



No.10 MARAIKURA GRAM PANCHAYAT

Debinagar , Raiganj , Dist. Uttar Dinajpur .

Memo. No 118/MGP/(PBG)2019-2020

Dated – 06/03/2019

NOTICE INVITING e-TENDER/QUOTATION

The Prodhan, No 10 Maraikura Gram Panchayat invites e-tender/ Quotation from reliable and bonafide suppliers for supplying the materials as specified below under PBG Fund (Submission of Bid through online).

1. Details of Scheme:-

Sl. No.	Name Of the Scheme/Delivery Site	Tender Amount	Earnest Money (in Rs.)	Participation Charge	Time allowed for Delivery	Eligibility of Bidder
1	Construction of Office room at Maraikura GP Under Raiganj Block	1322293.00	26446.00	500.00	90 Days	40% credential of Estimated Amount

- In the event of e-filing, intending bidder may download the tender documents from the website : <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and Earnest Money be remitted through Demand Draft issued from any nationalized bank in favour of **Prodhan, No 10 Maraikura Gram Panchayat, payable at UBI Debinagar** Branch and also to be documented through e-filing.
 - Original Copy of the Scanned and Uploaded Earnest Money should be deposited physically by the L-1 Bidder at the Office of the Prodhan, No 10 Maraikura Gram Panchayat after opening of Financial Bid.
- Both Technical Bid and Financial Bid are to be submitted in Technical Folder and in Financial Folder respectively duly digitally signed in the website: <https://wbtenders.gov.in>.
 - Both Technical Bid and Financial Bid should be submitted online on or before 06/03/2020 at 18.55
 - The Financial Bid of the prospective tenderer will be considered only if the Technical Bid of the tenderer found qualified by the "Tender Committee", formed by **The Prodhan, No 10 Maraikura Gram Panchayat**. The decision of the "Tender Committee" will be final and absolute in this respect. The list of the Qualified Bidders will be displayed in the website and also in the Notice Board of the office of the **Prodhan, No 10 Maraikura Gram Panchayat, Debinagar, Raiganj, Uttar Dinajpur**.
 - Bid shall remain valid for a period not less than 120 (One Hundred Twenty) days after the dead line date for Financial Bid submission. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

5 Date and Time Schedule-

Sl. No.	Activity	Date and Time
1	Date of uploading of NleT & Other Documents online (Publishing Date)	06/03/2020 at 18.55
2	Documents download start date (Online)	06/03/2020 at 18.55
3	Documents download end date (Online)	20/03/2020 at 18.00
4	Bid submission start date (Online)	06/03/2020 at 18.55
5	Bid submission closing date (Online)	20/03/2020 at 18.00
6	Bid opening date for Technical Proposals (Online) after	23/03/2020 at 12.00
7	Uploading of Technical Bid Evaluation Sheet	To Be Latter
8	Bid opening date for Financial Proposals (Online)	To Be Latter
9	Uploading of Financial Bid Evaluation Sheet	To Be Latter

LOCATION OF CRITICAL EVENT Bid Opening -

Chamber of the : Prodhan, No 10 Maraikura Gram Panchayat, Debinagar, Raiganj, Uttar Dinajpur

7. A) Earnest Money : -A) The amount of Earnest Money is to be submitted in the shape of Demand Draft issued from any Nationalized Bank drawn in favour of the **“Prodhan, No 10 Maraikura Gram Panchayat, at UBI Debinagar Branch** . At the time of uploading the tender, the intending tenderer should upload a scanned copy of such Dem and Draft along with the tender. However, such Demand Draft shall invariable have to be deposited by the L-1 Bidder after opening of the Financial Bid and before receiving of work order. Any tender without such Demand Draft shall be treated as informal and shall automatically stands cancelled.

