

Memo No: 302 /Nal-I/BHM.

Dated: 26.02.2018

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No: **WB/BHM/NAL-I/NIT-11/2017-18**

Sl. No	Name of Work	Amount put to tender (Rs)	Earnest Money in Rs.	Tender Paper cost	Time allowed to complete the work	Eligibility
1	Construction of Central Processing Unit for Solid Waste Management Programme within Banior Gram Panchayet under Nalhati -I Dev. Block. FUND: ISGP	910437.00	18250.00	1000.00	90 days	Having credential 50% of similar nature of work (Building/RCC Culvert/Bridge)

In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money may be remitted through Demand Draft issued from any nationalized bank in favour of the. “ **Prodhan, Banior Gram Panchayet**”. Payable at **Banior, Birbhum** and also to be documented through e-filling. **Only the lowest bidder should deposit the cost of Tender Paper by Cash into Nalhati -I Panchayet Samity Cash Section.**The original Demand Draft against tender, Earnest Money Deposit (EMD) or documents in support of prequalification should be submitted online. Only L1 bidder shall submit the hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

1) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

2) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 25

3) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the ‘Tender Evaluation Committee’ formed by the Executive Officer, Nalhati-I P.S . The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

4) Eligibility criteria for participation in the tender. Intending eligible contractor (s)/ supplier(s) having credential during the last 4 (Four) years from the date of issue of this Notice at least one work of similar nature as a prime agency 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% (forty percent) of the amount put to tender. [Non-statutory documents]

Valid Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the current financial year, Pan Card, VAT Registration Certificate are to be accompanied with the Technical Bid Documents. [Non-statutory documents]

- i. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 4 (Four) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)
- ii. In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant's name in such enclosure will be entertained.
[Non-statutory documents]
- iii. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum. [Non-statutory documents]
- iv. Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M., valid certificate from A.R.C.S. along with other relevant supporting papers. [Non-statutory documents]
- v. Joint Ventures will not be allowed.
- vi. A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

5) No mobilisation advance and secured advance will be allowed.

6) Security Deposit: Retention money towards performance Security amounting to 10% (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. Security amount refund after Six months. No interest will be paid on Security Deposit.

7) Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

8) All materials required for the proposed work including cement and steel shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes.

10) Cess @ Rs. 1.00% of the cost of constructional work (s) should be deducted from the bill (s) additionally apart from other statutory deduction like VAT/I. T., or other as applicable as per vide Notification No. 1182-IR, dated Sept., 20, 2005 of labour Department Rate quoted by the tenderers shall be deemed to have made the provision on his/her own accordingly. .

- 11) Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. 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.
- 12) In case of any unscheduled holidays on the aforesaid dates, the next working days will be treated as Schedule/prescribed date for the same purpose.
- 13) All tenderers or his/her authorized representative are required to be present personally during the opening of the tender positively. If considered, necessary instant Bid may be conducted immediately after opening of the tender to lower down the rates. In case it will be presumed that the Bid has been can be conducted in presence of all participating tenderers and in no case his absence will stand in any way in conducting the instant bid.
- 14) All intending eligible application(s) is/are requested to be present personally during the time of submitting application, authorized representative through Notary/power of Attorney will only be allowed in absence of original applicant(s).
- 15) Local labourers have to be utilised as far as possible and as per rule in vogue and tender documents will be issued as specified date as stated above.
- 16) Intending tenderers must declare in his application if there is any other firm or firms in which proprietor/partner/Director and have common or identical business.
- 17) Intending tenderers should obtain tender document well in advance to guard against any difficulty due to possible absence from the Head quarter of the Office issuing of the Tender papers. Regarding issue of Tender Form the sole discretion of the undersigned and any claim in this respect will not be entertained.
- 18) Acceptance of the Tender rate with the **The Prodhan, Banior Gram Panchayet** who does not bind himself to accept the tender and reserves the right to reject any or all the tenders without assigning any reason thereof. There shall be no provisions for Arbitration.
- 19) The work must be completed within stipulated time mentioned in the tender schedule from the date of issue of work order.
- 20) Admissible payment/part payment will be made when fund will be available.
- 21) The Contractor will not be allowed, in any case to get the work done through any subcontractor, in case it is detected the tender will be cancelled and the earnest money and security money deposited for the work will be forfeited
- 22) No claim for enhancement of rates on those items of work which will be executed on the ground of fluctuation of market rates will be entertained during currency of the contract.
- 23) Additional, substitute items of work, if required, have to be executed as per rates of concerned P.W.D schedule of rates.

