

# OFFICE OF THE COUNCILLORS

## Haldibari Municipality

P.O.-Haldibari. Dt.- Coochbehar, Pin: 735122

Mail ID- [haldibari11municipality@gmail.com](mailto:haldibari11municipality@gmail.com) [www.haldibarimunicipality.org](http://www.haldibarimunicipality.org)

STD :03561, Phone :263264, Fax:263312

Memo NO: 84/ODF

Date:- 25-01-22

### NOTICE INVITING TENDER

NIT NO. 19/ODF (2 ND CALL) DATE 25.01.2022

Sealed Tenders on percentage rate basis are hereby invited by the Undersigned from Bonafide, Resourceful, experienced and eligible Contractor/unemployed engineers Co-Operative societies/Firm/Labour Co-Operative societies for under mentioned works . The Tender documents and other relevant papers may be obtained by the Intending Tenderer during Office hours. They must abide by the following conditions.

SL NO	NAME OF THE WORK	TENDER AMNOUNT (IN Rs.)	FUND	COMPL ETION PERIOD	EARNEST MONEY	ELIGIBILITY
1.	Const. of community Toilet & urinal at Kaparpatty, Haldibari	Rs. 2,37,461/-	ODF	30 Days	Rs.4,749/-	30 % Credential of similar nature of work in a single work order from any Department of Govt. of West Bengal/Undertaking/Subsidiary within <b>Five Years</b> from the date of issue of this NIT.

Executive Officer,  
Haldibari Municipality

#### Details Programming For Purchase & Dropping of Tender documents:-

Date & time for issue Tender Document from Head Clerk, Municipality Office, Haldibari.	27-01-2022 to 02.02-2022 (Within 2.00pm.)
Date & time for Dropping of Tender in tender Box in the chamber of the Executive Officer, Haldibari Municipality.	27.01.2022 to 02.02.2022 ( From 12:00 Noon to 02:00 PM).
Date & time for Opening of Technical Bid in the chamber of the Executive Officer, Haldibari Municipality.	02.02.2022 At 2:30 AM.
Date & time for Opening of Tender (financial Bid) in the chamber of the Executive Officer, Haldibari Municipality.	03.01.2022 At 3.0 0 PM.

Executive Officer,  
Haldibari Municipality.

**IN CASE OF OPEN TENDER, TENDERERS MUST ATTEND TECHNICAL BID & FINANCIAL BID WITH ALL ORIGINAL SUPPORTING DOCUMENTS FOR COMPARE WITH THEIR SUBMITTED DOCUMENTS.**

- ❖ The tender consisting of the following documents, should be signed in all pages & should be submitted in sealed cover, which are supplied by this end.

The sealed **ENVELOPE 'A'** for TECHNICAL BID should contain:

- Photocopies (Self attested) of PAN Card.
- Earnest Money @ 2% of Tender Amount in form of DCR/Draft/Bankers Cheque from any Nationalizes, Co- Operative Bank in favour of Chairman, Haldibari Municipality.
- Photocopies (Self attested) of Partnership Deed and other relevant papers in case of Registered Firms/ Companies.
- Self Attested Photocopies of Credential Papers i.e. Work Order, Payment Certificate.
- In case of Registered Co-operative should submit the Registration Certificate (Self attested), current Audit Report (Self attested) of their co-operative from competent authority and other relevant paper.
- 

The sealed **ENVELOPE 'B'** for FINANCIAL BID should contain:

1. Tender Document (Supplied from this end) including Printed Tender Form mentioning their quoted rate, and their necessary signature with the signature of witness, One copy of this detailed NIT, Photo copy of Price Schedule with necessary Signature as per terms and condition of the NIT.

The Sealed **ENVELOPE 'C'** should contain:

Above said two sealed envelopes super scribed **ENVELOPE 'A'** for TECHNICAL BID on one and **ENVELOPE 'B'** or **FINANCIAL BID** on the other.

**SEPARATE ENVELOPE 'C' FOR EACH INDIVIDUAL WORK ALONGWITH ALL RELEVANT DOCUMENT (ATTESTED PHOTOCOPIES) MUST BE SUBMITTED AT THE TIME OF SUBMISSION.**

**ENVELOPE 'A', 'B' & 'C'** will be supplied by the office of the undersigned for each individual work with Tender Document.

**The financial Bids shall be opened only for those Tenderers who will qualify after opening the Technical Bids.**

No 'APPLIED FOR' paper for any certificate will be entertained during Scrutiny for Technical Bid. It is also noted that in any time and any case of scrutiny, undersigned can demand original document for scrutiny Purpose.

