

Office of the Medinipur Gram Panchayat Onda, Bankura

e-mail: wbrege.medinipur@gmail.com

Memo No. 781/MGP

Dated: 12/09/2020

NOTICE INVITING e-TENDER

NIE T No. 04 of 2020-21(2nd Call)

The Pradhan, Medinipur Gram Panchayat, Bankura invites percentage rate e-tender for the work detailed in the table below: (Submission of Bid through online)

Sl. No	Name & Location of Work	Fund	Eligibility of Bidder	Amount put to Tender (Rs.)	Earnest Money (Rs.)	Cost of Tender Documents (Rs.)	Period of Completion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	CONSTRUCTION OF CONCRETE ROAD WITH PROTECTION WALL FROM MEDINIPUR ATCHALA TOWARDS HARINABADA BRIDGE AT MOUZA – MEDINIPUR.	14 th CFC	40 % credential of same type of work in any Govt./Semi Govt Concern in a single occasion.	11,86,926.00	20000.00	2000.00	60 Days

1. In the event of e-filing intending bidders may download the tender document from the website directly by the help of Digital Signature Certificate (DSC).

2. **A) In online submission only submit scan copy of the DD for EMD (i.e. 2% which mention on column no-6). The agencies who are exempted to deposit EMD as per existing order of Finance Department, Govt. Of West Bengal may submit an application claiming exemption of EMD and same need to be uploaded in folder 'DRAFT'. After opening of Financial Bid, LOWEST bidder of each scheme may be asked to produce original credential for verification with scanned copies of documents so uploaded and will have to deposit original Draft for EMD (If not exempted), both of which must be tallied with scan copy of credentials and draft already uploaded, failing which his/her tender shall be liable to be rejected and L₂ bidder shall be considered subject to verification of original Draft/Pay Order & other documents. Demand Draft issued before the date of issuance of NIT will not be accepted (Except the bidder who submitted bid in first call they may submit old draft which submitted in first call or may submit fresh draft). Single Demand Draft should not be utilised for multiple nos. of scheme of the same NIT or of different NITs. Failure to submit the original Demand Draft within the stipulated time will lead to penal measures including Black Listing.**

B) Cost of Document – The cost of tender documents will have to deposit as noted in col. No 7 (Seven) through NEFT/RTGS to Gram Panchayat General Fund Account Number-11803352891, Bank Name-State Bank Of India, Branch Name- Onda, IFSC Code-SBIN0003906 and the copy of the NEFT/RTGS COPY in this regard must be uploaded with the other relevant documents/papers. Original receipt of NEFT/RTGS For cost of Tender document submitted to G.P Office after the date of opening of Technical Bid. This cost of tender document is non refundable at any stage. *Without submission of Tender Document Fees, The Bidder will be Rejected.*

Those Bidder who has paid cost of tender document on first call, They do not need pay for the second call but the copy of the NEFT/RTGS COPY in this regard must be uploaded with the other relevant documents/papers.

3. Maintenance period – 6 (six) months from the date of completion.

4. In the event of e-filing intending bidder may download the tender document from the website www.wbtenders.gov.in directly with the help of Digital Signature certificate and necessary earnest money may be remitted through demand draft issued from any nationalized/RBI approved bank in favour of Pradhan, Medinipur Gram Panchayat and also to be documented through e-filing (scan copy is to be submitted). The original part of online submission of EMD (Earnest Money Deposit) and other original document should be submitted physically for verification to the office of the undersigned as per the date and time schedule given in the tender. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the www.wbtenders.gov.in as per the time schedule.

The document submitted by the bidder should be properly indexed & digitally signed.

- a) Both technical document & Financial Bid are to be submitted in technical (Statutory & Non- Statutory Folder) and financial folder concurrently duly digitally signed in the website www.wbtenders.gov.in.
- b) The financial offer of the prospective tenderer will be considered only if the Technical Document (both statutory & non-statutory) of the tenderer found qualified by the undersigned. The decision of undersigned will be final & absolute in this respect. The both list of responsive & Non-responsive bidders will be displayed in the website and also notice board of this office on the schedule date and time.

