming to IS:814-2004, haulage, hoisting and erection all complete. The rate includes the cost of rolled steel section, consumables such as electrodes, gas and hire charge of all tools and plants and labour required for the work including all incidental charges such as electricity charges, labour insurance charges etc.</td>
<td>149.297</td>
<td>Cum</td>
<td>5765.77</td>
<td>860812.16</td>
</tr>
</tbody>
</table>
Payment to be made on the basis of calculated weight of structural members only in finished work as per IS specified weight. Payment for gusset, bracket, cleat, rivets, bolts and nuts may be made by adding the actual weight of such items with the weight of finished structural members or 7% of weight for finished structural members weighing not less than 22.5 Kg./m. or 15% of weight for finished structural members weighing less than 22.5 Kg./m. may be increased allow for bracket, cleat, rivet, bolts and nuts etc. and no separate payment being made for these items, as per direction of Engineer In Charge. The rates are considered for a height of erection 8m./ 2nd floor level from the ground. Add 1.5% extra over the rate for each additional floor or 4m. beyond initial 8m. or part thereof.

D) For structural members of specified sections weighing less than 22.5 Kg./m.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Rate</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Supplying, fitting &amp; fixing Zn-Al alloy (55% Al &amp; 45% Zn) coating of 150 grams per sq. metre (followed by colour coated on both side) steel sheet work having minimum yield strength of 550 Mpa of trapezoidal profile of approved make (excluding the supporting frame work) fitted and fixed with 55 mm &amp; 25 mm self tapping screw, EPDM Washer 16 mm dia &amp; 3 mm th. washer etc. complete with 150 mm end lap and one corrugation minimum side lap. (Payment to be made on area of finished work).</td>
<td>11.3997 MT</td>
<td>72603.00</td>
<td>827652.42</td>
</tr>
<tr>
<td>10</td>
<td>Drilling holes of requisite diameter in R.S. joists channels, tees Plates etc</td>
<td>365.625 Sqm</td>
<td>787.00</td>
<td>287746.88</td>
</tr>
<tr>
<td></td>
<td>(a) Dia. Upto 12mm and depth upto 10 mm.</td>
<td>78.00 kg</td>
<td>103.00</td>
<td>8034.00</td>
</tr>
<tr>
<td></td>
<td>(ii) Extra for drilling beyond depth of 10mm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P-102, I-4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplying, fitting, fixing bolts with nuts, washer</td>
<td>3900.00 cm run</td>
<td>9.00</td>
<td>35100.00</td>
</tr>
<tr>
<td></td>
<td>(b) Length above 75 mm and upto 150 mm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P-103, I-7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Welding in M.S. structural work with gas or electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Continuous weld</td>
<td>341.25 Sqm</td>
<td>29.00</td>
<td>9896.25</td>
</tr>
<tr>
<td>13</td>
<td>(a) Priming one coat on steel or other metal surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc. P-200 Item No.1(a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>(A) Painting with best quality synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the surface if necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
With other than hi gloss of approved quality
(g) Two coats (with any shade except white)
P-200 Item No.2.

<table>
<thead>
<tr>
<th>SL.NO</th>
<th>DESCRIPTION</th>
<th>AMOUNT(RS.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COST OF BUILDING WORKS</td>
<td>X 3369725.03</td>
</tr>
<tr>
<td>2</td>
<td>COST OF SANITARY WORKS</td>
<td>Y 0.00</td>
</tr>
<tr>
<td>3</td>
<td>COST OF ANCILLARY WORKS, IF ANY</td>
<td>Z 0.00</td>
</tr>
<tr>
<td>4</td>
<td>SUB-TOTAL COST (1+2+3)</td>
<td>A=3369725.03</td>
</tr>
<tr>
<td>5</td>
<td>GST (18% ON SL.NO.4)</td>
<td>B 606550.51</td>
</tr>
<tr>
<td>6</td>
<td>COST OF CIVIL WORKS EXCLUDING LABOUR WELFARE CESS (4+5)</td>
<td>C=A+B 3976275.54</td>
</tr>
<tr>
<td>7</td>
<td>LABOUR WELFARE CESS @1% ON SL.NO.06</td>
<td>D 39762.76</td>
</tr>
<tr>
<td>8</td>
<td>COST OF CIVIL WORKS INCLUDING LABOUR WELFARE CESS (6+7)</td>
<td>E=C=D 4016038.29</td>
</tr>
<tr>
<td>9</td>
<td>CONTINGENCY CHARGE @3% IS TO BE CONSIDERED ON SL.NO.06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Rs.</td>
<td>4016038.29</td>
</tr>
<tr>
<td></td>
<td>Say Rs.</td>
<td>4016038.00</td>
</tr>
</tbody>
</table>

Rupees forty lakh sixteen thousand thirty eight only.

