

Note : Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE 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	Details
A.	Certificates	Certificates	<ol style="list-style-type: none"> 1. GST Registration No. / certificate. 2. PAN. 3. P.TAX (Challan) 4. IT – Sahaj (ITR-I) for last 03 financial year. 5. <u>GST Return up to date</u>
B.	Company details	Company details -I	<ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License). 2. Partnership Firm (Partnership Deed, Trade License) 3. Society Registration Copy. 4. Power of attorney.
C.	Credential	Credential -1	<ol style="list-style-type: none"> 1. Work order, payment certificate, completion certificate which are applicable for eligibility

5.3. Financial proposal:

- 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 (Percentage above/below/at par) online through computer in the space marked for quoting rate in the BOQ.
- Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

6. Opening & evaluation of tender:

Opening of Technical proposal:-

Technical proposals will be opened by the Pradhan, Dhaban Gram Panchayat, Chhatna, Bankura

- Intending tenderers may remain present if they so desire.
- Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory & non statutory documents the tender will summarily be rejected.
- Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the tender evaluation committee.
- Uploading of summary list of technically qualified tenderers.

NB: While evaluation, the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if those are not produced within the stipulated time frame, their proposals will be liable for rejection.

Opening and evaluation of Financial Proposal:

- Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.
- The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

7. Acceptance of Tender:

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in W.B.F. No. 2911 (ii) will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms & condition, specification of work, Drawings, different filled up forms, B.O.Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

8. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited & if found the tenderer will be suspended from participating in the tenders on e-tenders platform for a period of 3(three) years. In addition this user ID will be deactivated & Earnest money Deposit(EMD) will stand forfeited.

9. REJECTION OF BID:

The Employer (tender accepting authority) 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 (tender accepting authority) action.


Pradhan
Dhaban Gram Panchayat
 Chhatna, Bankura
 Dhaban Gram Panchayat
 Chhatna Block, Bankura

Memo No. / 1(10) / DHN/GP /2021

Dated:

Copy forwarded for information and for wide publication to:-

1. The Sub-Divisional Officer, Sadar, Bankura.
2. The Block Development Officer, Chhatna Dev. Block with a request for wide publicity.
3. The Savapati, