



HOWRAH MUNICIPAL CORPORATION

CONSERVANCY DEPARTMENT

4, MAHATMA GANDHI ROAD, HOWRAH – 711 101

Phone : 033 2638 3211/12/13, Fax : 033 2641 0830

WEBSITE: www.myhmc.in, EMAIL: :conservancyco.hmc@gmail.com

Memo No.04/Cons/25-26

Dated: -28/04/2025

NOTICE INVITING TENDER

Invitation: The Executive Engineer (Conservancy), invites online e-tenders in two part system (Part-I Technical Bid and Part-II Financial Bid) from eligible, reliable, resourceful and experienced agencies/firms/companies/individual contractors with sufficient financial ability, having credential and acumen in executing similar nature work in any Government/Government Undertaking/Autonomous Bodies/Semi-Government/Statutory Authorities and or Local Bodies etc., within the last 5 (five) years from the date of issue of this NIT, for the below-mentioned works:

1.

Sl. No.	Name of Work	Estimated Value of the work	Earnest Money Deposit	Time of Completion	Cost of Tender Document
1	Lifting & Removing Daily Garbage etc. Accumulated and/or coming up from Secondary Transport points, containers and other places on roads, lanes and bye lanes of HMC and disposal the residue along with fresh garbage at the RWMC Baidyabati including processing the garbage for 28 wards of HMC (Ward no:1,6,7,9,13,14,15,16, 17,18, 19, 20, 24, 25, 30, 31, 32, 33, 35, 36, 39,41,45,46,47,48,49,50)	₹80533407/-	₹1610668/-	365days	₹5500/-

3. Intending bidders may download the tender book and other documents from <https://wbtenders.gov.in> directly with the help of his/her Digital Signature Certificate and the Earnest Money should be deposited online either by Net Banking (through any Nationalized Bank/Scheduled Bank) or through RTGS/NEFT as per requirement of the system, as per GO no. 3975-F(Y) dt. 28.07.2016 of Finance Department, Government of West Bengal. Further details may be available from the office of the undersigned or from the HMC website www.myhmc.in

4. Submission of Tender:

- 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 recorded as per service clock.
- 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 (TIA) will be final and in no case challenge against such decision will be entertained.

5. Time schedule and important information for downloading, uploading and opening of the Tender Documents:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	29.04.2025 6:00 P.M
2	Documents download/sell start date (Online)	29.04.2025 6:00 P.M
3	Bid submission start date (On line)	29.04.2025 6:00 P.M
4	Document Download/Sell End Date	30.05.2025 6:00 P.M.
5	Bid Submission closing date (On line)	30.05.2025 6:00 P.M.
6	Date of uploading list for Technically Qualified Bidder(online)	02.06.2025 12:00 P.M
7	Date for opening of Financial Proposal (Online)	Next Or Same Working Day

Tenders will be opened by The Executive Engineer (Conservancy) or his authorized representative in presence of the tenderer or their authorized representatives who may like to be present.

6. Eligibility criteria for the bidders:

A) The bidders should have the credentials as detailed below:

The prospective bidders shall have satisfactorily completed, as a prime agency during the last 5 (five) years, prior to date of issue of this notice, similar nature work or experience of handling fresh waste and legacy waste, of 40% of the estimated amount put to tender, or must have completed same nature of multiple works (more than one) or experience of handling fresh waste and legacy waste, of 30% of the estimated amount put to tender or must have completed 80% of work of a running project of similar nature work or experience of handling fresh waste and legacy waste, in a single tender, amounting to 40% of the estimated amount put to tender, under the authority of State/Central Government, State/Central Government undertaking/ Autonomous Bodies/Statutory bodies constituted under the statute of the State/Central Government or local bodies.

B) Other terms and conditions of the credentials:

- i) Payment certificate will not be treated as credential.
- ii) Completion Certificate issued by the competent authority of a State/Central Government, State/Central Government undertaking or Autonomous/Statutory bodies.
- 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 the Superintending Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertaking, Autonomous/Statutory bodies constituted under the statute of the State/Central Government or local bodies. The

Completion Certificate should indicate the value of the work (equal to booked expenditure).

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

- C) Scanned copy of Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any), PAN Card, Professional Tax Certificate with up-to-date challan, valid Income Tax Returns (for last 3 financial years), valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 and up-to-date challan, latest valid Trade License, last 3 financial years' audited Balance Sheet, Credentials, Work Orders, Completion Certificates, Payment Certificates, valid Provident Fund Registration Certificate with up-to-date challan, ESI Registration Certificate with up-to-date challan and other supporting documents must be submitted duly digitally signed at desired location in the website <https://wbenders.gov.in>.

