

Office of the
Haptiagachh Gram Panchayat
At- Fatehabad, Haptiagachh, Chopra, Uttar Dinajpur.

Memo No.:- 276/HAP/2023

Dated :- 03/03/2023

NOTICE INVITING e-TENDER (NO.:- 08/HAP/2022-23.)

The Proadhan, Haptiagachh Gram Panchayat, Fatehabad, Haptiagachh, Chopra, Uttar Dinajpur hereby invited e-Tender for the work detailed in the table below. (Submission of Bid through online).

1.

Sl No.	Name of the work	FUND	Estimated Amount (INR)	Earnest Money (INR)	Period of Completion (Days)	Eligibility of Bidders
1	Construction of PCC Drain from Nurul House to Mosiruddin House	15th F.C. (Tied) fund for the F.Y. 2021-22 (2nd Installment)	230480.00	4610.00	30 Days	All categories of contractor must have to produce credentials of executing similar nature of work under Govt/under taking/Zilla Parisad /Municipal Corporation /Statutory Body of value not less than 60% of the Estimated Amount put to Tender in a Single Job completed not before 01.01.2018

2. In the event of e-Filing intending bidder may download the Tender Document from the website: <http://wbenders.gov.in> directly with the help of Digital Signature Certificate, Earnest Money & Participation Charge be remitted through NEFT or RTGS and the documents should be uploaded through e-Filing.

3. (a) The Earnest Money & Participation Charge have to be deposit in Punjab National Bank, Haptiagachh Branch, in favour of the " Pradhan Haptiagachh GP" A/C No:- 11840101057, by NEFT or RTGS as per Date & Time Schedule. The Technical Bid (Statutory & Non Statutory Cover) and Financial Bid both will be submitted concurrently duly digitally signed in the website: <http://wbenders.gov.in>

(b). The scanned copy of NEFT/RTGS, Bank Challan for both cost of Participation Fee and EMD must be uploaded with technical bid, otherwise bid will be clearly rejected. Both the cases the Contractor/Agency's name NIT No. & SI No. of work to be mentioned clearly on the RTGS/NEFT form and the said RTGS/NEFT form should be scanned and uploades in e-Filing folder.

4. **Eligibility criteria for participation in tender:**

The Application must be accompanied with the following documents.

a) Bonafied resourceful Contractor / Outsider who have Satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this N.I.T at least one work of similar nature under authority of State/Central Government, State/Central Government undertaking, Statutory Bodies Constituted under the statute of the Central/State Government at least in the magnitude of **50% (Fourty percent)** of the amount put to tender.

N.B:- Estimated amount, date & period of completion of project and details communicational Address of the client must be indicated in the Credential Certificate.

b) (i) PAN Card, (ii) WITH LAST 3(THREE) YEARS INCOME TAX RETURN & AUDIT REPORT, (iii) TRADE REGISTRATION CERTIFICATE /LISENCE FROM LOCAL BODY, (iv) Valid GST Registration Certificate with up to date Challan & (v) PROFESSIONAL TAX REGISTEATION CERTIFICATE WITH CURRENT CHALLAN/ acknowledgement receipt.

c) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to sign on the Tender documents (if required).

d) **Declaration regarding Structure and Organization duly signed by the applicant.**

e) Registered Labour Co - Operative Societies Ltd. are required to furnish valid Bye Law, Current Audit Report, along with other relevant supporting papers. Joint Ventures will not be allowed.

The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.

5. Please read as Proadhan, Haptiagachh Gram Panchayat, Fatehabad, Haptiagachh Chopra, Uttar Dinajpur in place of Divisional/Sub-Divisional officer as may be found in the Contract Document.

ere shall be no provision of Arbitration. Hence Clause 25 of. 2911 (ii) is hereby omitted

. Constructional GST, Royalty & all other statutory levy / Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.

8. Bids shall remain valid for a period of **120 (One hundred and twenty) days** after the dead line date for Financial Bid/ Sealed Bid submission. Bid valid for a shorter period shall be rejected by the undersigned as non- responsive.

