



## **DISTRICT PROJECT OFFICE, SARVA SHIKSHA MISSION, COOCH BEHAR**

Jnanankur Bhawan, DPSC Building, 2<sup>nd</sup> Floor, H.N Road, Cooch Behar  
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### **NOTICE INVITING PRE-QUALIFICATION - CUM – TENDER** **(E-Procurement) E-Tender (TWO COVER SYSTEM)**

NIT NO: SSM/COB/3/18-19 .....

Dated: 03/12/2018 .....

For and on behalf of Office of the DISTRICT PROJECT OFFICE, SSM, Cooch Behar, the DISTRICT PROJECT OFFICER, SSM, COOCH BEHAR invites Tender for construction of building at Falnapur Kaminikanta Shisu Niketan Primary School, Sitalkuchi Block, Cooch Behar in Percentage Rates for the following works by Two Cover System (E-Procurement) from Resourceful and Bonafide Contractors as mentioned in Annexure. The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical & another Financial Bids.

Sl No	Block	Name of Scheme	Site Address	Amount put to tender/ Estimated Work Value (in Rs.)	Cost of Tender Document (In Rs)	Earnest money (In Rs)	Time allotted for completion from the date of issue of W.O.
1.	SITALKUCHI	Construction of (i) Two Class Room at Ground Floor along with staircase room (ii) One Kitchen Shead Cum Store Room at Ground Floor (iii) One CWSN Toilet at Ground Floor (iv) One Girls And One Boys Toilet at Ground Floor (v) One Incenarator For Girls Toilet at Ground Floor (vi) Boundary wall 18 meter (vii) Drinking water Facility with running water (SEISMIC ZONE V)	Falnapur Kaminikanta Shisu Niketan Primary School, Vill-Falnapur(Chhit), Khalisamari, Sitalkuchi Block, Cooch Behar	2366113/-	NIL	47322/-	180 Days

### **Eligibility of Participants**

- Intending bidders should produce credentials of a similar nature of completed work of the minimum value of 30% of the estimated amount put to tender during 5 (Five) years prior to the date of Issue of the tender notice; or,
- Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender during 5 (Five) years prior to the date of Issue of the tender notice; or,
- Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at
  - above; in case of running works, only those bidders who will submit the certificate of satisfactory running work from the concerned competent 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 bidder.

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Full Signature of the Bidder with seal & Date

**THE FOLLOWING DOCUMENTS SHALL HAVE TO BE UPLOADED:****A) For Technical Bid**

Folder 1	Notice Inviting Tender (NIT)			
Folder 2	Checklist	1) Upto date Goods & Service Tax Return 2) Income Tax Return for last three consecutive assessment years (AY:2017-18, AY: 2016-17 and AY:2015-16) 3) Statutory Audit/ Audit Report (P/L & Balance Sheet)- FY:2014-15, FY:2015-16, FY:2016-17 4) Valid N.O.C from concerned ARCS. (if applicable) 5) Bank Solvency Certificate- Current Date Banker's certificate in support of financial capability. 6) Valid Trade License for FY:2018-19 7) <b>EPFO Registration Certificate and last month ECR Challan</b>	8) Photo Copy of PAN Card, 9) Upto date Professional Tax Clearance Certificate	In case of Partnership Firm / Registered Company, the intending bidders are requested to submit the copy of the DEED of Partnership / relevant document in support of proof of so.
Folder 3	<b>Credential</b> (Requisite Credential Certificate for completion of work as per G.O. 04-A/PW/O/10C-02/14 dated. 18/03/2015. Payment Certificates in lieu of credentials will not be accepted.)	<b>EMD</b> Scanned Copy of Bankers Cheque/Bank Draft in favour of District Project officer, SSM, Cooch Behar	Self Declaration. (details as stated below)	1. Declaration of technical person 2. Qualification proof of the technical person.
<u>Checklist :</u>	Checklist should be uploaded stating details of documents contains in different folders. It should be clearly noted that no document shall be scrutinized other than mentioned in the checklist and there will be no responsibility of the undersigned for non-scrutinizing any documents uploaded other than mentioned in the checklist.			
<u>Self Declaration.</u>	A self declaration on a Non Judicial Stamp paper of Rs. 10/- 1) Stating capability of providing all necessary building construction machineries such as Concrete Mixture Machine, Concrete Vibrator etc. & necessary Laboratory equipments such as different size of Sieves, Modified Proctor Device, and Cubes etc. as will require from time to time for execution of works maintaining specification. 2) Stating never been Black Listed and Debarred from any Department.  <b>1. Name of Bidder :</b> _____ <b>2. Office Address :</b> _____ <b>3. Contact No. : (Mobile)</b> _____ <b>4. e-mail Address (if any) :</b> _____ <b>5. NIT. No .</b> _____ <b>6. SI No. of Work</b> _____ <b>7. Name of Bank &amp; No. of Bankers Cheque/Bank Draft/Bank Guarantee</b> _____			

