Asansol Durgapur Development Authority
(A Statutory Body of Government of West Bengal)
Asansol Office: Sahara Apartment, Kumarpur, G.T. Road, Asansol -713 304
Ph no: (0341) 225-7377, 225-7378; Fax: (0341)-225-7379
Durgapur Office: 1st Administrative Building, City Centre, Durgapur-16
Ph no: (0343) 254-6815, 254- 6716, 254- 6889; Fax: (0343) 254-6665, 254- 5793
Web site: www.addaonline.in
e-mail: ceo_adda@y ahoo.com , ceoadda.ud@gmail.com
adda.asl@gmail.com, adda.dgpr@gmail.com

Memo. No.- ADDA/ASN/ED/N-23(2015-16)/1986(12) Date :- 21/05/2015

E-NOTICE INVITING TENDER NO.-23 OF 2015-2016

THE EXECUTIVE ENGINEER, ADDA, ASANSOL.

For and on behalf of ADDA, The Executive Engineer, ADDA, Asansol, invites percentage rate e-Tender for the work detailed in the table below. (Submission of Bid through **online**).

Sl. No.	Name of Work	Amount Put to Tender (Rs.)	Earnest Money (Rs.)	Period of Completion	Price of Technical, Financial Bid documents and others Annexure (Rs)	Defect liability period	Eligibility of Contractor
1.	"Electrical installation including wiring, Supply, fitting & fixing along with LT panel board & distribution of circuits wiring etc. for proposed ADDA office building at Kalyanpur, Asansol".	61,45,420.00	1,22,908.00	5 (Five) months	2500.00 (Only applicable for the Successful Tenderer at the time of formal Agreement)	3 (Three) years.	Bonafide Resourceful Electrical licensed with Electrical Supervisor holding Supervisor competency on the parts 1, 2, 6 (A, B) as per I.E Rules. Regarding credential please follow the instruction as per sl. no 4 (Notification no.04-A/PW/0/10C-02/14 dated 18.03.2015 Govt. Of WB).

1. In the eve of e-Filling intending Tenderer may download the tender document from the website directly by the help of Digital Certificate and necessary cost of tender document may be remitted through demand draft / pay order issued from any nationalized bank in favour of Asansol Durgapur Development Authority payable at Asansol and same may be documented along with **earnest** money through e-Filling, (Details of which has been narrated in "Instruction of Tenderers")
2. As per notification no.- 199-CRC/2M-10/2012 dt.21.12.2012 of the Secretary, Govt. of West Bengal, the intending tenders shall not have to pay the cost of tender documents in case of participation in e-tender except the lowest tenderer at the time of formal agreement.
3. **Earnest Money @2% of the Estimated Amount put to tender shall be deposited as a soft copy (scaned copies of the originals) in the shape of Demand Draft / Pay Order draw in favour of Asansol Durgapur Development Authority of any Nationalized Bank payable at Asansol and in case of deposit of money it should compulsorily be deposited on-line by the bidders. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.** Both technical Bid and Financial Bid will have to be submitted concurrently duly digitally signed in the Website **https//wbtenders.gov.in** Tender document may be downloaded from website and submission of Technical Bid / Financial Bid will be done as per Tender Schedule stated in Sl. No. - 10. The documents submitted by the Tenderers should be properly indexed and be self attested with seal.

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

i) For Sl. Nos.-1 the prospective Tenderers shall have satisfactorily completed as a prime agency.

a. Intending tenders should produce credentials of similar nature of completed work of minimum value of 40% of the estimated amount put to tender during 5 (Five) years prior to the date of issue of the tender notice; or

b. Intending tenders should produce credentials of two(2) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5 (Five) years prior to the date of issue of the tender notice; or

c. Intending tenders should produce credentials of One(1) single running work of similar nature has been of completed to the extent of 80% or more and value of which is not less than the desire value at (a.) above.

