

**OFFICE OF THE BANKURA-I PANCHAYAT SAMITY**  
**PUABAGAN, BANKURA.**

Memo No. - 224

Dated 17/06/2021

**NOTICE INVITING e-TENDER**

**NOTICE NO. BNK1/03/AWC/ 2021 - 2022 DATED -17/06/2021**

Percentage rate e-tenders are hereby invited by the undersigned from the bonafide and experienced contractors, Registered Co-operative Societies formed by unemployed Engineers and Labour Co-operatives of the following works.

SI No.	Name of Work	Amount Put to Tender (In Rs.)	Cost of Tender Form (Non Refundable) (In Rs.)	Earnest Money required (Refundable)	Maintenance Period
1	Construction of AWC at Rangameta-2 at Mouza-Rangameta, Kh. No-132, plot no-359	1250038.00	6000.00	@ 2% of estimated cost	1(one) year from the date of final Payment

<b>Credential required</b> a single work for the last 4 years (2017-18 to 2020-21) Details as follows :		Time of completion of the work
1	Construction of Building (except Geetanjali)/ Concrete road/Concrete drain/Boundary wall amounting to Rs 500015.00 (Rupees Five lakh fifteen ) only for a single work. (Credential certificate in form of Payment Certificate / Completion certificate & work order must be submitted with application)	120 days

**Date and time Schedule**

SI No	Particulars	Date & Time
01	Date of Uploading of NIT and others documents	17/06/2021 at 11.00 am
02	Date of Start of downloading the documents	17/06/2021 at 12.00 noon
03	Date of Closing of downloading the documents	02/07/2021 at 1.00 pm
04	Date of start of submission of Technical Bid and Financial Bid	17/06/2021 at 12.00 noon
05	Date of closing of Technical Bid and Financial Bid	02/07/2021 at 2.00 pm
06	Date of opening of Technical bid at the office of the Bankura-I Panchayat Samity	02/07/2021 at 3.00 pm
08	Date of opening of Financial bid at the office of the Bankura-I Panchayat Samity	05/07/2021 at 2.00 pm

**Tenderers have to abide by the following conditions:**

- In the event of e-filing intending bidder may download the tender documents from the website [www.wbtender.gov.in](http://www.wbtender.gov.in) in directly by the help of digital signature certificate.
- Earnest Money**- The amount of EMD and the cost of Tender Form to be remitted online either by Net Banking (having their account any listed bank with Such facility) through **ICICI bank payment Gateway** or through RTGS/NEFT using online pre-filled challans generated in this system of State Government e-Procurement portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) (vide memorandum No-3975-F(Y) dated-28.07.2016 of WB Finance Department).
- Eligibility criteria for participating e-tender
  - The bidder shall have satisfactory completed as a prime agency **within last 4 years i.e. 2017-18 to 2020-21** at least one work (as per **above mention type of works done by the contractor**).
  - P. Tax deposit challan of 2020-21, Valid 15 digit Goods and Service Tax prayer Identification Number (GSTIN) under GST ACT 2017, PAN Card, Income Tax return of last three years up to 2019-20 has to be accompanied with the technical bid document.
  - SECTION-B (Form-I and Form-II) to be filled up by the bidder and accompanied at Non-Statutory documents.**
- The tenderers should visit the site before quoting rate as no plea on the site condition, accessibility, carriage, re-carriage shall be entertained afterwards and it will be presumed that the agency offered the tender after reviewing entire position of the worksite.
- Additional Performance Security**- *The Additional Performance Security will be obtained from the successful bidder if the accepted bid value is 80% or less than 80% (eighty) of the amount put to tender. The additional Performance Security will be equal to 10 % of the amount put to tender. The additional Performance Security shall be submitted in the form of Bank Guarantee from any schedule Bank as per enclosed format before issuance of work order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of letter of acceptance, his earnest money will be forfeited. The said Bank Guarantee shall be valid up to the end of the Contract Period and shall be renewed accordingly. If the bidder fails to complete the work successfully, the Additional Performance Security will be forfeited at any time during pendency of the Contract Period. Necessary provision regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.*
- The undersigned reserve the right to ask the tenderer to submit analysis of the quoted rate at any point.
- Incomplete tender will be rejected summarily.
- Audited Accounts of last financial year 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

