

Office of the
3 NO. NAODA GRAM PANCHAYAT
Naoda , Baharail, Hemtabad, Dist. Uttar Dinajpur.

Memo. No.16/NGP-PBG

Dated – 20-01-2023

NOTICE INVITING e-TENDER

No. 02/2022-2023

The Pradhan of 3 No. Naoda G.P. Hemtabad, Uttar Dinajpur invites e-tender/Quotation from reliable and bonafide contractors/suppliers for the works as specified below under PBG Fund (Submission of Bid through online).

1. Details of Scheme:-

Sl. No.	Name Of the Scheme	Name of Fund	Estimated Amount (in Rs.)	Earnest Money (in Rs.)	Participation Fee(in Rs.)	Work Completion Period	Required Credential(similar Work)
1	Const of Rest Room of Park area at U Malon	PBG-SFC	226584.00	4600.00	500.00	30 days	Credential Similar nature work 60%
2	Const of Ghat with Guardwall of Boro Pokhra pond at U Malon	PBG-SFC	233435.00	4700.00	500.00	30 days	Credential Similar nature work 60%
3	Water Pump with Solar System at Boro Pokhra Govt land at U Malon	PBG-IBRD	263677.00	5300.00	500.00	30 days	Credential Similar nature work 60%
4	Multi Purpose Meeting Hall Renovation at GP Office	PBG-IBRD	349745.00	7000.00	500.00	30 days	Credential Similar nature work 60%

- A. 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 also to be documented through e-filing.
- 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 30-01-2023 upto 02.00 P.M.
- 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 3No Naoda Gram Panchayat, Hemtabad, Uttar Dinajpur. 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 Pradhan 3No Naoda Gram Panchayat , Hemtabad, 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 there of

6. Date and Time Schedule :-

Sl. No.	Activity	Date and Time
1	Date of uploading of NIT & Other Documents online (Publishing Date)	21.01.2023 at 01.00 P.M
2	Documents download start date (Online)	21.01.2023 at 04.00 P.M
3	Documents download end date (Online)	30.01.2023 at 02.00 P.M
4	Bid submission start date (Online)	21.01.2023 at 04.00 P.M
5	Bid submission closing date (Online)	30.01.2023 at 02.00 P.M
6	Bid opening date for Technical Proposals (Online) after	02.02.2023 at 01.00 P.M
7	Uploading of Technical Bid Evaluation Sheet	To be notified later
8	Bid opening date for Financial Proposals (Online)	To be notified later
9	Uploading of Financial Bid Evaluation Sheet	To be notified later

LOCATION OF CRITICAL EVENT

Bid Opening – **Chamber of the Pradhan 3No. Naoda Gram Panchayat, Hemtabad, Uttar Dinajpur**

8. **Earnest Money & Participation fees:** Earnest Money & Participation fees will be deposited in A/C No.5488010007251, BGVB Samashpur, IFSC-PUNBORRBBGB, through NEFT/RTGS in favour of the 3No. Naoda GP.
9. 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.
10. The intending tenderers are required to quote the rate online only. No offline tender will be submitted.
11. 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.
12. 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 out rightly rejected.
13. The Notice Inviting Authority i.e. The **Pradhan, 3No Naoda Gram Panchayat** , Hemtabad, 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 of false or failing of submitting original papers on a particular date as directed; his Bid will be treated as cancelled.
14. 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 issued under any circumstances. Legal action also been taken against the bidder.
15. The tenderers should, if so desired by the **3No. Naoda Gram Panchayat , Hemtabad, Uttar Dinajpur**, submit his analysis to justify the rate quoted by him.
16. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
17. 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.
18. Conditional / Incomplete tender will not be allowed.
19. 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.
20. Successful tenderers will have to produce all other documents in original of verification prior to issuance of Work Order.
21. ***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 on to <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 USER 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 the self attested copies of the following documents –
 - (a) Trade License up-to-date.
 - (b) PAN Card.
 - (c) IT Return Certificate for the last three 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) The tenderer would have to disclose if they are black-listed by any Govt. Deptt. /Semi Govt. Deptt. /Autonomous Bodies/PSUs etc.
 - iv) Tender Form No. 2911(ii) and NIT is properly uploaded and signed digitally. The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid. In case of quoting any rate in 2911(ii), the tender is liable to be summarily rejected.
 - 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 60% credential of 1 (One) such works in last 3 years is required. Self Attested documents are to be submitted, only in the form of completion/payment certificate.
- F. i) **Opening of Technical Proposal:-** Technical proposal will be opened by the 3No. Naoda GP, Hemtabad, Uttar Dinajpur or the authorized representative of him electronically from the website stated 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.

