

**UDAYNARAYANPUR PANCHAYAT SAMITY
UDAYNARAYANPUR, HOWRAH**

Date:- 25.10.2021.

Memo No.:- 511

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No **WB/HOWRAH/UDAYNARAYANPUR/NIET-12/EO/2021-22** of The **UDAYNARAYANPUR PANCHAYAT SAMITY**, UDAYNARAYANPUR, HOWRAH invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

List of Scheme:

Sl. No.	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Technical & Financial Bid documents and other annexures (Rs.)	Period of Completion	Name of the Concerned Officer
	(1)	(2)	(3)	(4)	(5)	(6)
1.	8KW GRID CONNECTED SOLAR POWAR PLAN SOLAR SYSTEM AT GP OFFICE AT GB SONATOLA GRAM PANCHAYAY UNDER UDAYNARAYANPUR PANCHAYAT SAMITY Activity Code No 40049853	799808/-	16000/-	2000/-	30 days	Executive Officer, Udaynarayanpur Panchayat Samity

➤ In the event of e-filing, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) in favour of the **"EXECUTIVE OFFICER, UDAYNARAYANPUR PANCHAYAT SAMITY"** payable at **SBI ULUBERIA** and Earnest Money may be remitted through **Demand Draft** issued from any nationalized bank in favour of the **"Prodhan GB Sonatola Gram Panchayat"** payable at **Indian Bank Garbhabanipur** and also to be documented through e-filing. The original Demand Draft against tender fees, Earnest Money Deposit (EMD) or documents in support should be submitted physically in the office of THE **EXECUTIVE OFFICER, UDAYNARAYANPUR PANCHAYAT SAMITY** under sealed cover.

➤ Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

➤ Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule.

➤ The Technical Bid/Proposal is submitted in two parts. The two parts of the proposal are :-

(i) Part – 1 : Technical proposal

- Folder 1 : Prequalification documents.
- Folder 2 : Technical submission by bidder.

(ii) Part – 2 : Financial proposal

➤ **Eligibility criteria for participation in the tender :**

➤ The prospective bidders shall have satisfactorily completed as a prime agency during the last 4 (four) years from the date of issue of this Notice at least one work of similar nature i.e. a Construction of building work having a magnitude of 50% (forty percent) of the amount put to tender under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government. [Non-statutory documents]

N.B.: Estimated amount, Date of Completion of Project and detail communicational

address of client must be indicated in the Credential Certificate.

- Income Tax Return Acknowledgement for the latest Assessment year, P.T. Deposit Challan for the year 2020-21, Pan Card, GST Certificate are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

- The Working Capital shall not be less than 15 % (fifteen percent) of the amount put to tender out of which minimum 10 % shall be of applicant's own resource(should be submitted physically).
- The business transaction of the company should be minimum 40%(forty percent) of the tender amount in the financial year 2020-21 should be submitted physically.(Declaration in OID).
- The agencies should have at least a technical employee BE/B.Tech(Civil)/DCE with 1 year experience in building construction (should be submitted physically). Mark Sheet against qualification of the technical person should be submitted (Manpower in OID).
 - The prospective bidders should own or arrange through lease hold registered agreement, the required plant and machineries. Conclusive proof of ownership in favour of owner or leaser of plant and machineries in working condition shall have to be submitted. (Ref. Form-IV, Section -B)
- Registered Partnership Deed for Partnership Firm is to be submitted. The company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

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, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender.

[Non-statutory documents]

- Registered Unemployed Engineers' Co-operative Societies / Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M. along with other relevant supporting papers.

[Non-statutory documents]

➤ **Joint Ventures will not be allowed.**

- 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.
- Running payment for work may be made to the executing agency as per availability of fund.

The executing agency may not get a running payment unless the gross amount of running bill is 20 (Twenty) lakh or 30% of the tendered amount whichever is less. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No. 2911(ii) so far as they relate to quantum and frequency of payment are to be treated as superseded.

➤ **No mobilisation advance and secured advance will be allowed.**

- **Security Deposit:** Retention money towards performance Security amounting to 10 % (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit.

- Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

➤ All materials required for the proposed work including cement and steel shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate

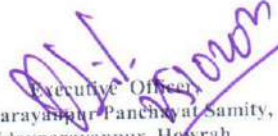
- Constructional Labour Welfare CESS @ 1 % (one percent) of cost of construction will be deducted from every Bill of the selected agency.

➤ There shall be no provision of Arbitration. The Clause No. 25 of 2911 (ii) is omitted vide Notification No. 558/SPW Dated: 13th December, 2011 of the Secretary, P.W. Department.

➤ 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.

➤ **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.E.T. & other Documents (online) (Publishing Date)	25/10/2021
2	Documents download / sale start date (online)	25/10/2021 at 4PM
3	Bid submission start date (online)	25/10/2021 at 4PM
4	Bid Submission closing date (online)	1/11/2021 at 02:00 P.M.
5	Last date & time of submission of Demand Draft against Earnest Money Deposit & Tender fees and other documents to The Office of The EXECUTIVE OFFICER, UDAYNARAYANPUR PANCHAYAT SAMITY, UDAYNARAYANPUR, HOWRAH. (offline)	2/11/2021 From 10.00 AM to 04:00 P.M.
6	Bid opening date for Technical Proposals - Folder 1: Prequalification Documents (online)	3/11/2021 at 2.05PM
7	Date of uploading list for Qualified Bidder in Folder-1: Prequalification Documents (online)	After evaluation of Prequalification Documents
8	Bid opening date for Technical Proposals - Folder 2: Technical submission by bidder (online)	To be notified later on.
9	Date of uploading list for Technically Qualified Bidder in Folder 2: Technical submission by bidder (online)	After evaluation of Technical Submission by bidder
10	Date for opening of Financial Proposal (online)	To be notified later on.


