



# OFFICE OF THE PAIKPARA GRAM PANCHAYAT



(Under Nalhati-I Dev. Block)

AT-DIHA \* PO-DIHA \* DIST.-BIRBHUM

E-mail id :- prodhanpgp09@gmail.com

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Memo No. – 310 /PGP/E-Tender/5<sup>th</sup> SFC/2023

Date– 28/12/2023

**NOTICE INVITING E-TENDER**  
**REFERANCE NO. WB/BHM/NHT1/PGP/e-NIT-09/2023-2024**  
**TENDER ID: 2023\_ZPHD\_**

The separate tenders for each work are invited by the Prodhan, Paikpara Gram Panchayat from the reliable, resourceful contractors/suppliers/merchants for the work mentioned in the table below through electronic tendering (e-tendering) method. The intending tenderers having desired credentials with valid documents as described in this notice may please visit the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) only for the tender notice, other details & submission of bid through the website.

### WORKING DETAILS

Sl No.	Name of the work	Activity ID	Site details Sansad / JL	Source of Fund	Amount put to Tender with GST (in Rs.)	Earnest Money (In Rs.)	Cost of Tender Fees	Required Credential (Similar type of work)	Work completion period
1	Const.of PCC Road from Partha Roy Towards Vidyapith School Gate JL NO-57 PLOT NO-3936, MOUZA -PAIKPARA Activity ID NO-40155635 /2023-2024 5th SFC	40155635	57	5th SFC	190929	3800	350	60%	7 DAYS
2	Const.of PCC Road from AJKARUL TOWARDS JAMIRUL HOUSE AT KUKHURA JL NO-65 PLOT NO-355 MOUZA -KUKHURA Activity ID NO-40155599 /2023-2024 5th SFC	40155599	65	5th SFC	196161	3800	350	60%	7 DAYS
3	CONST OF PCC ROAD FROM MAIN ROAD TOWARDS MURTOJ SK HOUSE AT PATHRA JL NO-57 PLOT NO-724 MOUZA -PAIKPARA Activity ID NO-40155630 /2023-2024 5th SFC	40155630	57	5th SFC	196980	3800	350	60%	7 DAYS
4	Const.of PCC Road from BIBHUTI KONAI HOUSE TOWARDS TANMOY DUTTA HOUSE AT PAIKPARA MOUZA- PAIKPARA , JLNO-57 PLOT NO-50 Activity ID NO-40155649 /2023-2024 5th SFC	40155649	57	5th SFC	196161	3800	350	60%	7 DAYS
5	Construction of Boulder set Guard wall of Kulgachi Titua Pukur JL No-62, Plot No-340 Mouza Kulgachi Activity ID-40155565 under Pikpara Gram Panchayat 5th SFC /UNTIED 2023-2024	40155565	62	5th SFC	195735	3800	350	60%	7 DAYS
6	Maintenance of Solar Street light at Various samsad under Paikpara GP Activity ID-40155542 Total No of Units - 47 Nos.	40155542	ALL SAN SAD	5th SFC	221840	4400	400	60%	7 DAYS
7	Const.of PCC Road from Habu house towards Chatu house at Sareha Village Activity ID NO-66905826/2023-2024	66905826	60	XVFC UNTIED	144745	2800	300	60%	7 DAYS
8	Construction of PCC drain from Soma House towards Nipu dutta at Ashrampara , Activity ID- 68574984/2023-2024	68574984	57	XVFC TIED	163085	3200	300	60%	7 DAYS
9	Construction of PCC Cover drain with soak pit from Tarun Ghosh towards Nirodh Gopal Ghosh at paikpara Activity ID-68566417/2023-2024	68566417	57	XVFC TIED	145739	2800	300	60%	7 DAYS

## TENDER INSTRUCTIONS

### □ BID SUBMISSION

The intending bidders are requested to submit their Tender Paper for the above Works/materials through web site([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) in stipulated date & time.

For e-tendering, intending bidder may download the tender documents from the above said website directly with the help of digital signature certificate. Both Technical Bid and Financial Bid are to be submitted concurrently in the website <http://wbtenders.gov.in> as per time schedule given in the table “TIME SCHEDULE”.

