

Office of the
NowdapanurGram Panchayat
Sundipur:Berhampore: Murshidabad.



**NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER
(TWO COVER SYSTEM)**

NOTICE INVITING e-TENDER NO-05/ PRODHAN / NOWDAPANUR GP/2021-22

দরপত্র প্রদানকারীদের উদ্দেশ্যে একটি বিশেষ অনুরোধ - টেন্ডার নিয়ম ও নোটিফিকেশন অনুযায়ী যে প্রয়োজনীয় নথি আপনার নিকট জমা করার জন্য বলা হয়েছে শুধুমাত্র সেই নথি-ই আপনি জমা করিবেন, অপ্রয়োজনীয় তথ্যাদি আপনি জমা করিলে তাহার ভিতর হইতে প্রয়োজনীয় তথ্যাদি খুঁজিয়া নিতে গ্রাম পঞ্চায়েত কতৃপক্ষ বাধ্য থাকিবে না। অন্যথায় বিডার নিজস্ব উদ্যোগে নিজস্ব কম্পিউটার, প্রিন্টার ও লোকবলদ্বারা প্রয়োজনীয় তথ্য প্রিন্ট করিয়া দিতে বাধ্য থাকিবেন।

প্রয়োজনীয় তথ্যাদি বাংলায়-

১. জি.এস.টি সার্টিফিকেট, ২. প্যানকার্ড ৩. ট্রেড লাইসেন্স ৪. পি.ট্যাক্স-এর চালান ৫. ইনকাম ট্যাক্স ২০২১-২০২২, ২০২০-২০২১, ২০১৯-২০২০. ৬. অডিট ২০২০-২০২১, ২০১৯-২০২০, ২০১৮-১৯. ৭. একই ধরনের কাজের- ওয়ার্ক অর্ডার, কম্প্লিশন সার্টিফিকেট, পেমেন্ট সার্টিফিকেট (ক্রেডেনশিয়াল সার্টিফিকেট)- নিম্নের কাজের অর্থমূল্যের ন্যূনতম প্রয়োজনীয় হতে হবে ও অনধীক ৩ আর্থীক বছরের পুরানো, ৮. ব্যাঙ্ক সলভেন্সি ২০২০-২০২১, ২০১৯-২০২০, ২০১৮-১৯, সালের ব্যাঙ্ক পাশ বই আপডেট ৯. এস.বি.ডি-টে পৃষ্ঠা নং-১০ -এ ঠিকাদারের নির্দিষ্ট স্থানে সহি করা বাধ্যতামূলক. ১০. পার্টনারশিপ বিডার হলে পার্টনারশিপ ডিড জমা করতে হবে তৎ সহ নিম্নে উল্লিখিত প্রয়োজনীয় তথ্যাদি।

যেসকল তথ্যাদি আপনি আপলোড করবেন সেগুলি আপনার অরিজিন্যাল তথ্য থেকে স্ক্যান করতে বলা হচ্ছে.

(Annexure-1, Section- 6.5, as per Latest notification for Tender procurements by WB P&RD Department and Artho-O-Parikalpanauposamity's requirements of the undersigned. Bidder are requested if any latest clarification was published which was not put here please submit those clarification with bid documents for relaxation any clause)

For and on behalf of the Prodhan, Nowdapanur Gram Panchayat invites sealed percentage Rate Tenders for following work by two cover system up to 12:00 hours 04.12.2021. Pre-Qualification documents in a separate cover and bid document with Schedule rate in another cover are to be submitted by the bonafide outsiders who satisfy the terms and conditions set out in Pre-Qualification document.

Annexure-A

Sl No	Name of Work	Estimated Cost (Rs.)	Earnest Money (Rs.)	Tender Processing Fee (Rs.)	Required Credential	Completion Time (Days)
1	Install of Solar Power Grid at Nowdapanur Gram Panchayat Office. Mouza:- Nowdapanur, J.L No:- 76, AAP No:- (Supp2. Sl No 01, Page No-01). During the year 2021-22, Fund:- PBG.	487928.00	9759.00	500.00	60%	15 Days

Bid Download & Upload Criteria:

- Web-Site: <http://wbtenders.gov.in>
- Download tender documents from- 27/11/2021, at 17.00 hours.
- Tender Documents Submission from - 27/11/2021, at 17.00 hours.
- Tender Documents Submission Up-to - 04/12/2021, at 12.00 hours.
- Technical Bid Opening - 07/12/2021, at 14.00 hours.
- Financial Bid Opening - 09/12/2021, at 14.00 hours. no separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given in News dailies. No individual intimation will be given. Name of the qualified bidders Will be displayed in the office notice board.
- Clock Maintain- As per Server Clock. "Prodhan Nowdapanur Gram Panchayat" does not take any responsibility for the delay caused due to non-availability of internet connection traffic Jam etc.
- All the documents in proof of their eligibility **IN ORIGINAL** for Verification & Submission of **Bank challan/M. Receipt** (If Not Upload online) need to produced on **08.12.2021** at 15.00 hours if necessary/reqd for office concern on demand any allegation.