Sub-Assistant Engineer
Barasat Municipality

Chairman
Barasat Municipality
SPECIAL TERMS & CONDITIONS

1.1 GENERAL

All works are to be carried out in accordance with Special Terms and Special Specifications as mentioned herein after.

1.1.1 In addition to the above General specifications of the Schedule of Rates of P.W.D. (BUILDING) Govt. of West Bengal 2018 together with addenda and corrigenda thereto up to of Tender Notice for the work concerned, (briefly referred to as the “Schedule”) shall be applicable for works not covered by above. Any change on any subsequent dates will have no effect so far as this tender is concerned.

1.1.2 In addition to the above General specifications of the Schedule of Rates of Presidency Circle – I, P.W.D. Govt. of West Bengal (briefly referred to as the “P.C. Schedule” and as defined below) shall be applicable.

The “P.C. Schedule” referred to above shall comprise the following two schedules (Taken together) of Presidency Circle – I, P.W.D. Govt. of West Bengal for the year 2015 together with addenda and corrigenda thereto up to the date of issue of Tender Notice for the work concerned. Any change on any subsequent dates will have no effect so far as this tender is concerned.

a) Schedule of Rates for Building Materials and Labour (briefly referred to as the Building Schedule),

b) Schedule of Rates for Plumbing works, Sanitary and Drainage works etc. (briefly referred to as the Plumbing Schedule).

1.1.3 The specifications for works not covered by the specifications referred in clause – 1.1.1.1 or 1.1.2 shall be governed by B.I.S code of practices, Most specification IRC codes of practice and as per base practice according to the direction of the Engineer-in-Charge.

1.2 The contract documents are to be taken as a whole. The several documents for king the contract are to be taken as mutually explanatory of one another. If, however, the stipulations of the different documents be at variance in any respect, one will over ride the others (only in so far as these are at variance) in order of precedence as given below:
1. Letter of Intent (L.O.I)
2. Notice Inviting Tenders
3. Special Terms & Conditions
4. Special Specifications
5. Specific Priced Schedule
6. The printed Tender Form (Barasat Municipality form No. 1)
7. The schedule (as defined on clauses - 1.1.1 above)
8. Drawings.

2. ENHANCEMENT OF TENDER RATE

In no circumstances, the tendered rate shall be enhanced after acceptance of the tender.

3.1 EXPLANATION OF TERMS

Heading and marginal notes are only for convenience of reference and have no contractual significance.

3.2 Words importing the singular also includes the plural and vice-versa where the context so requires.

3.3 The words “Approved” or “Direct” appearing anywhere in the tender documents shall indicate (unless specifically mentioned otherwise) the approval or direction of the Engineer-in-Charge.

3.4 The term “At the site of work” or “Near the site of work” wherever it appears in the tender documents, shall mean anywhere within 250 (two hundred and fifty) meters from the actual site of work.

3.5 The word “Department” appearing anywhere in the tender documents, shall mean “Barasat Municipality”.

3.6 The Sub-divisional officer shall mean the concerned Assistant-in-Charge of the work authorized to carry out on behalf of the engineer-in-charge, general supervision, issue of day to day instructions and to approve materials and workmanship.

4. CHARACTER OF SITE
Before submission of tenders, the intending tenderer shall inspect the site of work and get themselves thoroughly acquainted with the local conditions and difficulties under which the work will have to be carried out. They should consider, among others, the nature of soil, climate conditions of the locality, dearth of water in the area of work, condition of the existing roads, transport facilities, non existence of roads in many places etc. Extra cost involved due to above factors to be borne by the contractor and should, therefore, be included in the rates to be quoted by them.

