



# Office of the Kalyani Municipality

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City Centre Complex : Kalyani : Nadia : West Bengal : PIN-741235

## e-QUOTATION NOTICE

### Notice Inviting e-Quotation No.: WBMAD/ULB/KM/e-NIQ-01/CIVIL/ 2018-19

Memo No: 5462 / K.M.

Dated : 02/06/2018

**CHAIRMAN OF KALYANI MUNICIPALITY** invites an online "e-quotation" for and on behalf of Kalyani Municipality for the **under mentioned work** from the registered, bone fide reliable and resourceful Architects/ Agencies/ Consultancy Firms having experience of not less than 5 (five) years in Planning, Designing and Preparation of Drawings etc. in any Government/ Semi Government/ Undertaking/ Autonomous bodies/ Local Bodies. All of them should also have experience in planning and designing under single Consultancy contract not less than Rupees 15 lakhs of at least one single project value of similar nature of work like Indoor Stadium amounting to Rs. 10 crores (ten crores) or above during the last three Financial Years.

Sl No.	Name of Works	Estimated Cost (Rs)	Earnest Money (Rs)	Cost of Technical & Financial Bid Documents and other Annexure (Rs)	Time of Completion
1.	'Consultancy services for construction of Indoor sports complex at Kalyani, Under Kalyani Municipality.	To be Quoted.	30,000/- (Rupees Thirty Thousand)	Cost of Tender Document <b>not required</b> during participating in 'e'-quotation	540 day or date of completion of the project.

1. Intending bidders may download the tender documents from the website [www.kalyanimunicipality.org](http://www.kalyanimunicipality.org) directly with the help of Digital Signature Certificate.
2. **Submission of Quotation:** Pre-qualification/ Technical Bid and Financial Bid (quoted amount) both will have to be submitted online concurrently duly digitally signed in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) as per time schedule stated herein under. Time will be reckoned as per Server clock. Quotation will be opened as per scheduled and the decision of the Tender inviting authority will be final and absolute in this respect. The list qualified bidders will be displayed in the website.
3. **Time Schedule for Downloading, Uploading and Opening of e-Quotation Documents:-**

Sl. No.	Particulars	Date & Time
01	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	04-06-2018
02	Documents download/sell start date (Online)	04/06/2018 At 18.00 Hrs
03	Documents download/sell end date (Online)	20/06/2018 At 18.00 Hrs
04	Pre-bid meeting to be held at Office of the Chairman, Kalyani Municipality	07/05/2018 At 12.00 Hrs
05	Bid submission start date (On line)	07/06/2018 At 18.00 Hrs
06	Bid Submission closing (On line)	20/06/2018 At 18.00 Hrs
07	Bid opening date for Technical Proposals (Online)	23/06/2018 At 10.00 Hrs
08	Date of uploading list for Technically Qualified Bidder(online)	To be Notified Later
09	Date for opening of Financial Proposal (Online)	To be Notified Later

#### 4. Eligibility criteria for the bidders:-

Scanned Copy of PAN card, P. Tax, Valid Income Tax return (for last 3years), GST Certificate, Credential certificates of similar nature of works, Work Order, payment certificate and other supporting documents, Registration certificate and/or valid trade license of the company must be submitted duly digitally signed at designed location in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)



- A. Scanned copy of one affidavit before Notary will have to be submitted mentioning the correctness of the document and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/ Intuition through on line at desired location and proforma of affidavit before notary in mentioned in the instruction to Bidder.
- B. EMD ₹ 30,000.00 of the estimated amount put to tender to be deposited though online.
- C. Refund of EMD: - The Earnest Money of all the unsuccessful Tenderers deposited through the online will be refunded by the same methods (through the online)
- D. Partnership firm should submit necessary deed at described location through online.