B) **The Participation Charge in form of DD in Favour “Prodhan, No 10 Maraikura Gram Panchayat, at UBI Debinagar Branch has to be deposited on 20/ 03 / 2020 at 11.00AM to 3.00 PM to “Prodhan, No 10 Maraikura Gram Panchayat, at UBI Debinagar Branch “. Scan copy of the DD and Scan copy of Money Receipt from Gram Panchayat are to be Uploaded as Proof at the time of Submission of Bid .**
- 8 The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surrounding 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 e -Tender, before submitting offer with full satisfaction. The costs of visiting the sites shall be at own expenses.
- 9 The intending tenderers are required to quote the rate online only. No offline tender will be submitted.
- 10 Tenderer shall have to comply with the provisions of a) the contract labour (Regulation Abolition) Act. 1970 b) Apprentice Act. 1961 and c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and ordered issued there under from time to time.
- 11 During the scrutiny, if it comes to the notice that the credential(s) and / or any other paper(s) of any bidder has/have been found incorrect / manufactured / fabricated, the said bidder will not be allowed to participate in the tender and that application will be outrightly rejected.
- 12 The Notice Inviting Authority i.e. The **“Prodhan, No 10 Maraikura Gram Panchayat**, may verify the documents submitted by the bidders comparing with the originals after opening the Technical Bid. After verification, if it is found that the document(s) submitted by any tenderer is / are either manufactured or failing of submitting original papers on a particular date as directed; his Bid will be treated as cancelled.
- 13 Before issuance of work order, the tender inviting authority may verify online submitted documents in original of the lowest bidder. After verification if it is found that the submitted documents is either manufactured or false in that case work order will not issue under any circumstances. Legal action also been taken against the bidder.
- 14 The tenderers should, if so desired by the **Prodhan, No 10 Maraikura Gram Panchayat**, submit his analysis to justify the rate quoted by him.
- 15 If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
- 16 The intending tenderer is required to quote the rate in figures as well as in words as percentage above / below / at per with the relevant process schedule of rates.
- 17 Conditional / Incomplete tender will not be allowed.
- 18 The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.
- 19 Successful tenderers will have to produce all other documents in original of verification prior to issuance of Work Order.
- 20 Instruction to Bidders (General Guidelines for e-Tendering)
 - A. Registration of Contractor: - Any contractor willing to take part in the process of e -tendering will have to enrolled and registered with the Government e -Procurement System, through logging onto <https://wbtenders.gov.in>.
 - B. 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 website stated in Clause -2 of Guideline to Bidder. DSC is given as a USB e-Tender.

- C. The contractor can search and download 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.
- D. Submission of Tenders: - Tenders are to be submitted through online to the website stated in Clause -2 in two folders at a time for each work - one in Technical Proposal and the other in Financial Proposal before the prescribed date and time using Digital Signature Certificate (DSC). The documents are to be uploaded (virus scanned copy) duly signed digitally. The documents will get encrypted (transformed into non-readable format).
- E. Technical Proposal:- The Technical Proposal should contain scanned copies of the following in one folder -
- i) The tenderers have to submit of the following documents -
 - (a) Trade License up-to-date.
 - (b) PAN Card.
 - (c) IT Return Certificate for the last Financial Year.
 - (d) GST Registration with Certificate (update return).
 - (e) Professional Tax Clearance Certificate with updated challan.
 - ii) The tenderer should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm.
 - iii) Submit with tax invoice Bill will be paid with adding GST & CSS as Applicable.
 - iv) The tenderer would have to disclose if they are black-listed by any Govt. Deptt. / Semi Govt. Deptt. / Autonomous Bodies/ PSUs etc.
 - v) Registered Deed of Partnership Firm, if applicable is to be uploaded.
 - vi) Form - I & AFFIDAVIT - "Y" by the tenderer (specimen is attached) is to be uploaded.
 - vii) Essential Credentials -
 - (a) The tenderer should have experience in similar type of work. At least 40% credential of 1 (One) such works in last 5 years is required. only in the form of completion/ payment certificate.
 - (b) Yearly turnover should not be less than the estimated amount of the work/works applied for.
- F. i) Opening of Technical Proposal: - Technical proposal will be opened by the Pradhan 10 No. Maraikura Gram Panchaya, Raiganj, Uttar Dinajpur or the authorized representative of him electronically from the website state d using their Digital Signature Certificate.
ii) Intending tenderer may remain present if they desire so.
- G. Financial Proposal:-
- i) The Financial Proposal should contain the following documents in one cover (Folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Offering Below/ AT PAR) online through Computer in the space marked for quoting rate in the BOQ.
 - ii) Only downloaded copies of the above documents are to be uploaded (virus scanned) and Digitally Signed by the contractor.