5 . Eligibility criteria for participation in the tender

1. The prospective bidders shall have satisfactorily completed as a **prime agency** during the **last 3 (three) years and current financial year (i.e. 2017-18 , 2018-19 , 2019-20 & 2020-21)** from the date of issue of this notice, **a single construction work** under the authority of State/Central Govt./ Central Govt undertaking /Statutory Bodies constituted under the stature of the Central/ State Govt and having a magnitude of **40 (Forty)% of the amount put to tender for same type of work as per Govt. list (Bidder must be upload Work order, Payment Certificate / Completion Certificate which are applicable for eligibility)** (Non Statutory Document)

2. P. Tax deposit challan for the year of **2020-21, PAN Card, , IT return of A.Y. – 2019-20, GST Reg. Number with last return, Trade Registration etc.** have to be accompanied with the technical bid document (Non- Statutory Documents)

3. Registered Partnership Deed in case of partnership firm has to be submitted. The company shall furnish the Article of Association and Memorandum. Where an individual person holds a digital 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 ,where uploading any tender for on behalf of company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the director of such company or the partners of such firm to upload such tender. (Non- Statutory Documents)

4. Joint venture will not be allowed.

5. Payment to be made as and when fund will be available from the concern source. No claim will be entertained whatsoever for dealing payment if any. Only final bill will be paid for this work. Contractors are requested to quote their rate accordingly.

6. No arbitration will be entertained.

7. 10(Ten) % value of the work will be retained as security deposit which will be released after as per tender notice. Agencies have to arrange land for Plant & Machineries, storing of materials labour shed, Lab rotary etc. including water and electricity at their won cost and responsibility.

8. No material will be issued from the department / office.

9. Constructional labour welfare Cess at @ 1% of the bill value will be deducted from bill.

10. Contractors shall have to comply with the provinces of A) the contract labour (regulation Abolition) Act. 1917 B) apprentice Act.1961 & C) Minimum wages Act. 1948 of the notification there of or any laws relating thereto and the rules made and order issued there under from time to time.

11. The schedule of rates as given in B.O.Q.

12. During scrutiny if it comes to notice of the tender inviting authority that the credential or any other paper found incorrect / manufacture / fabricated, that bidder would not be allowed to participate in the tender and that application will be reject without any prejudice.

13. The authority reserves the right to cancel the NIT due to unavoidable circumstance and for it no claim will be entertained.

14. Bids shall remain valid for a period not less than 120(one hundred twenty) days from the last date of submission of Financial 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.

15. Before submission of tender, the tenderer shall have to acquaint by actual visit to the site as regards prevailing conditions and tenderer submitting tender shall be deemed to have done so. He must acquaint himself with local conditions of labour, material, transport, electricity, water. Panchayat regulations etc.

16. It is the Contractor's responsibility to keep the road open to all kind of traffic during the execution of work. No claim what-so-ever will be entertained for idle labour , establishment cost of hire & labour charges of tools & plants etc. at any circumstances.

17. Agency should submit material testing report prior to the implementation ,during implementation and after the completion of any kind of construction work at his own cost. No extra amount will be given from this end.

18. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of Publishing e-Tender	12.09.2020 at 5.00 P.M
2	Date of uploading of NIT and other document(s)	12.09.2020 from 5.00 PM
3	Date of start of downloading the documents. etc.	12.09.2020 from 5.00 P.M
4	Date of closing of downloading the documents, etc.	28.09.2020 at 11.00 AM
5	Date of start of submission of Technical Bid & Financial Bid	12.09.2020 from 5.00 P.M

6	Date of closing of submission of Technical Bid & Financial Bid	28.09.2020 at 11.00 AM
7	Date of opening of Technical bid at office of the Medinipur Gram Panchayat.	01.10.2020 at 11.00 AM
9	Date of opening of Financial Bid at office of the Medinipur Gram Panchayat	01.10.2020 at 1.00 PM

19. The contractor shall pay of charge & fees legally payable for act out of their works & hold the employer free of such cost.