**5. List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:**

- i. Income Tax e-return (for last 3years)
- ii. Pan Card
- iii. Professional Tax Enrolment certificate with current year Challan.
- iv. Valid Renewed Trade License.
- v. Credentials certificate of similar nature of works like Indoor Stadium capacity not less than 700 seats
- vi. Work Order in support of Credentials certificates.
- vii. Payment certificate of the said work.

**6. Language of Tender:-** The tender shall be submitted in the prescribe form in English. All literature and correspondence in connection with the tenders shall be in English.

**7. Others:-** The tender notice along with other documents like Tender form no.1 Kalyani Municipality, 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.

**8. Declaration:-** Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for conformation of his awareness of the contract. For any quarries related to work, the intending agency may contact the office of the undersigned.

**About the Project:**

The proposed project would include the following facilities:

1. Entrance Lobby
2. Administrative office with Toilet facility
3. Changing Room with 2nos of Teams with Toilet Facility
4. First Aid Room.
5. Medical Officer's Room.
6. Dope Testing Area.
7. Referee Room.
8. Ball Boy Room.
9. Match Commissioner's Room.
10. Store Room.
11. Mixed Zone for both the Teams.
12. Play Area.
13. Gallery for Spectators.
14. Staircase.
15. Ramp for Physically Challenged People.
16. Commentator Room
17. VIP Box
18. Toilet Blocks.(Male & Female)

**Scope of Work:**

1. Preparation of Survey drawing of site plan with Level marking.
2. Preparation of Sub-soil investigation Report.
3. Preparation of Detail Design and Drawing of Structural, Architectural, M.E.P., drawing including sewerage, drainage and underground water supply drawings, Site-Development



4. All design and drawing of civil to be vetted from any recognized govt. engineering institute like JU, IEST (formerly BESU), IIT (Kharagpur)
5. Preparation of DPR and obtaining vetting of competent authority.
6. Preparation of Working Drawings for different components such as Architectural, Structural, and M.E.P. works, Site-development etc.
7. Recommendation and specification of materials of finishing items of works and supervision and ensuring the quality of finishing item of work as per approved drawing.
8. Design and Site Development including soft and hard landscape.
9. Design and drawing of Indoor Stadium Stage, Acoustical treatment, Lighting and sound system, sitting arrangement of chairs in indoor stadium and detailed interior works.
10. Design and detail drawing of electrical and air-conditioning work with recommendation of power requirement and alternate source of power in the event of grid power failure.
11. Statutory approval of Provisional Fire Clearance Certificate and preparation of final NOC Drawing which will be obtained by the fire consultant.
12. Sanctioning of building plan from sanctioning authority as per building rules.
13. Submission of As-Building drawing of Architectural and MEP on completion.
14. Periodical Architectural supervision of construction work including ancillary works.
15. The building design must conform to the prevailing rules of the Sanctioning Authority Fire safety norm must be as per relevant B.S. codes and national building code. For obtaining clearance from different authorities, all fees should be borne by the employer and the selected Bidder will have to play the role of the facilitator
16. Preparation of detailed estimate and BOQ of the entire project work to be prepared in the basis of current PWD SOR and in case of non-available items, CPWD Schedule may be used. If any item not covered under PWD/CPWD Scheduled, analysis of rate will have to be provided base on market.

#### 17. Selection/ Acceptance of the successful Bid/offer:-

- a) Two stage evaluation system to be followed for evaluation of the bid.

Stage 1- Qualification proposal, bidder's experience, proposed concept design and implementation proposal.

Stage 2- The bidder submitted document shall be verified with respect to eligible criteria. The bidder who meets all this submission requirements and eligibility criteria shall be allowed for stage- 2 i.e. Financial Part.

In Stage-2, the lowest quoted bidder (L1) will be successful bidder.