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 Full Signature of the Bidder with seal & Date

**B) For Financial Bid: FINANCIAL BID DOCUMENT: BOQ**

1. Intending bidders may download tender documents from e-procurement portal of our website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) from **05-12-2018, 09:00 Hours to 21-12-2018 upto 17:00 Hours**. The pre-qualification bid documents duly filled in all respect may be submitted online before **17.00 hrs (as per server clock) on 21-12-2018**.
2. Both Technical Bid & Financial Bid are to be submitted concurrently duly signed digitally in the above mentioned portal. The financial offer of the prospective BIDDER will be considered only if the tender qualifies in the technical bid.
3. The pre-qualification (Technical Bids) documents alone will be opened on **26-12-2018 at 11:30** hours by the District Project Officer, SSM, COOCH BEHAR, in presence of intending bidders. The Tender Committee consisting of (i) District Project Officer, SSM, or his/her authorized Representative (ii) Additional District Project Officer, SSM, Cooch Behar (iii) AE/JE of SSM (HQ) (iv) one competent teacher of the School (if available) (v) Block Field Junior Engineer of Concerned Block, will compare and evaluate the Technical Bids and Financial Bids of the qualified Bidders.
4. Technical Bid Summary of qualified bidders will be displayed in the portal and this office notice board.
5. In case of any objection regarding disqualification of any Agency that should be lodged to the tender inviting authority within **1 day** from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.
6. The Financial bid document of the technically qualified bidders will be opened for evaluation and selection and the bid documents of non-qualified bidders will remain unopened.
7. **The Earnest Money** (Mentioned in Annexure) must be submitted by all intending bidders in form of **Bankers Cheque/Bank Draft (any Scheduled Bank)** drawn in favour of "**District Project Officer, SSM, COOCH BEHAR**". Scanned copies of the originals of such **Bankers Cheque/Bank Draft** should be uploaded in the folder of technical bid. The L1 bidder has to submit the Hard Copy of the said Bankers Cheque/Bank Draft within 3 (three) days of the opening of financial bid. **Bankers Cheque/Bank Draft issued before the date of publish the NIT shall not be entertained.**
  - i. **A Bankers Cheque/Bank Draft in no way shall be allowed for more than a work only. If a single Bankers Cheque/Bank Draft used in more than a work, shall be liable for punishment.**
8. Proper Credential Certificate from any Govt. or Quasi Govt. Department Signed by the competent authority (Technical Person/Administrative authority only). Payment certificate in lieu of credentials will not be accepted.
9. Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential(s) and/or other document(s) of the lowest BIDDER. After verification, if it is found that the document(s) submitted by the lowest BIDDER is/are either manufactured or false, the work order will not be issued in favour of the said BIDDER.
10. **Agreement** : The Successful BIDDER, herein after called the Contractor, will have to execute
  - a. Agreement within 7 (seven) days on a Non Judicial Stamp as per rules. The same documents are to be submitted to this office duly signed by the BIDDER. This will be treated as part of the Agreement.
11. The applicant in the same name and style should have achieved annual turnover in any of the year over the last five years for 50% of the proposed contract.
12. The applicant in the same name and style as prime contractor should have successfully completed at least one contract of same type of work at least 40% value of the proposed contract within the last 5 years.
13. The contractor should have sufficient manpower, tools and plants to complete the work.
14. The contractor should have necessary bid capacity to execute the work (Documentary evidence in proof of the above 3 items should be enclosed).

