

6. Bids shall remain valid for period not less than 120 (one hundred twenty) days from the date of opening of Financial Bid. "Bid valid for a shorter period shall be rejected by the 'Pandaveswar Panchayat Samity' as non responsive".

7. Date & Time Schedule:-

Sl. No.	Particulars	Date	Time
1	Date of Publishing of NIT, Tender Documents (online)	08.10.2021	14:00 IST
2	Date of start of downloading the document etc.	08.10.2021	14:00 IST
3	Date of pre-Bid meeting with intending tenderers to be held at Pandaveswar Panchayat Samity Office.	08.10.2021	14.30 IST
4	Date of start of submission of Technical Bid & Financial Bid	08.10.2021	14:00 IST
5	Date of closing downloading the documents etc.	25.10.2021	12.00 IST
6	Date of closing of submission of Technical bid & Financial Bid.	25.10.2021	12.00 IST
7	Date of opening of Technical Bid	27.10.2021	15.00 IST
8	Date of opening of Financial Bid	Date & time will be informed after preparation of Technical bid evaluation Sheet of individual work	

8. There shall be no provision of Arbitration.

9. Earnest Money Deposit and Cost of Tender Document Deposit of e-Procurement Online receipt and refund of Earnest Money Deposit of e-Procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/Tender Fees/Cost of Tender Documents related to eProcurement.

10. A) Login by bidder :-

- a) A bidder desirous of taking part in a tender shall logging to the e-Procurement portal of the Government of West Bengal: - [https:// wbtenders.gov.in](https://wbtenders.gov.in) using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees / Cost of Tender Documents for that tender by selecting from either of the following payments modes :-
 - i) RTGS/NEFT in case of offline payment through bank account in any Bank.

B) Payment Procedure:-

- i) Payment by Net Banking (any listed Bank) through **Bandhan Bank, Dalurbandh Branch.**
- a) The cost of Tender Document (Tender fee) and Earnest money Deposit (EMD) must be transferred in favour of **Executive, Officer, Pandaveswar Panchayat Samity, Paschim Bardhaman, vide a/c no.50160016196143, BANDHAN BANK, Dalurbandh branch, IFSC Code-BDBL0001460.**
- b) Bidder will receive a confirmation message regarding success/ failure of the transaction.
- c) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling Account maintained with the Focal Point Branch of **Bandhan Bank, Dalurbandh Branch** for collection of EMD / Tender Fees / Cost of Tender Documents.
- d) If the transaction is failure the bidder will again try for payment by going back to the first step.

ii) Payment through RTGS/NEFT:-

- a) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
 - b) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
 - c) Once payment is made, bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
 - d) If verification is successful, the fund will get credited to the respective Pooling account of the maintained with the Focal Point Branch of Bandhan Bank, Dalurbandh Branch Kolkata for collection of EMD / Tender Fees / Cost of Tender Documents.
 - e) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
 - f) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.
11. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works (listed in Annexures) 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 e-Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
 12. The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. Pandaveswar Panchayat Samity 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.
 13. Prospective applications are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
 14. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
 15. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
 16. In case of quoting rates, no multiple lowest rate will be entertained by the Department.
 17. The Executive Officer, Pandaveswar Panchayat Samity reserves the right to cancel the e-N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.
 18. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenders will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
 19. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer, if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer, is either manufactured or false, in that case work order will not be issued in favour of the tenderer under any circumstances.

20. Bid from Joint Venture are not allowed.
21. The Defects Liabilities period for the work is 6 month from completion date.
22. In case of any change of date, corrigenda, addenda, due intimation will be given in web site/ Notice Board
23. 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:-
- i) Z.P. Form No. 2D
 - ii) e-NIT
 - iii) Technical Bid
 - iv) Financial Bid
24. No Departmental materials will be issued for the works from Pandaveswar Panchayat Samity, Paschim Bardhaman.
25. Since time is the essence of the contract , any unwanted delay in completion will be strictly dealt with as per norms .



Executive Officer
Pandaveswar Panchayat Samity
Paschim Bardhaman

INSTRUCTION TO BIDDERS SECTION – A

1. General guidance for e-Tendering

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

2. Registration of Contractor

Any contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government eProcurement system, through logging on to <https://etender.wb.nic.in>. (the web portal of P & R.D. Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information Centre (NIC) on payment of requisite amount, details are available at the Web Site.