5. INCIDENTAL FEES

All rates to be quoted by the contractors shall be inclusive of all incidental fees and charges, e.g. Royalties, Ferry charges, Octroi and Toll Tax of Materials, Electricity Water and other charges of Municipalities or Statutory Bodies, Sales Tax, Income Tax etc. Nothing extra will be paid such account.

6.1 STATUTORY OBLIGATIONS

The Contractor shall give all notices and pay all fees required to be given by any statue or any regulation or bye-law of any local or other statute authority which may be applicable to the works and shall keep Barasat Municipality indemnified against all penalties and liabilities of every kind for breach of such statue, regulation or bye-laws.

6.2 The Contractor shall indemnify the Barasat Municipality against any loss / harm and also against all claims, demands, suit and preceding on account of infringement of any patent rights, design, trade mark or name of other protected rights in respect of any constructional plant, machine, work material thing process used for in connection with the work or temporary works.

7.1 SAFETY PRECAUTIONS

All necessary precautions are to be taken by the contractor for the safety of his workmen and of the general public. The work must be done in such a way as not to damage any property, existing structure or public utility services during work. Close co-operation must be ensured with other contractor or contractors working the area of work. All claims arising out of any damage to the existing structures, or properties due to works of the contractor shall be borne by the contractor.
7.2 The Contractor shall provide necessary fencing and lighting arrangements around the trench excavated by him and / or at the site of work for the safety of his workmen and of the general public. Such arrangement shall not be paid for separately and the cost thereof shall be included in the Contractor’s rate for the work.

8. IDLE LABOUR

Whatever may be the reason no claim for idle labour, additional cost of establishment, hire and labour charges for Tools & Plants will be entertained.

9. TRANSPORT

The contractor shall arrange all transport including Railway Wagons required for carriage of all tools & plants, Implements and materials etc, at their own risk and cost.

10. PUMPING, DEWATERING ETC.

The contractor shall provide all pumping and other arrangements that may be necessary to remove from or keep out of foundations, trenches or any part of the structure under construction, water free (whether canal water, sub-soil water and water from any source, whatsoever). Such pumping or other necessary arrangements shall not be paid for separately and the cost thereof is to be included in the contractor’s rate of relevant items of work.

11. WATER AND ELECTRICITY

The Contractor shall have to make his own arrangement for adequate supply of water and for electrical power that may be required for or in connection with execution of the work. All these will have to be done at Contractor’s own cost and expense and no separate payment for any of these shall be made the cost thereof being deemed to be including in the rate for the work.

11.1 Arrangement for supply of piped water from existing service lines may not be possible. In that case the Contractor will have to make arrangements for supply of drinking water and all water required for execution of the work by sinking tube wells or other suitable alternatives that may be approved by the Engineer-in-Charge. Nothing extra will be paid for such account.
11.2 Electrical power from usual supply agencies may not be available. In that case the Contractor will have to make his own arrangement for electrical power through generator. Nothing extra will be paid for such account.

12.1 CLEARANCE OF SITE

Before starting any work, the work site where necessary, must be properly dressed after cutting, cleaning and clearing all varieties of jungles and shrubs including bamboo clusters or any undesirable vegetation, rubbish, sludge etc. from the site of works, for which nothing will be paid extra.

12.2 The site must be cleared by the Contractor from time to time in the course of execution of the work.

12.3 On completion of work, all temporary works shall be removed by the Contractor. All scars of construction shall be obliterated and the whole site left in a clean and workman like manner, to the entire satisfaction of the Engineer-in-Charge. No separate payment shall be made for these, the cost thereof being deemed to have been included in the Contractor’s rate for the work.

13. SERVICEABLE MATERIALS

All serviceable materials obtained from excavations or from dismantling of existing structures shall remain the property of Barasat Municipality. The responsibility for stacking materials and handing over the same to Municipality shall lie fully with the Contractor and nothing will be paid on this account. In case of any loss or damage of serviceable materials prior to handling over the same as aforesaid full value thereof will be recovered from the Contractor’s bill at rates as assessed by the Engineer-in-Charge.

14. UNSERVICEABLE MATERIALS

The contractor shall remove all unserviceable materials to the place as directed. He should level and dress the work site on completion of the relevant portion of work. No extra payment will be made on this account.