THE ELIGIBILITY CRITERIA

(Annexure-1, Section- 6.5, as per Latest notification for Tender procurements by WB P&RD Department and Artho-O-Parikalpanauposamity's requirements of the undersigned. Bidder are requested if any latest clarification was published which was not put here please submit those clarification with bid documents for relaxation any clause).

1. Achieved in last three year Bank transactions at least 50% (Bank transactions/ Bank statement/ Bank Solvency) of the estimated amount put to tender.
2. Audited Balance sheet & Audit Report of last three financial years (authenticated by a chartered Accountant) should be submitted for establishing average Annual Turnover in contractual business.
3. The credential should be submitted /uploaded as per required of the amount put to Tender supported by Final payment Certificate and completion Certificate within the last 3 years in the same nature /style of Single work & completed the work successfully. The credential should be in the name & style of the intending tenderer only , and not in the name and/or Style of any of the partner. Please note that , final payment certificate and completion certificate along with work order will only be "**Entertained as CREDENTIAL**".
4. Income tax return should be submitted /uploaded for the **last 3 financial** years with the technical bid.
5. Professional Tax receipt challan for the year 2021-2022.
6. GST Certificate up to last Quarter Clearance.
7. Pan Card.
8. Trade Licence Current Financial Year.
9. The partnership firm shall upload the registered partnership deed and the company shall furnish the Article of Association Memorandum.
10. Intending labour co-operative societies & un employed Engg. Co- op society should enclose the documents in proof of their registration & validity to participate in this Tender during the period of deposition of the Tender.
11. **Receipt copy of deposit (cost of Earnest money) Bank challan/M. Receipt should be submitted /uploaded with the tender documents.**
12. **Necessary Earnest Money and cost of Tender will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or: offline - through any bank by generating NEFT/RTGS challan from the e-tendering portal [https://etender.wb.nic]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No, Amount, Beneficiary Bank Name & IFSC Code and e-proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. The documented through e- filing. The NIT no,serial no and/or UTR NO should be clearly mention on the deposited challan.Payment made Otherwise will be rejected.**

TECHNICAL PROPOSAL

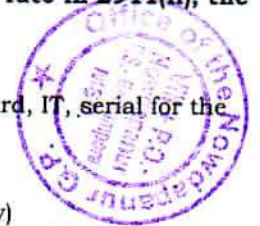
The technical proposal should contain scanned copies of the following further two covers (folders).

Statutory cover containing

- a) Pre qualification Application in owned letter Head pad must be submitted.(see -B, form-1)
- b) Affidavit should be submitted with the tender document (format enclose with SBD marked as annexed- Y)
- c) Bank deposit challan towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the concerned "PradhanNowdapanur Gram Panchayat".
- d) **Tender form No.2911 (ii) & NIT (Download and upload the same digitally signed).The quoting of rates will only be encrypted in the B.O.Q under Financial Bid. In case of quoting any rate in 2911(ii), the tender will be liable to summary rejection.**

Non statutory cover containing

- a) Professional Tax (PT) , deposit receipt challan for the financial year 2021-22, pan card, IT, serial for the Assessment year 2021-2022, GTS Registration Certificate ,Trade Licences.
- b) Registration certificate under company Act.(if any)
- c) Registration Deed of partnership Firm /Article Association &Memorandum.
- d) Registered Power of Attorney (For partnership Firm /private Limited Company , if any)
- e) Registration certificate and clearance certificate issued by the Assistant Register of co-op(s)(ARCS) bye laws are to be submitted by the registered labour co- opt(s)Engineers' co.-opt.(S)
- f) Requisite credential Certificate for completion at least one similar nature of work under the authority of state /central Govt. Having a magnitude of at as per required percent of estimated amount put to Tender during the last five years prior to the date of issue of this NIT is to be Furnished in applicable cases.



Financial proposal

- a) The financial proposal should contain the following documents in one cover (folder) i.e. Bill 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.

GENERAL RULES AND DIRECTIONS TO GUIDE THE CONTRACTOR

1. All Work proposed for execution by contract will be notified in a form of invitation to Tender posted in public places and signed by the Pradhan Nowdapanur GramPanchayat.
2. The Tender document must have the following information:
 - o Date for submission and opening of Tender.
 - o Time allowed for carrying out the work.
 - o Percentage to be deducted from bills.