N.B.: Provident Fund Registration Certificate with up-to-date challan and ESI Registration Certificate with up-to-date challan are not mandatory at the time of submission of bid. These are to be mandatorily produced at the time of award of contract.

- D) 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 Government/Semi-Government/Autonomous Body/Institution through online at desired location.

- E) Joint Ventures/Consortiums are not allowed to participate in the bid.

F) Earnest Money:

The tenderer shall have to deposit requisite initial earnest money along with the tender document in prescribed manner failing which the tender shall be rejected and treated as non-responsive. The balance earnest money if any to fulfill 2 (two) percent of the tendered value is to be deposited before the time of execution of formal agreement.

7. Security Deposit:

The amount of Security Deposit will be 10% of the contract value, as per Memorandum, vide No. 201-F(Y) dated 18.01.2021 of the Finance Department, Government of West Bengal. The amount already deposited as Earnest Money Deposit (EMD) will be converted as initial security deposit. Successful bidder has to submit the balance amount of 2% of the contract price, i.e., the tendered amount, if submitted EMD is less than 2% of the contract value, before execution of formal agreement. Balance security of 8% of the amount of each running account bill, will be recovered from each and subsequent bill till the balance of the amount of security deposit is realized.

8. Additional Performance Security:

10% of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of the work, shall have to be submitted by the successful bidder, if the accepted bid value is 80% or less than the estimated/DPR amount.

If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of issue of Letter of Acceptance/Letter of Intent or the time period as mentioned by the tender inviting authority, his Earnest Money will be forfeited. The Bank Guarantee shall be returned immediately on successful completion of the Contract.

If the bidder fails to complete the work successfully, the Additional Performance Security along with Security Deposit lying with HMC shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.

Necessary provisions regarding deductions of Security Deposit from the progressive bill of the Contractor as per relevant clauses of the contract will in no way affected/alterd by this Additional Performance Security.

9. Release of Security Deposit:

Release of normal security deposit shall be made after 6 (Six) months from the date of successful completion of the work.

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

- i) All annexures as annexed.
- ii) Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any)
- iii) Deed of Partnership (constituted/reconstituted/amended, if any) (Only for Partnership Firms)
- iv) Income Tax Return (for the last 3 financial years)
- v) Audited Balance Sheet (for the last 3 financial years)
- vi) PAN Card
- vii) GST registration certificate with up-to-date challan
- viii) Latest Professional Tax Enrolment Certificate and up-to-date challan.
- ix) Latest valid Trade License
- x) Provident Fund Registration Certificate with up-to-date challan
- xi) ESI Registration Certificate with up-to-date challan
- xii) Technical Credential
 - a) Work Order
 - b) Completion Certificate for the work completed/running
 - c) BOQ of work or price-breakup schedule
 - d) Payment Certificate of the said work
- xiii) Affidavit before Notary mentioning the correctness of the documents and declaration of penalty or debarment etc., before the issuance of this NIT.

N.B.: Provident Fund Registration Certificate with up-to-date challan and ESI Registration Certificate with up-to-date challan are not mandatory at the time of submission of bid. These are to be mandatorily produced at the time of award of contract.

- 11.** The prospective bidders shall have in their full-time engagement experienced technical personnel with the sufficient knowledge of PERT/CPM, the minimum being one Civil Engineering Degree holder and one Civil Engineering Diploma holder (authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation).
- 12.** The prospective bidders must not have been debarred to participate in any tender invited by the HMC 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 as non-responsive).

13. Language of Tender: The bid and all related correspondences and documents shall be written in the English language. Supporting documents and printed literature furnished by the eligible bidder with the proposal may be in any other language if they are accompanied by an appropriate translation into English. Supporting materials that are not translated into English shall not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
14. All materials required for execution of the work (as per BOQ) shall be supplied by the bidder at their own risk and cost.
15. Bid shall remain valid for a period not less than 120 days (one hundred twenty days) from the last date of submission of financial bid/sealed bid. If the bidder withdraws the bid during the period of bid validity, the earnest money as deposited will be forfeited without assigning any reason thereof.
16. The Tender Notice along with other documents like Tender book, Terms and Conditions, BOQ and Corrigendum, if any etc. whatever documents uploaded by the department concern, shall be part and parcel of the Tender. The agency must go through carefully the Special Terms and Conditions uploaded by the department before quoting his/her rate.
17. The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances or may accept or reject any or all the tenders without assigning any reason whatsoever. No claim in this respect will be entertained.
18. During scrutiny, if it comes to the Tender Inviting Authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.

