



Govt. of West Bengal
Office of the District Welfare Officer
Backward Classes welfare, Dist. Cooch Behar

NOTICE INVITING e-TENDER
e-NIT No: 01e/N/BCW/CB of 2022-23

Tenders are being invited by the District Welfare Officer, Backward Classes Welfare, Cooch Behar on behalf of the Governor of West Bengal through electronic tender (e-tender) for the works mentioned in the table below from eligible and resourceful contractors/bidders having desired credential and financial capability for execution of works of similar nature.

Intending contractors/bidders are required to download the e-tender documents directly from <http://www.etender.wb.nic.in> or www.wbtenders.gov.in. Tender is required to be submitted on-line with the help of the e-Tokens provided. This is the only mode of submission of tender documents. The interested bidders eligible for the tender may submit their bids through the e-Procurement system using their valid DSC e-Token with assigned PIN and using login ID and password. Details of submission procedure have been explained in the 'Bidders Manual' for participating in e-tenders of the State Government, details of which has been narrated in "Instruction to Bidders".

Last date & time of submission of e-bids online is on 20.04.2022 till 16:00 hours.

The intending bidders/contractors must read the 'Terms & Conditions' contained in the e-Notice Inviting Tender (e-NIT) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Contractors/bidders desirous of participating in the e-tender may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents in original.

EMD (Earnest Money Deposit) should be submitted online. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.

Details of work:

Job No.	Name of work	Amount put to tender	Earnest Money in Rupees	Time of Completion	Eligibility of Contractor
1	Construction of PCC Road at Khagrabari Harendra Chandra High School's Ashram Hostel premises connecting road under Backward Classes Department, Khagrabari, Dist. Cooch Behar.	Rs.239145.89	Rs.4883.00	30 days	As detailed below.
2	Repairing work at Khagrabari Harendra Chandra High School Ashram Hostel under Backward Classes Department, Khagrabari, Dist. Cooch Behar	Rs.185631.93	Rs.3713.00	30 days	As detailed below.
3	Repairing and maintenance work of Babu Jagjivan Ram Chhatrawas Yajana for Girls under Backward Classes Welfare Department, Mathabhanga, Dist. Cooch Behar.	Rs.220685.38	Rs.4414.00	30 days	As detailed below.
4	Repairing and maintenance work of Central Hostel for Girls along with Staff Quarter of Backward Classes Welfare Department, Debibari, Dist. Cooch Behar.	Rs.961275.00	Rs.19226.00	30 days	As detailed below.
5	Repairing and maintenance work of Panchanan Smrite Chhatrawas for Boys under Backward Classes Welfare Department, Gunjabari, Dist. Cooch Behar.	Rs.124473.89	Rs.2490.00	30 days	As detailed below.
6	Repairing and maintenance work of Central Hostel for boys of Backward Classes Welfare Department at Mathabhanga, Dist. Cooch Behar.	Rs.795515.65	Rs.15910.00	30 days	As detailed below.

1. Eligibility criteria for participation in tender:

- (As per Amended rule under Rule 226(1) of PWD Code, Volume-I of Notification No. 04-A/PW/O/10C-02/14 Dated: 18.03.2015.
- Intending Tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the

estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice: or,

- b) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each 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,
- c) Intending tenderers 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)above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent 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 executing agency, i.e. the tenderer.

[Note: a) Payment certificate will not be treated as credential;

b) Credential certificate issued by the Executive Engineer or equivalent or competent authority of a state/Central Government, State/Central Government under taking, Statutory/Autonomous bodies constituted under the Central/State statute, on the executed value of completed/running work will be taken as credential;

c) Similar nature of work is to be considered as Maintenance work of building and Concrete Road only as required.]