1. The Necessary 2.00% Earnest Money (where required) has been clearly described in the above table “WORKING DETAILS” shall be deposited by the intending tenderers by way of Demand Draft in favour of – **The Prodhan, Paikpara Gram Panchayat, DIHA, Birbhum, Payable at Paikpara** and the same should be documented for e-tendering & virus free scanned copies to be uploaded in “EMD” packet.

2. **The Tender Processing Fees** has been clearly described in the above table “WORKING DETAILS” shall be deposited by the intending tenderers by way of NEFT/CASH in the **PBGB SB A/c-11980100000299 IFSC-UCBAORRBPBG** in favour of the **Prodhan, PAIKPARA Gram Panchayat PAIKPARA- Birbhum** on or before **the time stated in the table “TIME SCHEDULE”**. The scan copy of **The Tender Processing Fees** (NEFT Challan or Collected DCR from PAIKPARA GP) must be submitted along with tender submission in website in “TENDER PROCESSING FEES” packet.

3. Properly indexed documents & duly digitally signed for both the Technical Bid and Financial Bid should be concurrently submitted in the website mentioned above as per time schedule given in the table “TIME SCHEDULE”. The documents to be uploaded must be scanned form original and in colour formats and in .pdf only.

4. For the Financial bid only the supplied BOQ in MS Excel file must be uploaded after modifying the area given in blue colour. Any other BOQ or BOQ not matching the concerned will lead the bid to reject.

5. The “TIME SCHEDULE” will be strictly followed and no request to change in it will be entertained unless any unavoidable situation arise from the part of Paikpara Gram Panchayat or Higher Authority. In such cases the “TIME SCHEDULE” may be updated in the website and informed the concerned as per govt. norms.

6. In case of any unscheduled holidays on the aforesaid dates, the next working days will be treated as Schedule/prescribed date for the same purpose.

### ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER:

- i) **Credential-** Agencies having credential in a single of similar nature of work as a prime agency under the authority of State /Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central/ State Government at least in the magnitude of 60% (Sixty percent) of the amount put to tender during the last three (3) years prior to the date of issue of this notice.
- ii) In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with Applicant’s name in such enclosure will be entertained.
- iii) Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.
- iv) Registered Unemployed Engineers’ Co-operative Societies/Unemployed Labour Co.-Operative Societies are required to furnish valid Bye Law, Current Audit Report, minutes of last A.G.M and Certificate of Registration and Valid Clearance Certificate from A.R.C.S.. The tender forms are to be received by the Chairman or Secretary or any member of the Society having proper power of attorney. No tender form will be handed over to any outsider. Credential of similar type of works will have to be produced in case of Engg. Co-Operative and Labour Co-Operative.
- v) Joint Ventures will not be allowed.
- vi) A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or

as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

**□ INSTRUCTION TO BIDDERS:**

**A. Required Documents :**

**FOR Technical Bid:**

- 1) **“EMD” Packet** – SCANNED copy Required Earnest money by way of Demand Draft in favour of –The Proadhan, Paikpara Gram Panchyat, DIHA, Birbhum, Payable at Paikpara. The original Demand Draft to be submitted in the office of the Proadhan, Paikpara Gram Panchayat as per schedule given in the table “TIME SCHEDULE”.
- 2) **“TENDER PROCESSING FEES” packet** – SCANNED copy of **The Tender Processing Fees** (NEFT Challan or Collected DCR from PAIKPARA GP)
- 3) **“SELF DECLARATION” packet** : A self declaration in prescribed format supplied with this tender duly filled in and signed by the bidder must be uploaded in the packet concerned.
- 4) **“SOQ” packet-** The Schedule of Quantity (SOQ) supplied with the tender is to be printed in A4 paper and uploaded in pdf format after affixing signature thereof by the bidder.
- 5) **“TENDER NOTICE” packet** – This tender notice is to be printed in A4 paper and uploaded in pdf format after affixing signature thereof by the bidder.
- 6) **“BANK PASSBOOK” packet-** ~~The concerned page of Bank Pass Book of bidder/firm showing credential amount matching with the Payment Certificate attaching with this tender must be uploaded~~

