



COOCH BEHAR CO-OPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD.

Regd. No. 26 Dated 25-2-59
Kshudiram Sarani, P.O. & Dist. Cooch Behar



Memo No. : 01/196/18-19

Dated : 16.11.18

NOTICE INVITING ONLINE TENDER (E-TENDER) NO. 01

[e-Tender ID: 2018_COD_194571_1]

Name of Scheme- CONSTRUCTION OF G + FOUR STORIED BUILDING OF COOCH BEHAR COOPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD AT KHUDIRAM SARANI WITHIN COOCH BEHAR MUNICIPALITY (PHASE -I)

SCHEDULE OF IMPORTANT DATES OF BIDS

<u>PARTICULAR</u>	<u>DATE & TIME</u>
1. Date of Publication of NIT	16.11.2018 at 2pm
2. Document download start date & time	16.11.2018 from 2 pm
3. Document download end date & time	30.11.2018 up-to 2 pm
4. Pre-bid meeting in the conference room of the office of the Chief Executive Officer, Cooch BeharCARD Bank Ltd. if necessary.	19.11.2018 at 12 noon
5. Bid submission start date & time	16.11.2018 from 2 pm
6. Last date & time of online submission of Technical Bid and Financial Bid	30.11.2018 up-to 2 pm
7. Date & Time of opening of Technical Bid at Cooch Behar CARD Bank Ltd.	03.12.2018 at 2 pm
8. Date & Time of opening of Financial Bid at Cooch Behar CARD Bank Ltd.	Date and time will be notified later through online.
9. Validity of bid	120 days
10. Completion Period of the work	180days
11. Maintenance Period	01(one) Year after the date of completion of work.

NOTICE INVITING ONLINE TENDER (E-TENDER) NO.: 01

Name of Scheme- CONSTRUCTION OF G + FOUR STORIED BUILDING OF COOCH BEHAR COOPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD AT KHUDIRAM SARANI WITHIN COOCH BEHAR MUNICIPALITY (PHASE -I)

Chief Executive Officer, Cooch Behar Co-operative A.R.D. Bank Ltd., Cooch Behar invites Online (e-Tender) percentage rate tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors/Engineer Cooperative/ Labour Contract Cooperatives having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1. Name of work :	CONSTRUCTION OF G + FOUR STORIED BUILDING OF COOCH BEHAR COOPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD. AT KHUDIRAM SARANI WITHIN COOCH BEHAR MUNICIPALITY (PHASE -I)
2. Location of Work :	Cooch Behar Sadar
3. Scope of Work :	<ul style="list-style-type: none">• Works as per the estimate, drawings and as instructed by the authority.
4. Estimated Cost of work :	<u>Rs.42,32,340.98 (Rupees Forty twolakh thirty two thousandthree hundred forty and paise ninety eight) only.</u>
5. Completion Period :	<u>180 days</u>
6. Maintenance Period or the Defect Liability Period :	01 (one) Year after the date of completion of work.
7. Security Deposit against work :	<u>10% of Contract Value</u>
8. Bid Inviting Authority :	Chief Executive Officer, Cooch Behar Co-operative A.R.D. Bank Ltd., Cooch Behar
9. Eligibility Criteria for “Pre Qualification” :	<p><u>CREDENTIAL</u></p> <p>1. a) The Agency should have successfully completed (100%) similar nature of work having single tender value of at least <u>40%</u> of the tendered value in a single contract i.e. <u>Rs.16,92,936.00 (Rupees Sixteen lakh ninety two thousand nine hundred & thirty six) only</u> in the last Five Financial years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory Bodies. Credentials / Completion Certificate / Payment Certificate of any Sub-Contract work shall not be accepted. Joint Venture Firms will not be entertained.</p> <p>b) The Agency should produce credentials of 2(two) similar nature of completed works, each of the minimum value of 30% of the estimated amount put to tender i.e. <u>Rs.12,69,702.00 (Rupees Twelve lakh sixty ninthousand sevenhundred</u></p>

&two) only in the last Five Financial years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory Bodies. Credentials / Completion Certificate / Payment Certificate of any Sub-Contract work shall not be accepted. Joint Venture Firms will not be entertained.

c) The Agency should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at

(i) In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned authority will be eligible for the tender in the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

Nature of Work: Construction of Building and similar nature of work.