SI.NO	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	26/02/2018 05:00 PM
2	Documents download/sell start date (Online)	26/02/2018 06:00 PM
3	Bid submission start date (On line)	27/02/2018 10:00 AM
4	Bid Submission closing (On line)	09/03/2018 05:30 PM
5	Date of submission of original copies for the prequalification application and Earnest Money Deposit (Off line)	Only L1 bidder shall submit the hard copy with the acceptance letter within the time period.
7	Bid opening date for Technical Proposals (Online)	12/03/2018 11:00 AM
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date and place for opening Financial Proposal (Online)	To be notified later
11	Date of uploading of list of bidders along with the offered rates through online, also if necessary for further negotiation through offline for final rate	To be notified later

24) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of six months from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for six months from the date of completion of the work.

25) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

26) Earnest Money: The amount of Earnest Money @ 2% (two percent) of the Estimated Amount put to tender in the shape of Bank Draft of any nationalised bank drawn in favour of the “**Prodhan, Banior Gram Panchayet**”,.” payable at **Banior, Birbhum** against the work. This clause is also applicable for all categories of applicants except those are exempted as per prevailing Government Order.

27) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all informations that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

28) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Tender committee of the said tender reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

29) Refund of EMD: The Earnest Money of all the unsuccessful renderers deposited in favour of the concerned, Executive Officer, Nalhati-I Panchayet samity will be refunded by the on receipt of application from tenderers.

30) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in Section – 'A' before tendering the bids.

31) Conditional / Incomplete tender will not be accepted under any circumstances.

32) The intending tenderers are required to quote the rate online.

33) Contractor 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 there to and the rules made and order issued there under from time to time.

34) Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for "Roads & Building."

35) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice. Tender committee may ask the original documents at the time of scrutiny.

36) The Tender committee of the said work reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

37) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

38) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

39) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

(1) N.I.T.

(2) S.O.Q

(3) Bidder Information Form

(4) Technical Bid

(5) Financial Bid

(40) Qualification criteria: The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

1) Financial Capacity

2) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (1), (2) & (3) 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 manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice

41. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.

42) Work order will be issued by The Prodhan of Kurumgram Gram Panchayet, Tejhati, Birbhum


Executive Officer

Nalhati-1 Panchayet Samity.
Nalhati, Birbhum

Memo No: 302 (18)/Nal-I /BHM.

Dated, Nalhati, the 26/02/2018

Copy forwarded for information and necessary action to the: -

1. The Sabhadhipati, Birbhum Zilla Parishad, Suri, Birbhum.
2. The District Magistrate, Suri, Birbhum
3. The Addl. District Magistrate(Dev.), Birbhum
4. The Secretary, Birbhum Zilla Parishad
5. The Executive Engineer (P&RD), Birbhum Zilla Parishad.
6. The Sub-Divisional Officer, Rampurhat, Birbhum.
7. The Sub-Division information and cultural Officer, Rampurhat
- 8/9. The Sabhapati./Sahakari Sabhapati, Nalhati-I Panchayet Samity.
- 10/11. The Karmadaksha (Purta Karjya o Paribahan /Janasasthya/Sikhya Stahyee Samity)
Nalhati-I Panchayet Samity.
- 12/13/14. The SAE (BP/RWS/AI), Nalhati-I Dev. Block
- 15) The Prodhan, Kurumgram Gram Panchayet.
- 16) The Head Clerk, Nalhati-I Dev. Block
- 17) Cashier-cum-storekeeper with a request to collect the cost of tender form through proper receipt.
- 18) DIO, NIC, Birbhum, with a request to publish the notice in Birbhum District's website.
- 19) Office Notice Board.