**7) OTHER IMPORTANT DOCUMENTS( OID):**

- i) PAN Card
- ii) GST Registration Certificate with latest return
- iii) Valid Income Tax Acknowledgement Receipt for the latest three (3) Assessment years
- iv) P.T. Deposit Challan for the current financial year
- v) Scanned copy of proper Credential Certificate in form of Completion Certificate/ Payment Certificate of at least one work of similar nature having a magnitude of 60% (Sixty) percent of the amount put to tender under the State Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 03 (Three) years from the date of issue of this Notice.
- vi) Trade Registration Certificate
- vii). Scanned copy of Registration Certificate under the Companies Act. (If applicable).
- viii). Scanned copy of Registered Deed of Partnership Firm/ Article of Association & Memorandum (if applicable).
- ix). Scanned copy of Power of Attorney (for Partnership Firm/ Private Limited Company), (if applicable)
- x). Scanned copy of up to date “No Objection Certificate” issued by the Assistant Registrar of Co-Operative
- xi). **An Engineering Co-Operative Society**, if not categorically mentioned in NIT, will have to submit credential as mentioned above and is **exempted from deposit of Earnest Money only**.

**For Financial Bid:**

**i) “BOQ” packet-** The Financial Proposal should contain the following documents in one cover (folder). i.e. The Contractor is to quote the rate (percentage Above/ Below/ At Par) online through computer in the space marked for quoting rate in Bill of Quantities (BOQ)

***N.B.: Original copies of all documents have to be produced on demand for checking otherwise tender will be rejected.***

**B. OTHER NECESSARY INSTRUCTIONS:**

- i) Financial Bids of those tenderers who qualify in Technical Bid will only be opened. Dates, if changed, due to un-avoidable circumstances, will be published in the said website and the office notice board only without any individual intimation.
- ii) **If any bidder willing to withdraw his/her participation after opening of Technical Bid he/she will not be allowed to withdraw his/her bid. In such cases his/her Earnest Money will be forfeited and he/she will be debarred from participating any works under Paikpara Gram Panchayat for at least 1(one) year.**
- iii) Refund of EMD: The Earnest Money of all the unsuccessful Tenderers will be refunded on receipt of application from the Tenderer by the **Prodhan, PAIKPARA Gram Panchayat, DIHA, Birbhum.**
- iv) The Earnest Money deposited by a successful Tenderer will be deposited and encashed in concerned Bank Account of **PAIKPARA Gram Panchayat. On successful completion of work the Earnest Money will be refunded to the Agency and** amount for security deposit @10.00% (Ten percent) of the bill value will be deducted from the bill at the time of payment to retain 10% of bill value of the total work done (final bill value) from the Security Money for performance of work. No interest on Security Deposit will be paid by the Tender accepting Authority.
- v) Cess @ Rs. 1.00% of the cost of constructional work (s) should be deducted from the bill (s) additionally apart from other statutory deduction like GST /I.T., or other as applicable as per vide Notification No. 1182-IR, dated Sept., 20, 2005 of labour Department Rate quoted by the tenderers shall be deemed to have made the provision on his/her own accordingly.
- vi) No cost of bidding shall be reimbursable by the **of Prodhan, PAIKPARA Gram Panchayat, DIHA, Birbhum.** Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might have incurred by a Bidder
- vii) A tenderer may visit the site of works and its surroundings on his own cost in order to prepare bid for its submission.
- viii) A tenderer's bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the Tender Inviting Authority scrutiny that the credential or any other papers of a tenderer are manufactured/ fabricated, etc.
- ix) The Tender Inviting Authority may verify the original credential & other original documents of the lowest tender, if found necessary, before issuance of the Work Order and the work order will not be issued in favour of the tenderer if it found on verification that such documents submitted by him is either manufactured or fabricated, etc.
- x) Bids shall remain valid for a period of 120 (One Hundred and twenty) days from the date of opening of Financial Bid. If the bidders withdraw the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited Earnest Money shall be allowed if the said bid is cancelled.
- xi) Neither any Mobilization Advance nor any Secured Advance will be allowed.
- xii) Evaluation of Technical & Financial Bid will be held at the Office of the PAIKPARA Gram Panchayat, PAIKPARA, Birbhum
- xiii) The willing tenderers may remain present at the time of Opening of Tenders.
- xiv) The Contractor shall have to arrange nearest to the work site, required land for installation of plant & machineries (specified for each awarded work), storing of materials, provision of labour shed & laboratory etc. at his own cost and responsibility.
- xv) Payment of bill on its production will be made after successful execution of the work subject to availability of fund and no claim, whatsoever, will be entertained for any delay in payment. No escalation charge will be entertained against any e-NIT/ any accepted Tender. Deduction of Income Tax, GST (if required), Construction Workers' Welfare Cess, etc. will be made at source in accordance with the existing rules/ orders.
- xvi) The **Prodhan, PAIKPARA Gram Panchayat** reserves the right to cancel the e-NIT due to un-avoidable circumstances and no claim in this respect will be entertained.
- xvii) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
  - (1) N.I.T.
  - (2) S.O.Q
  - (3) Bidder Information Form
  - (4) Technical Bid
  - (5) Financial Bid