20. Contractor has to execute the work on strict supervision of the Nirman Sahayak. / Authority, prior approval should be taken regarding quality of materials.

21. Decision of authority will be final & binding on contractor in case of any dispute .

22. Contractor has to arrange to display sign. Board at the site before starting the job indicating the following.

- i) Name of the work.
- ii) Name& nature of the contract.
- iii) Name of the Executing Agency.
- iv) Name & Address of the Contractor.
- v) Estimated amount.
- vi) From which fund the work is being executed
- vii) Time of completion.

23. All tools, plants , & machineries including vibrator, road roller etc. required to execute the Contract, has to be arranged by Contractor at his own cost.

24. The works are time bound project & time of completion of work should be strictly followed.

25. The undersigned reserve the right to ask the tenderer to submit analysis of the quoted rate at any point.

26. Audited Accounts of last financial year i.e. 2019-20 will have to be submitted in case of Engineers Co-operative societies & Labour Co-operatives. The tender forms are to be received by the Chairman or Secretaries or any member of the Society having proper power of attorney.. Credential of same type of works as told earlier will have to be produced in case of Engineer Co-operative Societies.

27. **Time is the essence of contract.** The successful contractor must start the work within seven days from the date of signing of agreement / contract failing which the undersigned may cancel the work order & contract and forfeit the earnest money. The work should be completed within the stipulated time. No extension of time will be allowed except in special cases if it is found that the delay caused due to such reason which is beyond the control of the contractor and on the issue whether any reason is beyond the control of the contractor, the decision of the undersigned shall be final.

- (a) **A Penalty @0.1% (Zero point one percent) of the value of the work may be imposed on per day of delay If during execution of work it is found that the progress of work is very slow and the**

contractor failed to speed up the work even after repeated reminders and the work is going to be delayed unnecessarily due to fault on the part of contractor and / or the quality of work is not as per the plan & estimate and the contractor does not make required rectification after being so instructed, the work order and contract shall be cancelled, the earnest money shall be forfeited, the contractor may be blacklisted and claim of payment of work already executed before such tenure, may not be considered or entertained.

- (b) In case of such mid-term termination of the work order and contract, the undersigned may also proceed to get the balance work completed by engaging other contractor/s agencies or departmentally. The excess expenditure if any, due to such a step would be recoverable from the unpaid bills of the defaulting contractor, if claim of such bills has not been forfeited at the time of termination of work order and contract as mentioned at point -(b) above.
 - (c) In case any works awarded by the authority before lying pending the works must be completed by the contractor and the completion certificate of the said works must be submitted before the undersigned at least two days before the date of opening of Technical Bid.
 - (d) The bidder offers bid for more than one work must submit the detailed information on his/her capacity for completion of those works such as capital required and engagement of sufficient labour, Machinery and capacity of handling of the work etc at least 2(two) days before the date of Technical Bid Opening or else his/her Bid may be treated as cancelled or only one of those work may be offered no arbitration what so ever in these shall be entertained.
28. GST, IT or other Tax and other statutory deductions as to be applicable in Govt. rule will be deducted at source during payment of each bill (R/ A or Final).
 29. **10% of the bill amount shall be deducted as security money from each bill which will be released after one year from the date of completion subject to condition that no defect appears in the work. In case of defects found within one year the same should be repaired properly by the contractor in his own cost and after repairing, the earnest money may be released in full or part depending on the nature of defect.**
 30. For materials that will be used in the road construction against which payment of royalty to competent authority is mandatory under any existing act or rule, original copies/s of Challan/s as proof of deposition of royalty is/are to be produced at the time of processing of bill failing which bills shall not be entertained.
 31. This notice shall form part of term and conditions of tender, tenderer shall be bound to abide by the same.
 32. The bidder should quote rates in percentage (both in figures and words). The quoted amount must be written neatly. Correction if any should be properly authenticated.
 33. The Bidder must sign with date at the bottom of every page of all documents submitted by the bidder. Before submitting the bid documents the bidder must get his signature attested on the tender form by the witness Incomplete tender will be summarily rejected