In case of running work, 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 has been initiated against the executed agency, i.e., the tenderer. (**As per notification no. .04-A/PW/0/10C-02/14 dated 18.03.2015 Govt. Of WB).**

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

ii) **Pan Card, Professional Tax Receipt Challan for the latest financial year Trade License, VAT Registration Certificate with latest challan, P.F. registration Certificate with latest challan, E.S.I. registration Certificate with latest challan and Bank solvency Certificate (25% of estimated amount put to tender and not more than one year old) to be accompanied with the Technical Bid document. Income Tax (Saral) Acknowledgement Receipt for latest Assessment Year to be submitted. All taxes shall be deducted from any R.A. or Final bill as per rule.**

iii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Registered Article of Association and Memorandum.

iv) Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Valid Register Certificate issued by the Co-operative Department. Current Audit Report, Annual General Meeting of 2013-2014 along with other relevant supporting papers.

v) Where there is a discrepancy between the rate in figures and words the rate in words will govern.

vi) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.

vii) Any change of BOQ will not be accepted under any circumstances.

viii) No Joint venture Firm/ Consortium will be entertained.

ix) Tenderers should note that conditional tender will be rejected without showing any reason for such rejection.

5. **Constructional Labour Welfare Cess** @ 1 (one) % cost of construction will be deducted from every Bill of the selected agency, VAT, Royalty and all other Statutory levy / Cess will have to be borne by the contractor and the rate in the schedule of rates inclusive of all the taxes and cess stated above.

6. The Agency may quote their rate (Percentage above / below) with the anticipation that the unit rate of the BOQ derived according to SOR of P.W. (Roads) Directorate from 1st july 2014 with up to date addenda and corrigenda.

7. **No Mobilisation Advance and Secured Advance** will be allowed.

8. Agencies shall have to arrange land for creation of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

Bids shall remain valid for a period not less than 120 (One Hundred Twenty) days after the dead line date for Financial Bid / Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."

10. Date & Time Schedule :-

Sl. No.	Particulars	Date & Time
1	Date of start online downloading the document etc.	23.05.2015from 10:00 Hrs. IST
2	Date of closing online downloading the document etc.	13.06.15 at 17.00 Hrs. IST.
3	Date of closing online submission of Technical & Financial Bid.	13.06.15 at 17.00 Hrs. IST
4	Date of submission of hard copy with EMD at Office of the Executive Engineer, ADDA, Asansol.	15.06.15 at 12.00 Hrs. IST
5	Date of opening of Technical Bid at **Office of the Executive Engineer, ADDA, Asansol.**	15.06.15 at 12:30 Hrs. IST
6	Date of Opening of Financial Bid at the Office of the Executive Engineer, ADDA, Asansol.	To be intimated later.

11. Earnest Money @2% of the Estimated Amount put to tender shall be deposited as a soft copy (scaned copies of the originals) in the shape of Demand Draft / Pay Order draw in favour of Asansol Durgapur Development Authority of any Nationalized Bank payable at Asansol and in case of deposit of money it should compulsorily be deposited on-line by the bidders. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

12. The Tenderer's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Tenderer's own expense.

13. The intending Tenderers 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. ADDA will have sole discretion to decide the eligibility of contractors on the basis of his submitted documents & reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding.

14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Tenderers' before bidding.

15. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.

16. No **CONDITIONAL / INCOMPLETE TENDER** will be accepted under any circumstances.

17. In case of Quoting rates no multiple lowest rate will be entertained by the Department.

18. The Executive Engineer, ADDA, Asansol. reserve the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

19. 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.

20. Before issuance of the work order, the tender inviting authority may verify the credential and or 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 of false in that case, work order will not be issued in favour of the lowest tenderer under any circumstances.

21. If any discrepancy arises between two similar clause on different notifications, the clause as started in later notification will supersede former one in following sequences :-
   i) Prescribed ADDA tender form
   ii) NIT
   iii) Technical Bid
   iv) Financial Bid

22. **All materials and also necessary tools & plants will be supplied by concerned agency for above mentioned work as per requirement.**

23. Prospective Tenderers shall have to execute the work in such a manner so that appropriate service level of the road shall have to be maintained both during progress of work and also during the Defect liability period from the date of successful completion of the work as per **Clause-17** of Prescribed ADDA tender form.