Terms and conditions:-

- 1) Participating firms must have ST and PT clearance certificate and IT and PAN etc valid at least up to the date of submitting their bid. Application for such clearance addressed to the competent authority, subject to production of the authenticated receipt, may also be considered.
- 2) Before submitting any bid offer, the intending participants should make themselves acquainted thoroughly with the local conditions prevailing by actual inspection of the site and take into consideration all aspect including actual size and availability of land, communication facilities; climate conditions etc. as no claim whatsoever will be entertained on these accounts, afterwards.
- 3) The selected bidder will have to enter into an agreement of contract with Kalyani Municipality within **15 days (fifteen days)** of issuance of the LOI or Work Order.
- 4) The detailed drawing would have to be submitted by the Architect/ Agency/Consultancy firm within **60 days (sixty days)** from the date of issue of LOI. They would however have to get the building plans sanctioned within **3 month (three months)** from the date of issue of LOI or work order. Considered the size of the Project NOC (No objection certificate) from the Environmental Department/Pollution Control Board under government of West Bengal would be required.
- 5) The building design must confirm the prevailing rules of the sanctioning Authority. Fire Safety norms must be as per relevant BS code and national building code for obtaining clearance from different Authorities, all fees should be bourn by the employer and the selected bidder will have to play the role of the facilitator.

#### 6) Fees Payable:

The Consultant would have to quote a lump sum amount and The Consultancy Fee would be paid as a percentage of the total quoted fee as mentioned against each item of works as follows:-

- i. Preparation of Survey and sub-soil investigating- **5%**
- ii. Preparation of Concept Drawing- **10%**

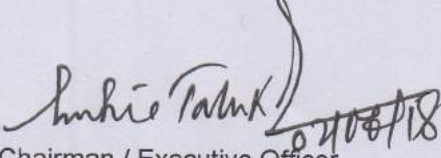


- iii. Preparation of DPR and submission to the Competent Agency- **10%**
  - iv. Approval of DPR- **15%**
  - v. Preparation of Architectural designs, drawings and estimate of all components of the projects-
    - a) Submission of detailed Architectural Design and drawings base on conceptual plan and detailed survey- **10%**
  - vi. Submission of vetted structural design and drawings- **10%**
  - vii. Other relevant designs and drawings including the items indicated below-**20%**
    - a) Preparation of Bills of Quantities (BOQ)
    - b) Sanitary and plumbing designs and drawings
    - c) Electrical designs and drawings
    - d) Firefighting arrangements
    - e) Air conditioning system
    - f) Other ancillaries etc
  - viii. Detailed supervision and certification of bills of the Contractor-**20%**
- 7) Separate tender/bid will be invited by Kalyani Municipality for construction of the Proposed Building Construction. Supervision shall have to be taken up by the selected bidder after actual construction has begun (to be communicated separately) and shall be continued till the completion of the project in the field. The periodical supervision should preferably be executed once in a week. If required, the frequency of visits may be increased.
  - 8) Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer maybe informal.
  - 9) Intending participants may attend the pre bid meeting as per schedule in the office of the Chairman, Kalyani Municipality.
  - 10) No conditional bid/offer shall be accepted.

The bid will be valid for **30days (Thirty days)** from the opening of the financial bid.

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 [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

  
Chairman / Executive Officer  
Kalyani Municipality

Memo No: ..... / K.M.

Dated : ..... / 05 / 2018

Copy forwarded for information & necessary action to:-

1. The DM, Nadia District, Krishnagar, Collectorate, Krishnagar, Nadia.
2. The SDO Kalyani Sub-Division, Kalyani, Nadia.
3. The Chairman, Gayeshpur Municipality, Kataganj, Nadia
4. The Chairman, Kanchrapara, Municipality, Kanchrapara, 24 Pgs (N)
5. The Chairman, Halisahar Municipality, Halishaha, 24 Pgs (N)
6. The Executive Engineer P.H.E., Nadia Division, D.C. Building, Kalyani, Nadia.
7. The Executive Engineer, Nadia High way Div. -II, P.W.D., City Centre Complex, Kalyani, Nadia
8. The Estate Manager, U.D. Deptt. Govt. of W.B., D.C. Building, Kalyani, Nadia.
9. Notice Board Kalyani Municipality Kalyani, Nadia.