 Executive Officer,
 Udaynarayanpur Panchayat Samity,
 Udaynarayanpur, Howrah

SECTION - A
INSTRUCTION TO BIDDERS

A. General guidance for e-Tendering:

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

A.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://wtenders.gov.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

A.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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

A.3. The contractor can search and download N.I.T., Tender Document(s) and Addenda &

Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

A.4. Participation in more than one work:

A prospective bidder shall be allowed to participate in the 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.

A prospective bidder (including his participation in partnership) shall be allowed to participate in single road / building work as mentioned in the list of schemes.

A.5. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. 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). Virus free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A.5.1. Technical Proposal:

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

A.5.1.1. Technical Cover Containing the following documents:

(i) NIT (Downloaded from the e-Tender)

(ii) Demand Draft towards tender documents (tender fees) in favour of the **"EXECUTIVE OFFICER, UDAYNARAYANPUR PANCHAYAT SAMITY"** payable at **SBI ULUBERIA** and Earnest Money may be remitted through *Demand Draft* issued from any nationalized bank in favour of the **"Prodhan GB Sonatola Gram Panchayat"** payable at Indian Bank Garbhanipur

5.1.2 Financial Cover Containing the following documents:

1) BOQ

A.5.1.2. Non -statutory Cover Containing the following documents :

(i) Professional Tax (PT) deposit receipt challan for the financial year 2021-22,

Pan Card, ITR Acknowledgement for the -Assessment year 2020-21, GST

Registration Certificate

(ii) Registration Certificate under Company Act. / Trade Licence as the case may be.

Registered Deed of partnership Firm / Article of Association & Memorandum .

(v) Power of Attorney (For Partnership Firm / Private Limited Company) .

(vi) Valid bye laws , current Audit Report, Minutes of last AGM are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.

(vii) Credential certificate

(viii) Financial Statement (Ref:- Section -B , Form - II).

(ix) Affidavits (Ref:- format shown in "X" , Section -B & format for general affidavit shown in "Y" , Section -B)

(x) Certificate of revolving line of credit by the Bank (if required)(Ref:- Section -B , Form - VI).

(xi) Format for Bank Guarantee for EMD

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	Detail(s)
A.	Certificate(s)	Certificate(s)	1. GST & Service Tax Registration Certificate & Acknowledgement PAN. 2. P Tax (Challan) (2021-22). 3. Latest IT Receipt. 4. IT-Saral for Assessment year 2020-21.
B.	Company Detail(s)	Company Detail -1	1. Proprietorship Firm (<i>Trade License</i>) Section -B Form-II [Structure & Org.] 2. Partnership Firm (<i>Partnership Deed, Trade License</i>) 3. Ltd. Company (<i>Incorporation Certificate, Trade License</i>) 4. Society (<i>Society Registration Copy, Trade License</i>) 5. Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential -1 Credential -2	1. Credential Certificate

A.5.2. Tender Evaluation Committee (TEC)

A.5.2.1. Evaluation Committee constituted as per Order of the Govt. Of West Bengal will function as Evaluation Committee for selection of technically qualified contractors.

A.5.2.2. Opening & evaluation of tender:

If any contractor is exempted from payment of EMD , copy of relevant Government Order needs to be furnished.

A.5.2.3. Opening of Technical Proposal:

Technical proposals will be opened by the Executive Officer JT Executive Officer & SAE(BP) & Tender Committee, Udaynarayanpur Block and his authorized representative electronically from the website using their Digital Signature Certificate (DSC) .

A.5.2.4. Intending tenderers may remain present if they so desire.

A.5.2.5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened .

A.5.2.6. Decrypted (transformed into readable formats) documents of the non-statutory cover

will be downloaded & handed over to the Tender Evaluation Committee.

A.5.2.7. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list

of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals .

A.5.2.8. During evaluation the committee may summon of the tenderers & seek clarification /

information 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.

A.5.3. Financial Proposal

A.5.3.1. The financial proposal should contain the following documents in one cover (folder) i.e. BOQ. The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

A.5.3.2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

A.6. Financial capacity of a bidder will be judged on the basis of working capital and available bid

capacity as mentioned in the N.I.E.T. to be derived from the information furnished in **FORM - II** (Section - B) i.e., Financial Statement. If an applicant feels that his / their Working Capital beyond own resource may be insufficient, he / they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting / Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-Charge / Employer.

A.7. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially

Completion Certificates and Audited Balance Sheets), or 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.

A.8. Rejection of Bid:

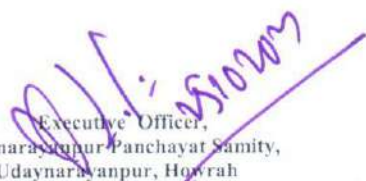
Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

A.9. 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 West Bengal Form 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 along with requisite cost (Ref: Sl. 36 of this N.I.T.) through Demand Draft issued from any Nationalized / scheduled bank in favour of **"Prodhan GB Sonatola Gram Panchayat"** payable at **Indian Bank Garbhabanipur** of the concerned work within time limit to be set in the letter of acceptance.


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