N.B.: Nature of work, Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.

TURNOVER

2. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than **60%** of tender value i.e. **Rs.25,39,405.00 (Rupees Twenty five lakh thirty nine thousand four hundred & five) only** from Contracting Business. Balance Sheet shall have to be produced in support of the claim.

BID CAPACITY

3. The available Bid Capacity (to be calculated on the basis of prescribed format) of the prospective applicant shall not be less than the estimated amount put to tender.

Bid Capacity: [(AXNX2 -B)]

A=Maximum value of work done in a single year during last five years.

B= Value at current price level of existing commitments and ongoing works to be completed in the next N years.

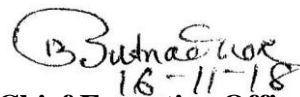
N= Time of completion of the work on years for which tender has been invited.

4. Statutory Documents:

- a. Work order, Work Completion Certificate / Payment certificate
- b. Filled up Form-I
- c. Filled up Form-II
- d. Filled up Annexure-I on Non-judicial stamp Paper

	<p>e. Latest Income Tax return</p> <p>f. Valid 15 digit goods and service tax payer identification no (GSTIN) under GST Act,2017.</p> <p>g. Balance Sheets of last 3 Financial years (2017-18,2016-17 and 2015-16)</p> <p>h. Valid PAN issued by I.T. Department , Govt. of India</p> <p>i. Trade license.</p> <p>j. Bid capacity calculation sheet.</p>
10. Earnest Money Deposit	<p>: <u>2% of work value i.e.Rs.84,647.00 (Rupees Eighty four thousand six hundred and forty seven) only.</u></p> <p>EMD shall be submitted as soft copy (scanned copies of the originals). The earnest money mentioned in this NIT must be deposited by all the tenderers in IDBI, Cooch Behar Branch vide A/C No. 101710200000189 (IFSC Code IBKL 0001017) in favour of Chief Executive Officer, Cooch Behar Co-operative A.R.D. Bank Ltd. Earnest Money Deposit A/C through RTGS/NEFT/CBS system only. The Sl. No. of the work along with the NIT No. and name of Bidder should be mentioned clearly on the deposit challan. Payment made otherwise will be rejected.</p> <p>Labour Contract Cooperatives are exempted from paying of Earnest Money Deposit.</p> <p><i>Failure to submit RTGS/ NEFT / CBS system only with LOI acceptance letter within the time period prescribed for the purpose may be construed as an attempt to vitiate the tendering process and will be dealt with accordingly including blacklisting of the bidder.</i></p> <p>The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 30 days from the bid validity period without interest.</p>
11. Bid document Requisition	<p>: Bid Document is available in the e-Tendering portal of Govt. of West Bengal, https://etender.wb.nic.in. Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
12. Technical Bid Evaluation	<p>: The technical bid will be evaluated by the Chief Executive Officer, Cooch Behar Co-operative A.R.D. Bank Ltd., Cooch Behar. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.</p>
13. Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	<p>: <u>To be notified later through online.</u></p>

14. Financial Bid	:	Rate shall be quoted in percentage above/less/at par against the tender value
15. Validity of Bid	:	120 days
16. E-Tender registration and bidding	:	<u>ONLINE BID SUBMISSION:</u> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
17. Important Instructions	:	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. Chief Executive Officer, Cooch Behar Co-operative A.R.D. Bank Ltd., Cooch Behar, reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills. • To keep the <u>constructionwork</u> in good condition during the <u>next 1(one) year</u> after the completion of the construction work if any additional / excess work is required over the stipulated quantity in the schedule for routine maintenance work, the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost. • The intending bidders are requested to inspect the work site before quoting their rates.