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- power of attorney. No tender form will be handed over to any outsiders. Credential of similar type of works as told earlier will have to be produced in case of Engineer Co-operative Societies.
9. **The Undersigned reserves the right to accept or cancel any or all tenders without assigning any reason.**
  10. **The successful tenderer shall enter in an contract/ agreement with the undersigned on a non-judicial stamp paper of Rs.10/- where terms and conditions of the contract agreement shall be mentioned and all terms & conditions mentioned in this notice shall be part of terms & conditions of contract. In case of failure on the part of the tenderer to enter in the contract within three days from the date of receipt of the work order, the work order may be cancelled by the undersigned and the case of cancellation of work order the earnest money shall be forfeited.**
  11. **Time is the essence of contract.** The successful contractor must start the work within three 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 prescribed 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 work may be imposed on per day of delay.**
    - (b) **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 termination, may not be considered or entertained.**
    - (c) **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.**
  12. All works will have to be done according to specification and drawing approved by the authority and as per direction of the undersigned.
  13. No consumable materials will be supplied to the agency for any work from the office of the undersigned. Agency will be responsible for procuring all materials required for proper execution of work at his own cost.
  14. Before starting the work, site must be dressed and cleared by cutting all sorts of jungle, shrubs etc. for which no extra payment will be made.
  15. GST / IT and other statutory deductions at the prescribed rate will be deducted at source during payment of each bill (R/A or Final).
  16. **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 making final payment 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.**
  17. 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 copie/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.
  18. Submission of tender (Technical & Financial bid) shall be treated as acceptance of all terms and condition of this tender by the tenderer.
  19. This notice shall form part of term and conditions of tender, tenderers shall be bound to abide by the same.
  20. All working tools and plants and implements required for the work have to be arranged and supplied by the contract, at his own cost.
  21. The successful tenderer will have to abide by the provisions of West Bengal contract Labour (Regulation and Abolition) Rules. 1972 as will be in force from time to time. If no labour licence is obtained and produced by the contractor payment will liable to be withheld till production of the same.
  22. Claim for idle labour from contractor will not be entertained under any circumstances. No claim will be entertained for any increase in transportation cost of men & materials, market price, royalty of materials etc..
  23. If the last date of submission of tender is suddenly declared as holiday, the tender will be received upto 13:00 hrs. on the next working day in the similar manner and will be opened immediately afterwards as usual.
  24. Tenders received after the due date and time will be summarily rejected and any change in quoted rate/s after opening of the tender shall not be entertained. This office shall not be responsible for the loss of tender papers or for the delay in the postal transit.
  25. The undersigned reserves the right to call all the valid tenderers in table bid if it is found that the all the quoted rate is above the estimated rate, AT PAR, equal.
  26. **No claim of payment shall be entertained for unsuccessful boring/s for installation of submersible pumps.No claim of payment for carriage / re-carriage of materials or loss of materials shall be entertained under any circumstances.**
  27. **Payment will be made after available of fund.**

### 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 in more than one work:**

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Normally, any contractor can collect and submit tenders for maximum 50 % of the total number of works (rounded upto next higher integer) in any particular NIT depending on his credential and financial capability.

## 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-1. Statutory Cover Containing.

i) EMD as prescribed in the NIT against each of the serial of work in favour of the **Executive Officer , Bankura-I P.S, Bhagabandh, Bankura.**

**Note:- No Fixed Deposit will be entrained.**

iii) 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, Valid 15 digit Goods and Service Tax prayer Identification Number (GSTIN) under GST ACT 2017.