## **TIME SCHEDULE**

Sl. NO	Particulars	Date	Time
1	Tender Publishing Date (Documents Uploading in Portal)	29/12/2023	17.00 Hrs.
2	Starting Date of Downloading of Documents (Online)	29/12/2023	17.00 Hrs.
3	Starting Date of Submission of Technical Bid and Financial Bid (Online)	29/12/2023	17.00 Hrs.
4	Date of closing of Submission Technical Bid and Financial Bid (Online)	02/01/2024	17.00 Hrs.
5	Opening Date & Time for Technical Bid (Online)	05/01/2024	11.00 Hrs.
6	Date of Submission of Original Copies for the EMD, Cost of Tender Form/Tender Fees and Tender Documents (Offline)	05/01/2024	14.00 Hrs. TO 17.00 Hrs.
7	Date of uploading list for Technically Qualified Bidders (Online)	To be notified Later	
8	Date of uploading Final list for Technically Qualified Bidders (Online) after disposal of Appeals, if any.	To be notified Later	
9	Date, Time and Place for opening Financial Proposals (Online)	To be notified Later	
10	Date of uploading of list of Bidders along with the offered rates through online.	To be notified Later	

### **IMPORTANT POINTS TO BE REMEMBERED:**

1. **General Guidance for e-Tendering:** Instructions/ Guidelines for electronic submission of the tenders have been clearly mentioned above for guidance/ assistance of the tenderers to participate in e-tendering.

2. **Registration of Tenderer:** Any Tenderer willing to participate in e-Tendering will have to get himself enrolled & registered with the government e-procurement system by logging on to <http://wbtenders.nic.in> The tenderer is to click on the link for e-tendering site as given on the web portal.

3. **Digital Signature Certificate (DSC):** For submission of tenders, each tenderer is required to obtain a Digital Signature Certificate (DSC) from the approved service provider or the National Informatics Centre (NIC) on payment of requisite amount, the details of which are available at the website.

4. A tenderer can search & download NIT & tender documents electronically, the only mode of collection of tender documents, from computers once he logs on to the website using Digital Signature Certificate.

5. **Submission of Tenders:** General Process of Submission:

Both the Technical Bid and Financial Bid in separate folders will have to be submitted online in the website at a time for each work before the notified date & time using the Digital Signature Certificates (DSC) and virus scanned and duly digitally signed copies of documents should also be uploaded in the website (These documents will get encrypted i.e. transformed into non-readable formats).

**6. If the Tendered amount is less/above than 10% (Ten Percent) of the Estimated amount, an analysis of the Tendered amount would have to be provided before issue of Work Order.**

**7. Financial Proposal**

A. 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 (Presenting Above / Below / At par) online through computer in the space marked for quoting rate in the BOQ.

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

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

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**9. Rejection of Bid:**

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

**10. Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract. The Agreement in W.B.

From No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents

downloading from the website stated in N.I.T. along with requisite cost through Demand Draft / Pay Order/bankers cheque issued from any nationalized bank in favour of the Prodhan,Paikpara GP of the concerned work within time limit to be set in the letter of acceptance.

**11. Tender Selection/Evaluation Committee:**

- i). The Committee will act for recommendation of technically and subsequently financially qualified bidders.
- ii). Intending Tenderers may remain present during the Scrutiny of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will be summarily been rejected.