 18-11-18

Chief Executive Officer

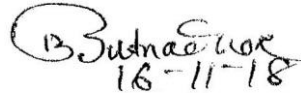
**Cooch Behar Co-operative A.R.D. Bank Ltd
Cooch Behar**

Memo No. : 01/(19)/196/18-19

Date : 16.11.18

Copy forwarded for information to:

1. The Sabhadhipati, Cooch Behar ZillaParishad
2. The District Magistrate, Cooch Behar
3. Chairman, A.R.D. Bank, Cooch Behar
4. Vice- Chairman, A.R.D. Bank, Cooch Behar
5. The Managing Director, WBSCARD Bank Ltd.
6. The Addl. RCS (LT Credit), West Bengal.
7. The Jt. Registrar of Cooperative Societies, Northern Zone, Siliguri.
8. The Asstt. Registrar of Cooperative Societies, Cooch Behar Range with a request to display in his office Notice Board.
9. District Engineer, Cooch Behar ZillaParishad
10. Executive Engineer (RD), Cooch Behar ZillaParishad
11. Executive Engineer, P.W.D. (Roads) &Executive Engineer, P.W.D. (Highway Division), Cooch Beharwith request to display in his office notice board.
12. Executive Engineer, P.W.D., (Tista Bridge Construction),Mekhliganj, Cooch Beharwith request to display in his office notice board.
13. Executive Engineer, I & W.D., Cooch Beharwith request to display in his office notice board.
14. Executive Engineer, Social Sector, PWD , Cooch Behar Division, Cooch Beharwith request to display in his office notice board.
15. Executive officer, Cooch Behar Municipality with request to display in his office notice board.
16. DICO, Cooch Behar with request to display in his office notice board.
17. D.I.O., NIC, Cooch Behar with request to upload the Notice in the website of the district.
18. Office Copy.
19. Office Notice Board.


16-11-18

Chief Executive Officer

**Cooch Behar Co-operative A.R.D. Bank Ltd.
Cooch Behar**

INFORMATION TO THE BIDDERS (ITB)

1. Download of Tender

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.in>.

The tender will be submitted in two bid system *i.e.* **Technical bid & Financial bid** only through online.

2. Online Bid submission procedure

- i) **Registration of Contractor:** Agencies/Bidders who are interested in participating e-tenders will have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.
- ii) **Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.
- iii) **Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv) **Submission of Tenders:** General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).
- v) **Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice (Ref: 3.1.3 of this ITB)

A. Technical Bid:

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in **2 (two)** covers (folders),

Cover A-1 >Statutory Cover file Containing

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of Bank Draft towards Earnest Money Deposit (EMD) as prescribed in the NIT
4. Duly filled in **FORM-I** (Declaration for Credential)
5. Duly Filled in **FORM-II** (Declaration for Turn-Over)
6. Duly Filled in Affidavit as given under Annexure-I

Cover A-2 >Non- Statutory Cover (Mandatory Documents)

All the documents as given under **TECHNICAL BID (Clause 3.1.1 Mandatory Documents)**

Note: *Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.*

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the rate (**Offering percentage Above/Below/At par**) online through Computer only in the space marked for quoting rate in the Bill of Quantities (**BOQ**). Only downloaded copies of the above documents, **digitally signed** by the contractor are to be uploaded (**Excel file**).

2.1 TECHNICAL BID

2.1.1 Mandatory Documents

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii) Copy of Completion certificate, work order, payment certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ with requisite single tender value (in accordance with **Clause 3.1**).
- iii) Copies of Balance Sheet of last three Financial Years for establishing average Annual Turnover in contractual business.
- iv) PAN Card (Xerox Copy)
- v) Income Tax return of last financial year.
- vi) Trade license.

Note: *The tender will be summarily rejected if any of these documents are not submitted online. Bidders shall produce original hard copies of the requisite documents during evaluation for the technical bid.*

2.1.2 Additional Documents for the Bid (to be submitted in Non-Statutory Cover, A-2)

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Documents of proof of ownership or hire of the machineries/equipments.
- iii) Any other information to indicate Technical management competence.
- iv) Declaration of laboratory.

2.1.3 Receiving of Earnest Money Deposit (EMD)

EMD shall be submitted as **soft copy** (scanned copies of the originals). The earnest money mentioned in this **NIT** must be deposited by all the tenderers in **IDBI, Cooch Behar Branch** vide A/C No. **1017102000000189** (IFSC CodeNo. IBKL 0001017) in favour of Chief Executive Officer, Cooch Behar Co-operative A.R.D. Bank Ltd. **Earnest Money Deposit** A/C through RTGS/NEFT/CBS system only. The **Sl. No.** of the work along with the **NIT No.** and **name of Bidder** should be mentioned clearly on the deposit challan. Payment made otherwise will be rejected.