2. Other terms and conditions of the credentials:

- i) The prospective bidders shall have in their full-time engagement experienced technical personnel, as per the Order No 5400F(Y) Dated 25.06.2012 and Establishment Dept. Order Memo No 404(30)/XII-8/Ext Dtd.24.07.2012. (Not Applicable for the works below Rupees 1 Crore)
- ii) Pan Card, Professional Tax Receipts Challans for the year 2021-2022, Trade License, valid- 15-digit GST Identification Number (GSTIN) under GST Act 2017 to be accompanied with the Technical Bid Document, Income Tax (Sara) Acknowledgement Receipt for last three years with assessment year (2022-2023) to be submitted including Last year audit report.
- iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in any tender by any Central/State Government Departments during the last 5(five) years prior to the date of this NIT. Such bidder will be considered as disqualified towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).
- iv) Registered Unemployed Engineers 'Co-operative Societies/Unemployed Labour Cooperative Societies are required to furnish valid Bye-Law, Current Audit Report, and Valid Clearance Certificate from A.R.C.S. for the year 2021-2022 along with other relevant supporting papers.
- v) Payment for the work may be made to the executing agency as per availability of fund.
- vi) Constructional Labour Welfare Cess @1(one)% of cost of construction will be deducted from every bill of the selected agency. Royalty & all other statutory levy/Cess will have to be borne by the contractor. The rates in the schedule of rates are inclusive of all the taxes & Cess stated above.

NOTE: Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

- vii) Bids shall remain valid for a period not more than 120 (One Hundred Twenty) days from the last date of submission of Financial Bid/ Sealed Bid submission.
- viii) Materials like Cement, steel; GCI Sheet etc. will be supplied by the agency.


3. Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1	Publishing of Tender	06 APRIL 2022
2	Documents download/sell start date (Online)	08/04/2022 FROM 10.00 HRS
3	Documents download/sell end date (Online)	20/04/2022 UPTO 14.00 HRS
4	Bid submission Start Date	08/04/2022 FROM 16.00 HRS
5	Bid Submission End Date	20/04/2022 UPTO 16.00 HRS
6	Technical Bid Opening	22/04/2022 AT 16.00 HRS
7	Financial Bid Opening	To be notified

4. Pre-Verification:

- i) Only successful Bidders (L1) shall submit all the tender related documents (in Original) to the Office of the District Welfare Officer, Backward Classes Welfare, (BCW) Kalyan Bhawan, Dist. Cooch Behar.
- ii) There shall be no provision of Arbitration. Hence clause 25 West Bengal Tender Form is omitted vide notification no. 558/SW dated. 13.12.2011 of Principal Secretary, P.W.D.
- iii) Payment of EMD can be initiated by selecting from either of the following payments modes:

- a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 b) RTGS/NEFT in case of offline payment through bank account in any Bank
 (Ref. Memo NO. 3975-F(Y) dated, 28.07.2016 of Finance Department, Audit Branch, Govt. of W.B.)
- iv) The Intending Bidder, at his/her 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. The diversion road if required for smooth flow of the traffic is to be constructed & maintained by the agency at his own cost.
- v) 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 District Welfare Officer, Backward Classes Welfare, (BCW), Dist. Cooch Behar reserves the right 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.
- vi) Prospective bidders are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
- vii) 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.
- viii) All intending bidders are requested to be present in the office of the 'District Welfare Officer, Backward Classes Welfare, (BCW), Dist. Cooch Behar' during opening of the Financial Bid. District Welfare Officer, Backward Classes Welfare Department, Dist.- Cooch Behar 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 either raised by any bidder present during opening of bid, or by any bidder absent at the time of opening of Financial Bid. No informal tender will be entertained in the bid further.
- ix) NO CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
- x) In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
- xi) The District Welfare Officer, Backward Classes Welfare, Dist. Cooch Behar reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- xii) During scrutiny, if the credential or any other papers found incorrect/manufactured/fabricated, the tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- xiii) Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if felt necessary. After verification, if such documents submitted by the lowest tenderer are found either manufactured or false, in that case, work order will not be issued in favour of the tenderer under any circumstances.
- xiv) If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:
 a. West Bengal Tender Form- 2911(ii)
 b. NIT
 c. Additional terms of Contract
 d. Technical bid
 e. Financial bid
- xv) Qualification Criteria: The Tender Inviting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding -
 a. Technical Capability comprising of personnel & equipment capability
 b. Experience /Credential
 The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in a, b, above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly Notarized. If any documents submitted by a bidder are found either manufactured or false, in such cases, the eligibility of the bidder/tenderer will be out rightly rejected at any stage without any prejudice.
- xvi) Contractor shall have to comply with the provisions of (a) the contract Labour (Regulation Abolition) Act.1970. (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 and the notification thereof or any other laws relating to the rules made and order issued thereof from time to time.