**TERMS & CONDITIONS**

Intending Tenderer will have to submit separate application for individual work on self-letter head Pad for Purchase of Tender Document in the cash Section.

1. All the intending Tenderes are requested to visit the sites of works prior to the submission of tender at their own effort and interest.
2. In case of any day meant for this tender (only Bid opening) appears to be an unscheduled holiday, the next working day will be treated as scheduled/prescribed day for the same purpose.
3. Any Bill (running account/final) payment of proposed executed work may be made to Agency as per availability of fund.
4. The Earnest money @ 2% of total work value must be submitted in form of DCR/Draft/Bankers Cheque from any Nationalizes, Co-Operative Bank in favour of Chairman, Haldibari during the dropping of tenders otherwise application will be rejected.
5. Amount equivalent to 8 % of Progressive Bill will be deducted so as to make Security of the tender amount.
6. The Rate should be quoted in percentage basis i.e. above/at per/less than the attached Price Schedule both in figure and word. The Rate quoted should be Inclusive of all Taxes, Carrying, Loading, Un-loading, Royalty, Stacking etc. and Carrying up to the Pin-Pointed site. No Overwriting and Highlighting and any kind of Manipulation will be entertained.
7. Tender must be sealed and Tenderer must fulfill the Terms & Conditions. The name of work and N.I.T. No. & Sl. No. with date must be super scribed on the body of the Tender cover along with name address clearly and should be reached to the office of the undersigned by Regd. Post/ Speed Post/by dropping only. The Sealed Tender must accompany with necessary Earnest Money for every works & Earnest Money of 1<sup>st</sup> successful Tenderer will be retained by Chairman up to the period which the Chairman of Haldibari Municipality decide. The Tender form will be duly filled in and Signed by the Applicant. No transfer of earnest money will be entertained.

8. The undersigned also reserves the Right to confiscate Earnest Money & Security Money, if the Work is not completed within the Stipulated 'Completion Period' and also reserves the Right to CANCEL the Work Order forth right without giving any intimation.
9. The intending Tenderer must satisfied them about the site condition so that no extra conveniences will arise in future.
10. Transfer of Earnest Money earlier submitted against Work done previous, will not be allowed.
11. If the Tenderer withdraws his Tender before its acceptance or refusal without giving satisfactory explanation for such withdrawal, he may be disqualified for making any Tender to this Department for minimum period of One Year. Ambiguous and Conditional Tenders are not acceptable and will be out rightly REJECTED.
12. Successful Tenderer must Execute an Agreement on Non-Judicial Stamp Paper worth Rs. 10/- (Ten) only within 7 (seven) Days after getting the acceptance order and must maintain all the Terms & Conditions as laid down in the N.I.T. and in the Tender Form as well as satisfactorily. Cost of Stamp Paper will born by him.
13. No materials, Tools & Plans will be supplied by the undersigned.
14. Site in charge has got every Right to see the Stock & Quality of every kind of Construction materials at Contractors Custody.
15. Necessary supply materials may be taken wholly at a time or partly as and when required by the undersigned at Work Site.
16. Subletting of Works is not permissible and in that case Earnest money as well as Security Money of the Contractor will be forfeited without assigning any reason thereof.
17. No Escalation will be entertained by the Haldibari Municipality under any circumstances.
18. Soon after completion of Work, all type of Garbage, Rubbish and unused Excavated Earth/ Sand have to clean around the side of the work-site.
19. The undersigned reserves the Right to ACCEPT or REJECT any or all tender without assigning any reason what so ever.
20. If any repair and rectification is required for executed work within the Security period the undersigned reserves the Right to execute the said work by Tender Process after one time intimation and whole expenses will be deducted from Earnest & Security Deposit of original Agency. No further Claim will be entertained under any circumstances.

Executive Officer,  
Haldibari Municipality

Date: 25.11.22

Memo No: 89(XI)/ODF

Copy forwarded for information & necessary action and also requested to publicity through their respective Notice Board:

1. The District Magistrate, Coochbehar.
2. The Chairperson, Board of Administrator, Haldibari Municipality.
3. The B.D.O., Haldibari.
4. The Finance Officer, Haldibari Municipality.
5. The Executive Engineer, M E Det, Jal Division.
6. The B.L. & L.R.O., Haldibari.
7. The I.C., Haldibari Police Station.
8. Sri Anil Thakur, S A E ( Contractual), Haldibari Municipality.
9. The Accountant-in-charge, Haldibari Municipality.
10. Office Notice Board.
11. The Municipal website.

Executive Officer,  
Haldibari Municipality.