The EMD of the successful bidder will be adjusted with the Security Money.

Labour Contract Cooperatives are exempted from paying of Earnest Money Deposit.

Failure to submit RTGS/ NEFT/ CBS system only with LOI acceptance letter within the time period prescribed for the purpose may be construed as an attempt to vitiate the tendering process and will be dealt with accordingly including blacklisting of the bidder.

The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 30 days from the bid validity period without interest.

Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be equal or more than **60% of Tender value i.e.Rs. 25,39,405.00 (Rupees Twenty five lakh thirty ninethousand four hundred & five) only**in contracting business. This shall be ascertained from the audited balance sheets of the last three years.

2.1.4 CREDENTIAL

2.1.4.1 Technical:

The agency should have successfully completed (100%) similar nature of work having Single tender value of at least **40%** of the tendered value in a single contract i.e. **Rs.16,92,936.00 (Rupees Sixteen lakh ninety two thousand nine hundred & thirty six) only** in a single contract in the **last 5 (five) financial years** from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies. Credential/completion certificate/ payment certificate of any sub- contract work shall not be accepted. Joint venture firms shall not be entertained for this tender.

The work completion certificate (100 %) shall specify detailed similar nature of work completed, value of work done, date of commencement of work and the date of completion of the work. Copy of the **Work Order and Work Schedule/ BOQ of the similar nature of work shall have to be uploaded along-with the Completion Certificate**, in the technical bid for verification of the credential. In addition, Payment certificate may also be submitted for successfully completed work along with the said certificate. Completion Certificate regarding part completion of tendered work shall not be accepted. The Technical Bid may be declared non-responsive if the requisite documents are not furnished by the bidder for ascertaining the Technical Credential.

b) The Agency should produce credentials of 2(two) similar nature of completed works, each of the minimum value of 30% of the estimated amount put to tender i.e. **Rs.12,69,702.00 (Rupees Twelve lakh sixty nine thousand seven hundred & two) only** in the last Five Financial years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory Bodies / Credentials / Completion Certificate / Payment Certificate of any Sub-Contract work shall not be accepted. Joint Venture Firms will not be entertained.

c) The Agency should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at

(i) In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned authority will be eligible for the tender in the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

Nature of Work: Construction of Building works and similar nature of work

2.1.4.2 Form-I for fully (100 %) completed works during the last 5 (five) years from the date of NIT will only be accepted. The tenderer should attach the said certificate under their signature along with the tender documents. The agencies that have completion certificate against any of the works mentioned in the similar nature work above shall be eligible for this tender.

2.1.43 The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

2.1.44 **Financial:**

The average Annual Turn Over from contracting business for the past three financial years of the firm should be equal or more than 60% of tender value i.e. **Rs. 25,39,405.00 (Rupees Twenty five lakh thirty nine thousand four hundred & five) only** of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Balance Sheet of the last three financial years.

2.1.5 If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

2.1.6 **Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a minimum period of 2 (two) years.

2.2 FINANCIAL BID:

1. Single rate (**percentage above or below or at par**) shall be quoted in the specified space of the BOQ given under financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.
4. If the lowest rate comes to below 10% of the estimated value then performance security @2.0% of the contract value should be paid in the form of Demand Draft in favour of the Chief Executive Officer, Cooch Behar Co-operative A.R.D. Bank Ltd., Cooch Behar along with acceptance of Letter of Intent. The same will be released immediately after completion of the work.

2.3 Taxes & duties to be borne by the Contractor:

It may again be reiterated that Income Tax, G.S.T. (if applicable) ,Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

2.4 Site inspection before submission of tender:

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards. No extension of completion period or modification of work shall ordinarily be allowed on Site condition or any other issues pertaining to work site. Therefore, bidders should study the site condition before submitting the bids.