15. QUALITY OF MATERIALS
All materials brought to the site must be to the approval of the Engineer-in-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of orders to that effect. In case of non-compliance with such orders, the Sub-Assistant Engineer-in-Charge shall have the authority to cause removal at the cost and expense of the Contractor and the Contractor shall not be entitled to claim any loss or damage on that account.

16. MATERIALS AND LABOUR

All materials and labour (skilled & unskilled including their water supply, sanitation, Procurement of food staff, medical aids etc. are to be arranged for the Contractor. Cost of transport of materials and labour and allied items aforesaid shall have to be borne by the Contractor and included in his rate for the work.

17. UNSKILLED LABOUR

For all items of work under contract unskilled labourers will have to be local labourer. Normally, without the consent of the Engineer-in-Charge, no unskilled labourer shall be imported from any district other than that where the work is to be executed imported labourers could be engaged with the permission of the Engineer-in-Charge, when the exigency or progress of works demands. Seventy percent of the unskilled labourers shall never the less have to be recruited locally.

18.1 CONTRACTOR'S AGENT OR REPRESENTATIVE

The contractor shall not assign the agreement or sublet any portion of the work. The contractor shall appoint an authorized representative and requisite technical personnel (one Diploma and One Graduate Engineer) in respect of one or more of the following purpose only:

a) General day to day management of the work.

b) To requisition Barasat Municipality materials, to receive the same and sign Hand Receipt / materials issue notes therefore.

c) To attend measurements when taken by Barasat Municipality officers and to sign the records of such measurements.
18.2 The selection of the authorized representative is subject to the prior approval of the Tender Inviting Authority and the contractor shall seek in writing such approval giving therein the name and address of the representative he wants to appoint and the specific purpose for which the representative will be authorized for. Even after first approval, the Sub-Assistant Engineer-in-Charge may issue at any subsequent date, revised directions about such authorized representative and the contractor shall be bound to abide by such directions. The Tender Inviting Authority shall not be bound to assign any reason for any of his directions with regard to the appointment of authorized representative.

18.3 The provisions of power of Attorney, if any, must be to the approval of Barasat Municipality. Otherwise Barasat Municipality shall not be bound to take consignee of such power of Attorney.

19. SITE OFFICE

A) The Contractor shall have an office adjacent to the site i.e. in close proximity to the site as may be approved by the site engineer, Barasat Municipality, where all directions and notice of any kind whatsoever, which the Engineer-in-Charge, where all directions and notice of any kind whatsoever, which the Sub-Assistant Engineer-in-Charge or his representative may desire to give to the Contractor in connection with the contract may be left and the same when left at or sent by post to such office or delivered to the Contractor’s authorized agent or representative shall be deemed to be sufficiently served upon the Contractor.

B) The contractor should prepare to take up the emergency repairing works round the clock and attend the site within 2-3 Hours as per the instruction conveyed by the Engineer – in – Charge.

20.1 GODOWN, LABOUR SHED ETC.

The Contractor shall make his own arrangements for storage space and godown for his tools and plants, materials and shall also erect at his own cost necessary sheds and godown of adequate capacity at the site of work or proper safety of Barasat Municipality materials such as cement, steel materials etc. that may be issued from time to time. All these shall have the approval of the Engineer-in-Charge. The sheds and godowns shall be readily accessible and be open to inspection to any officer of Barasat Municipality at any time during the pendency of the contract.
20.2 The Contractor shall arrange for temporary sheds, latrines, water supply etc. for the accommodation of the use of his staff. These shall be properly maintained all through the period of construction in clean and hygiene condition to the satisfaction of the Engineer-in-Charge.

20.3 The locations of godown, stacking place other temporary structures must be to the prior approval of the Engineer-in-Charge. The land, if available within the site will be given free of rent. Any land outside the work site as may be required for the purpose will have to be arranged by the Contractor himself at his own cost.

20.4 On completion of the work all sheds, godown, vats, platform etc. erected by the Contractor for constructional purpose, shall have to be removed by him at his own cost and the ground restored to its original condition to the satisfaction of the Engineer-in-Charge.