Executive Officer

Nalhati-1 Panchayet Samity
Nalhati, Birbhum

SECTION - A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

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

- i. 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.
- ii. ii. 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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.
- iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. Participation in more than one work: A prospective bidder 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.
- v. Submission of Tenders: Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).
Technical Proposal:
The Technical proposal should contain scanned copies of the following in two covers (folders).
(a). Statutory Cover Containing the following documents:
 - 1) Prequalification Application (Application to be addressed to the Tender publishing authority mentioning Name of Work, NIT No., tender ID with the list of supporting documents submitted online in his letter Head duly signed by appropriate authority)
 - 2) **Demand Draft / Bankers Cheque towards Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of the “Prodhan, Banior Gram Panchayet”.** payable at **Banior, Birbhum**
 - 3) Earnest Money Deposit will be exempted as per Govt. Norm with producing valid documents.
 - 4) N.I.T. (downloads properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting, the tender is liable to be summarily rejected.

(b). Non-statutory Cover Containing the following documents:

- i. Valid latest Professional Tax clearance certificate (PTCC), Pan Card, IT, Saral for the Assessment year 2015-16, VAT Registration Certificate. Vat Return.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.
- vi. For Registered Unemployed Engineers' Co-operative Societies and Registered Labour Cooperative Societies having Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government having a magnitude of 40% (Forty percent) of the Estimated amount put to tender during the last 3 (three) years prior to the date of issue of this N.I.T. is to be furnished. Scanned copy of Original Credential Certificate as stated of N.I.T
- vii. Credential- similar type of work at least 50% of the estimated amount put to tender in single job executed not before 5 (five) years.
. I. N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5. (a). And Sl. No. A.5.(b). Will render the tenderer liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl.No	Category Name	Sub-Category Description	Detail(s)
1	Certificate(s)	Certificate(s)	Vat Registration Certificate (wherever applicable) & Acknowledgement. PAN. P Tax (Challan) upto date. Latest IT'S Receipt.
2	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney.
3	Credential	Credential – 1	Having credential of 50% in Similar nature of work. (No supply order) amount put to tender in single job executed not before 5 (five) years.
4	Payment Certificate	Payment Certificate-I	Only payment Certificate with Work Order

Tender Evaluation Committee (TEC)

1. Tender Committee will function as Evaluation Committee for selection of technically qualified contractors.

2. Opening & evaluation of tender: If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. Opening of Technical Proposal: Technical proposals will be opened by the Tender Committee electronically from the website using their Digital Signature Certificate (DSC).
4. Intending tenderers may remain present if they so desire.
5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the nonstatutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified tenderers will be uploaded online.
8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
9. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

2. Financial Proposal

1. 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 (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

ii. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

iii. Rejection of Bid: Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

iv. Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract. The Agreement in W.B. From No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in N.I.T. along with requisite cost through Demand Draft / Pay Order/bankers cheque issued from any nationalized bank in favour of the EO,Nal-I of the concerned work within time limit to be set in the letter of acceptance.

SAMPLE FORMAT FOR AFFIDAVIT

I, Sri..... S / O Sri ----- aged ... Years,
Residing at..... Proprietor/Partner/Director of..... do hereby
solemnly affirm and declare in connection with the work-----, NIT
No- ----- Sl no-----; Work identification No- -----.

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certifies that neither any near relations of EO/SAE of the Department nor any retired gazetted officers are in our employment
3. The undersigned would authorise 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 undersigned understands and agrees that the bid shall remain open for Acceptance 90 days from the date of opening of financial bid.
5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorise the authority to seek references from the Bankers of the undersigned.
7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments as listed in the appendix to ITB of the bidding document immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.
8. We would deploy at site all necessary technical Personnel as listed in ITB for efficient contract management and supervision of works with a view to achieving best quality of works at site.
9. We would carry out all necessary tests of all major items at frequency spelled out in the Standard Code of Practice to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
10. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
11. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.