

# OFFICE OF THE EXECUTIVE OFFICER

Dinhata – I Panchayat Samity

Dinhata, Cooch Behar

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## NOTICE INVITING TENDER

N.I.T. NO. 03 / 2016-17

DATE: 20.06.2016.

Sealed Tender are hereby invited from the Bonafied and experienced Contractor for open Tender by the Executive Officer, Dinhata-I Panchayat Samity for the below mentioned work/supply. The Tender document and other relevant papers may be seen by the intending Tenderers during office hours.

Sl. No.	Name of the Work	Head	Tender Amount (in Rs.)	Earnest Money (in Rs.)	Cost of Tender Form (in Rs.)	Time of completion of the work
1	Electrical Installation & illumination for the work of BL&LRO's Office building within Dinhata-I PS jurisdiction.	BL&LRO	Rs. 3,23,493.00	6469.86	400.00	30 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.	<b>Tender Inviting Authority and Place for communication</b>	<b>Executive Officer, Dinhata-I PS</b>	Office of the Executive Officer, Dinhata-I PS
2.	<b>Date of application</b>	<b>Upto 28 / 06/ 2016 within 2.00 PM.</b>	<b>N.B. : All the pages of Tender document to be signed by the Contractor in Full with date &amp; the tender documents should be properly filled up. Unsigned or improperly filled up documents will be rejected.</b>
3.	<b>Date &amp; time of issue of Tender paper</b>	<b>30/ 06/ 2016 upto 2.00 PM.</b>	
4.	<b>Date &amp; time for receipt of tender paper in Office Tender box or by Register/Ordinary Post on or before.</b>	<b>04/ 07/ 2016 upto 2.00 PM.</b>	
5.	<b>Date &amp; time of opening of tender box.</b>	<b>04 /07 / 2016 at 3.30 PM.</b>	

## TERMS AND CONDITION

- Intending Tenderers will have to submit an application on self letter head pad for purchase of tender document by producing their supporting documents with non- refundable necessary price & Fees.
- Intending Tenderers will have to submit all photocopies ( duly attested by the Group-A Officer/Notary/Self) of Trade License (Electrical), PAN Card, up to date valid VAT, Professional Tax Clearance Certificate, Credential Certificate, Partnership deed and other relevant papers in case of Registered Firms/Companies Credential etc. as required according to the rule. In case of open tender credential certificate should be accompanied with work order and payment/ completion certificate issued from Govt. or Semi Govt. authority or Local Self Govt. for an amount not less than 40% than the amount as shown in the above table, only in a single work for the above