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 similar nature of work under the authority of state/central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/State Govt. having amounting mention above in a single work order during the last 04(four) 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.

viii) **SECTION-B (Form-I and Form-II) to be filled up by the bidder and accompanied at Non-Statutory documents.**

**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 ARRANGE 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"> <li>Valid 15 digit Goods and Service Tax prayer Identification Number (GSTIN) under GST ACT 2017.</li> <li>Valid PAN.issued by the IT Deptt, Govt of India</li> <li>P.TAX (Challan)</li> <li>IT – Sahaj(ITR-I) for last financial year.</li> <li>SECTION-B (Form-I and Form-II)</li> </ol>
B.	Company details	Company details –I	<ol style="list-style-type: none"> <li>Proprietorship Firm (Trade License).</li> <li>Partnership Firm (Partnership Deed, Trade License)</li> <li>Society Registration Copy.</li> <li>Power of attorney.</li> </ol>
C.	Credential	Credential -1	<ol style="list-style-type: none"> <li>Work order, payment certificate, completion certificate which are applicable for eligibility</li> </ol>

### 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 opened by the **Executive Officer, Bankura-I PS, Bankura**

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.

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### 7. Acceptance of Tender:


The Bidder who's 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.

  
**Executive Officer**  
**Bankura-I Panchayat Samity**  
**Puabagan, Bankura.**

**Memo No. – 224/1 (18)**

**Dated 17/06/2021**

Copy forwarded for information and for wide publication to:-

1. The District Magistrate, Bankura.
2. The District Magistrate(Dev), Bankura.
3. The Sub-Divisional Officer, Bankura Sadar.
4. The Block Development Officer, (All) with a request for wide publicity.
5. The District Informatics Officer, Bankura with a request to upload the same in NIC website for wide publication.
6. The Officer-in-Charge, NRDMS, Bankura
7. The Savapati, Bankura-I Panchayat Samity
8. The Sahakari Savapati, Bankura-I Panchayat Samity
9. The Karmadhyaskha, Purta-Karya-O-Paribahan Sthaye Samity, Bankura-I Panchayat samity
10. Rajkumar Lakshman, Leader of opposition, Bankura-1 Panchayat Samity
11. The Joint Block Development Officer, Bankura-I Development Block.
12. The Sub-Assistant Engineer (Plan/R.W.S./Civil/RWP), Bankura-I Development Block, with a request to remain present at the office chamber of the undersigned on the date fixed for Tender opening.
13. The Accountant cum Head Clerk, Bankura-I Development Block.
14. The Cashier cum Storekeeper, Bankura-I Panchayat Samity.
15. The Upper Division Assistant, Bankura-I Panchayat Samity with a request to remain present at the office chamber of the undersigned on the date fixed for Tender opening and make arrange for tender process.
16. The Computer Assistant, MGNREGS, with a request to upload the same in Block/PS website for wide publication.
17. Office Notice Board.
18. Office Copy.

  
**Executive Officer**  
**Bankura-I Panchayat Samity**  
**Puabagan, Bankura.**

OFFICE OF THE BANKURA-I PANCHAYAT SAMITY  
PUABAGAN, BANKURA.

**NOTICE INVITING e-TENDER-**

DATED –

SECTION – B  
FORM-I  
STRUCTURE AND ORGANISATION

1. Name of the Applicant :
2. Office Postal Address :
3. Telephone No and Mob No :
4. E-mail Address :
5. Details of Bank Accounts
  - i) Name of Bank
  - ii) Name of Branch and address with Ph no :
  - iii) Account No :
  - iv) MICR No :
  - v) IFSC Code :