**TERMS AND CONDITIONS**

- 1) Qualification criteria: The tender inviting and Accepting Authority through a “Tender Evaluation Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding i) Financial capacity ii) Experience/ Credential
- 2) The Tender committee of the said work reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 3) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- 4) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 5) Conditional / Incomplete tender will not be accepted under any circumstances.
- 6) The intending tenderers are required to quote the rate online.
- 7) 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 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 8) Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for “Roads & Building.”
- 9) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice. Tender committee may ask the original documents at the time of scrutiny.
- 10) All the Bidders must abide by the Rules & Norms as published in WB Gram Panchayat Procurement Manual by Panchayat & Rural Dev. Department, GoWB along with different procurement orders issued by Finance Department, GoWB and PWD (WB) Schedules for executing the works/supplies.
- 11) WORK ORDER must be collected within 3 days of signing AGREEMENT. All the Bidders will strictly follow and assure the **TIMELINE FLOECHART** described, prepared and assigned by the Paikpara Gram Panchayat. Failing which the bidder’s qualification will be rejected.
- 12) **In any circumstances if the time limits assigned for different working stages by the Paikpara Gram Panchayat is violated by the Bidder/Agency, he must inform to The Prodhan, Paikpara Gram Panchayat in writing instantly with proper and valid reasons. The application will be considered only if the reasons found true with proper enquiry otherwise the bid/work order may be cancelled and awarded to very next bidder/agency and his Earnest Money will be forfeited.**
- 13) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all informations that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 14) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
- 15) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of six months from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for six months from the date of completion of the work.
- 16) The Contractor will not be allowed, in any case to get the work done through any subcontractor, in case it is detected the tender will be cancelled and the earnest money and security money deposited for the work will be forfeited

- 17) No claim for enhancement of rates on those items of work which will be executed on the ground of fluctuation of market rates will be entertained during currency of the contract.
- 18) No Claim for extension of the work will be entertained as the works are duly approved by GoWB and GoI. Any changes in Estimate if deemed necessary by the Paikpara Gram Panchayat during execution of work may be carried out and the corrigendum estimate will be supplied to the Agency and The Agency will complete the work as per modified estimate.
- 19) No change in work site will be entertained. If such demand comes from local public, the agency will inform in writing to The Prodhan, Paikpara Gram Panchayat for the issue and after proper formalities and written order by Paikpara Gram Panchayat the Agency will conduct further work.
- 20) If the Tendered amount is less/above than 10% (Ten Percent) of the Estimated amount, an analysis of the Tendered amount would have to be provided before issue of Work Order.**
- 21) All tenderers or his/her authorized representative are required to be present personally during the opening of the tender positively. If considered, necessary instant Bid may be conducted immediately after opening of the tender to lower down the rates. In case it will be presumed that the Bid has been can be conducted in presence of all participating renderers and in no case his absence will stand in any way in conducting the instant bid.
- 22) All intending eligible application(s) is/are requested to be present personally during the time of submitting application, authorized representative through Notary/power of Attorney will only be allowed in absence of original applicant(s).
- 23) Local labourers have to be utilised as far as possible and as per rule in vogue and tender documents will be issued as specified date as stated above.
- 24) Intending renderers must declare in his application if there is any other firm or firms in which proprietor/partner/Director and have common or identical business.
- 25) Acceptance of the Tender rate with the “Prodhan, Paikpara Gram Panchayat” who does not bind himself to accept the tender and reserves the right to reject any or all the tenders without assigning any reason thereof. There shall be no provisions for Arbitration.**
- 26) Additional, substitute items of work, if required, have to be executed as per rates of concerned P.W.D schedule of rates.
- 27) Admissible payment/part payment will be made when fund will be available.
- 28) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in “Eligibility Criteria for Participation in the Tender” and ‘Instructions to Bidders’
- 29) One bidder can submit maximum 3 (Three) numbers of bid in a Tender, if more than 4 (four) bids are submitted the additional bids will be rejected without assigning any reason thereof.**
- 30) If any Agency intentionally fails to comply with the Timeline of completion of work stated in Work Order and executed Agreement without proper intimation, he will be charged with penalty @1% (one percent) of tender value per day as per WB Gram Panchayat Procurement Manual 2014.**
- 31) Attached Annexure ; 1) Self Declaration 2) Timeline Flowchart**
- 32) Only L1 Bidder will Print the Timeline Flowchart and submit in original to The Prodhan Paikpara after affixing signature thereof.**

Date :