- mention same and similar type of work during the last Five years. In case of Registered Un-employed Engineers Co-Operative Society & Labour Co-Operative- a) Annual up to date ( Current year ) NOC from ARCS, Registration certificate along with other document (all in original) as mentioned above will be entertained during the Scrutiny of application.
3. Intending Tenderers will have to submit all documents, as mentioned above, in original if the undersigned want so.
  4. The Tenderers must deposit the Earnest Money ( if applicable ) in the Form of DCR/Bank Draft / DD/Bankers Cheque from any Nationalized Bank duly pledged in favour of Executive Officer, Dinhata-I Panchayat Samity. Bank receipt against DCR will not be allowed under any circumstances.
  5. In case of reserve work for Engineers Co-Operative Society, only successful Regd. Engineers Co-Operative Society, earnest money @ Rs. 2% to be deposit ( if applicable ) before issuing work order. Otherwise in all cases they have to deposit their earnest money in said manner.
  6. 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.
  7. Intending Tenderers are requested to see and understand the nature and future of the site of works and get themselves thoroughly acquitted with all local conditions, constraints and all facts which may effected their rates to quote. No extra payment from the part of Tenders will be admissible excepting what has been expressly provided for in the agreement.
  8. The Rate should be quoted in percentage basis i.e. above/at per/ less than the attached Price schedule both in figure and word covering all safety, security & insurance for engaged labours as per labour rules and laws. The Rate quoted should be inclusive of all Taxes, Carrying, Loading, Un-loading, Royalty, Staking etc. and Carrying up to the Pin-Pointed site. No Overwriting and Highlighting and any kind of Manipulation will be entertained
  9. Tender once submitted shall be valid for acceptance within 90 (ninety) days from the last date of the Opening of the Tender. Validity may be extended on mutual consent only after expiry of 90 (ninety) days.
  10. The acceptance of Tender will rest with the competent Authority who does not bind himself to except the lowest Tender and reserves the authority to reject any or all the Tenders receipt without assigning any reason thereof.
  11. The undersigned also reserves the right to confiscate Earnest money and security money, if the work is not completed within the stipulated completion period and also reserve the right to CANCEL the work order forthwith.
  12. The intending tenderer must satisfied himself about the site condition so that no extra in conveniences arise in future.
  13. i) The successful contractor/ Firms/ Regd. Co-Operative Society/ Un-Employed Eng.Co-Operative Society should obtain Registration from the Regional Labour Offices at Assistant Labour Commissioner, Dinhata, for each and every works.  
ii) Labour Welfare Cess i.e. @ 1% of the cost of construction/ supply will be deducted from each work of bill of any categories of contractor/ supplier etc.
  14. All the pages of tender document to be signed by the contractor in full with date and the tender document should be properly filled up. Unsigned or improperly filled up documents will be rejected.
  15. If the tenderer withdraws his tender before its acceptance or refusal without giving satisfactory explanation for such withdrawal, he may be disqualified for making any tender to this department for minimum period of one year as may deem fit by the authority.
  16. Ambiguous and conditional tenders are not acceptable and will be out rightly REJECTED.
  17. Successful tenderer must execute and agreement on Non Judicial Stamp paper worth Rs.10/- (Rupees ten) only within 7 (seven) days after getting the acceptance order and must maintain all the terms and conditions as laid down in the N.I.T. and in the tender form as well as satisfactorily cost. Cost of stamp paper will born by him.
  18. No materials, Tools & Plants will be supplied by the undersigned.
  19. Site In-Charge has got every right to see the stock & quantity of every kind of construction materials at work site.
  20. Necessary supply materials may be taken wholly at a time or partly as and when required by the undersigned at work site.
  21. Subletting of works is not permissible and in that case earnest money as well as security money of the contractor will be forfeited without assigning any reason thereof.
  22. No Escalation will be entertained by the undersigned under any circumstances.

23. Soon after completion of work, all type of Garbage, Rubbish and unused Excavated earth / sand have to clean around the side of the work site.
  24. The tenderer or their authorized agent's who-so-ever desire may remain present at the time of opening of tender.
  25. No tender will be received beyond the schedule date and time as specified.
  26. Payment will be made from the mentioned fund only as and when available.
  27. The undersigned reserves the right to reject any or all tender without assigning any reason what so ever.
- **Imposing of any duty / Tax / Rules etc. whatsoever of its nature (after Work Order Commencement and completion of the Works) due to change of legislature is to be borned by the Tenderers.**
- **However the Tender Inviting Authority reserves the right to relax the eligibility criteria if felt necessary for the interest of fair competition.**

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

Memo. No. 433(A)/ (10)

Date: 20 / 06 /2016

Copy forwarded for information to:

- 1) The District Magistrate, Cooch Behar
- 2) The Additional Executive Officer, Cooch Behar Zillah Parishad
- 3) The Sub-Divisional Officer, Dinhata
- 4) The Block Development Officer, Dinhata –II Dev. Block, Dinhata
- 5) The Sabhapati, Dinhata – I Panchayat Samiti
- 6) The DIO, NIC, Cooch Behar, for wide publicity
- 7) The Accountant cum Head Clerk of this Office
- 8) The SAE, (AI/BP/RWS) of this Office
- 9) The CCSK of this Office
- 10) Office Notice Board.

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