24. **Prospective Tenderer whether himself must not have failed to execute any work under any of this Directorate and has got this tender terminated consequently or any of his Partner or Director not have been his tender terminated by any of the Directorate Offices P.W.D. during the preceding five (5) years w.e.f date of this e-N.I.T. such termination of tender shall be disqualification for the concern tenderer for participating this tender.**

25. One affidavit before Notary will have to be submitted declaring that penalty, debarment etc. has not been faced by him under any Govt/Semi-Govt/Autonomous body/institution/local body in scaned soft copy along with credential documents within stipulated date & time.

26. All materials should be approved by E.I.C. and also as per requirement, the cost of testing and other incidental charges will be borned from end of the concerned executing Agency.

INSTRUCTION TO TENDERER

SECTION - A

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

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

2. **Registration of Contractor**

   Any contractor willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement system; through logging on to https://wbtenders.gov.in (the web portal of West Bengal State Government) the contractor is to click on the link e-Tendering site as given on the web portal.

3. **Digital Signature Certificate (DSC)**

   Each contractor is required 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 said Web Site.

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

5. **Submission of Tenders.**

   General process of submission, Tenders are to be submitted online through online the website stated in Clause 2 of section-A in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

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

Folder-1 Contains

I. Demand Draft / Pay Order towards earnest money (EMD) as prescribed in the e-NIT.
II. Prescribed ADDA tender form.
III. e- NIT.
IV. Technical Bid (as prescribed in the e-NIT).

Folder-2 Contains

I. Financial bid (BOQ)

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

B. Tender Evaluation Committee (TEC)

i. Opening of Technical proposal :-

Technical proposals will be open by the Executive Engineer, ADDA, Asansol or his authorized representative electronically from the web site stated in Cl. No.-3of section-A. using their Digital Signature Certificate.

ii. Folder-1.I (vide Cl. No.- 5 of section-A) should be open first & if found in order, Folder-I.II,III. & IV (vide Cl. No.- 5 of section-A) will be opened. If there is any deficiency in the documents, tender will summarily be rejected.

iii. Decrypted (transformed in to readable formats) documents of the Folder-1 as per Cl. No. 5 of section-A. will be downloaded and handed over to the tender evolution committee.

iv. Uploading of summary list of technically qualified tenderers.

v. Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenders of work will be uploaded in the web portals before 48 hours of opening of financial bid.

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

vii. Intending tenderers may remain present if they so desire.

C. Financial Proposal

i. The financial bid should contain the following documents in folder-2 i.e. Bill of quantities (BOQ) the contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

ii. Only downloaded copies (".xls" file with same name) of the above documents are to be uploaded after virus scanned and Digitally Signed by the contractor. Intending tenderer may remain if they so.

6. **Rejection of Bid**

The Employee reserves the right to accept or reject any bid and to cancel the Tenderer process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employee's action.

7. **AWARD OF CONTRACT**

The Tenderer whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.
The Agreement in Prescribed ADDA tender form will incorporate all agreement between the Tender Accepting Authority and the successful Tenderer. All the tender documents including e-NIT & BOQ will be the part of the contract document.

- **Note :- Any Corrigendum and addendum will be published through ADDA website: www.addaonline.in**

21/05/15

Executive Engineer
Asansol Durgapur Development Authority
Asansol.

Memo No.:- ADDA/ASN/ED/ N- 23 (2015-16)/ 198 (12) **Date:** 21/05/2015.

Copy forwarded for information and necessary action please:-

1. The Hon'ble MIC of Labour Dept., Govt. of W.B.
2. The Hon'ble Chairman, ADDA.
3. The C.E.O, ADDA.
4. The ADM, Asansol.
5. The S.D.O, Asansol.
6. The A.E.O. ADDA, Asansol & Durgapur.
7. The F.O, ADDA, with a request to be present or send his representative during tender opening on specified date & time.
8. The Electrical Engineer, ADDA, Asansol.
9. Notice Board, ADDA, Asansol/Durgapur.
10. Sri Pradip Banerjee with the request to upload the same on ADDA website.
11. File Copy
12. Office Copy

21/05/15

Executive Engineer
Asansol Durgapur Development Authority
Asansol.