- o Schedule of work, designs and drawing and any other relevant document duly signed by the Pradhan.
3. In the event of Tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the Tender and same in the case of firm carried on by one member of a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.
 4. Receipts for payments made on account of Work, when executed by a firm must also be signed by several partners except where the contractors / suppliers are described in their Tender as a firm in which case the receipt must be signed in the name of the firm by one of the partners or by some other persons having authority to give effectual receipt for the firm.
 5. The Gram Panchayat Pradhan will open Tenders in the presents of any intending contractors / Suppliers who may be present at the time, and will enter the amount of several Tenders in a comparative statement in a suitable form. In the event of Tender being rejected, the Earnest money forwarded with such unaccepted Tender shall be refunded within 15 Days from the date on which the Tender is decided provided the Contractors present himself / Them self before the Pradhan to take the refund.
 6. The accepting authority reserve the right to reject any or all the Tender without assigning any reason and he / She will not be bound to accept either the lowest Tender or any of the Tenders.
 7. The memorandum of work Tendered for, and the schedule of the materials to be supplied to the Gram Panchayat and their issue rates, shall be filled in and completed in the office of the Gram Panchayat Pradhan before the Tender form is issued. If a form is issued to an intending bidder without having been so filled in and completed, he shall request the office to have this done before the completes and delivers his Tenders. The contractors / Suppliers should quote rates through inclusive cost of materials and carriage to place of working or work.
 8. A prospective bidder shall be allowed to participate in the work either in the capacity of individual or as A partner of affirm .If found to have applied severally in a single work, all his application will be rejected For the work.
 9. **Each bidder shall submit/upload only 2(Two) bid in each NIT. A bidder who submits/upload more than 2(Two) bids for one NIT will cause the proposal with the bidder's participation to be disqualified.**
 10. To qualify for a work of contracts made up of this and other contractors for which bids are invited in the Notice Inviting Tender, the bidder must demonstrate having experience and resources sufficient to meet the aggregate of The qualifying criteria for the individual contracts.
 11. The scope of sub contracting is not allowed strictly by anyway.
 12. Before the dead line for submission of bids, the Employer may modify the bidding documents by issuing addenda.
 13. Affidavit attested by Notary public should be submitted /uploaded with the SBD) the amount of earnest money is 2% of the estimated cost of construction for each work. All duties, taxes Royalties, cess, (including 1% cess under W.B building and tender documents. (format enclosed) other construction for each workers (regulation of employments & condition of services) Act 1996) all taxes, and other leaves payable by the contractor under the contract to the state /central Government for any other cause, shall be included in the rates. Prices and total bid price submitted by the bidder, 1% cess under W.B Building and other construction Workers (Regulation of Employments & condition of service) Welfare cess Act, 1996 will be deducted from the running bills, and GST related deduction is applicable as per Govt. Latest Order or Notification during billing.
 14. Drawing of work available in this Office during Office hour.
 15. Before submission of the tender the contractor must visit the work site to judge the local condition form all corners and plea/complain about the site will be entertained afterwards. It will be presumed that the agency offered the tender after reviewing entire position of the work site.
 16. The intending bidders are requested to inspect the work site alignment of the proposed work before quoting their rates.
 17. All working tools and plants and implement required for the work are to be arranged and supplied by the successful Bidder, at his own cost.
 18. The successful Bidder will have to abide by the provisions of west Bengal contract labour (Regulation and Abolition) Rules. 1972 as will be force form time to time. If no labour License is obtained and produced by the contractor payment will liable to be with hel.
 19. A Signboard should be hanged in the work site with details of work by the own cost of Agency.
 20. Special Instruction :
 - Due to Special verbal Instruction from BDO, Berhampore, Original paper verification must be done after opening of the Financial bid, if the 1st Lowest not submit as per NIT norms Statutory Documents, then he/She/Firm will be terminated from this Tender Procedure and next will be the prior option.
 21. **Payment will be made on availability of Fund/ As per Instruction of the Higher Authority.**

CONDITIONS OF SUPPLY OR WORK CONTRACT

Clause 1 :- Earnest Money :- The Tender form must be accompanied with the earnest money of the amount as shown in the NIT in form of **NEFT/RTGS**. The earnest money may be forfeited by the Gram Panchayat on account of any breach of contract as specified in other clauses of the contract. The earnest money of the first lowest will be retained by the Gram Panchayat as per norms after the completion of the supply/works contract. The earnest money of the second & third lowest may be retained by the Gram Panchayat, if so desires.

Clause 2:- Security Deposit:- The security deposit will be deducted @ 10 % from each payment taking earnest money into account. The security deposit will be refunded after six months from the date of satisfactory completion of the work for roads (concrete or bituminous), building, culvert etc. The security deposit should be refunded after three months for all other type of works subject to satisfactory completion. The security deposit may be forfeited by the Gram Panchayat on account of any breach of contract as specified in other clauses of the contract.