\_\_\_\_\_  
Signature of the Applicant

**INSTRUCTION TO BIDDERS (ITB)**

**NOTICE INVITING e-TENDER-**

**DATED –**

**SECTION – B**

**FORM-II**

**AFFIDAVIT-Y**

**(TO BE FURNISHED IN NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE DULY NOTARIZED)**

1. I THE UNDERSIGNED DO CERTIFY THAT ALL THE STATEMENTS MADE IN THE ATTACHED DOCUMENTS ARE TRUE AND CORRECT. IN CASE OF ANY INFORMATION SUBMITTED PROVED TO BE FALSE OR CONCEALED, THE APPLICATION MAY BE REJECTED AND NO OBJECTION/CLAIM WILL BE RAISED BY ME.
2. THE UNDERSIGNED ALSO HEREBY CERTIFIES THAT NEITHER OUR FIRM M/S \_\_\_\_\_ NOR ANY OF CONSTITUENT PARTNERS HAD BEEN DEBARRED TO PARTICIPATE IN TENDER BY THE ANY DEPARTMENT OF GOVERNMENT OF WB OR ANY OF THE STATUTORY BODIES OR GOVERNMENT ORGANIZATIONS IN FAVOUR OF WHOM CREDENTIALS ARE PREFERRED BY THE UNDERSIGNED TOWARDS ELLIGIBILITY CRITERIA CLAIM, DURING THE LAST 4 YEARS PRIOR TO THE DATE OF THIS NIT.
3. THE UNDERSIGNED WOULD AUTHORIZED AND REQUEST ANY BANK, FIRM OR COOPRATION TO FURNISH PERTIENT INFORMATION AS DEEMED NECESSARY AND OR/ AS REQUESTED BY THE DEPARTMENT OF GOVT OF WB HEREIN REFERRED TO AS THE TENDER INVITING AND ACCEPTING AUTHORITY TO VERIFY THIS STATEMENT.
4. THE UNDERSIGNED UNDERSTANDS THAT FURTHER QUALIFING INFORMATION MAY BE REQUESTED AND AGREES TO FURNISH ANY SUCH INFORMATION AT THE REQUEST OF TENDER INVITING AND ACCEPTING AUTHORITY.
5. CERTIFIED THAT I HAVE APPLIED IN THE TENDER IN THE CAPACITY OF INDIVITUALS/ AS PARTNER OF A FIRM AND I HAVE NOT APPLIED SEVERALLY FOR THE SAME JOB.

Date- \_\_\_\_\_

Signature of the Applicant/ Authorized officer of the firm \_\_\_\_\_

Title and capacity of the officer \_\_\_\_\_

Name of the firm with seal \_\_\_\_\_

Annexure- B I

FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE  
SECURITY DEPOSIT

To

-----[ Designation of Engineer - In - Charge ]

-----[ Office address of Engineer - In - Charge ]

WHEREAS [name and address of Contractor] (hereafter called  
"the Contractor") has undertaken, in pursuance of Contract No:

dated to execute [name of Contract and brief  
description of Work] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the  
Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank  
for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY  
DEPOSIT' for compliance with his obligation in accordance with the Contract:

AND WHEREAS we (Indicate the name of the bank & branch)  
have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we ; (Indicate the name of the bank &  
branch) hereby affirm that we are the Guarantor and responsible to you on behalf of  
the Contractor, upto a total of Rs. [amount of guarantee]

(In words). We undertake to pay you, upon your first  
written demand and without cavil or argument, a sum within the limits of  
[amount of guarantee] as aforesaid without your needing  
to prove or to show grounds or reasons for your demand for the sum specified  
therein .

We (Indicate the name of the bank & branch) hereby waive the  
necessity of your demanding the said debt from the contractor before presenting us  
with the demand.

We (Indicate the name of the bank & branch) further agree to  
pay to you any money so demanded notwithstanding any dispute or disputes raised  
by the contractor(s) in any suit or proceeding pending before any court or Tribunal  
relating thereto, our liability under this present absolute and unequivocal.

The payment /so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We (Indicate the name of the bank & branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We (Indicate the name of the bank & branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto \_\_\_\_\_. It come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of Six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs. (Rs. \_\_\_\_\_) and unless a claim in writing is lodged with us within the validity period, i.e. upto \_\_\_\_\_ of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this \_\_\_\_\_ day of 20 \_\_\_\_\_ at \_\_\_\_\_

**SIGNED, SEALED AND DELIVERED**

For and on behalf of the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

**NOTES:**

(i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.