

# KOMA GRAM PANCHAYAT

KOMA, BIRBHUM

Email : prodhankomagrampanchayat@gmail.com

Q / No. 1004.../DP & RDO dtd. 01/04/23

Mail / letter received on...

and forwarded / sent to...

at.....

taking necessary action

S.K.O.  
Biplob Babu

Signature

Memo No.- 29 /KGP/23

Dated -30.01.23

## NOTICE INVITING e- TENDER

N.I.T. NO.-E- 04/KGP/22-23, DATED - 30.01.23

(For viewing Tender:-www.wbtenders.gov.in)

Prodhan, Koma Gram Panchayat ,invites rate in figure e-tender from the Bonafied ,Reputed, Reliable, Experienced and Resourceful Contractor or Un-employed Engineers Co- operative Societies having requisite credential as per column-9 of following table for the works detailed in the Table below. (Submission of Bid through online).

| Sl No | Name of Work   | Fund                           | Tendered Amount (In Rs.)eccl GST & Cess | Earnest Money @ 2% of the estimated Cost | Cost of Documents (In Rs.) | Period of Completion | Maintenance Period                           | Eligibility of Bidder   |
|-------|--|--------------------------------|---|--|----------------------------|----------------------|--|---|
| 1     | 2  | 3                              | 4                                       | 5  | 6                          | 7                    | 8  | 9   |
| 1.    | Construction CC Road from Amalapati Chatterjee house to Milan Baidya house at Gangte.( 58509489) | 15 <sup>th</sup> CFC (UN-TIED) | 168000.00                               | 3400.00                                  | 500.00                     | 30 days              | 03(Three) Months from the date of completion | Bonafide, reputed, reliable, experience and resourceful contractor or un-employed engineers co-operative Societies having requisite satisfactory <u>Credential of 60% of value of the proposed work of same nature within the last 3 (Three) Years.</u> |
| 2     | Expenditure for Office Contingency   | 15 <sup>th</sup> CFC (UN-TIED) | 145000.00                               | 3000.00                                  | 500.00                     | 30 days              | 03(Three) Months from the date of completion | Bonafide, reputed, reliable, experience and resourceful contractor or un-employed engineers co-operative Societies having requisite satisfactory <u>Credential of 60% of value of the proposed work of same nature within the last 3 (Three) Years.</u> |
| 3     | Construction of Cultural Stage in front of Tarapada Bagdi house at Khanna Bagdi para.(58508107)  | 15 <sup>th</sup> CFC (UN-TIED) | 338313.00                               | 7000.00                                  | 750.00                     | 30 days              | 03(Three) Months from the date of completion | Bonafide, reputed, reliable, experience and resourceful contractor or un-employed engineers co-operative Societies having requisite satisfactory <u>Credential of 60% of value of the proposed work of same nature within the last 3 (Three) Years.</u> |

N.B. -

- 1. Eligibility of Bidder** - Bonafied, reputed, reliable, experienced and resourceful contractor or un-employed engineers co- operative Societies having requisite credential mentioned above.
- 2. Earnest money** - 2% of the estimated cost to be individually deposited Through NEFT ((A/c No- 5723101001763, IFSC -CNRB0005723, Branch-Koma) in favour of Prodhan Koma Gram panchayet.
- 3. Cost of Document** - Mentioned amount for respective serial to be deposited through NEFT ((A/c No- 5723101001763, IFSC -CNRB0005723, Branch-Koma) in favour of Prodhan Koma Gram panchayet.
- 4. Maintenance period** - 03(Three) Months from the date of completion.

In the event of e-filing intending bidder may download the tender document from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) directly with the help of Digital Signature certificate. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the [www.wbtenders.gov.in](http://www.wbtenders.gov.in) as per the time schedule.

The document submitted by the bidder should be properly indexed & digitally signed.

- Both technical document & Financial Bid are to be submitted in technical (Statutory & Non- Statutory Folder) and financial folder concurrently duly digitally signed in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

2. The financial offer of the prospective tenderer will be considered only if the Technical Document ( both statutory & non-statutory) of the tenderer found qualified by the undersigned. The decision of undersigned will be final & absolute in this respect. The both list of responsive & Non-responsive bidders will be displayed in the website and also notice board of this office on the schedule date and time.