21.1 SITE ORDER BOOK

The contractor shall within 7 (seven) days of the receipt of the order to take up works, supply at his own cost SITE ORDER BOOK to Assistant Engineer concerned. The site order book shall be kept at the site of work under the custody of the Sub-Assistant Engineer-in-Charge or his authorised representative. The site order book shall have machine numbered pages in triplicate. Directions or instructions from Barasat Municipality officials issued to the contractor will be entered (in triplicate) in the site order book (except when such directions or instructions are given by separate letters). The contractor or his authorised representative shall regularly note the entries in the site order book and also record thereon the action taken or being taken by him complying with the said directions or instructions or any relevant point relating to the work, contractor or his authorized representative may take away the duplicate page of the work order book for his own record.

21.2 The first page of the work order book shall contain the following particulars :-

a) Name of the work.

b) Reference to contact no.

c) Date of opening the site order book.

d) Name and Address of the Contractor (with phone no. if any).
e) Signature of the contractor.

f) Name and Address of the authorized representative who is authorized to act on behalf of the Contractor.

g) Specific purposes for which the contractor's representative is authorized to act on behalf of the contractor.

h) Signature of the authorized representative duly attested by the contractor.

i) Signature of the Assistant Engineer concerned.

j) Date of written order to commence work.

k) Time of completion of work with date.

l) Extension of time granted, if any.

m) Date of actual completion of works.

n) Date of recording of final measurements.

Entries vide (m) & (n) above shall be filled in on completion of work and before the site order book is recorded in the office of the Assistant Engineer concerned.

22.1 ADDITIONAL ITEMS BEYOND THE SCOPE OF THE CONTRACT

During the process of execution of the job under the contract if any additional item of works quantities beyond the scope of the contract is required to be done as per the opinion of the Engineer-in-Charge, such additional items and quantities shall have to be executed by the Contractor as supplementary items when so directed by the Engineer-in-Charge.

22.2 Notwithstanding what has been stated in clause 12 of the printed tender form, the rates of supplementary items of works will be determined according to sub-clauses in order of precedence as given below.

22.2.1 The rates shall be analyzed to the maximum extent possible from the rates of allied items of work appearing in the specific priced schedule.
22.2.2 To complete the analysis, if necessary, the rates appearing in the "Schedule" (as defined under clause – 1.1.1. above) shall be applicable for the portion remaining after application of clause – 22.2.1.

22.2.3 To complete the analysis, if necessary, the rates appearing in the "P.C. Schedule" (as defined under clause – 1.1.2. above) shall be applicable for the portion remaining after application of clause – 22.2.1. and 22.2.2

22.2.4 If the analysis can not be completed even after application of clause – 22.2.1, 22.2.2 and 22.2.3 above, the balance shall be determined from the market rates of materials and labour.

22.2.5 The contractual percentage shall be applicable in regard to the portion of the analysis based on clauses 22.2.1, 22.2.2 and 22.2.3 above.

22.2.6 Profit inclusive of overhead charges shall be added at the rate of 10 (ten) percent in regard to the portion of the analysis based on clause – 22.2.4 above.

23.1 Contractor shall have to satisfy the Engineer-in-Charge regarding the quality of materials used for the purpose of construction, any dispute arising about the quality of the materials the decision of the Engineer-in-Charge will be final and bindings.

23.2.2 The Contractor shall have to setup laboratory at site for testing of materials/ works from time to time in compliance with appropriate I.R.C. Code/ MORTH Specification at the cost of his own.

23. **INDENT AND ISSUE OF MATERIALS**

No Departmental Materials shall be issued to the contractor. The contractor has to procure materials as per requirement of the work on his own from the open market.

The agency executing the work shall have to arrange supply of all required materials at their own cost from the enlisted suppliers of Barasat Municipality / reputed manufacturers having BIS / ISO certification. The agency will have to furnish the required certificate regarding the quality of the materials. No extra payment made on this account, cost in this regard shall have to be borne by the contractor and included in his rate for the work.
The Sub Assistant Engineer may ask for third party inspection regarding the quality of the materials from Jadavpur University/ BESU.

The agency should provide pictorial representation with dated photograph etc. before and after every execution as per direction and satisfaction of E-I-C. No extra payment will be done in this regards.

The decision of Executive engineer about the quality of the material supplied will be final and binding.

The rate quoted should be inclusive of the cost of carriage, loading, unloading, head load carriage stacking etc. of all construction materials to work site through any sort of carriage way.

The agency will have to arrange for containers for carriage of BULK BITUMEN. No additional cost of carriage and hire charge of container is allowed.