INSTRUCTION OF BIDDERS

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

1. 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://etender.wb.nic.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. 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 Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

3. Collection of Tender Documents:

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation all Sl. No. of above mentioned Works:

5. Submission of Tenders:

5.1 General process of submission:

Tenders are to be submitted through online to the website stated in Cl.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).

5.2 Technical proposal:

The Technical proposal should contain scanned copies of the following further in two covers (folders).

A-I. Statutory Cover Containing.

i) Prequalification Application.

ii) Tender form no. 2911(ii) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). *Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii) , the tender liable to summarily rejected.*

v) Special Terms, Condition & Specification of works, Drawings(if any).

Note:- Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2. Non Statutory/ Technical Documents Cover Containing.

i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR-I) for the last financial year, GST Registration Certificate and deposit chalan for the current financial year.

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

iii) Registered Deed for 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-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers"Co-Opt(s).

vi) Credential certificates for completion of at least one same type 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 magnitudes **60 (Sixty) per cent of the estimated amount put to tender** in a single work order during the last 03(three) years prior to the date of issue of this NIT is to be furnished.

vii) Self certified document in favour of financial capability to carry out the works.

Note : Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily 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	Details
A.	Certificates	Certificates	<ol style="list-style-type: none"> 1. GST Registration certificate, current GST return(July 2020) 2. PAN. 3. P.TAX (Challan)2020-21 4. IT – Sahaj (ITR-I) for last financial year.
B.	Company details	Company details -I	<ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License). 2. Partnership Firm (Partnership Deed, Trade License) 3. Society Registration Copy. 4. Power of attorney.
C.	Credential	Credential -1	<ol style="list-style-type: none"> 1. Same Type of work’s, Work order, Payment Certificate /Completion Certificate which are applicable for eligibility (i.e. Last 3 Financial Year and current financial year, 2017-18 ,2018-19 , 2019-2020 & 2020-21)
D.	Financial capability	Certificates	<ol style="list-style-type: none"> 1. Self certified documents for carry out the work.

6. 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 above/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 & Digitally Signed by the contractor.

7. Opening & evaluation of tender:

Opening of Technical proposal:-

Technical proposals will be open by the Pradhan, Medinipur Gram Panchayat

- i) Intending tenderers may remain present if they so desire.
- ii) Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the statutory & non statutory documents the tender will summarily be rejected.
- iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evaluation committee.
- iv).Uploading of summary list of technically qualified tenderers.

NB: While 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 those are not produced within the stipulated time frame, their proposals will be liable for rejection.

Opening and evaluation of Financial Proposal:

- i) Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.
- ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

8. Acceptance of Tender:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in W.B.F. No. 2911(ii) will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms & condition ,specification of work, Drawings, different filled up forms ,B.O,Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

9. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited & if found the tenderer will be suspended from participating in the tenders on e-tenders platform for a period of 3(three) years. In addition this user ID will be deactivated & Earnest money Deposit(EMD) will stand forfeited.

9. REJECTION OF BID:

The Employer (tender accepting authority) 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 (tender accepting authority) action.

