

Dinhata-I Panchayat Samity  
Office of the Executive Officer  
Dinhata – I  
Dinhata, Cooch Behar

**Phone No. 03581 255045 / 255206, Fax No. 03581 256107, e-mail: bdodin1@rediffmail.com**

**NOTICE INVITING TENDER**

**N.I.T. NO. WB/COB/Din-I/EO/40/ 2015-16**

**DATE: 05.01.2016.**

The Executive Officer, Dinhata-I Panchayat Samity , invites e-Tender for submission of online bid from the Bonafied and Resourceful contractors for the work mentioned below. The details of the work also mentioned below.

<i>Sl. No.</i>	<i>Name of the Work</i>	<i>Head</i>	<i>Estimated Amount (in Rs.)</i>	<i>Earnest Money @Rs. 2.00% of the EA (in Rs.)</i>	<i>Time of completion of the work</i>
(1)	(2)	(3)	(4)	(5)	(6)
1.	Construction of Class Room at Koalidaha Barobari SSK under Putimari-I Gram Panchayat within Dinhata-I Panchayat Samity.	PBRSSM	Rs. 7,14,088.00	14,282.00	60 days
2.	Construction of Class Room at No. 1 Balakandi SSK under Okrabari Gram Panchayat within Dinhata-I Panchayat Samity.	PBRSSM	Rs. 7,14,088.00	14,282.00	60 days
3.	Construction of Class Room at Khalisha Gosanimari Harimandir SSK under Gosanimari-II Gram Panchayat within Dinhata-I Panchayat Samity.	PBRSSM	Rs. 7,14,088.00	14,282.00	60 days

**❖ 40% (or more than 40%) Credential certificate for same type of single work from Govt. /Semi Govt. Authority (during last 5 years for single work)**

1. In the event of e-Filing intending bidder may download the tender document from the website <https://etender.wb.nic.in> directly with the help of Digital Signature Certificate & necessary Earnest Money may be remitted through demand draft/ pay order issued from any nationalized / Scheduled bank in favour of The Executive Officer, Dinhata-I Panchayat Samity, Dinhata & same may be documented through e-Filing. (Scan copy is to be submitted) Fixed Deposit in the Shape of Earnest Money will not be allowed vide G.O. No.24-AI2D-1312010 Dated 31-01-2014. Successful bidder, whose tender will be accepted, has to submit the cost of tender document during formal agreement after issuance of work order.

2.

The original Part of online submission of EMD should be submitted physically or by post/courier to the office of The Executive Officer, Dinhata-I Panchayat Samity, Dinhata, under sealed cover within 4:00 PM on the date of Technical Bid opening. However the department (Tender Inviting Authority) will not be held responsible for late delivery or loss of the demand draft/ pay order so mailed through post/courier. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://etender.wb.nic.in> Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule stated in serial no-9.The documents submitted by the Bidders should be properly indexed, & self attested with seal.

### 3. Eligibility criteria for participation in tender:

- a. The prospective bidders shall have satisfactorily completed as a prime agency within the last 5(Five) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State/Central Govt., State/Central Govt. undertaking /Statutory Bodies constituted under the statute of the Central / State Government and having a magnitude of 40% (Forty percent) of the Estimated amount put to tender. [Statutory Document]

N.B. Credential certificate should contains: Name of work, Estimated amount put to tender, Date of commencement and completion of project, Final bill value & detail communicational address of Client must be indicated in the Credential Certificate.