9. Date & Time Schedule

Sl No.	Particulars	Date & Time
01.	Bid Submission End Date.	20/03/2023 up to 14.00 Hours
02.	<i>The amount as Earnest Money & Participation Charge through NEFT or RTGS should be credited in the A/C of undersigned at Punjab National Bank, Haptiagachh Branch, in favour of the " Haptiagachh Gram Panchayat" A/C No:- 11840101057, U/Dinajpur.</i>	On or before 20/03/2023
03.	Date of opening of Technical Bid	22/03/2023 after 14.00 Hours
04.	Opening of the financial Bid	To be declared after Technical Evaluation

10. Earnest Money: The amount of Earnest Money is 2% (Two percent) or Rs. 20,000/- which ever is less of the estimated amount put to tender through online in favour of "Haptiagachh Gram Panchayat", Haptiagachh, Uttar Dinajpur" payable at Haptiagachh against the work as required. This clause is also applicable for all categories of applicants except those are exempted as per Government Order no.1110-F, Dated-10.02.2006 of Special Secretary Finance Department, Govt. of West Bengal.

11. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings 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 Tender, the cost of visiting the site shall be at the Bidder's own expense.

12. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The undersigned reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.

13. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.

14. (i) According to Finance Department, Audit Branch, Govt. of West Bengal vide Oder No. 4608-F(Y), Dated:- 18th July, 2018. In tender for Government works, bids are sometimes received at much lower rate than the estimated amount put to tender. In such cases, to ensure the quality and proper execution of the work in public interest, the Governor is pleased to decide that Additional Performance Security @10% of the Tendered amount shall be obtained from the successful Bidder if the accepted Bid value is 80% or less of the estimate put to tender. (ii) The Additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled Bank before issuance of the Work Order. If the Bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the Contractor, etc, may be taken. The Bank Guarantee shall have to be valid upto end of the Contract Period and shall be renewed accordingly, if required. (iii) 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 shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of Security deposit from the progressive Bills of the Contractor as per relevant clauses of the contract shall in no way be altered/ effected by provision of this additional Performance Security. (iv)Henceforth, necessary provision shall be in corporate in all Notice Inviting Tenders and shall be part of the Contract Agreement. (v) This Order will take immediate effect and necessary amendment in the West Bengal Financial Rules shall be made in due course.

15. 8 % (eight percent) from every bill will be deducted as security deposit. Same will be refunded 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 from actual date of completion of the work if no defect is detected within security period. If any defect is found SD money will not be refunded within the security period.

16. As per order of District Magistrate, Uttar Dinajpur vide order No. 114/MA&ME, Dated: 03/02/2016 following deduction was considered as 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%.

by order of the Governor, West Bengal vide order no. 177-CRC/2M-57/2008, Dated: 12/07/2012 & Group-1 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 deposit shall be refunded to the contractor on expiry of the two years. (iii) The balance 40% of the security deposit shall be refunded to the contractor on expiry of the 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.

IN CASE OF OTHERS WORKS.

18. In case of Ascertainning Authority at any stage of application or execution of work necessary registered power of Attorney is to be produced.

19. **NO CONDITIONAL / INCOMPLETE TENDER** will be accepted under any circumstances.

20. The undersigned reserves the right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

21. During tender processing or when the work in progress, if it comes to the notice to Tender Inviting Authority that the credential or any other papers found incorrect / manufactured / fabricated, that tender will be rejected without any prejudice and necessary action will be taken as per law.

22. Before issuance of the work order, the Tender Inviting Authority may verify the credential & 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 manufacturer or false in that case, work order will not be issued in favour of the tenderer under any circumstances & E.M.D will stand forfeited at any stage without any reference to the bidder.

23. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later.

Notification will supersede former one in following sequence:-

- a. NIT, Special Terms & Condition & all Corrigendum & Addendum.
- b. Form No. 2911(ii)
- c. Financial bid

The eligibility of a bidder will be ascertained on the basis of the digitally signed in support of the minimum criteria as mentioned in (Cl. No. 20) Mentioned above. 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.