পার্বতী ঘোষা
Pradhan
Medinipur Gram Panchayat

Memo No. 781 (24)/MGP

Dated: 12.09.2020

Copy forwarded for information & necessary action to

- 1) The Sub Divisional Officer, Bankura Sadar Sub Division
- 2) The Block Development Officer, Onda Development Block
- 3) The Sabhapati, Onda Panchayat Samity.
- 4) The OC, Onda Thana
- 5) The Post Master, Medinipurgram Post Office
- 6) The District Informatics Officer with a request to upload in the official website of the district
- 7) The Editor, The
- 8) All Member of Artho O Parikolpana upasamity of Medinipur Gram Panchayat.
- 9-23) The Pradhan _____ GP(all), under Onda Dev Block
- 24) Office Notice Board.

পার্বতী ঘোষা
Pradhan
Medinipur Gram Panchayat

FORM—I

APPLICATION FOR TENDER

To
The Pradhan,
Medinipur Gram Panchayat
Onda, Bankura.

NIT No.: _____

Serial No. of Work applied for: _____

Amount put to tender: _____

Dear Sir/Madam,

Having examined the Statutory, Non statutory & NIT documents, I/We hereby like to state that I/We wilfully accept all your conditions and offer as laid down in the NIT to execute the works as per Tender No. and Serial No. stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 201

Full name of applicant: _____

Signature with Seal: _____

In the capacity of: _____

Duly authorized to sign bids for
and on behalf of (Name of Firm): _____
(In BLOCK CAPITALS or typed)

Office Address: _____

Telephone No.(s) (Office): _____

Mobile No. _____

Fax No. _____

E mail ID _____

FORM - II

Declaration against Common Interest

I/We, Sri/Smt. _____, the authorized signatory on behalf of _____ do hereby affirm that I/We/any of the member of _____ bidding against NIT No. _____ SI.No. _____ do not have any common interest either as a partner on any Partnership Firm as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date:

Signature of bidder

Office of the Medinipur Gram Panchayat Onda, Bankura

e-mail: wbregs.medinipur@gmail.com

Memo No. 782 /MGP

Dated: 12/09/2020

NOTICE INVITING e-TENDER

NIET No. 05 of 2020-21 (2nd Call)

The Pradhan, Medinipur Gram Panchayat, Bankura invites percentage rate e-tender for the work detailed in the table below:(Submission of Bid through online)

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	CONSTRUCTION OF TOILET WITH BATH ROOM FOR MEN AND WOMEN PEOPLE AT MEDINIPUR GRAM PANCHAYAT OFFICE ,MOUZA-MEDINIPUR	14 th CFC	60 % credential of same type of work in any Govt./Semi Govt Concern in a single occasion	5,00,000.00	10000.00	1000.00	60 Days
2	CONSTRUCTION OF PUCCA DRAIN FROM BISWANATH SAREN HOUSE TOWARDS KRISHNANAGAR PRIMARY SCHOOL AT MOUZA-KRISHNANAGAR	14 th CFC	60 % credential of same type of work in any Govt./Semi Govt Concern in a single occasion	4,99,865.00	9997.00	1000.00	30 Days

3. In the event of e-filling intending bidders may download the tender document from the website directly by the help of Digital Signature Certificate (DSC).

4. **A) In online submission only submit scan copy of the DD for EMD(i.e. 2% which mention on column no-6). The agencies who are exempted to deposit EMD as per existing order of Finance Department, Govt. Of West Bengal may submit an application claiming exemption of EMD and same need to be uploaded in folder 'DRAFT'. After opening of Financial Bid, LOWEST bidder of each scheme may be asked to produce original credential for verification with scanned copies of documents so uploaded and will have to deposit original Draft for EMD (If not exempted), both of which must be tallied with scan copy of credentials and draft already uploaded, failing which his/her tender shall be liable to be rejected and L₂ bidder shall be considered subject to verification of original Draft/Pay Order & other documents. Demand Draft issued before the date of issuance of NIT will not be accepted(Except the bidder who submitted bid in first call they may submit old draft which submitted in first call or may submit fresh draft).. Single Demand Draft should not be utilized for multiple nos. of scheme of the same NIT or of different NITs. Failure to submit the original Demand Draft within the stipulated time will lead to penal measures including Black Listing.**