  
Chairman / Executive Officer  
Kalyani Municipality

### **INSTRUCTION TO BIDDERS**

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



**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 [www.wbtenders.gov.in](http://www.wbtenders.gov.in) . The contractor is to click on the link for e-tendering site as given on the web portal.

1. **Digital Signature Certificate (DSC)-** Each contractor is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of tender from approved service provider of the national information's Centre (NIC) on payment of requisite amount details are available as the website stated in clause 1 of Guidelines to Bidder. DSC is given as a USB e-token.
2. **Collection of tender documents-** The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in clause 1 using Digital Signature Certificate. This is the only mode of collection of tender documents.
3. **Submission of tenders-**
  - a. **General process of submission-** Tenders are to be submitted through online to the website stated in clause 1 in two folders at a time for each work, one is Technical bid and one is Financial bid before the prescribed date and time using the Digital Signature Certificate.
  - b. **Technical Bid-** Technical Bid contains scanned copies of the following further two cover (folder).

**A-1. Statutory Cover Containing:-**

- i. NIT
- ii. Declaration as per prescribed format.

**N.B.- Bidder must download Kalyani Municipality Tender Form No-1, General Terms and condition, Special Terms and conditions, technical specification, all other addendum, corrigendum etc. whatever documents uploaded by the departments in the web under NIT and must go through carefully before quoting this rate. These documents are not necessarily be uploaded by the bidder.**

**A-2. Non-statutory/ Technical documents cover containing.**

- i. Income Tax e-return (for last 3yrs)
- ii. Audited Balance sheet (for last 3 years)
- iii. Pan Card
- iv. Professional Tax Enrolment certificate with current year Challan
- v. GST Certificate
- vi. Valid Renewed Trade License
- vii. Technical Credential
- viii. Work order for the work in technical credential
- ix. Payment certificate of the said work

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

**4. THE ABOVE STATED NON STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non statutory Documents" to send the selected documents to the Non statutory folder. Next click the tab "Click to Encrypt and upload" and then click the "Technical" folder to upload the "Technical Documents".

**a. Financial Bid:-**

- i. The financial bid should contain the following document in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked rate in the quoted BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded, scanned and digitally signed by the contractor.

**5. Opening & Evaluation of Tender:-**



**Opening of Technical Bid:**

- i. Technical bid will be open first, after opening of the Statutory Cover (folder) will bid found in order and correct Non statutory Cover (folder will be opened). If there is any deficiency in the Statutory and Non Statutory documents the tender will summarily be rejected.

SI No	Category Name	Sub-Category Name	Details
A	Certificates	Certificates	i) Pan card ii) Professional Tax clearance certificate iii) Acknowledgement of IT returns (for last 3 years.)
B	Company Details	Company Details-1	i) Valid Trade license ii) Partnership Deed, Society Registration, Power of Attorney
C	Financial Info	Financial Info-1	
D	Credential	Credential-1	Consultancy fees of minimum 15lakhs or more in a single contract for similar nature of work for single project value of work costing Rupees 10 Crores during last 3 financial years.

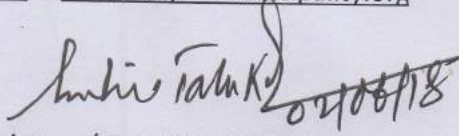
- ii. Decrypted (transformed in the reliable formats) documents of the non-statutory cover will be downloaded for evaluation.
- iii. List of technically qualified tenderers would be uploaded.

**During evaluation the Tender Inviting authority may summon of the tenderers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if they are not produced within the stipulated time frame, their bid will be liable for rejection.**

**Opening and evaluation of Financial Bid:**

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

For detail information please visits <https://wbtenders.gov.in> & [www.kalyanimunicipality.org](http://www.kalyanimunicipality.org)

  
Chairman / Executive Officer  
Kalyani Municipality