

**OFFICE OF THE HEMTABAD PANCHAYAT SAMITY**  
**HEMTABAD, UTTAR DINAJPUR**

Phone: 03523-221223/221445

E-mail: bdo.hemtabad@gmail.com

**Memo. No.: 658 /EO/2021-22**

**Date: 16/12/2021**

**Notice Inviting e-Tender No: (658/EO/2021-22, Dated-16/12/2021)**

The Executive Officer, Hemtabad Panchayat Samity invites e-tender as mentioned in Annexure-I (attached herewith) from resourceful bonafide Contractors, Registered Co-Operative Societies formed by Un-Employed Engineers and Labourer Co-Operatives having experience in similar nature of civil works, who may participate in the tender process as per following terms & conditions :

Sl No	Particulars	Date & Time
1	Date of uploading of NleT & Tender Documents (Online) – Publishing date	17/12/2021 at 10.00 Hours
2	Documents download / Sale Start date (Online)	17/12/2021 at 12.00 Hours
3	Prequalification, Technical and Financial Bid submission starting date (Online)	17/12/2021 at 14.00 Hours
4	Documents download /Sale closing date (Online)	24/12/2021 at 12.00 Hours
5	Prequalification, Technical and Financial Bid submission closing date (Online)	24/12/2021 at 14.00 Hours
6	Date of Opening of Prequalification Proposals & Technical Proposal (Online)	28/12/2021 at 16.00 Hours
7	Date of uploading list of Technically Qualified Bidder	To be Inform later on
8	Date of Opening of financial bid (Online)	To be Inform later on

1. In the event of e-filing intending bidder may download the tender document from the website <http://etender.wb.nic.in> directly by the help of Digital Signature Certificate & documented through e-filing.
2. Both Technical Bid and Financial Bid will be submitted online concurrently duly digitally signed in the Website [https:// e-tender.wb.nic.in](https://e-tender.wb.nic.in) as per time schedule stated above.
3. The financial bid of the prospective tenderer will be considered only if the tender qualifies in the Technical Bid and the tenderer is found eligible by the Tender Inviting Authority. The list of qualified tenderers will be displayed in the website on the schedule date and time.
4. **For participating in the Tender**, the Tenderer shall have to pay the Earnest Money (EMD) in the form of Demand Draft drawn in favour of **Executive Officer, Hemtabad Panchayat Samity , payable at Hemtabad**, issued by any Nationalized Bank on / after the date of publication of this Notice, for the amounts mentioned in the Annexure - I. Separate Demand Draft should be used for each work for EMD. **The original copies of the Demand Draft towards Earnest Money, Receipt copy of Participation Charge etc. should be submitted in sealed envelopes to the undersigned on 27/12/2021 from 11.00 AM to 03.00 PM positively, super scribing "The Name of the Agency/Supplier/Name of Company, Name of the work they applied for.....".** Scanned copies of the Demand Draft (Self Attested) for towards the EMD should be uploaded as Statutory Document / Technical File . Unable to submit the Original EMD & Original Copies of All the documents submitted online ( Non Statutory Documents) on the stipulated date and time the BID will be summarily be Rejected.

5. **Time of Completion** : As stated in Annexure - I

6. **Eligibility Criteria for participation in tender** :

i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of **50% of the estimated amount put to tender, during 5(Five) years prior to the date of issue of this Tender Notice.** Payment Certificate will be treated as credential. Credential Certificate issued by the competent authority of a State/ Central Government, State/ Central Government undertaking, Statutory/Autonomus Bodies constituted under central/State statue on the executed value of completed will be taken as credential.

ii) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt Challan, **Valid 15 digit Goods and Services Taxpayer identifications Number(GSTIN) under GST act 2017**, Up-to-date Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, and Trade License in respect of the prospective Tenderer. [Non-statutory Documents]



iii) Where an individual person holds a Digital Signature Certificate in his own name duly issued to him against the company or the firm of which he happens to be a Director or Partner, such individual person shall, while uploading any tender for and on behalf such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm to upload such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Non-statutory Documents]

iv) Neither prospective Tendered nor any of the constituent partners had been be barred to participate in any Tender by the Govt of West Bengal during the last 3 (three) years prior to the date of this NIET, Suchdebaring will be considered as disqualification towards eligibility. (a declaration in this respect has to be furnished by the prospective bidders.). [Non-statutory Documents]

v) The prospective tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

vi) Joint Ventures will not be allowed.


vii) A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work as mentioned above in the List of Work(s).

viii) No conditional / Incomplete Tender will be accepted under any circumstances. The intending tenderer will have to submit authentic documents in support of acclaimed credential for all the items from serial 4 (i) to (viii) as indicated above. All document Submitted should be self attested & Stamped otherwise the tender offered will liable to be cancelled.