**3. Eligibility criteria for participation in the tender**

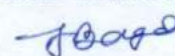
- i) The prospective bidders shall have satisfactorily completed as a **prime agency** during the last 3(three) consecutive years from the date of issue of this notice credential mentioned above under the authority of State/Central Govt. / Central Govt. undertaking /Statutory Bodies constituted under the stature of the Central/ State Govt. and having a magnitude of above mentioned of the amount put to tender for above mentioned of work (Non Statutory Document)
4. Latest P. Tax deposit Challan, PAN Card with last three years IT return, GST Certificate with last return has to be accompanied with the technical bid document (Non- Statutory Documents)
5. Registered Partner Ship Deed in case of partnership firm has to be submitted. The company shall furnish the Article of Association and Memorandum. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, where uploading any tender for on behalf of company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the director of such company or the partners of such firm to upload such tender. (Non- Statutory Documents).Joint venture will not be allowed.
6. The tenderer shall established field testing laboratory equipped with requisite instrument and technical staffs according to the Requirements of works to be executed. Laboratory testing report i.e materials,cement,aggregates etc .and also three stages photography i.e before, during & completion of works must be submitted to the office before preparing the bill .
7. **Payment will be made as and when fund is available from the concerned source.** No claim whatsoever for R.A bill payment. Only final bill will be paid for this work. Tenderer are requested to quote their rate accordingly.
8. No arbitration is allowed in this contract.
9. 10(Ten) % value of the work will be retained as security deposit which will be released after as per tender notice from successful completion project. Agencies have to arrange land for Plant & Machineries, storing of materials labour shed, Lab rotary etc. water and electricity at their won cost and responsibility.
10. No material will be issued from the department.
11. Constructional labour welfare Cess at @ 1% of the bill value will be deducted from every bill.
12. Contractors shall have to comply with the provinces of A) the contract labour (regulation Abolition) Act. 1917 B) apprentice Act.1961 & C) Minimum wages Act. 1948 of the notification thereof or any laws relating thereto and the rules made and order issued there under from time to time.
13. The schedule of rates as given in BOQ
14. During scrutiny if it comes to notice of the tender inviting authority that the credential or any other paper found incorrect / manufacture / fabricated, that bidder would not be allowed to participate in the tender and that application will be reject without any prejudice.
15. The authority reserves the right to cancel the NIT due to unavoidable circumstance and for this no claim will be entertained.
16. Bids shall remain valid for a period not less than 120(one hundred twenty) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
17. Before submission of tender, the tenderer shall have to acquaint by actual visit to the site as regards prevailing conditions and tenderer submitting tender shall be deemed to have done so. He must acquaint himself with local conditions of labour, material, transport, electricity, water Panchayat regulations etc.
18. The Contractor's responsibility to keep the road opens to all kind of traffic during the execution of work. No claim what-so-ever will be entertained for idle labour , establishment cost of hire & labour charges of tools & plants etc. at any circumstances.

**19. Date and Time Schedule**

| Sl. No. | Particulars  | Date & Time          |
|---------|--|----------------------|
| 1       | Date of Publishing of NIT and other document(s)    | 01.02.23 at 03.00 PM |
| 2       | Date of start of downloading the documents. Etc.   | 01.02.23 at 04.00 PM |
| 3       | Date of closing of downloading the documents, etc. | 08.02.23 at 05.00 PM |
| 4       | Date of start of submission of Bid                 | 01.02.23 at 04.00 PM |
| 5       | Date of closing of submission of Bid               | 08.02.23 at 05.00 PM |
| 6       | Date of opening of of Tender Bid                   | 10.02.23 at 05:00 PM |

20. The contractor shall pay of charge & fees legally payable for act out of their works & hold the employer free of such cost.
21. Contractor has to execute the work on strict supervision of the Nirman Sahayak / Authority.
22. Decision of authority will be final & binding on contractor in case of any dispute.
23. Contractor has to arrange at his own cost, to display sign Board at the site before starting the job indicating the following.
- Name of the work.
  - Name& nature of the contract.
  - Name of the Executing Agency.
  - Name & Address of the Contractor.
  - Estimated amount.
  - From which fund the work is being executed
  - Time of completion.
24. All tools, plants, & machineries including vibratory, road roller etc. required to execute the Contract, has to be arranged by Contractor at his own cost.
25. The works are time bound project & time of completion of work should be strictly followed.
26. The undersigned reserve the right to ask the tenderer to submit analysis of the quoted rate at any point.
27. Audited Accounts of last financial year will have to be submitted in case of Engineers Co-operative societies & Labour Co-operatives. The tender forms are to be received by the Chairman or Secretaries or any member of the Society having proper power of attorney. Credential of works as stated earlier will have to be produced in case of Engineer Co-operative Societies.