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Full Signature of the Bidder with seal & Date

**15. Punishment :**

- a) Submission of false document by bidder is strictly prohibited & if found bid will be considered as nonresponsive and out rightly rejected with forfeiture of Earnest Money and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
  - b) In the event of failure to execute formal tender agreement within the allotted time or failure to execute proportionate work within proportionate time, the agency will be liable of punishment as per rules.
  - c) **Acceptance :**  
The authority does not bind himself to accept the lowest offer and reserves the right to accept any offer and to reject any/all the offers without assigning any reason.
  - d) **Labour Welfare Cess :** At the time of payment of the bill to the working contractor @ 1.00% (at the rate of One percent) Labour Welfare Cess should be deducted from the bill.
1. **Necessary Deduction :** GST, Income Tax etc. will be made as per Govt. norms, and Security Deposit @ 8% of the value of work will be deducted from each progressive Bill. The Earnest Money will form part of the Security Deposit.

**Terms and Conditions**

1. No material will be issued to the agency for the works.
2. Rate should be quoted on percentage basis & the name of the bidder should be clearly written in the B.O.Q.
3. **The Rate and the total value of work should not cross the limit of B.O.Q value i.e under any circumstances quoted rate for each item or together with all items should not be beyond the estimated value of work under this NIT.**
4. The successful BIDDER will have to provide a service warranty of 6 (SIX) months after the satisfactory completion of the work and the Security Deposit deducted from progressive bills will be released after the said period is over.
5. The building should be kept in good condition during the next one year after the completion of the construction the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost.
6. The intending Bidders must inspect site condition before quoting their rates.
7. All the related documents are to be produced IN ORIGINAL to this office as and when will be asked.
8. All hard copies of the uploaded documents should have to be submitted by the successful bidder before issuing of Acceptance Letter.
9. Documentary evidence along with the application to attend the tender of maintaining one diploma/degree holder or both is depending upon the value of work as per existing rules.
10. Payment will depend on availability of fund and no claim whatsoever will be entitled for delay of payment, if any. Intending bidder may consider these criteria while applying for permission and while quoting their rates.

**Payment:**

- i. R.A Bill(s) shall be paid on the basis of M.B only.
- ii. The tender inviting authority will provide an approved M.B., Bill Summary and Bill Abstract during submission of all R.A and Final Bill. The Contractor's bill and M.B. Payment will be released on approval of the Competent Authority of SSM, COOCH BEHAR.
- iii. Income Tax at the prevailing rate as applicable from time to time shall be deducted from Contractor's Bills as per Income Tax Act and quoted rates shall be inclusive of this. Owner will issue the TDS (Tax Deduction at Source) Certificate.
- iv. No claim for delay issuance of work order as well as payment will be entertained.
- v. Payment will be made according to the fund availability.

