

**OFFICE OF THE RAIGANJ PANCHAYAT SAMITY**  
**RAIGANJ: UTTAR DINAJPUR**

**NOTICE INVITING TENDER**

**NIT SL. NO.79/RPS/EO/21-22 (1<sup>st</sup> call)**

**Memo No:501/RPS/EO**

**Date:15/12/2021**

Sealed Tenders are hereby invited by the Executive Officer, Raiganj Panchyat Samity for execution the following works as per ANNEXURE-I. Resourceful, bonafied and experienced contractors can participate in this tender. Time schedule and relating Terms & Conditions are mentioned below -

**Time schedule**

ITEM	DATE	TIME
Date & Time of Dropping Proper filled up Tender Forms along with requisite papers and application of participation in their own letter head pad in the Tender Box at the CHAMBER of the undersigned.	27/12/2021	11:00 AM to 2.00 PM
Date & Time of opening Tenders (in presence of the Tender Committee and Contractors or their authorized representatives)	27/12/2021	At 3.00 PM

**Terms & conditions -**

1.Tender Form & NIT copy & others will be available on website of the UDZP i.e.[www.udzp.in](http://www.udzp.in).

**2.At the time of dropping of tender form, the tenderer must have to submit valid and up to date (i) Trade Licence (ii) PAN Card (iii) GST (iv) IT Return Acknowledgement (current ) (v) Profession Tax Payment Certificate (PT) and (vi) Credential (in the form of Payment/Completion Certificate).** Along with Tender Form (Uploaded in [www.udzp.in](http://www.udzp.in)) & Self-attested documents are to be submitted.

3.The tenderer should have experience in similar type of work. **At least 50% credential of 1 (One) similar nature of work in last 5 years is required.**

4.Audit Report of last financial year will have to submit in case of Engineer's & Labour Co-Opt. Societies.

5.If required, the undersigned can verify the attached documents with the originals and the tenderer will be bound to produce the originals on being asked failing which application of tender forms will be cancelled.

6.Time is the big essence of contract. The successful contractor must complete the work within the time specified for the completion. No extension of the time will be allowed except on special case. If any contractor fails to complete the work within the stipulated time, the work order issued in his favour may be cancelled without assigning any reason thereof. The undersigned may also proceed to get the balance work completed by any other means including through other contractors. The excess expenditure if any, due to such a step would be recoverable from the unpaid Bills/ Security deposit of the tenderer. This is apart from any other penal measure, the undersigned may take steps including blacklisting of the contractors and forfeiture of earnest money.

**7.Earnest Money** noted against the work @ 2% of the value of the work is to be submitted in favour of the "Executive Officer, Raiganj Panchyat Samity" payable at Bank Of Baroda, Raiganj, West Bengal. Account Number-40110100007258, IFSC-BARBORAIGAN (Fifth character is zero). Deposite Slip of the same will have to submit in Xerox (self attested) at the time of dropping of tender form. Labour Co-Operative Societies are exempted from payment of Earnest Money. Such Societies, if selected through tender, will have to furnish requisite Earnest Money for performance of the work. Without Earnest Money bidders tender form will treated as informal.

**8.Participation fees** (Non-refundable) have to be deposited in favour of the "Executive Officer, Raiganj Panchyat Samity" payable at Bank Of Baroda, Raiganj, West Bengal. Account Number-40110100007258, IFSC-BARBORAIGAN (Fifth character is zero). Deposite Slip of the same will have to submit in Xerox (self attested) at the time of dropping of tender form.

9.The rate should be quoted on percentage (%) basis showing Less / At Par both in figures as well as in words in tender form which is uploaded in website as mentioned in Sl. No.-1 with this Notice.

10.Incomplete tender form will be rejected summarily. The successful tenderer will have to execute a formal agreement on a Non-Judicial stamp worth Rs.10/- within 7(seven) working days from the date of issue of work order.

11.All works have to be done according to Schedule & Specification and as per drawing approved by the authority and as per direction of the Executive Officer, Raiganj Panchyat Samity, Uttar Dinajpur.

12.No consumable materials will be supplied to the agency for any work from the office of the undersigned. Agency will be responsible for procuring all materials required for proper execution of work at his own cost.

13.Acceptance of the lowest tender is not obligatory and the undersigned reserves the right to accept or reject any or all the tenders without assigning any reason what so ever also to split up the tendered work to more than one contractor in the interest of execution of the Scheme.