22. 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 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 imposes as per the terms and condition.
- F. Payment will be made subject to availability of fund.

23. Execution of Agreement:-


- A. The successful tenderer shall enter into an agreement with the Pradhan, 3No Naoda GP, Hemtabad, 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.).

24. **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 termination, after due enquiry and the tenderer is liable to legal action, apart from forfeiture of earnest money.

25. **Dispute settlement:** - In the event of any dispute by and between **The Pradhan, 3No. Naoda GP, Hemtabad, Uttar Dinajpur** and the tenderer, the decision of the Naoda GP, Hemtabad, Uttar Dinajpur shall be final.

26. **The Pradhan of 3No. Naoda Gram Panchayat , Hemtabad, Uttar Dinajpur** "reserves the right to cancel the NIeT or change the date & time schedule of NIeT , no claiming in this respect will be entertained.


Pradhan
No-3 Naoda Gram Panchayat
Hemtabad, Uttar Dinajpur.
P.O. Baharal, Dist. U/Dinajpur

Memo. No. - 15/1(4)/NGP-Untied

Dated - 20-01-2023

Copy forwarded for information and wide publicity to: -

1. The Sub Division Officer, Raiganj Sub-Division, Uttar Dinajpur
2. The Executive Officer, Hemtabad, Uttar Dinajpur.
3. Tathyamitra Kendra, Hemtabad.
4. Notice Board.


Pradhan
No-3 Naoda Gram Panchayat
3No. Naoda Gram Panchayat
P.O. Baharal, Dist. U/Dinajpur
Hemtabad, Uttar Dinajpur.

FORM- I
STRUCTURE AND ORGANISATION

Name of applicant :

Office Address :

Telephone No. :

Fax No. :

Email ID :

Name and address of Bankers :

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.**

AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

N.I.e.T. No. ___Sl No. ___OF 2022-23 Of 3 No. Naoda Gram Panchayat, Hemtabad,Uttar Dinajpur.

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm _____ nor any of its constituent partners had been debarred to participate in tender by any directorate of Govt.work during the last 5(five) years prior to the date of this NIEt/NIT.
3. The under-signed also hereby certifies that neither our firm _____ nor any of its constituent partners have failed to executed more than one works contract under any Govt. Department and that neither our firm _____ nor any of its constituent partners was terminated by any sub-rule under clause of standard Bidding Documents by the Engineer-in-Charge/ Employer during last 3(three) years.
4. Certified that I have access to or have available liquid assets (aggregate of working capital, cash-in-hand, uncommitted Bank Guarantees) and/or credit facilities not less than 10% of the estimated cost put to tender. In this respect, I have attached necessary documents with this application. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
5. The under-signed understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
6. Certified that I have applied in the tender vide NIEt no _____ of 2022-2023, Sl. no. _____ in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.
7. The under-signed also hereby certifies that the Bid shall remain valid for a period not less than 120 (One Hundred twenty) days, after the dead line date for Bid submission.
8. I, the under-signed, declare that all the statements made in the attached documents are true and correct.
9. Certified that required machineries for the works under this NIEt will be installed at the working site within 10(Ten) days from the date of issue of Work Order.
10. I / we do hereby certify that I shall bring all requisite equipments for all the items of works as per relevant IRC / IS codes of practice and as per BOQ and as per direction of the Engineer-In-Charge at the time of execution of work at site even if upon Technical evaluation I am declared as “qualified” without having all the requisite equipments at the time of submission of tender.
11. I, the under-signed do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc. accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section-71 & section-73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date _____

Signature, name and designation
of Authorized Signatory For and on behalf of
(Name of the Applicant)