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Full Signature of the Bidder with seal & Date

1. Tenders for any supplementary item of work not provided in the estimate but finding a place in the Schedule of Rates will be subjected to be same percentage reduction/increment in rates i.e. applicable in the original tender.
2. In case of any day, meant for this tender (Only Bid Opening), appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.
3. Bid Validity 180 days after submission of bid.
4. No preconditioned tender will be accepted.
5. All the rates of works are inclusive of all taxes, cess, levy, royalties, transportation, loading, unloading, stacking, etc including all other incidental charges therein.
6. Successful bidder will be required to produce valid Registration Certificate & Labour Licence from respective Regional Labour Offices as per current Labour Regulation Act.
7. Escalation claimed by the Agency will not be entertained by Authority.
8. The tender inviting authority reserve the right to reject any or all the tenders without assigning any reason whatsoever and to split up work if necessary and to accept the tender whole or part subject to satisfaction of the tender inviting authority at any point of time and without incurring any liability to the affected bidder or bidders, if any.
9. **Time is the essence of this Contract.** Time for completion shall be reckoned from the date of issue of Work Order by the Authority. No extension of time will be allowed except in special cases. If any delay occurs, an amount not exceeding 1% of the estimated work value for each day of delay will be charged as compensation without any prejudice to the generality of this provision or if any contractor fails to complete the work in stipulated time the work order issued in his favour will be cancelled without assigning any reason therefore. The undersigned may also proceed to get balance work completed by any other means or through other contractors. The excess expenditure, if any for such step would be recoverable from the unpaid bill(s)/security deposit of the tender. Apart from this any other measures undersigned may take like black listing / forfeiture of EMD/ Security Deposit.
10. Materials shall be of approved quality and the best of their kind available and shall generally conform to I.S.I Specifications.
11. Cement required for execution of the job under the entire scope of work shall be in the specifications of approved Cement with ISI Brand and quality of Cement used for work at P.W.D & Zilla Parisad equivalent only and the contractor will have to produce invoice for the same for every batch of procurement during final payment. Cement shall be procured and brought to site at least 15 days in advance.
12. The reinforcement steel shall be procured as per approved Steel with ISI Brand and quality of Steel used for work at P.W.D & Zilla Parisad equivalent only and the contractor will have to produce invoice for the same for every batch of procurement during final payment. Steel shall be procured and brought to site at least 15 days in advance
13. Contractor shall construct suitable temporary go down at site for storage of all items like Cement, Brick, Rod/Steel, Sand, Stone/ Bazri etc. under his lock and key. The contractor will be fully responsible for safe custody of the same.
14. Stone and sand shall be in the specification of North Bengal Variety duly approved as per P.W.D Schedule equivalent for entire scope of work.
15. Contractor shall observe in addition to Codes specified in respective specification, all national and local laws, ordinances, rules and regulations and requirements pertaining to the work and shall be responsible for extra cost.
16. It shall be the responsibility of the contractor to obtain the approval for any revision and/or modifications decided by the contractor from the Owner / Engineer-in-Charge before implementation. Also such revisions and / or Modifications if accepted / Approved by the Owner / Engineer-in-Charge shall be carried out at no extra cost to the owner. Any change required during functional requirements or for efficient running of system, keeping the basic parameters unchanged shall be carried out by the contractor at no extra cost to the owner.
17. Contractor shall be responsible for proper coordination with other agencies operating at the site of work so that work may be carried out concurrently, without any hindrance to others. The SSM Authority / Engineer –in –Charge shall resolve disputes, if any, in this regard, and his/(Committee) decision shall be final and binding on the Contractor.
18. Depending upon the requirement, time schedule / drawing/ programme and the target set to complete the job in time, the works may also have to continue beyond normal working hours/night hours / holidays or during such periods without causing any inconvenience to the neighbors /others with due permission from the school authority, for which no extra claim shall be entertained.
19. **Final inspection:** After completion of entire work as per specification the whole work will be subject to a final inspection to ensure that job has been completed as per requirement. If any defect is noticed, the Contractor will be notified by the Engineer-in-Charge and he shall make good the defects with utmost speed. If however, the Contractor fails to attend to these defects within a reasonable time (time period shall be fixed by the Engineer-in-Charge) then Engineer-in-Charge may have defects rectified at Contractors cost.
20. In the event of any disputes or differences between the Contractor and the Owner, such disputes or differences shall be resolved amicably by mutual consultation or through the good offices or empowered agencies of the Government. If such resolution is not possible, then the unresolved disputes or differences shall be referred to the competent Authority of SSM.