2.4.1 **Conditional and incomplete tender :**

Conditional and incomplete tenders shall be summarily rejected.

3. Acceptance of Tender:

Lowest valid rate may be accepted, however, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one Tenderer if required.

4. Return of Earnest Money of the unsuccessful tenderer(s):

The earnest money of unsuccessful Bidder if submitted shall be returned not later than 30 days from the bid validity period without interest.

5. Payment:

The progressive and stage-wise payment will be made depending upon the executed work as follows:

Sl. No.	Payment Bill	Stage of Completion of Work
1	1 st RA Bill	After complete execution of 50% of Contract Amount
2	2 nd & Final Bill	After execution of Balance Work and successful completion of the scheme.

The payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

6. Security Deposit:

6.1 The bidder shall be required to properly maintain the work including all its components for a period of **01(one) year** from the date of completion of the entire work recorded in the MB. In total 10% of the contract amount will be deducted progressively from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will **lead to forfeiture of the security deposit.**

6.2 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) months prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.

6.3 The schedule for release of Security Deposit will be as below:

The security deposit money of successful bidders will be released after 1(one) year from the date of completion of work. Any minor or major repair shall be done by the agency during the security period. If any major repair required during the period is not undertaken by the agency during the security period the same may be defrayed from an amount deducted and retained as security from the total sum payable to the contractor.

7. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

8. Other Terms & Conditions:

8.1 Labour Welfare:

- The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, CHIEF EXECUTIVE OFFICER, COOCH BEHAR CO- OPERATIVE A.R.D. BANK LTD shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Cooch Behar under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
- Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
- Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para- 6(b) of 1700/EMP dated 03.08.1989.

8.2 Bidders are requested to be present in person during the opening of technical and financial bids.

8.3 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

8.4 Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of CHIEF EXECUTIVE OFFICER, COOCH BEHAR A.R.D. BANK LTD., COOCH BEHAR.

8.5 Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.

8.6 The decision of authority with respect to this tender is final and binding.

8.7 CHIEF EXECUTIVE OFFICER, COOCH BEHAR CO-OPERATIVE A.R.D. BANK LTD., COOCH BEHAR takes no responsibility for any delay/or late submission of tender by the bidder. The bidders are advised to submit bids in time. Any problem with server or internet problem or digital signature related issues will not make, CHIEF EXECUTIVE OFFICER, COOCH BEHAR CO-OPERATIVE A.R.D. BANK LTD., COOCH BEHAR responsible for non-submission or incomplete submission of bids.

8.8 Tenderers can approach CHIEF EXECUTIVE OFFICER, COOCH BEHAR CO- OPERATIVE A.R.D. BANK LTD., COOCH BEHAR for any clarification with respect to this tender.

8.9 **Agreement:** The Contractor, whose tender is accepted shall within 15 (fifteen) days of issue of an intimation to that effect by this office obtain additional one set of contract documents and submit the same duly signed by him to this office for formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.

8.10 Work Execution:

- **Penalty:** Time is the essence of any contract and any deviations from completion time will attract penalty @ 1/2% per week delay and maximum of 10% for the non-executed portion of the work.
- The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with CHIEF EXECUTIVE OFFICER, COOCH BEHAR CO-OPERATIVE A.R.D. BANK LTD.,COOCH BEHAR without assigning any reason.
- After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers. He shall also maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assist Engineers to carry out necessary checking and supervision of the work.
- Steel shall be of SAIL or TATA or approved brand of I.S.I. and cement from ACC, Ultratech, Gujarat Ambuja or other brands approved by the engineers for which test certificate in original shall have to be produced for approval.
- It has been observed that the successful bidders deploy unqualified engineers and supervisor during execution of work. Therefore, the successful bidder shall ensure that qualified engineers are deployed to carry out quality works. If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, check the qualification of engineers and supervisors, penalize the agency etc.
- **Sub-letting** of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- All materials & workmanship shall be as per the approved quality and methodology.
- Agency should possess the requisite and relevant equipments and machineries for the work. If equipments and machineries are not deployed as per the undertaking given by the contractor, the Engineer in charge is authorized to stop the work and direct the contractor to deploy them immediately. If the contractor fails to carry out the direction, then the authority may take appropriate action including forfeiture of EMD and cancellation of the work order.