 District Welfare Officer
 Backward Classes Welfare, Cooch Behar
 Dated: 04.04.2022

MemoNo: 460/ /1(7)
 Copy forwarded for information and wide circulation to the:-

1. District Magistrate, Cooch Behar.
2. Additional District Magistrate(D), Cooch Behar.
3. District Informatics Officer (DIO), Dist. Cooch Behar, he is requested to please upload the NIT in the District web site.
4. Information & Cultural Affairs Officer, Dist - Cooch Behar.
5. Engineering Section, BCW, Cooch Behar.
6. Accounts/Cash Section, BCW, Cooch Behar.
7. Office Notice Board.


 District Welfare Officer
 Backward Classes Welfare, Cooch Behar

INSTRUCTION TO BIDDERS
SECTION –A

1. **Registration of Contractor:** Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-procurement system; through logging on to <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.
2. **Digital Signature Certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount (details are available at <https://etender.wb.nic.in>). DSC is given as a USB e-Token.
3. **Submission of Tender:** Tenders are to be submitted through online to the website <http://www.etender.wb.nic.in> or www.wbtenders.gov.in, in two covers at a time for each work, before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned copy of the documents duly digitally signed are to be uploaded. The documents will get encrypted (transformed into non readable formats).

Cover No. 1 should contain scanned copies of the following documents duly digitally signed:

- i. Earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of "District Welfare Officer, Backward Classes Welfare, (BCW), Dist. Cooch Behar.
- ii. NIT
- iii. Tender Form 2911(ii)

Other important documents should comprise the followings duly digitally signed:

- i) Certificates:
 - a) Professional Tax for the Year 2021-22
 - b) PAN Card
 - c) GST Registration Certificate
 - d) I.T. Return receipt for the Assessment Year 2020-21/2021-22/2022-23
 - e) Audit Report for the Year 2021-22
 - f) Bank solvency certificate
- ii) Company details:
 - a) Partnership deed
 - b) Co-operative Society By-law, Current Audit Report, Valid clearance certificate from ARCS for the Year 2021-22
 - c) Trade License
 - d) Company Registration Certificate
 - e) Structure & Organization (download and upload Form-II at Section – B)
- iii) Credential: In accordance to **Eligibility criteria for participation in tender** at Clause I of the NIT
- iv) Declaration:
 - a) Pre-qualification application (download and upload Form-I at Section – B)
 - b) A declaration to the effect that neither the bidder nor any of constituent partner had been debarred to participate in any tender by any Central/State Government Departments during the last 5(five) years prior to the date of this NIT.

Cover No. 2 Should contain BOQ.

The contractor is to quote the rate (representing Above/Below/At par) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

4: Opening & evaluation of tender:

- i) Tender will be opened by the District Welfare Officer, Backward Classes Welfare (BCW), Cooch Behar or his representative electronically from web site as stated using their Digital Signature Certificate.
- ii) Intending tenderers may remain present if they so desire.
- iii) Cover No.1 should be opened first & if found in order, other important documents will be opened. If the reins any deficiency in the documents the tender will summarily be rejected
- iv) If any contractor is exempted from payment of EMD, copy of relevant Government order needs to be furnished.
- v) Pursuant to scrutiny & decision of the District Welfare Officer, Backward Classes Welfare (BCW), Cooch Behar the summary list of eligible tenderers & the serial number of works for which the proposal will be considered will be uploaded in the web portals.
- vi) While evaluation, the tenderers may be summoned for clarification /information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection

vii) Cover No. 2 will be opened for the technically qualified tenderers only.


5: Penalty for suppression / distortion off acts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificate 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 tenderer will be suspended from participating in the tenders one-Tender platform for 3(three) years. In addition, his user ID will be deactivated and Earnest money deposit will stand forfeited besides, the Competent Authority of Govt.of West Bengal may take appropriate legal action against such defaulting tenderer as per I.T. Rule.

6: 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 prior to the award of Contract without there by 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 who's Bid has been accepted will be notified by the Tender inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in West Bengal Tender Form will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.


District Welfare Officer
Backward Classes Welfare
Cooch Behar

SECTION –B

**FORM- II
STRUCTURE AND ORGANISATION**

- A1. Name of applicant
- A2. Office Address:
Telephone No.
Fax. No.
E-Mail Address:
- A3. Name and address of Bankers:

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Signature of applicant including title
And capacity in which application is