21 Terms of Payment:-

- A. Payment will be made by this office on submission of bill complete in all respect.
- B. The payment will be made by A/C Payee Cheque / as per Govt. norms.
- C. Payment shall be released only after due certification from the Competent Authority that - work has been done satisfactorily.
- D. Any prayer for revision of rate within contract period shall not be entertained and the contract shall be liable to be cancelled.
- E. If the tenderer fails to supply the items or execute the work as per work order/agreement/contract, necessary penal action to be imposed as per the terms and condition.
- F. Payment will be made subject to availability of fund.

22 Execution of Agreement:-


- A. The successful tenderer shall enter into an agreement with the **Pradhan, No 10 Maraikura Gram Panchayat** Debinagar, Raiganj, Uttar Dinajpur in prescribed format.
- B. The Agreement shall be executed within 7 (seven) days from the date of issuance of Letter of Acceptance (L.O.A.).

23 Termination: - Termination of contract is liable on the following grounds:-

- A. Canvassing in any form on the part or on behalf of the tenderer.
- B. If the agency fails to execute the works at the contract rates or refuses to execute the works as mentioned in

schedule work within the scheduled date, the authority shall have the right to terminate the contract with the tenderer at any time within 24 -hours' notice for termination and in that case, the earnest money deposited by the tenderer shall be forfeited.

- C. Incomplete submission of tender/bids.
 - D. In the event of willful negligence, refusal of non -performance of the terms of the contract.
 - E. In case of suppression of facts or wrongful submission credentials, the contract is liable for terms nation, after due enquiry and the tenderer is liable to legal action, apart from forfeiture of earnest money.
- 24 As per order of District Magistrate, Uttar Dinajpur vide Order No. - 114/ MA&ME Dated -03/ 02/ 2016 following deduction was considered as just an proper to impose penalty for the delay in completing the respective work. Upto six months-1 %, above six months to one year -2 %, above one year to two years -4 %, above two years to three years - 6 %, above three years-8%.
- 25 Dispute settlement: - In the event of any dispute by and between the **Prodhan, No 10 Maraikura Gram Panchayat** and the tenderer, the decision of the Block Development Officer, Raiganj, Uttar Dinajpur shall be final.
- 26 The **Prodhan, No 10 Maraikura Gram Panchayat** "reserves the right to cancel the NleT or change the date & time schedule of NleT, no claiming in this respect will be entertained .



Prodhan
No. 10 Maraikura G. P
Raiganj, Uttar Dinajpur
**Prodhan, No 10 Maraikura Gram
Panchayat Debinagar, Raiganj, Uttar
Dinajpur.**

Memo.No.118 (5)/MGP/(PBG)2019-2020

Dated -06/ 03/ 2020

Copy forwarded for information and wide publicity to –

1. *Additional Executive Officer, Uttar Dinajpur Zilla Parishad.*
2. *The Sub-Divisional Officer, Raiganj, Uttar Dinajpur.*
3. *The Block Dev. Officer, Raiganj, Uttar Dinajpur.*
4. *The Sabhapati, Raiganj Panchayat Samity*
5. *Notice Bord*


Prodhan
No. 10 Maraikura G. P
Raiganj, Uttar Dinajpur
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Panchayat Debinagar, Raiganj, Uttar
Dinajpur.**