List of technically qualified bidders will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, bidders are requested to view the tender status on a regular basis. In case if there be any objection regarding pre-qualification/list of technically qualified bidders, that objection should be lodged to the Chairman, Tender/Bid Evaluation Committee within 24 hours from the date and time of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender/Bid Evaluation Committee.

19. Before issuance of the Letter of Intent (LOI), 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 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.

20. The risks and coverage by insurance shall be:

- i) Personal injury or death insurance for agencies Employees (In accordance with the statutory requirements applicable to India).
- ii) Loss or damage to any equipment or any public/private infrastructure at Lifting & Removing Daily Garbage etc. Accumulated from Secondary Transport points, containers and other places on roads, lanes and bye lanes of HMC and disposal the residue along with fresh garbage at the RWMC Baidyabati traversed during transportation shall be the sole responsibility of the bidder and compensation for

the same shall have to be borne by the agency. Agency shall have necessary insurance for coverage of the same.

- 21.** For detailed information please visit the Government website: <https://wbtenders.gov.in> & www.myhmc.in .

22. Scope of Work:-

- i) Lifting & Removing Daily Garbage etc. Accumulated and/or coming up from Secondary Transport points, containers and other places on roads, lanes and bye lanes of HMC if any and disposal the residue along with fresh garbage at the RWMC Baidyabati in an environmentally safe manner by using Solid waste carriage vehicles with proper attachment of cover which shall arrest odour and visual discomfort while plying.
- ii) Legacy/fresh waste should be transported only after obtaining approval of the competent authority. The waste collected and transported from different points of above stated 28 wards must have requisite road challan and should have obtained permission of competent authority during transportation. Weight of fresh waste at collection point site shall be taken at RWMC Baidyabati in presence of our staffs and must be properly recorded as per format in ANNEXURE 1.
- iii) The vehicle used for transportation should not bear any kind of advertisement/publicity banner, billboard etc. The vehicle should be mandatorily covered and not visible to public.
- iv) The vehicle transporting the waste should have adequate facility to prevents pillage of waste and leachate end-route to the RWMC Baidyabati.
- v) The vehicle transporting the waste must have arrangement for collection and storage of leachate.
- vi) The vehicle to be for transportation of the waste must have mechanized arrangement for loading and unloading waste.
- vii) The vehicle for transportation of legacy waste must have mechanized for arrangement loading and unloading waste.
- viii) GPS tracking system shall be introduced in each vehicle to track the vehicle by bidder.
- ix) Monitoring software shall be prepared by bidder which is helping to monitor all time from HMC officials end.
- x) At the end of the day, STP is to be cleaned and disinfected by bleaching etc from bidder's own cost.
- xi) Monthly certificate after processing the fresh garbage is to be issued from bidder's end to HMC Authority.
- xii) Bill is to be prepared based on accepted rate / M.T. Weight is to be taken as per Annexure 1.
- xiii) Bill is to be submitted monthly wise.

xiv) Payment will be made as per HMC payment schedule.

23. Defect liability:

Defect liability period of this work is equal to the tenure of the work (as specified in the enclosed BOQ) & it would also be guided by the PWD Notification no. 5951-PW/L&A/2M-175/2017 dated 02/11/2017 read with Notification No5784-PW/L&A/2M-175/2017 dated, 02/09/2017 & Notification no.52-CRC/2M-06/2014, dated 27/12/2014.

Executive Engineer (Conservancy)

GENERAL INSTRUCTIONS FOR E-TENDERING

1. General guidance for e-tendering:

Instructions/guidelines for electronic submission of the tenders have been detailed above for assisting the contractors to participate in e-tendering.

1.1. Registration of Contractors:

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 login onto <https://wbtenders.gov.in>. The Contractor is to click on the link (online Bidder Enrolment) for e-tendering site.

1.2. 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 Controller of Certifying Authority, Government of India (<http://cca.gov.in>) on payment of requisite amount. The Contractor can search the tender and download NIT and other tender documents electronically from computer, once he/she logs onto the website <https://wbtenders.gov.in>. This is the only mode of collection of the tender documents. A prospective Bidder shall be allowed to participate in the job either in the capacity of the individual or as a partner of a firm. If it is found applied several in single job all his applications will be rejected for that job.