8.11 The contractor shall collect photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work. The photographs shall have digital date printed over it. A minimum of 10 such photographs should be submitted at the time of submission of claim for payment. No separate payment will be made to the contractor for this purpose. Payment shall not be made without submitting the photographs/video photographs. Some photographs will have engineers inspecting the site, machinery working, measurement etc.

8.12 An amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare cess Act, 1996” apart from other statutory deductions from bills/ payment due.

8.13 Payment:

- No advance will be paid to the contractor. The contractor will pay minimum wages to his workmen in presence of engineers and only after certification by engineers that the minimum wages have been paid the bill will be processed.
- Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender of CHIEF EXECUTIVE OFFICER, COOCH BEHAR CO-OPERATIVE A.R.D. BANK LTD.,COOCH BEHAR. Payment shall be made only after receiving signed bills, MB, at least 4 good & clear Photographs at each stage having digital date printed on it, test certificates and inspection report of AE or above. E-payment will be made for which contractors shall provide their Bank account detail along with IFSC code.

8.14 **Cost Escalation:** No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.

8.15 Defect liability Period: starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the date of completion of the work. The engineers have to declare the date of completion of work and that date only will be taken into account for calculation for defect liability period.

8.16 CHIEF EXECUTIVE OFFICER, COOCH BEHAR CO-OPERATIVE A.R.D. BANK LTD.,COOCH BEHAR reserves the right not to allow the agency to participate in future tenders under the following circumstances.

- i) Delay in completion of job.
- ii) Poor performance in terms of quality of materials and workmanship.

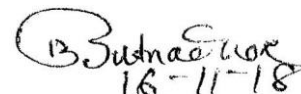
8.17 Termination of Contract/ Work Order:

The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

8.18 Discretion of the authority inviting tender: The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated in BOQ is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the CHIEF EXECUTIVE OFFICER, COOCH BEHAR CO-OPERATIVE A.R.D. BANK LTD.,COOCH BEHAR. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.


18-11-18

Chief Executive Officer
Cooch Behar Co-operative A.R.D. Bank Ltd.
Cooch Behar

FORM - I
CREDENTIAL CERTIFICATE
(100% PHYSICAL COMPLETION)

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill or RA bills	:	

Note: *In case of completion of multiple natures of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.*

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the Bidder)

- Note:**
1. *While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.*
 2. *Completion Certificate (s) should be supported by BOQ(s).*
 3. *Completion Certificate for fully (100%) completed works will only be considered.*

FORM - II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of _____ for the last three consecutive years.

Sl. No.	Financial Year	Turnover (rounded of)	Remarks
1	2015-2016		
2	2016-2017		
3	2017-2018		
	Total:		
	Average Turnover:		

Note:

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

(Signature of the Bidder)

ANNEXURE-I

SAMPLE FORMAT FOR AFFIDAVIT

I, Sri _____, S/O. _____, aged _____ years, residing _____ at _____, Proprietor/Partner/Director of _____, do hereby solemnly affirm and declare in connection with

CONSTRUCTION OF G + FOUR STORIED BUILDING OF COOCH BEHAR CO-OPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD AT KHUDIRAM SARANI WITHIN COOCH BEHAR MUNICIPALITY (PHASE -I)

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. If the contract is awarded to us, we will deploy at site all necessary T&P, equipments and Laboratory with minimum testing equipments / apparatus as listed below 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 Engineer in Charge.

Sl. No.	Plant, Machineries and Equipments	Make	Availability (owned or hired)
1	Mixer Machine or Mini Batching Plant		
2	Needle vibrator		
3	Digital Balance		
4	Compression Testing Machine		
5	Cube Moulds - 2 sets		
6	Equipment for Slump test		

3. 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.

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. of Persons
1.	Site Engineer	B.E./Diploma in Civil Engineering	3 years	
2.	Site Supervisor	Graduation in any discipline (Minimum)	1 year	

4. We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 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.

5. 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, authority's decision will be final and binding.

6. 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.

Signature of the Contractor

Name:

Mail ID-

(Mandatory)

Place: _____

Date: _____