14. This notice shall form part of the terms and conditions of tender and tenderer shall be bound to abide by them.
15. All rates shall be inclusive of all charges, royalty, toll charge, carriage etc.
16. The successful tenderer will have to start the work within 7 (seven) days from the date of issue of work order after execution of formal agreement as per rule and will have to complete the work within the time allowed for completion if failed to do so penalty or termination of work contract may be taken by the tender inviting authority at any stage of work.
17. Before submission of the tender the contractor must visit the work site to judge the local condition from all corners and the estimate prepared for the respective work and no plea/complain about the site will be entertained afterwards. It will be presumed that the agency offered the tender after reviewing entire position of the work site.
18. All the working tools & plants and implements required for the work are to be arranged and supplied by the successful tenderer at his own cost.
19. If the last date of submission of tender is declared as holiday, the tender will be received up to next Date & Hours and will be opened immediately afterwards as usual.
20. The tender received after the due date and time and any change in quotation after opening the tender will be out rightly rejected.
21. CESS for the welfare of construction workers @ 1% will be deducted at source from bill amount.
22. The undersigned reserves the right to impose penalty and take legal action against the lowest tenderer. If he is unwilling to undertake the work as per his offered rate.
23. Contractors will have to keep close liaison with the office of the undersigned & execute the works as per instruction and the concerned Engineer-in-Charge. Who must be kept informed about each step of the work by the contractor.
24. As per order of District Magistrate, Uttar Dinajpur vide Order No.- 114/MA&ME Dated-03/02/2016 following deduction from bill amount was considered as just a 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. The Notice Inviting Authority i.e. The Executive Officer, Raiganj Panchyat Samity, Raiganj, Uttar Dinajpur 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 false or failing of submitting original papers on a particular date as directed; his Bid will be treated as cancelled & Black Listed from this office upto 5 years.
26. Before issuance of work order, the tender inviting authority may verify submitted documents in original of the lowest bidder or all bidders. After verification if it is found that the submitted documents is either manufactured or false in that case work order will not issued under any circumstances. Legal action also been taken against the bidder.
27. Dispute settlement: - In the event of any dispute by and between the Executive Officer, Raiganj Panchayat Samity and the tenderer, the decision of the Executive Officer, Raiganj Panchayat Samity shall be final.
28. As by order of The Governor, West Bengal vide Order No.- 177-CRC/2M-57/2008 Dated-12/07/2012 & Group-I of Finance (Audit) Department vide their U.O. No.-:614; dated-06/07/2012. The Security Money hereof shall be refundable to the contractor in the manner provided herewith-(i) 30% of the security deposit shall be refunded to the contractor on expiry of the one year after the issuance of certificate of completion of work; (ii) Further 30% of the security deposite shall be refunded to the contractor on expiry of two years; (iii) The balance 40% of the security deposite shall be refunded to the contractor on expiry of three years. Provided that in respect of the work of repair or maintenance in nature or a combination thereof, the words three years wherever appearing in this clause shall be deemed to be one year.
29. The "**Undersigned**" reserves the right to cancel the NIT or change or modify the date & time Schedule of NIT at any time, no claiming in this respect will be entertained. **Payment being made as per approval of fund from the concern authority.**
30. Tender Amount upto Rs.10.00 (Ten)Lakhs no Running Account Bill (R/A Bill) being allowed by the undersigned.

  
Executive Officer  
Raiganj Panchyat Samity  
Raiganj: Uttar Dinajpur.

**Memo No:501/1(42)/RPS/EO**

**Date:15/12/2021**

**Copy forwarded to:-**

- 1.The Sabhadhipati, Uttar Dinajpur Zilla Parishad for her kind information.
- 2.The District Magistrate, Uttar Dinajpur for his kind information.
- 3.The Additional Executive Officer, Uttar Dinajpur Zilla Parishad for his kind information.
- 4.The Sub Divisional Officer, Raiganj, Uttar Dinajpur for his kind information.
- 5.The Chairman, Raiganj Municipality for his kind information.
- 6.The Sabhapati, Raiganj Panchayat Samity for her kind information.
- 7.The Opposition Leader- Raiganj Panchayat Samity. for his kind information.
- 8.The Karmadhyakha-PKOPSS-Raiganj Panchayat Samity. for his kind information.
- 9-17.The Block Development Officer, (ALL), Uttar Dinajpur for information with a request to wide publicity. .
- 18-31.The Pradhan, (All) Gram Panchayat, Raiganj Block for his/her kind information for wide publicity
- 32.The Jt. Block Development Officer, Raiganj, Uttar Dinajpur for information and taking necessary action
- 33.The I C, Raiganj PS with a request to deploy adequate force on the dates mentioned in NIT to ensure smooth completion of the entire process.
- 34-37. The Jr. Engineer BPC & A-I & RWP & RWS , Raiganj Dev. Block for information and taking n/a.
- 38.The DIA, UDZP for uploading the same in the website of Zilla Parishad.(udzpssc@gmail.com)
- 39.The District NIC Centre for uploading the same in the District Website.(dm-rgj-wb@nic.in)
- 40.The Head Clerk-cum-Accountant, Raiganj Development Block for taking necessary action.
- 41.The Cashier of this office.
- 42.The Office Notice Board of Raiganj Development Block.