1.3. Submission of Tenders:

General Process submission:

Tenders are to be submitted through online to the website stated in Sl. No. 3 (a) of the e-NIT, two folders at a time for each work, one is technical bid and the other is financial bid before the prescribed date and time using his/her Digital Signature Certificate.

2. Technical Bid:

Technical bid contains scanned copies of the following further in two folders.

a) Statutory cover containing:

- i. NIT with all addendum & corrigendum (download & upload the same digitally signed)

b) Non-statutory cover containing:

- i. All annexures as annexed.
- ii. Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
- iii. Deed of Partnership (constituted/reconstituted/amended, if any) (Only for Partnership Firms)
- iv. Income Tax Return (for the last 3 financial years)
- v. Audited Balance Sheet (for the last 3 financial years)
- vi. PAN Card
- vii. GST registration certificate with up-to-date challan
- viii. Latest Professional Tax paid challan and P-Tax Enrollment Certificate.

- ix. Latest valid Trade License
- x. Provident Fund Registration Certificate with up-to-date challan
- xi. ESI Registration Certificate with up-to-date challan
- xii. Technical Credential
 - a) Work Order
 - b) Completion Certificate for the work completed/running
 - c) BOQ of work or price-breakup schedule
 - d) Payment Certificate of the said work
- xiii. Affidavit before Notary mentioning the correctness of the documents and declaration of penalty debarment etc.
- xiv. Technical Manpower details (to be deployed at project).
- xv. Confirmation of supply of minimum number of manpower during Operation & Maintenance (if any).
- xvi. Local office address for communication.

NOTE:

Failure of submission of any of the above-mentioned documents, as stated in 2. a) & 2. b) of the General Instructions for e-tendering, will render the tender liable to summarily rejected for both statutory and non- statutory cover.

Provident Fund Registration Certificate with up-to-date challan and ESI Registration Certificate with up-to-date challan are not mandatory at the time of submission of bid. These are to be mandatorily produced at the time of award of contract.

3. Financial Bid

The financial Bid should contain the following documents in one folder, i.e., Bill of Quantities (BOQ). The Contractor is to mention the rate inclusive of all incidental fees, taxes etc. through online in space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

4. Opening & Evaluation of Tender

Technical Bid will be opened by the Executive Engineer (Conservancy),. Intending tenderer may remain present if he/she so desire. Statutory Cover would be opened first and if found in order and correct, Non-Statutory Cover will be opened. If there is any deficiency in the Statutory and Non-Statutory documents, the tender will be summarily rejected.

Decrypted (transformed in to a readable formats) documents of the non-statutory folder will be downloaded & handed over to the evaluation committee.

List of technically qualified bidders will be uploaded only onto the designated Government website - <https://wbtenders.gov.in>.

NB:

While evaluation, the Evaluation 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 they couldn't produce the same within the stipulated time frame, their bid will liable for rejection.

5. Opening and evaluation of Financial bid:

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.

6. Penalty for suppression/distortion of facts:

Submission of false document by tenderer is strictly prohibited.

7. Corrigendum/addendum if any would be published on the website:www.myhmc.in only.

Executive Engineer (Conservancy)

Memo No.04/(1-14/)Cons/25-26

Dated: -28/04/2025

Copy forwarded for information & necessary action to:

(1) Commissioner, HMC,(2) C.O.F., H.M.C. (3)Secretary,H.M.C., (4)Executive engineer (I.T.) (5) Sabhadhipati Zilla Parishad, Howrah ,for circulation in Notice Boards (6) Chief Engg. HIT, 19, G.T. Road, Howrah, for circulation in Notice Boards, (7) Asst .Engg. PWD, Howrah, Sub Divn. No. I, 2, M.G. Road, Howrah, for circulation in Notice Boards (8) Secretary's Department (General) - For Paper Publication, (9) I.T. Department, HMC for publication in website, (10) R.A.O, HMC (Govt. Audit), (11) All Notice Boards, of H.M.C. Central Office (12) Office Copy.

Executive Engineer (Conservancy)

ANNEXURE 1							
HOWRAH MUNICIPAL CORPORATION							
CONSERVANCY DEPARTMENT							
LOGBOOK RECORD FORMAT							
Details of carriage of fresh waste at RWMCBaidyabati							
Name of the Agency					NIT No:-		
Sl. No.	Date	Time	Vehicle No	Unload quantity of fresh waste in M.T.	Weighbridge slip no and date	Signature of the Agency representation	Signature of the HMC representation
1							
2							
3							
4							