

4. The Contractor can search & download e-NIT & Tender Documents electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Participation in more than one work

A prospective bidder shall be allowed to participate maximum in two works in e- NIT 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 only.

6. Submission of Tenders.

General process of submission: - Tenders are to be submitted online through online the website in two folders at a time for each work, one is 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)

A. Technical Bid

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

A-1. Statutory cover containing documents

- i. Prequalification Application (Section-B, Form-I)
- ii. Photo copy of RTGS/NEFT/CBS towards cost of tender documents as prescribed in the e-NIT, against each of the serial of work in favour of District Engineer, Paschim Bardhaman Zilla Parishad.
- iii. STRUCTURE AND ORGANISATION (Section-B, Form-II)
- iv. Tender Form -No. 2D&e-NIT (properly filled in & upload the same Digitally signed except quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2D, the tender is liable to summarily rejected).

A-2. Non statutory cover containing documents

- i. a) PAN Card b) Current Professional Tax Receipt Challan c) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017 d) Current Income Tax acknowledgement Receipt e) Trade Licence.
- ii. Registration Certificate under Company Act(if any)
- iii. Registered Deed to Partnership Firm/Article of Association & Memorandum (if applicable)
- iv. Power of Attorney (For Partnership Firm /Private Limited Company(if any)
- v. Registered Unemployed Engineers' Co-operative Societies /Unemployed Labour Co-operative Societies are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report, Annual General Meeting along with relevant supporting papers.

S. N. Category Name Sub- Category Description Details A Certificates Certificates
1. Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017
2. Pan Card
3. Current Professional Tax Receipt Challan
4. Latest IT Return Acknowledgement.
B Company Details Company Details
1. Proprietorship firm (Trade License)
2. Partnership firm (Partnership deed, Trade license)
3. LTD. Company (Incorporation certificate ,Trade license)
4. Society (Trade License)
5. Power of Attorney
6. Valid Bye Law
7. Valid Registration Certificate issued by the Co-operative Department.
8. Current Audit Report
9. Annual General Meeting.
C Credential Credential
1. Satisfactorily completed as prime

agency at least one similar nature of work having minimum value of half of the estimated cost for which bid is invited during the last 3(Three) years prior to the date of issue of this notice, under Zilla Parishad, P.W.D., C.P.W.D., & similar other Govt. Deptt. Copy of completion certificate (for executed work) obtained from not below the rank of the Work Order issuing authority should be produced with the technical bid.

B. Tender Evaluation Committee (TEC)

- i) Opening & Evaluation of Tender :- Exemption of cost of tender document is not allowed.
- ii) Opening of Technical proposal: Technical proposals will be opened by the Executive Officer, Pandaveswar Panchayat or his authorized representative electronically from the web site.
- iii) Decrypted (transformed in to readable formats) documents of the statutory/ non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- iv) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible tenders will be uploaded in the web portals/ Notice Board before opening of financial bid.
- v) While evaluation the Committee may summon of the bidders & seek 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.
- vi) Intending tenderers may remain present, if they so desire.

C. Financial Bid

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). **The Bidder is to quote the rate (on Percentage basis i.e. Above / Less/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.
- iii. Intending tenderer may remain present, if they so desire.

7. Penalty for suppression/distortion of facts

Submission of false document by tendered is strictly prohibited and if found action will be taken as per clause -19 of this e-NIT.

8. Rejection of Bid

The Pandaveswar Panchayat Samity reserves the right to accept or reject any bid and to cancel the bid process 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 Panchayat Samity action.

10. Award of Contract

The Bidder whose bid has been accepted will be notified by Pandaveswar Panchayat Samity through (LOI) as per format. The Letter of Intent will constitute the formation of the Contract. The Agreement in Form No.-2D will incorporate all agreements between Paschim Bardhaman Zilla Parishad and the successful Bidder. All the tender documents including e-NIT & BOQ will be the part of the contract document.

b) A work programme in the form of Bar chart should be submitted by the successful bidder at the time of execution of agreement.


Executive Officer
Pandaveswar Panchayat Samity

Memo. No:- 925 / 1 (22) / PPS

Date:- 07.10.2021 .

Copy of Tender Notice (e-NIT/03/2021-22) forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:-

- 1-2) Sabhadhipati/Sahakari Sabhadhipati , Zilla Parishad Paschim Bardhaman
- 3) The District Magistrate, Paschim Bardhaman.
- 4) Additional District Magistrate, Paschim Bardhaman
- 5) MLA 275- Pandaveswar A.C
- 6) D.I.O , Paschim Bardhaman
- 7) The Sub- Divisional Officer Durgapur.
- 8) Sabhapati, Pandaveswar Panchayat Samity.
- 9) Karmadhaksha, PKOPSS, Pandaveswar Panchayat Samity.
- 10) H/C- cum A/C, Pandaveswar Block.
- 11-12) SAE(All) Pandaveswar Panchayat Samity.
- 13) Post Master , Pandaveswar.
- 14) B.L. & LRO, Pandaveswar
- 15-20) Pradhan Baidyanathpur/Kendra/Nabgram/Chhora/Haripur/Bahula Gram Panchayat
- 21) Office Notice Board.
- 22) Zilla Parishad member, Burdwan , Member tender Selection Committee.


Executive Officer
Pandaveswar Panchayat Samity
Paschim Bardhaman