7. The intending tenderer fulfilling the above requirement should bid for the work included in the Bid notice with all related evidentiary documents. The Tender Inviting Authority reserves the rights to accept or reject their offered bid as deemed necessary to finalize the tenders satisfactory without assigning any reason whatsoever.
8. Selection or eligible agency will be strictly on the basis of scrutiny and evaluation of the particular as to be furnished at the time of bidding. Decision of the Tender Inviting Authority in this regard shall be final & binding.
9. The tendering operation will follow e-tendering process and all rules and regulations pertaining to the tender will be binding to the tenderers.
10. Specific time frame of execution and quality of the work are the essence of the contract. The successful bidder must complete the work within the time specified for completion as per Annexure-I. No extension of time will be allowed except any exigency. If any contractor / agency fails to complete the work within the stipulated time without any acceptable reason, 1% (One percent) of tendered amount will be fined for each month of delay, starting from the date of completion as per contract and the penalty amount will be deducted from the final bill without any further intimation.
11. The amount of Earnest Money stated in Annexure - I is to be submitted in the shape of Demand Draft issued from any Nationalized Bank drawn in favour of the "**Executive Officer, Hemtabad Panchayat Samity, Hemtabad**" payable at Hemtabad, . At the time of uploading the tender, the intending tenderer should upload a scanned colour copy duly signed by the Tenderer of such Demand Draft along with the tender. Any tender without such Demand Draft shall be treated as informal and shall automatically stands cancelled.
12. **The Participation Charge:-** Shall be deposited at the cash section of Hemtabad Panchayat Samity by the bidders **stated in Annexure-I from 17/12/2021 to 24/12/2021 (12.00 Noon to 03.00 PM except holiday)**. And the Scan copy of money receipt should be uploaded during Submission of bid. Original copy of the same (Money receipt) should be submitted **on 27/12/2021 From 11.00 A.M to 03.00 PM** to the undersigned positively otherwise the BID will be summarily rejected.
13. Rates quoted should not be unconditional & absolute. The rates should be quoted in **percentage basis (Less %)** and clearly to be mentioned both in figures and words. If the tendered amount is abnormally below the estimated amount, an analysis of the tendered amount must be submitted along with the tender paper otherwise the tender application will summarily be rejected.
14. All works will have to be done according to specification approved by the appropriate authority and as per direction of The Block Dev. Officer , Hemtabad Dev. Block and the concerned S.A.E.-in-Charge.
15. Incomplete tenders in any respect will summarily be rejected.
15. 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.
16. All rates shall be inclusive of all charges, Royalty (if required), tool charge, carriage etc. Relevant document of Royalty (if required) must be produced along with the Bill.
17. Before starting the work the site must be dressed and cleared by cutting all sorts of Jungle, shrubs etc. for which no extra payment will be made.
18. **The successful tenderer will have to start the work within 30 (Thirty) days from the date of issue of work order otherwise the work order will be cancelled. No excuse in this regard will be entertained later except any acceptable reason.**
19. Any rate above or at per of the schedule rate of work will not be accepted.



20. Acceptance of the lowest tender is not obligatory / mandatory and the undersigned reserves the unconditional right to accept or reject any one or all bids without assigning any reason and also to split up the tendered work to more than one contractor in the interest of speedy execution of the scheme.
21. IT, GST, Labour Welfare Cess will be deducted from each progressive Bill as per prescribed Government norms intimated by the higher authority time to time.
22. Before submission of the tender, the contractor must visit the work-site to judge the local condition from all aspects and no plea / complaint about work-site will be entertained after-wards. It will be presumed that the agency offered the tender after reviewing entire position of the work-site and ground realities. All works should be done under Hemtabad Dev. Block jurisdiction.
23. All working tools, plants and implements required for the works are to be arranged and supplied by the successful tenderer at his own cost.
24. No claim from contractor will be entertained for any increase in freight and market price.
25. **If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder/tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith and legal action will be taken against the offender.**
26. Quality of materials shall be checked and verified by the SAE-in-Charge of the undersigned.
27. Quantity of work may vary as per necessity of the work.
28. Only the participating tenderers or their authorized representatives may remain present at the time of opening of tender papers.
29. The payment will only be made on the basis of availability of fund.
30. Each Tenderer / Agency / Firm / Co-operative will have to submit 2911 Form alongwith tender application during the Submission of BID, failing which the tender application will summarily be rejected. The 2911 form will have to be given in prescribed format and language as enclosed with the tender notice.
31. **The earnest money @2% will be converted into security money after acceptance. Balance 8% Security money will be deducted from the bill to constitute 10% Security Money. The security money will be released after 12 ( Twelve ) month from the date completion of the work.**


  
Executive Officer, 16/12/21  
Hemtabad Panchayat Samity  
Uttar Dinajpur

**Memo. No. 658/1(14)/EO/2021-2022**

**Date: 16/12/2021**

Copy forwarded for information and necessary action to :

1. The Sabhadhipati, UDZP, Uttar Dinajpur
2. The District Magistrate, Uttar Dinajpur
3. The Sub-Divisional Officer, Raiganj, Uttar Dinajpur
4. The Sabhapati, Hemtabad Panchayat Samiti;
5. The Karmadhyaksha, Purto-Karya-O-Paribahan Sthayee Samity, Hemtabad Panchayat Samity;
6. The Leader of Opposition, Hemtabad Panchayat Samity;
7. The Sub-Assistant Engineer (AI/RWP/BPC), Hemtabad Panchayat Samity.
8. Cashier & HC Hemtabad Panchayat Samiti.
- 9-13 All Prodhan under Hemtabad Panchayat Samity.
14. Notice Board, Hemtabad Dev. Block.

  
Executive Officer, 16/12/21  
Hemtabad Panchayat Samity  
Uttar Dinajpur

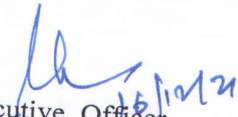
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Annexure-I

Date: 16/12/2021

**Notice Inviting e-Tender No : 658/EO/2021-22 Dt. 16/12/2021**

Sl. No.	Name of Scheme	Fund	Tender Amount (Rs.)	Participation Charge	Earnest Money	Time for Completion
01	Construction of Toilet Block at Hemtabad Block Office Premises under Hemtabad Panchayat Samity.	15 <sup>th</sup> F.C	Rs. 9,71,094.00	Rs. 700.00	Rs 19422.00	Within 90 days

  
Executive Officer,  
Hemtabad Panchayat Samity  
Uttar Dinajpur