- b. PAN Card, Current Professional Tax receipts Challan, VAT registration Certificate to be accompanied with the Tender document. Current Income Tax Acknowledgement Receipt to be submitted. [Non Statutory Documents].
  - c. For registered Unemployed Engineer's Co-operative Societies / Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report along with other relevant supporting papers. [Non Statutory Documents]
  - d. Registered partnership deed (For partnership Firm only) along with power of attorney to sign on the tender document. (If required)
  - e. All the documents mentioned above (i;e Sl. No a to d) shall have to produce in original (as per copy uploaded by the bidders) if the undersigned demand so.
  - f. Joint venture will not be allowed.
  - g. The partnership Firm shall furnish the registered partnership deed and the company shall furnish the article of Association and Memorandum.
  - h. A prospective bidder participating in a single job either individually or as a partner of a firm shall not be allowed to participate in the same job in any other form.
  - i. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his application will be rejected for that job.
  - j. "Any intending bidders who have failed to execute more than one works contract under this Office and was terminated by any sub rule under clause 3 of Tender Form No 2911 or terminated under any clause of Standard Bidding Document by the Engineer-in-charge / Employer during last 3(Three) years will not be eligible to participate in any bid under under this office for another 2(Two) years from the date of imposition of last termination notice by the Engineer-in-charge / Employer.
4. Construction Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency. Vat, Royalty & all other statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.
  5. No Mobilization Advance and Secured Advance will be allowed.
  6. Agencies shall have to arrange equivalent land for installation of Plant & Machineries, (specified for each awarded work, storing of material, labour shed, laboratory etc. at their own cost and responsibility.
  7. Bids shall remain valid for a period of 90 (Ninety) days from the last date of submission of Financial Bid/ Sealed Bid.
  8. All materials like Cement, steel, Bitumen etc. and all the arrangement of transport them will be manage by the Contractor.

### 9. Date & Time Schedule:

<i>Sl.No</i>	<i>Particulars</i>	<i>Date &amp; Time</i>
01	Publishing of Tender	08/01/2016 at <b>10:00 Hrs</b>
02	Documents Download/ Sell start date (Online)	08/01/2016 at <b>10:00 Hrs</b>
03	Bid Submission Start Date	08/01/2016 at <b>10:00 Hrs</b>
04	Documents Download/ Sell end date (Online)	22/01/2016 at <b>11:00 Hrs</b>
05	Bid Submission end date	22/01/2016 at <b>11:00 Hrs</b>
06	Technical Bid Opening	25/01/2016 at <b>12:00 Hrs</b>

10. Provided that the work shall not be deemed to have been completed unless the "Final Bill" in respect Thereof shall have been passed and certified for payment by the Engineer-in-Charge; Provided further that the Engineer-in-Charge shall pass the "Final Bill" and certify thereon, within a period of forty five days with effect from the date of submission thereof by the contractor, the amount payable to the contractor under this contract and shall also issue a separate certificate of completion of work to the contractor within the said period of forty five days. The certificate of Engineer-in-Charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the contractor shall be refundable to the contractor in the manner provided here under:-

Amount equivalent to 8% of the progressive bill will be deducted so as to make security along with 2% of the earnest money equal to @ 10% of the tender amount and will be retained this office for 3(Three) month in case of repairing works of building and bridge, 6(Six) month for construction of building and repairing of roads, and 12(twelve) months for construction of bridge and bituminous road work from the date of completion of work. In case of Labour Co- Operative Society, there is no any kind of earnest money should be deposit and their case @Rs. 10% of the total work bill will be deducted from each running account and final bill as a security money and will be retained this office in the above said manner.

Explanations :- The word "Work" means and includes Road work, Bridge work , Building work, Sanitary & Plumbing Work, Electrical Work and/or any other work on contemplated within the scope and ambit of this Contract. The work may be of original or special repair in nature or a combination thereof, or of original or special repair in nature in combination with the work (s) of repair and / maintenance in nature. Provided that in respect of the work of repair or maintenance in nature or a combination thereof, the words two years wherever appearing in this clause shall be deemed to be one year or Six months and in which case the security deposit of the Contractor held with the Government under the provision of Clause-I hereof shall be refundable to the contractor on expiry of one year after the issuance of certificate of completion of work by the Engineer-in-Charge.