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8. No material will be issued from the department / office.
9. Constructional labour welfare Cess at @ 1% of the bill value will be deducted from bill.
10. Contractors shall have to comply with the provinces of A) the contract labour (regulation Abolition) Act. 1917 B) apprentice Act.1961 & C) Minimum wages Act. 1948 of the notification there of or any laws relating thereto and the rules made and order issued there under from time to time.
11. The schedule of rates as given in B.O.Q.
12. During scrutiny if it comes to notice of the tender inviting authority that the credential or any other paper found incorrect / manufacture / fabricated, that bidder would not be allowed to participate in the tender and that application will be reject without any prejudice.
13. The authority reserves the right to cancel the NIT due to unavoidable circumstance and for it no claim will be entertained.
14. Bids shall remain valid for a period not less than 120(one hundred twenty) days from the last date of submission of Financial 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.
15. Before submission of tender, the tenderer shall have to acquaint by actual visit to the site as regards prevailing conditions and tenderer submitting tender shall be deemed to have done so. He must acquaint himself with local conditions of labour, material, transport, electricity, water. Panchayat regulations etc.
16. It is the Contractor's responsibility to keep the road open to all kind of traffic during the execution of work. No claim what-so-ever will be entertained for idle labour , establishment cost of hire & labour charges of tools & plants etc. at any circumstances.
17. Agency should submit material testing report prior to the implementation ,during implementation and after the completion of any kind of construction work at his own cost. No extra amount will be given from this end.

18. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of Publishing e-Tender	12.09.2020 at 5.00 P.M
2	Date of uploading of NIT and other document(s)	12.09.2020 from 5.00 PM

3	Date of start of downloading the documents. etc.	12.09.2020 from 5.00 P.M
4	Date of closing of downloading the documents, etc.	28.09.2020 at 11.00 AM
5	Date of start of submission of Technical Bid & Financial Bid	12.09.2020 from 5.00 P.M
6	Date of closing of submission of Technical Bid & Financial Bid	28.09.2020 at 11.00 AM
7	Date of opening of Technical bid at office of the Medinipur Gram Panchayat.	01.10.2020 at 11.00 AM
9	Date of opening of Financial Bid at office of the Medinipur Gram Panchayat	01.10.2020 at 1.00 PM

19. The contractor shall pay of charge & fees legally payable for act out of their works & hold the employer free of such cost.

20. Contractor has to execute the work on strict supervision of the Nirman Sahayak. / Authority, prior approval should be taken regarding quality of materials.

21. Decision of authority will be final & binding on contractor in case of any dispute .

22. Contractor has to arrange to display sign. Board at the site before starting the job indicating the following.

- i) Name of the work.
- ii) Name& nature of the contract.
- iii) Name of the Executing Agency.
- iv) Name & Address of the Contractor.
- v) Estimated amount.
- vi) From which fund the work is being executed
- vii) Time of completion.

23. All tools, plants , & machineries including vibrator, road roller etc. required to execute the Contract, has to be arranged by Contractor at his own cost.

24. The works are time bound project & time of completion of work should be strictly followed.

25. The undersigned reserve the right to ask the tenderer to submit analysis of the quoted rate at any point.

26. Audited Accounts of last financial year i.e. 2019-20 will have to be submitted in case of Engineers Co-operative societies & Labour Co-operatives. The tender forms are to be received by the Chairman or Secretaries or any member of the Society having proper power of attorney.. Credential of same type of works as told earlier will have to be produced in case of Engineer Co-operative Societies.

27. **Time is the essence of contract.** The successful contractor must start the work within seven days from the date of signing of agreement / contract failing which the undersigned may cancel the work

order & contract and forfeit the earnest money. The work should be completed within the stipulated time. No extension of time will be allowed except in special cases if it is found that the delay caused due to such reason which is beyond the control of the contractor and on the issue whether any reason is beyond the control of the contractor, the decision of the undersigned shall be final.

