

The West Bengal Gram Panchayat Procurement Manual-2014

**STANDARD QUOTATION/ TENDER FORMAT FOR WORKS CONTRACT**

**OFFICE OF THE KALUHA GRAM PANCHAYAT**  
**Vill. - Ekdala**  
**P.S.- Margram**  
**P.O.- Mollickpur**  
**DIST.- Birbhum**

**N.I.T.-03/Kaluha/15thcfc (tide)/2022-23**

Memo No: 173/KGP/2022

Date:- 26/07/2022

Sealed Tender is invited from the experienced and resourceful bidders for execution of the work(s) mentioned below in Annexure-A.

**Annexure-A**

Sl No.	Name of the works	Site details	Source of Fund	Estimated Amount (In Rs.)	Earnest Money (In Rs.)	Cost of Tender Paper	Required Credential	Work completion period.
1	Instalation A New Sub Mersible Pump at Abul Kashem Jomi at Hazarpur.	Hazarpur	15thcfc (tide)	250000	5000	600	60% of Same Works	30days

Tender papers will have to be sent by Registered Post or Courier or may be dropped in the Tender Box kept at the office of the undersigned by Hand (in sealed cover) and it should reach the office of the undersigned on any working day within 1 PM not later than 2 P.M. Delayed submission of tender documents shall lead to outright rejection. The undersigned will not be responsible for rejection of the tender due to the delay in the postal/courier transit or any other reason. The Sealed Tenders will be opened on the same day i.e. on 12.08.2022 at 2.30 P.M. in presence of the bidders, who may wish to remain present. Tender Form along with relevant documents has to be purchased from the Gram Panchayat office.

**Information to bidders:**

Last date of Application	05.08.2022 up to 4 PM
Cost of Tender Document	As per Mention above
Date of Sale of Tender Form	On 10.08.2022 from 11 AM to 1 PM)
Last date of dropping of Sealed Tender Form	On 12.08.2022 (up-to 1 PM)
Date of Opening of Tender	12.08.2022 (At 2.30 P.M.)

N.B. - If the office remains closed in any unavoidable circumstances on above-mentioned any days, then next working day will come into force & the scheduled time will remain unchanged. Original certificates or documents as specified in Annexure-B (No. 2&3) must be produced on demand at any stage of tender procedure.

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**Annexure-B**

**Terms & Conditions :-**

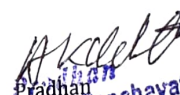
- 1 Cost of Tender Form (non-refundable) has to be paid in cash only.
- 2 Bidders must submit attested photocopies of valid GST registration Certificate, last three years Income Tax Return, Profession Tax Registration Certificate with current challan and Trade Registration Certificate/License from local bodies as the case may be.
- 3 Bidders must submit Credential in similar nature of work during last three years.
- 4 In case of bid/tender emanating from cartelization of bidders, entire tender process will be cancelled.
- 5 Bidders must quote rates in absolute numerical values (both in figures and words) against the estimated cost. Rate quoted in percentage term will be rejected.
- 6 Rate offered by a bidder in a particular Tender shall be treated as final and subsequent negotiation with that bidder for change in price shall not be allowed.
- 7 Multiple bids (more than one bid by same bidder) and variable rates (different rates of same item by same bidder) shall be rejected outright.
- 8 No special preferences in respect of Earnest Money, Security Deposit etc. will be given to any Cooperative Society/Government owned Company/Government Undertaking/Corporation/Engineering Cooperative etc. In other words, all participating Bidders will be treated on equal basis only and no favourable/special considerations will be accorded to any bidders.
- 9 Bidder must submit sealed envelope clearly mentioning serial number and name of work on top of the envelope.
- 10 Earnest money should be deposited in Cash/Cheque/Bank Draft or Government Bond/Securities duly pledged in favour of the Pradhan, Kaluha Gram Panchayat and will be refunded/forfeited as the case may be. In case of Cash/cheque/bank draft, the bidder must collect receipt from Gram Panchayat office and quote the Number in Tender Form. In case of Government Bond/securities respective pledged documents need to be submitted along with Sealed Tender.
- 11 Successful Bidder (s) will be required to lodge security deposit (10% of the total value of the work as quoted by him) as performance security in the form of Cash/Cheque/Bank Draft/Government Bond / Securities duly pledged in favour of the Pradhan, Kaluha Gram Panchayat OR the amount may be deducted from every running payment (not exceeding two

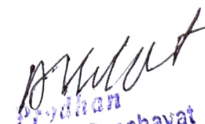
- including the final bill) made and will be released after 3 months in all cases except ISGPP Block Grant where it will be released after 6 months in case of Building, Culvert and Concrete Roads and 3 months in all other cases.
- 12 STDS, TDS and applicable Cess (if any) will be deducted as per existing rates fixed by the respective department of the government.
  - 13 Pre-bid conference/meeting with the prospective Bidders will be held on 11.08.2022 at 4.30 PM (not later than 4 days before the last date of submission of Tender). Environmental and Social Safeguards issues pertaining to the tendered work will also be discussed and explained in the meeting.
  - 14 Site visit may be done by the bidders at their own cost.
  - 15 Erroneous or incomplete Tender Form will be summarily rejected without assigning any reason whatsoever.
  - 16 Bidder(s) may be asked to submit rate analysis for items where the quoted rates are either too high or low than the estimated cost. Such bids may also be considered as null and void if there is a reason to believe that the Bidders have formed a cartel and rates have been manipulated, unbalanced or unreasonable.
  - 17 Successful Bidder will have to execute a formal agreement on a Non-Judicial Stamp paper within seven days from the receipt of "Letter of Acceptance" with the Gram Panchayat wherein the description, specification, quantity, date of completion of work, other mandatory conditions and ESMF (Environmental and Social Management Framework) issues shall be detailed. Failure to execute the contract will lead to automatic cancellation of the bid.
  - 18 The undersigned is not bound to accept the lowest tender and reserves the right to accept or reject any or all tenders, as the case may be without assigning any reason whatsoever.
  - 19 Quoted rate shall be inclusive of all charges including royalty, GST, Cess, tools charges, transportation etc.
  - 20 Any bid received from the bidder without authentication of correction made in rate quoted in word or figure shall lead to cancellation of the bid.
  - 21 The successful tenderer will have to procure Non-Judicial Stamp paper in his/her own cost.
  - 22 Bidders will get necessary drawings with the Tender Form. All documents i.e. drawings Tender Form signed by the Tenderer must be submitted in Sealed Tender addressed to Pradhan, Kaluha Gram Panchayat, Vill -Ekdala, PO-Mollickpur, PS.-Margram, Dist.-Birbhum.
  - 23 Bidders must submit analysis of rate with tender document at the time of dropping when he quoted rate less/grater than 5%.
  - 24 Tender papers will be issued after proper financial administrative approval from appropriate authority in schedule time.
  - 25 GST Return challan copy will be submitted by the agencies to the appropriate authority before final bill.

No. 173 (5)

Copy forwarded for information and with a request for making an arrangement to display the notice for wide publicity to :-

- 1 S.D.O. Rampurhat Sub Division
- 2 B.D.O. Rampurhat -II , Development Block. ,Birbhum.
- 3 Sabhapati Rampurhat-II, Panchayat Samity.
- 4 Tathya Mitra Kendra, Kaluha
- 5 Office Notice Board

  
Pradhan  
Kaluha Gram Panchayat  
Ekdala, Mollickpur, Birbhum  
Date: 26.07.2027

  
Pradhan  
Kaluha Gram Panchayat  
Ekdala, Mollickpur, Birbhum