28. The agency should have to obtain registration certificate and Labour license from the Regional Labour Office in respect of building and other construction workers welfare "Cess Act" 1996 within 10 days from the date of issue work order failing of which termination of contract will take effect as per rule.
29. **Time is the essence of contract.** The successful contractor must start the work within seven days from the date of signing of agreement / contract failing which the undersigned may cancel the work order & contract and forfeit the earnest money. The work should be completed within the prescribed time. No extension of time will be allowed except in special cases if it is found that the delay caused due to such reason which is beyond the control of the contractor and on the issue whether any reason is beyond the control of the contractor, the decision of the undersigned shall be final.
- (a) **If during execution of work it is found that the progress of work is very slow and the contractor failed to speed up the work even after repeated reminders and the work is going to be delayed unnecessarily due to fault on the part of contractor and / or the quality of work is not as per the plan & estimate and the contractor does not make required rectification after being so instructed, the work order and contract shall be cancelled, the earnest money shall be forfeited, the contractor may be blacklisted and claim of payment of work already executed before such termination, may not be considered or entertained.**
- (b) **In case of such mid-term termination of the work order and contract, the undersigned may also proceed to get the balance work completed by engaging other contractor/s agencies or departmentally. The excess expenditure if any, due to such a step would be recoverable from the unpaid bills of the defaulting contractor, if claim of such bills has not been forfeited at the time of termination of work order and contract as mentioned at point -(b) above.**
30. Statutory deductions at the prescribed rate will be deducted at source during payment of each bill (R/A or Final).
31. **10% of the bill amount shall be deducted as security money from each bill which will be released after Three months from the date of completion subject to condition that no defect appears in the work. In case of defects found within Three Months the same should be repaired properly by the contractor in his own cost and after repairing, the earnest money may be released in full .**
32. For materials that will be used in the road construction against which payment of royalty to competent authority is mandatory under any existing act or rule, original copy/s of Challan/s as proof of deposition of royalty is/are to be produced at the time of processing of bill failing which bills shall not be entertained.
33. This notice shall form part of term and conditions of tender, tenderers shall be bound to abide by the same.
34. Hard copy as submitted in drop box will not to be treated for a decision making.
35. **At least 3(Three) numbers bidders** for a single work will be consider for acceptance.
36. N.B-Work Order will be issued after availing necessary approval of the above mentioned scheme from the appropriate authority.
37. After verifying of all bidder documents work order will be issued.
38. Successful bidder /tenderer ie. Who will be assigned to executed the work must submit the following material testing reports to the authority failing which may lead stoppage of the work and his/her assignment shall be liable for cancellation.
- Before Execution**
- i) For quality checking of sand – Sieve analysis  
 ii) For quality checking of Aggregate - Sieve analysis  
 iii) For quality checking of Cement – Initial And Final Setting time.
- Before Execution :-** i) Slump Test  
**After Execution :-** i) Compressive Strength test
39. 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( Environment and Social Management Framework) issues shall be in detailed. Failure to execute the Agreement will lead to automatic cancellation of the Tender.



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**Koma, Birbhum.**  
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## **INSTRUCTION TO BIDDERS**

Instruction / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

### **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 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 the Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

### **3. Collection of Tender Documents**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **4. Participation in more than one work**

Normally, any contractor can collect and submit tenders for maximum 50 % of the total number of works (rounded up to next higher integer) in any particular NIT depending on his credential and financial capability.

### **5. Submission of Tenders**

#### **5.1 General process of submission**

Tenders are to be submitted through online to the website stated in Cl.1 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 Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **5.2 Technical proposal**

The Technical proposal should contain scanned copies of the following further in two covers (folders).

##### **A-I. Statutory Cover Containing.**

i) Prequalification Application.