24. Award of Contact will be issued to the successful bidder from this office. Work Order will be issued by the Prodhnan, Haptiagachh Gram Panchayat, Fatehabad,Haptiagachh , Chopra, Uttar Dinajpur and payment will be made by the Gram Panchayat through online according to E-Gram Swaraj system and 15th FC guideline.

25. Participation Charge @ Rs. 250.00 upto Rs. 2 lakh, @ Rs. 500.00 from Rs. 2 lakh to Rs. 5 lakh and @ Rs. 750.00 above Rs. 5 lakh of Estimated Cost should be applicable for all bidders. **The Participation Charge also be deposited above mentioned A/C through NEFT/RTGS and the said counter foil should be scan and uploaded in e-filing folder.**

INSTRUCTION TO BIDDERS

SECTION - A

1. General guidance for e-Tendering

Instructions / Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://wbtenders.gov.in> the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital-Token

Each contractor is required to obtain an e-Token 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 Web Site stated in Clause 2 of Guideline to Tenderer as a USB e-Token.

4. The contractor can search & download Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the e-Token. This is the only mode of collection of Tender Documents.

5. Participation in work.

A prospective bidder (including his participation in partnership) shall be allowed to participate work as mentioned in the list of schemes.

Submission of Tenders.

General process of submission, Tenders are to be submitted through online, stated in Cl. 2 in two folders at a time for the work, one in Application with Supporting Paper & the other is Financial Proposal before the prescribed date & time sing the e-Token the documents are to be uploaded virus Scanned copy duly e-Token Signed. The documents will get encrypted (transformed into non readable formats).

A-1. Statutory Cover Containing

NIT, Special Terms and Condition, all Corrigendum & Addendum

(Properly downloaded & uploaded the same Digitally Signed)

Tender form no. 2911(ii) (Properly download & upload the same Digitally Signed Except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate in 2911(ii) the tender liable to summarily rejected).

Scanned Copy of online payment receipt for Earnest Money Deposit (EMD) & Participation Charge as prescribed in the NIT, against each serial of work in favour of "Pradhan Haptiagachh GP, Fatehabad, Chopra, Uttar Dinajpur".

A-2. Non statutory Cover Containing

i. Registration Certificate under Company Act. (If any).

ii. Registered Deed of partnership Firm/ Article of Association & Memorandum (if any)

iii. Power of Attorney (For Partnership Firm/ Private Limited Company if any)

iv. Credential for completion of at least one similar nature of work under the authority of state/ central Govt. Statutory bodies under State/Central Govt. Constituted under the statute of the state/ state Govt. having a **magnitude of 60% (Fourty) percent of the Estimated amount put to tender during the last 5(five) years** prior to the date of issue of this NIT is to be furnished for Labour Co.-Op. (S) Ltd and Bonafied resourceful Outsider Contractor.

v. Scanned copy of Original Credential Certificate as stated in NIT.

vi. A prospective bidder should furnish all relevant documents of his own machineries / equipments required for concrete works / Building works. In case of lease, a notarised lease agreement to be furnished in this respect.

vii. Scanned Copy of payment receipt for Earnest Money Deposit (EMD) & Participation Charge both side.

Sl No.	Category Name	Sub- Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	i. Professional Tax (PT) deposit receipt challan[Up to date]. ii. Pan Card iii. GST Return Certificate with upto date Challan. iv. ITR (Last 3(three) years, Audit Report & Trade Licence [Up to date].
B	COMPANY DETAILS	B1. COMPANY DETAILS	i. Registration Certificate under Company Act. (If any). ii. Registered Deed of partnership Firm/ Article of Association & Memorandum (if any) iii. Registered Labour Co - Operative Societies Ltd. are required to furnish valid Bye Law.
C		CREDENTIAL-I	i. Credential for completion of at least one similar nature of work under the authority of state/ central Govt. Statutory bodies under State/Central Govt. Constituted under the statute of the state/ state Govt. having a magnitude of 60% (Fourty percent) of the Estimated amount put to tender during the last 5(Five) years prior to the date of issue of this NIT is to be furnished for Labour Co.-Op. (S) Ltd and Bonafied resourceful Outsider Contractor. ii. Scanned copy of Original Credential Certificate as stated in 4(a) of NIT.
D	Declaration	Declaration-I	Scanned Copy of payment receipt for Earnest Money Deposit (EMD) & Participation Charge both side.
E	Affidavit		Declaration executed through prescribed affidavit in non-judicial stamp paper as per enclosed format "X" & "Y" both side.

failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to be primarily rejected for both statutory & non statutory Cover. Tender Documents will be open by the "Prodhah, Haptiagachh Gram Panchayat, Fatehabad, Haptiagachh, Chopra, Uttar Dinajpur" or Her authorized representative electronically from the web site stated in Sl. No. 2 using their Digital Signature Certificate.

1. Cover (folder) statutory documents (vide Sl. No. 6.A-1) should be open first & if found in order, cover (Folder) for non-statutory documents (vide Sl. No. - 6.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
2. Uploading of summary list of qualified tenderers.
3. Pursuant to scrutiny & decision of the undersigned, the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

A. Affidavit

The eligibility of a bidder will be ascertained on the basis of the documents in support of the minimum criteria as mentioned as a and b above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either forged or false, in such cases the eligibility of the bidders/ tenderers will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith. Conditional / incomplete tender will not be allowed.

On that affidavit it should be clearly declared that the agency shall complete the work in all aspects as desired by the Authority. Failure to conduct the works as per specific time and directions will be liable for penal action. On such cases, authority has the right to engage any other agency / agencies without any intimation.

B. 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 **Percentage(%) basis** 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 & Digitally Signed by the contractor.

Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of any documents on demand of the Tender Inviting Authority i.e. undersigned within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of documents, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Department may take appropriate legal action against such defaulting tenderer.

REJECTION OF BID

The Tender Inviting Authority i.e. undersigned reserve the right to accept or reject any Bid or cancel Bidding processes and reject all Bids at any time prior to the award of Contract without assigning any reason thereof. No claim in this regard by the bidder(s) for such action will be entertained by the Tender Inviting Authority i.e. undersigned will have no liability for the same.

AWARD OF CONTRACT

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.
The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT will be the part of the Contract Document.


Pradhan
Haptiagachh G.P.
Prodhah, Haptiagachh Gram Panchayat
Fatehabad, Haptiagachh, Chopra, U/D.

Copy forwarded for information and wide circulation to:-

1. CA to the District Magistrate, Uttar Dinajpur, Karnojora, Raiganj.
2. The Sub-Divisional Officer, Islampur Sub-Division, Islampur, Uttar Dinajpur.
3. The ISGPP Cell, Islampur Sub Division and Uttar Dinajpur.
4. The Block Development Officer, Chopra Development Block, Chopra, Uttar Dinajpur.
5. The Officer-in-Charge, Chopra Police Station, Chopra, Uttar Dinajpur.
6. to 7. The Executive Assistant, Secretary of Haptiagachh Gram Panchayat, Chopra, Uttar Dinajpur.
8. The Nirman Sahayak of this Office for taking necessary action.
9. Uttar Dinajpur Zilla Parishad Web-Site.
10. The Post Master, Haptiagachh, Uttar Dinajpur.
11. Office Notice Board.



Haptiagachh G.P.

Chopra, Uttar Dinajpur

Haptiagachh Gram Panchayat
Fatehabad, Haptiagachh, Chopra, U/D.

AFFIDAVIT – “X”

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

SI No.	Name of the work with Tender No.	Estimated Amount	% of work executed	SI No.	Name of the work with Tender No.	Tendered Amount

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date _____

AFFIDAVIT – “Y”

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

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 M/S _____ nor any of its constituent partners have failed to executed more than one works contract under any directorate of any Department and that neither our firm M/S _____ nor any of its constituent partners was terminated by any sub-rule under clause 3 of Tender Form no. 2911 and that neither our firm M/s _____ nor any of its constituent partners was terminated under any clause of standard Bidding Documents by the Engineer-in-Charge/ Employer during last 3(three) years.
3. 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.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job and also not applied more than two works anywhere per set of required machineries.
6. The undersigned 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.

Title of the officer

Name of the Firm with Seal

Date