

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

**NIT Sl.No.103/RPS/EO/2022-23 (1<sup>st</sup> call)**

Memo. No.688/RPS/EO

Dated :02/11/2022

**NOTICE INVITING e-TENDER**

The Raiganj Panchyat Samity, Raiganj, Uttar Dinajpur invites e-tender for the work detailed in the table below (Submission of Bid through **online**).

**1. Details of Scheme:-**

**ANNEXURE-I (15<sup>th</sup> F.C. 2020-21)**

Sl.No.	Name of the Scheme	Estimated Cost	Earnest Money	Participation Fees	Completion Period
1	Raiganj Panchayat Samity Office Buiding Up-gradation & Maintainence Innovation.(44770892)	865000.00	17300.00	1300.00	90Days
2	Construction of Sanitation system Drainage and Up-gradation of Raiganj Panchayat Samity.(44769748)	502000.00	10040.00	750.00	90 Days

- 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 .  
B. Original Copy of the Scanned and Uploaded **Earnest Money & Participation fees** deposited slip in the time of uploading of Tender.
- 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 as per time schedule.
- The Financial Bid of the prospective tenderer will be considered only if the Technical Bid of the tenderer found qualified by the "Tender Evaluation Committee", formed by the Executive Officer, Raiganj Panchyat Samity, Raiganj, Uttar Dinajpur. The decision of the "Tender Evaluation 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 Executive Officer, Raiganj Panchyat Samity, 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.

**Date and Time Schedule -**

Sl. No.	Activity	Date and Time
1	Date of uploading of e- NIT & Other Documents online (Publishing Date)	Upto 03.11.2022 at 17.00 Hours
2	Documents download start date (Online)	04.11.2022 at 17.00 Hours
3	Documents download end date (Online)	18.11.2022 at 17.00 Hours
4	Bid submission start date (Online)	04.11.2022 at 17.00 Hours
5	Bid submission closing date (Online)	18.11.2022 at 18.00 Hours
6	Bid opening date for Technical Proposals (Online) after	21.11.2022 at 18.00 Hours
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
10	<b>Earnest Money &amp; Participation fees</b> deposited in the under mentioned Bank Account. Deposit Slip of the same will have to submit in Xerox (self attested) at the time of dropping of tender form.	On or Before 18.11.2022



6. LOCATION OF CRITICAL EVENT

Bid Opening - **Chamber of the Executive Officer, Raiganj Panchyat Samity, Raiganj, Uttar Dinajpur**

7. **Earnest Money** noted against the work @ 2% of the value of the work is have to be deposited as per time schedule in favour of the "M/S. Earnest Money Deposit Fund Account Number-053601001697, IFSC-ICIC0000536.ICICI BANK, Karnajora Branch" Deposite Slip of the same will have to submit in Xerox (self attested) at the time of dropping of tender form.
8. **Participation fees** (Non-refundable) have to be deposited as per time schedule in favour of the "Executive Officer, Raiganj Panchyat Samity" payable at Bank Of Baroda, Raiganj, West Bengal. Account Number-40110100007258, IFSC-BARB0RAIGAN (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 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 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 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 Raiganj Panchyat Samity, Raiganj, 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 USR 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/original Scanned copy of the following documents –
    - (a) Trade License upto date-Original Scanned Copy.
    - (b) PAN Card-Original Scanned Copy.
    - (c) IT Return Certificate for the last Financial Year.
    - (d) GST Registration with Certificate (update return).
    - (e) Professional Tax Clearance Certificate with updated challan- Original Scanned Copy.
    - (f) Labour Provident Fund (PPF)-Details
    - (g) Earnest Money and Participation Fees- Bank deposit Slip.
  - 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 50% credential of 1 (One) such works in last 5 years is required. Self Attested documents are to be submitted, only in the form of completion/payment certificate along with Copy of Work Order.**
    - (b) Audit report of last 3 (three) years.
    - (c) 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 Raiganj Panchyat Samity, Raiganj, 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 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 imposes as per the terms and condition.
- F. Payment will be made subject to availability of fund.
- G. 12.00 % GST will be deducted separately from Total Tender value.
- H. 1.00 % CESS will be deducted separately from Total Tender value.

23. Execution of Agreement:-

- A. The successful tenderer shall enter into an agreement with the Executive Officer, Raiganj Panchyat Samity, 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.).

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. 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 %.

26. Dispute settlement: - In the event of any dispute by and between the Raiganj Panchyat Samity, Raiganj, Uttar Dinajpur and the tenderer, the decision of the Raiganj Panchyat Samity, Raiganj, Uttar Dinajpur shall be final.

27. The "Raiganj Panchyat Samity, Raiganj, Uttar Dinajpur "reserves the right to cancel the NleT or change the date & time schedule of NleT , no claiming in this respect will be entertained.

28. Payment being made as per approval of fund from the concern authority and any discrepancy found regarding land, proposed site being changed after the approval of the undersigned.

29. 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.

**Copy forwarded for information and wide publicity 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 his kind information.
- 7] The Opposition Leader- Raiganj Panchayat Samity. for his kind information.
- 8] The Karmadhayakha-PKOPSS-Raiganj Panchayat Samity. for his kind information.
- 9-17] The Block Development Officer, (ALL), Uttar Dinajpur.
- 18-31] The Pradhan, (All) Gram Panchayat, Raiganj Block .
- 32-33] The Jt. Block Development Officer, Raiganj, Uttar Dinajpur for information and taking necessary action
- 34] 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
- 35-37] The Jr. Engineer RWP,A-I,RWS Raiganj Dev. Block for information and taking necessary action.
- 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 Panchayat Samity  
Raiganj: Uttar Dinajpur.**

**FORM-1**  
**STRUCTURE AND ORGANISATION**

A.1 Name of applicant :

A.2 Office Address :

Telephone No. :

Fax No. :

Email ID :

A.3 Name and address of Bankers :

A.4 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 a appropriate value duly notarized)**

**N.Le.T. SLNo. \_\_\_\_\_ Memo No. \_\_\_\_\_ OF 2022-23  
OF THE Executive Officer , Raiganj Panchayat Samity**

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 NleT/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 NleT 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 NleT 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 Authorised Signatory  
For and on behalf of  
(Name of the Applicant)