24. WORK PROGRAMME

The Contractor, on receipt of the letter of acceptance of his tender, shall submit to the Sub-Assistant Engineer-in-Charge the work programme in the form of CPM Network chart and or in Bar Chart, each in triplicate for his approval.

24.1 The work must be taken up within 7 (seven) days from the date of issue of work order and be complete in all respects within the specified time of completion as mentioned in Detailed Notice Inviting Tender.

24.2 The Contractor shall submit the work programmes clearly showing the materials, men and equipment’s and a time table divided into four equal periods of progress of the work, for the approval of the Engineer-in-Charge who will have authority to make additions, alteration and substitution to such programme in consultation with the Contractor, unless the same is subsequently found impracticable in some or all respect, in the opinion of the Engineer-in-Charge and is modified by him. The stipulations laid down in clause 2 of the condition of contract in the printed tender form regarding the division and progress as provided in the said clause, shall be deemed to have been sufficiently complied with if the actual progress of work does not fail short of the progress as laid down in the approved time table for one-fourth, half

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and three fourth of the time allowed for the work. The work programme shall be submitted in the form of CPM Network chart and or in Bar Chart each in triplicate.

25.1 SETTING OUT OF WORK

The contractor shall be responsible for the true and perfect setting out of the works and for the correctness of the position, levels, dimensions and alignment of all parts of the work. If at any time during the progress of the work any error shall appear or arise on the position, levels, dimensions or alignment of any parts of the works the contractor on being directed to do so by the Sub-Assistant Engineer-in-Charges shall at their own expenses rectify such error to the satisfaction of the Engineer-in-Charge.

25.2 Any setting out that may be done or checked by the Sub-Assistant Engineer-in-Charge or his representative or any line or level that may have been given or checked by either of them shall not in any way relive the contractor of his responsibility for the correctness thereof.

25.3 Before starting the work, the Contractor must at his own cost and expense, erect temporary pillars as may be required in suitable places as directed by the Engineer-in-Charge. These pillars from which the layout of all important levels and alignment will be fixed, must be at such locations and of such a nature as not to be disturbed in the process of construction. The Contractor shall provide all instruments, appliances and labour required for setting out of the works and for the use of and attendance upon the Sub-Assistant Engineer-in-Charge and / or his authorised representative whenever required for any purpose in connection with the works.

26.1 WORKING DRAWINGS

It is to be clearly understood that drawings forming a part of the tender documents, are only for the purpose of indicating the type and nature of work involved. These are subject to be subsequently modified and / or supplemented by other drawings, as required during actual execution of the work. Contractor has to prepare drawings as per actual site conditions following the basic typical drawings supplied to him.

26.2 All works shall be carried out in conforming with approved drawings. In token of such approval the drawings shall bear the signature of the Sub-Assistant Engineer-in-Charge before the same are issued for execution of the work in accordance there with. Such approval on drawings may be furnished on piece-meal as and when required during the progress of the
work. The Contractor shall keep in touch with the Sub-Assistant Engineer-in-Charge about the drawings that may be under checking or in the process of approval and keep him informed well in advance of the particular drawing and drawings he would next require for the smooth progress of work.

27.1 WORKMANSHIP AND TESTING

All materials and workmanship shall be of the respective kinds described in the contract and shall be subject from time to time to such tests as the Sub-Assistant Engineer-in-Charge may direct at the place of manufacture of fabrication or on the site or at any such place. The Contractor shall provide such assistance, instruments, machines, labour and materials as the Sub-Assistant Engineer-in-Charge may require for examining, measuring and for testing the works and the quality, weight or quantity of the materials used and shall supply samples for testing as may be selected and required by the Engineer-in-Charge.

27.2 The Contractor shall keep in mind that officials of quality control unit of Barasat Municipality may be deputed at the site of works for testing of materials and workmanship. The Contractor shall extend necessary help in performing such tests.

28. CO-OPERATION AND CO-ORDINATION WITH OTHER CONTRACTORS

During the pendency of this contract Barasat Municipality shall have the liberty to engage a number of contractors for ancillary works (not provided in this contract) on completion of any part of the job and the Contractor shall extend co-operation to other contractors.