**Prodhan  
Paikpara Gram Panchayat**

MEMO: 310 /1/(6)/PGP/E-Tender /5<sup>th</sup> SFC /2023

DATE: 28/12/2023

**Copy forwarded for information with request to display in the Notice Board for wide publicity to :-**

- 1) The S.D.O Rampurhat Sub- Division, Birbhum..
- 2)The Block Development Officer of Nalhati – I Dev.Block.
- 3)The Savapati, Nalhati-I Panchayat Samity.
- 4) The Post Master, DIHA Post Office
- 5) The Prodhan Banior/ Barla/ Kurumgram/ Kalitha/ Kaitha-I/ Kaitha-II/Bautia/Haridaspur Gram Panchyat.
- 6) The Office Notice Board.

Date :

**Prodhan  
Paikpara Gram Panchayat**

**SAMPLE FORMAT FOR SELF DECLARATION**  
**(Print in Letter Head then sign and Upload)**

I, Sri..... S/O Sri ----- aged about ..... Years,  
 Residing at..... Proprietor/Partner/Director of..... do hereby  
 solemnly affirm and declare in connection with the work\_\_\_\_\_

NIT No-\_\_\_\_\_ Sl no \_\_\_\_\_; Work Activity Code -\_\_\_\_\_.

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certifies that neither any near relations of Proddhan/NS/EA/Member of the Department nor any retired gazetted officers are in our employment
3. The undersigned would authorise and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and or as requested by the Department to verify this statement.
4. The undersigned understands and agrees that the bid shall remain open for Acceptance 120 days from the date of opening of financial bid.
5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorise the authority to seek references from the Bankers of the undersigned.
7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments as listed in the appendix to ITB of the bidding document immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.
8. We would deploy at site all necessary technical Personnel as listed in ITB for efficient contract management and supervision of works with a view to achieving best quality of works at site.
9. We would carry out all necessary tests of all major items at frequency spelled out in the Standard Code of Practice to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
10. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
11. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Agency with Date



**TIMELINE FLOWCHART**

Name of Work : .....

Tender ID:..... Activity Code : .....

<b>Flow Level</b>	<b>Particulars/Stage of Execution</b>	<b>Date/Time Assigned in Days</b>
1	PUBLICATION OF TENDER	
2	DOWNLOADING OF DOCUMENTS	
3	CONCURRENT SUBMISSION OF TECHNICAL AND FINANCIAL BIDS	
4	CLOSING OF SUBMISSION OF BIDS	
5	OPENING AND EVALUATION OF TECHNICAL BIDS	
6	ONLINE PUBLISHING OF SUCCESSFUL BIDDER IN TECHNICAL BID	
7	OPENING AND EVALUATION OF FINANCIAL BIDS	
8	ONLINE PUBLISHING OF SUCCESSFUL BIDDERS IN FINANCIAL OPENING	
9	SUBMISSION OF RATE ANALYSIS BY L1 BIDDER IF QUOTED RATE IS > OR < 10%	
10	IF RATE ANALYSIS IS SATISFIED, LETTER OF ACCEPTANCE/AOC ISSUED TO L1 OTHERWISE MOVE TO L2.	
11	AGREEMENT IN Rs. 10/- NON-JUDICIAL STAMP EXECUTED	
12	WORK ORDER PREPARED	
13	WORK ORDER MUST BE COLLECTED WITHIN 3 DAYS	
14	WORK MUST BE STARTED WITHIN 7 DAYS AND DATE OF COMMENCEMENT MUST BE INFORMED BY LETTER TO PRODHAN, PAIKPARA GP (1 <sup>ST</sup> STAGE GEO TAG CAPTURE)	
15	INFORM FOR 2 <sup>ND</sup> STAGE GEO TAG CAPTURED DURING ONGOING OF THE WORK	
16	COMPLETION OF THE WORK IN ALL SORTS	
17	INFORM BY LETTER FOR MEASUREMENT AND PREPARING OF BILL AFTER COMPLETION OF WORK (LAST STAGE GEO TAG CAPTURE). PREPARE COMPLETION CERTIFICATE.	
18	PAYMENT OF BILL AFTER DEDUCTING NECESSARY DEDUCTIONS.	
19	PAYMENT OF SECURITY DEPOSIT AFTER 6 (SIX) MONTHS OF COMPLETION OF THE WORK	

Signature of the L1 Agency with Date