Executive Officer  
Raiganj Panchyat Samity  
Raiganj: Uttar Dinajpur.

**ANNEXURE-I**

Sl. No.	Name of the work	Fund	Estimate Amount (in Rs.)	Earnest Money (in Rs.)	Participation Fees	Completion Period
1	Construction of Waiting Shed near Nagar Bridge under Shitgram G.P.(44770928)	15 th. F.C.	487888.00	9800.00	750.00	90 Days
2	Construction of Rest Room and Maintenance of Ekor Samsan under Shitgram G.P.(44770501)	15 th. F.C.	487888.00	9800.00	750.00	90 Days
3	Construction of Culvert at Itadangi under Bindole G.P. (44800251)	15 th. F.C.	200000.00	4000.00	300.00	60 Days
4	Construction of HP Culvert in Between Kuliara Doapukur, Bhatun G.P.(44770901)	15 th. F.C.	295000.00	5900.00	450.00	60 Days
5	Construction of Drainage System near Kasba Pond. (44769604)	15 th. F.C.	390000.00	7800.00	600.00	45 Days

  
**Executive Officer**  
**Raiganj Panchyat Samity**  
**Raiganj: Uttar Dinajpur.**

**TENDER FORM- I**  
**STRUCTURE AND ORGANISATION**

To : The Block Development Officer / Executive Officer  
Raiganj Development Block/ Raiganj Panchayat Samity

	N.I.T. SLNO.	
	N.I.T. MEMO NO. AND DATE	
1	Name of applicant	
2	Office Address	
3	Telephone No./Mobile No.	
4	Fax No.	
5	Email ID	
6	Name and address of Bankers	
7	Attach an organization chart showing the Structure of the company with names of Key personnel and technical staff with Bio-data.	

**Note:** Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

**Signature of applicant including title  
and capacity in which application is made.**

Block Dev. Officer/ Executive Officer  
Raiganj Dev. Block/ Raiganj Panchayat Samity

## TENDER FORM-II

Government of West Bengal  
Office of the Block Development Officer  
Raiganj Development Block

Office of the Raiganj Panchayat samity  
Raiganj ; Uttar Dinajpur

**Tender Form No. ( Filled by the Office only)**

To : The Block Development Officer / Executive Officer  
Raiganj Development Block/ Raiganj Panchayat Samity

1	NAME OF THE CONTRACTOR/SUPPLIER ( CAPITAL LETTER )	
2	PRESENT ADDRESS OF THE CONTRACTOR / SUPPLIER	
3	CONTACT NO. & e-mail ID	
4	DATE OF SUBMISSION OF TENDER	
5	NAME OF WORK APPLIED FOR	
6	N.I.T. SL.NO.	
7	N.I.T. MEMO NO. AND DATE	
8	GROUP / SL.NO. AS PER N.I.T.	
9	ESTIMATED COST	
10	EARNEST MONEY TO BE DEPOSITED Bank Amount, Bank, No.of E.M	
11	PARTICIPATION FEES	
12	TIME ALLOWED FOR COMPLETION	
13	RATE QUOTATED IN PERCENTAGE I do hereby agree to carry out the work @ (in figure) 0000 % above/ less or at par	QUOTATED YOUR RATE HERE IN FIGURE
	I do hereby agree to carry out the work @ (in word) XXXX percentage above/less or at par	QUOTATED YOUR RATE HERE IN WORD

I/We do hereby declare that I/We are bound to execute the above mentioned Work within the stipulated time specified thereof and accordance with the price schedule attached herewith, drawing direction modification and alternation if any and abide by W.B. Form No.2911,2911 (i) & 2911 (ii), & 2908 (which ever applicable) and also referred N.I.T.

Sig.of Contractor /Supplier with seal.

**ACCEPTED/ NOT ACCEPTED**

Office use only

Block Dev. Officer/ Executive Officer  
Raiganj Dev. Block/ Raiganj Panchayat Samity