29. COMPLETION DRAWINGS WITH PHOTOGRAPH

Contractor are required to furnish stage wise photograph for the work and immediately on completion of the work the Contractor shall submit completion drawings in 6 (six) copies including original tracing along with C.D. in Auto Cad soft ware. Each for the work executed by him under the contract for approval of the Engineer-in-Charge. The Contractor’s rate shall be inclusive of such costs.

30. REGISTRATION OF ESTABLISHMENT & COLLECTION OF CESS

As per Building and other construction workers (RECS) Act 1996 and Building and other construction workers Welfare Cess Act 1996 and rules framed there under, the contractor
employing more than ten construction workers should obtain registration from the registering officer (Assistant Labour Commissioner at regional labour offices) and an amount @ 1% as Cess shall be deducted from the progressive bill for the work executed as per G.O.No. 853-F dated 01.02.2006 issued by Finance department, Govt. of W.B., Finance Deptt. Memo No. 6895 – F Dt. 11.09.2006 and memo no. 100 (7A) / LC dt. 30.08.2006 from the Labour Commissioner, W.B.

31. INCOME TAX

Income tax will be deducted from the Contractor's bill at the rate in accordance with the orders / circulars of the Govt. of India in force during the contractual period. The tenderer shall declare his permanent income tax account number issued by the income tax authority, in the tender.

32. SALES TAX / VAT

Sales tax / VAT will be deducted from the contractor's bill at the rate in accordance with the orders / circulars of the Govt. of West Bengal in force during the contractual period.

33. ACCEPTANCE OF TENDER

The acceptance of tender will rest with the concerned Chairman Barasat Municipality and his tender committee, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.

34. WITHDRAWAL OF TENDER

A tender once submitted shall not be withdrawn within a period of 180 (one hundred eighty) days from the last date of receipt of tenders. If a tenderer withdraws his tender within this period without giving any satisfactory explanation for such withdrawal, he shall be disqualified from submitting any tender for works under Barasat Municipality for a minimum period of 1 (one) year.

35. COPIES OF AGREEMENT

The Contractor shall within 7 (seven) days from the date of receipt of the letter of acceptance of his tender, submit 5 (five) additional copies of the full set of the contract documents.
35.1 The documents required for the additional copies of the contract will have to be purchased by
the Contractor from the office concerned on payment (as mentioned in the LOI). All the
copies must be duly completed as per the original and signed on every page by the Contractor
before submission of the same to the Barasat Municipality within the specified date and time.
Drawings and other documents attached to the tender shall also be attached to all the copies of
the agreement.

36. GUARANTEE & MAINTENANCE

The Contractor shall stand guarantee for the works done by him for a period of 36 (Thirty
Six) months for other allied works from the date of completion of work. Any defects and
shortcomings due to defective construction shall have to be made good by the Contractor at
his own cost and expense inclusive of all cost of materials and labours. The Contractor shall
have to make good the damages due to natural wear and tear at his own cost and expense
inclusive of all cost of materials and labours. The Contractor shall have to maintain the road
for the entire guarantee period. The rate to be quoted by the Contractor shall be inclusive of
all such costs.

DECLARATION BY THE TENDERER

I/We have inspected the site of works and have made me/us fully acquainted
with local conditions on and around the site of works. I/We shall be bound by
the conditions laid down in the Notice Inviting Tenders, Special Terms &
Conditions, Special Specifications, General Specifications, Specific Priced
Schedule and also printed Tender Form No. 1 (as amended). I/We have gone
through the "P.W.D. (Roads) Schedule", P.W.D (WB) Schedule of Rates", B.I.S.
codes of practices, relevant MOST specification and IRC codes of practices as
mentioned in Clause above of the Special Terms & Conditions. My/Our tenders
is offered taking due consideration of all the stipulations of contract documents. I
/We shall also uniformly maintain such progress with the works as may be
directed by the Sub-Assistant Engineer-in-Charge of the work to ensure
completion of same within the target date.

II. My/Our Permanent Income Tax Account No. is ..............................................
III. My / Our Sales Tax Registration No. is .................................................................

IV. a) I / We declare that I have no relative working under R&B Sector of Barasat Municipality

b) I / We declare that the under noted personnel of T.T. Sector, Barasat Municipality is related to me / us.

Name  Relationship  Designation with office Address

Sri..............................................................................................................

Postal address with Telephone No. & Mobile No., if any of the tenderer

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(Dated & Signature of the Tenderer)