**Note - No Fixed Deposit will be entrained.**

iii) Tender form & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Tender Form, the tender liable to summarily rejected.

⚡ Special Terms, Condition & Specification of works, Drawings (if any).

**Note - Tenders will be summarily rejected if any item in the statutory cover is missing.**

**A-2. Non Statutory/ Technical Documents Cover Containing.**

i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR-I) for the last financial year.

ii) Registration Certificate under Company Act. (If any)

iii) Registered Deed for partnership Firm/ Article of Association & Memorandum.

iv) Power of Attorney (For partnership Firm/ Private Limited Company, if any)

v) Clearance Certificate for the Current year issued by the Assistant Register of Co-Op(s) (ARCS) by laws is to be submitted by the Registered labour Co-Op(s) Engineers "Co-Opt(s).

vi) Credential certificates for completion of above mentioned work under the authority of state/central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/State Govt. having a magnitudes above mentioned **per cent of the estimated amount put to tender** in a single work order during the last 05(five) years prior to the date of issue of this NIT is to be furnished.

vii) Self certified document in favour of financial capability to carry out the works.

viii) GST Certificate,

ix) **Acknowledgement of NEFT copy (Earnest money and cost of Document ) should be Uploaded.**

**Note Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.**

**THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

| Sl. No. | Category Name        | Sub Category Description | Details  |
|---------|----------------------|--------------------------|--|
| A.      | Certificates         | Certificates             | <ol style="list-style-type: none"> <li>PAN</li> <li>P.TAX (Latest Challan)</li> <li>IT – Sahaj(ITR-I) for last three financial year.</li> <li>GST Certificate &amp; Last Return.</li> </ol>                        |
| B.      | Company details      | Company details -I       | <ol style="list-style-type: none"> <li>Proprietorship Firm (Trade License).</li> <li>Partnership Firm (Partnership Deed, Trade License)</li> <li>Society Registration Copy.</li> <li>Power of attorney.</li> </ol> |
| C.      | Credential           | Credential -1            | <ol style="list-style-type: none"> <li>Work order, Same Nature Credential certificate which are applicable for eligibility</li> </ol>  |
| D.      | Equipment            | Machineries              | <ol style="list-style-type: none"> <li>Authenticated copies of possession.</li> </ol>  |
| E.      | Financial capability | Certificates             | <ol style="list-style-type: none"> <li>Self certified documents for carry out the work.</li> </ol>   |

**5.3. Financial proposal**

i). The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ) the contractor is to quote the rate (Percentage above/below/at par) online through computer in the space marked for quoting rate in the BOQ.

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

**6. Opening & evaluation of tender**

**Opening of Technical proposal-**

Technical proposals will be open by the Pradhan Koma Gram Panchayat, Koma, Birbhum.

i) Intending tenderers may remain present if they so desire.

ii) Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the statutory & non statutory documents the tender will summarily be rejected.

iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evaluation committee.

iv). Uploading of summary list of technically qualified tenderers.

*NB While evaluation, the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if those are not produced within the stipulated time frame, their proposals will be liable for rejection.*

**Opening and evaluation of Financial Proposal**

i) Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

**7. Acceptance of Tender**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance cum Work order. The Letter of Acceptance and work order will constitute the formation of the Contract. The Agreement in non judicial stamp paper will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms & condition, specification of work, Drawings, different filled up forms, B.O.Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

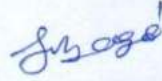
**8. Penalty for suppression / distortion of facts**

Submission of false document by tenderer is strictly prohibited & if found the tenderer will be suspended from participating in the tenders on e-tenders platform for a period of 3(three) years. In addition this user ID will be deactivated & Earnest money Deposit (EMD) will stand forfeited.

**9. REJECTION OF BID**

The Employer (tender accepting authority) 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 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 (tender accepting authority) action.

\*The payment for this works will be made after availability of fund.



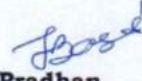
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**Dated :- 30.01.23**

**Memo No. - 29(05) /KGP/23**

Copy forwarded for information and for wide publication to-

1. The D.P.R.D.O., Birbhum
2. The S.D.O. , Suri Sub-Division
3. The B.D.O. Suri-II Dev. Block.
4. The DIO, Birbhum Zilla Parishad with a request to upload the same in their website .
5. G.P. Notice Board.



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