- (e) **A Penalty @0.1% (Zero point one percent) of the value of the work may be imposed on per day of delay If during execution of work it is found that the progress of work is very slow and the contractor failed to speed up the work even after repeated reminders and the work is going to be delayed unnecessarily due to fault on the part of contractor and / or the quality of work is not as per the plan & estimate and the contractor does not make required rectification after being so instructed, the work order and contract shall be cancelled, the earnest money shall be forfeited, the contractor may be blacklisted and claim of payment of work already executed before such tenure, may not be considered or entertained.**
 - (f) **In case of such mid-term termination of the work order and contract, the undersigned may also proceed to get the balance work completed by engaging other contractor/s agencies or departmentally. The excess expenditure if any, due to such a step would be recoverable from the unpaid bills of the defaulting contractor, if claim of such bills has not been forfeited at the time of termination of work order and contract as mentioned at point -(b) above.**
 - (g) **In case any works awarded by the authority before lying pending the works must be completed by the contractor and the completion certificate of the said works must be submitted before the undersigned at least two days before the date of opening of Technical Bid.**
 - (h) **The bidder offers bid for more than one work must submit the detailed information on his/her capacity for completion of those works such as capital required and engagement of sufficient labour, Machinery and capacity of handling of the work etc at least 2(two) days before the date of Technical Bid Opening or else his/her Bid may be treated as cancelled or only one of those work may be offered no arbitration what so ever in these shall be entertained.**
28. GST, IT or other Tax and other statutory deductions as to be applicable in Govt. rule will be deducted at source during payment of each bill (R/ A or Final).
 29. **10% of the bill amount shall be deducted as security money from each bill which will be released after one year from the date of completion subject to condition that no defect appears in the work. In case of defects found within one year the same should be repaired properly by the contractor in his own cost and after repairing, the earnest money may be released in full or part depending on the nature of defect.**
 30. For materials that will be used in the road construction against which payment of royalty to competent authority is mandatory under any existing act or rule, original copies/s of Challan/s as proof of deposition of royalty is/are to be produced at the time of processing of bill failing which bills shall not be entertained.
 31. This notice shall form part of term and conditions of tender, tenderer shall be bound to abide by the same.
 32. The bidder should quote rates in percentage (both in figures and words). The quoted amount must be written neatly. Correction if any should be properly authenticated.
 33. The Bidder must sign with date at the bottom of every page of all documents submitted by the bidder. Before submitting the bid documents the bidder must get his signature attested on the tender form by the witness Incomplete tender will be summarily rejected

INSTRUCTION OF BIDDERS

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

1. 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://etender.wb.nic.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. 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 Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

3. Collection of Tender Documents:

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation all Sl. No. of above mentioned Works:

5. Submission of Tenders:

5.1 General process of submission:

Tenders are to be submitted through online to the website stated in Cl.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).

5.2 Technical proposal:

The Technical proposal should contain scanned copies of the following further in two covers (folders).

A-I. Statutory Cover Containing.

i) Prequalification Application.

ii) Tender form no. 2911(ii) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). *Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii) , the tender liable to summarily rejected.*

v) Special Terms, Condition & Specification of works, Drawings(if any).

Note:- Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2. Non Statutory/ Technical Documents Cover Containing.

i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR-I) for the last financial year, GST Registration Certificate and deposit chalan for the current financial year.

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

iii) Registered Deed for 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-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers“Co-Opt(s).

vi) Credential certificates for completion of at least one same type 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 magnitudes **60 (Sixty) per cent of the estimated amount put to tender** in a single work order during the last 03(three) years prior to the date of issue of this NIT is to be furnished.

vii) Self certified document in favour of financial capability to carry out the works.