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Full Signature of the Bidder with seal & Date

21. The Partnership firm shall furnish the registered partnership Deed, the power of attorney for the firm for signing the tender by a partner and the company shall furnish the Article of Association and Memorandum.
22. Joint venture shall not be allowed.
23. Registered Unemployed Engineers' Co-operative Societies are required to furnish valid registration certificate by law. Current Audit Report, valid clearance certificate from A.R.C.S for the current financial year along with other relevant supporting papers.
24. **Mobilization Advance & Other Advances:** No mobilization advance will be paid under this contract. No other advance payment is allowed under any circumstances. Payment will be made only after making entry in the Valid M.B and followed by rising of RA bill.
25. **Completion Certificate and Final Bill:** Completion certificate will be issued by the Head Master/Mistress/TIC of the concerned school and the Block Junior engineer and on completion of the work final bill may be raised. Without completion certificate final bill will not be paid.
26. Award of contract shall normally be made within 30 days from the date of opening of the tender.
27. The tender inviting authority reserves the right to negotiate with the BIDDER whose offer is the lowest evaluated price for further reduction of price. The same also reserves the right to negotiate with other BIDDERS to match the negotiated L1 price.
28. In case of inadvertent typographical mistake found hire in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and/or technically sanctioned estimate.
29. District Project Officer , SSM , COOCH BEHAR does not take any responsibility for the delay caused due to non-availability of internet connection traffic jam etc. for the online bids.
30. If any BIDDER withdraws his offer before acceptance or refuse without a reasonable time without giving any satisfactory explanation for such withdrawals, his earnest money shall liable for forfeiture and shall be disqualified from submission tender in this office for a minimum period of 1 (one) year.

**[This Notice Inviting Tender will be treated as part of the Tender Document. ]**

N.B.	A bid for which quoted percentage rate, is lower than 10% of the provided price schedule rate, the bid will be considered as unbalanced bid. Moreover no bid will be accepted for which quoted percentage rate is above of the provided price schedule rate.
N.B	Guiding Schedule of Rate & Supplementary Items of works :- <i>Building and S&amp;P Works</i> PWD Schedule of Rates for Building (2017). w.e.f 01-11-2017 PWD Schedule of Rates for S & P works (2017). w.e.f 01-11-2017

The Hard copies of all uploaded documents of all the bidders should have to be produced to the under signed as and when will be required.

**N.B.:- This Notice may be seen on Website <https://wbtenders.gov.in>**

**LIST OF IMPORTANT DATES OF BIDS**

1.	Period and time for download of Bidding Documents:	From 07-12-2018 To 24-12-2018	Time 09.00 Hours Time 17.00 Hours
2.	Date & Time of submission Bids :	From 07-12-2018 To 24-12-2018	Time 09.00 Hours Time 17.00 Hours
3.	Date & Time for opening :	As follows;	
a)	Technical Bids	Date: 28-12-2018	Time 11.30 Hours
b)	Date of Publication of Technically Qualified Bidder	<i>After completion of technical bid evaluation</i>	
c)	Date & Time of opening Financial Bids:		
4.	Place of opening bids :	Sarva Shiksha Mission, COOCH BEHAR, H.N.ROAD, 2 <sup>nd</sup> Floor, JNANANKUR BHAWAN, COOCH BEHAR - 736101	
5.	Last Date of Bid Validity :	180 days	
6.	Officer inviting Bids	District Project Officer, SSM, COOCH BEHAR,	

No. 03/12/2018  
**District Project Officer,  
SSM, COOCH BEHAR**

D.P.O  
S.S.M  
Cooch Behar

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Full Signature of the Bidder with seal & Date