11. Earnest Money: The amount of Earnest Money is 2% (Two percent) of the Estimated amount put to tender in the shape of Bank Draft I Pay Order/ Banker's Cheque of any nationalized bank drawn in favour of the "Executive Officer, Dinhata-I Panchayat Samity "against the work. This clause is also applicable for all categories of applicants.
12. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
13. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Executive Officer, Dinhata-I Panchayat Samity, reserves the right to reject any Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding
15. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
16. All intending bidders are requested to be present in the office of the under signed during opening of the Tender paper. The Executive Officer, Dinhata-I Panchayat Samity, Dinhata, may call Open Bid/ Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objection in this respect will be entertained raised by any bidder who will present during opening of bid, or from any bidder who will absent at the time of opening of Tender. No informal tender participant will be entertained in the bid further.
17. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
18. The Executive Officer, Dinhata-I Panchayat Samity, Dinhata reserves the right to cancel the N.I.E.T. due to any unavoidable circumstances and no claim in this respect will be entertained.
19. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect /manufactured/fabricated, that tender participant will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
20. Before issuance of the work order, the tender inviting authority may verify, the credential & other documents of the lowest tender participant if found necessary. After verification, if it is found that such documents submitted by the lowest tender participant is either manufacture or false in that case, work order will not be issued in favour of the tender participant under any circumstances'
21. if the agency failed to complete the work within the period (mentioned above col. No 6) without showing any valid reason, the undersigned will fix the penalty at the time of payment.
22. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in Later notification will supersede former one .
23. **Refund of EMD:** The Earnest Money of every technically disqualified Tenderer as well as that of every qualified Tenderer other then 1st Lowest Tenderer and 2nd Lowest Tenderer after the LI has accepted the Order for start the said work will be refunded by the undersigned on receipt of application from Tenderers.
24. In case of participant 2nd lowest demand to refund the EMD before the LI has accepted the Order for start the said work, the undersigned will release the same on receipt of application stating his/her unwillingness for the work by the concerned agency.
25. In that case if the tenderer except the tenderer 1st and 2nd lowest demand to refund the EMD all the agencies will have to follow the above stated condition (SI No-24).
26. Contractor shall have to comply with the provision of (a) the contract labour (Regulation Abolition) Act. 1970.(b)Apprentice Act. 1961 and (c) minimum wages. Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time'
27. Payment will be made only as and when fund available. If the bill amount exceed than the fund available, then the undersigned reserves the soul right to make decision to choose the fund from where the payment will be made, However the stipulated fund is mentioned in column No-(3).
28. The payment will be made after necessary deduction as per Govt. Rules, and no relaxation will be entertained by the office of the undersigned.
29. Intending Tenderers will have to submit Any/All the papers/documents for the above mentioned work should in the table of Correspondence sec. of the office of the under signed and the undersigned also reserves all the rights himself.

## INSTRUCTION to BIDDERS

### 1. General guidance for e-Tenderings

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for Assisting the contractors to participate in e-Tendering'

### 2. 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.

### 3. Digital Signature certificate (DSC)

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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 2 of Guideline to tender participant DSC is given as a USB e-Token'

4. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate' This is the only mode of collection of Tender Documents'

### 5. Submission of Tenders

General process of submission, Tenders are to be submitted through online to the website stated in CI' 2 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 DSC the documents are to be uploaded virus scanned copy duly Digitally Signed' the documents will get encrypted (transformed into non readable formats).

### 6. Penalty for suppression / distortion of facts

If any tender participant fails to produce the original hard copies of the documents (especially Completion Certificated and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tender participant will be suspended from participating in the tenders on e-tender platform for a 3 (three) years' In addition' his user ID will be deactivated and Earnest money deposit will stand forfeited Beside, the undersigned may take appropriate legal action against such defaulting tender participant as per I.T. Rule.

### 7. Rejection of bid

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

N.B.: The Bidder whose Bid has been accepted will be notified by the Tender inviting & Accepting Authority 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 agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIET & B.O.Q. will be the part of the Contract Document.

**Executive Officer**  
**Dinhata-I Panchayat Samity**

**Memo. No: 37 /1(12)**

**Dated: 05-01-2016**

Copy forwarded for information and wide publication to:

- 1) The District Magistrate, Cooch Behar
- 2) The Sub-Divisional Officer, Dinhata
- 3) The Block Development Officer, Dinhata –II Dev. Block, Dinhata
- 4) The DIO, NIC, Cooch Behar
- 5) The Sabhapati, Dinhata – I Panchayat Samiti
- 6) The Chairman, Dinhata Municipality
- 7) The Accountant cum Head Clerk of this Office.
- 8) The BIO, Dinhata-I PS.
- 9) The JE(AI/BP/RWS) of this office.
- 10) The CCSK of this Office
- 11) The Secretary, Dinhata Contractors Welfare Association
- 12) Office Notice Board

**Executive Officer**  
**Dinhata-I Panchayat Samity**