Note : Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily 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	Details
A.	Certificates	Certificates	5. GST Registration certificate, current GST return(July 2020) 6. PAN. 7. P.TAX (Challan) 2020-21 8. IT – Sahaj (ITR-I) for last financial year.
B.	Company details	Company details -I	5. Proprietorship Firm (Trade License). 6. Partnership Firm (Partnership Deed, Trade License) 7. Society Registration Copy. 8. Power of attorney.
C.	Credential	Credential -1	2. Same Type of work’s, Work order, Payment Certificate & Completion Certificate which are applicable for eligibility (i.e. Last 3 Financial Year and current financial year, 2017-18 ,2018-19 , 2019-2020 & 2020-21)
D.	Financial capability	Certificates	2. Self certified documents for carry out the work.

5.3. 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 above/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 & Digitally Signed by the contractor.

6. Opening & evaluation of tender:

Opening of Technical proposal:-

Technical proposals will be open by the Pradhan, Medinipur Gram Panchayat

i) Intending tenderers may remain present if they so desire.

ii) Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the statutory & non statutory documents the tender will summarily be rejected.

iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evaluation committee.

iv). Uploading of summary list of technically qualified tenderers.

NB: While 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 those are not produced within the stipulated time frame, their proposals will be liable for rejection.

Opening and evaluation of Financial Proposal:

i) Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

7. Acceptance of Tender:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in W.B.F. No. 2911(ii) will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms &

condition ,specification of work, Drawings, different filled up forms ,B.O,Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

8. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited & if found the tenderer will be suspended from participating in the tenders on e-tenders platform for a period of 3(three) years. In addition this user ID will be deactivated & Earnest money Deposit(EMD) will stand forfeited.

9. REJECTION OF BID:

The Employer (tender accepting authority) 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 (tender accepting authority) action.

পার্বতী মুন্ডা

Pradhan
Medinipur Gram Panchayat

Pradhan
Medinipur Gram Panchayat

Memo No. 782(24)/MGP

Dated: 12.09.2020

Copy forwarded for information & necessary action to

- 1) The Sub Divisional Officer, Bankura Sadar Sub Division
- 2) The Block Development Officer, Onda Development Block
- 3) The Sabhapati, Onda Panchayat Samity
- 4) The OC, Onda Thana
- 5) The Post Master, Medinipurgram Post Office
- 6) The District Informatics Officer with a request to upload in the official website of the district
- 7) The Editor, The Bankura Update.
- 8) All Member of Artho O Parikolpana upasamity of Medinipur Gram Panchayat.
- 9-23) The Pradhan _____ GP(all), under Onda Dev Block
24. Office Notice Board.

পার্বতী মুন্ডা

Pradhan
Medinipur Gram Panchayat

Pradhan
Medinipur Gram Panchayat

FORM—I
APPLICATION FOR TENDER

To
The Pradhan,
Medinipur Gram Panchayat
Onda, Bankura.

NIT No.: _____

Serial No. of Work applied for: _____

Amount put to tender: _____

Dear Sir/Madam,

Having examined the Statutory, Non statutory & NIT documents, I/We hereby like to state that I/We wilfully accept all your conditions and offer as laid down in the NIT to execute the works as per Tender No. and Serial No. stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 201

Full name of applicant: _____

Signature with Seal: _____

In the capacity of: _____

Duly authorized to sign bids for
and on behalf of (Name of Firm): _____
(In BLOCK CAPITALS or typed)

Office Address: _____

Telephone No.(s) (Office): _____

Mobile No. _____

Fax No. _____

E mail ID _____

FORM - II

Declaration against Common Interest

I/We, Sri/Smt. _____, the authorized signatory on behalf of _____ do hereby affirm that I/We/any of the member of _____ bidding against NIT No._____ SI.No._____ do not have any common interest either as a partner on any Partnership Firm as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date:

Signature of bidder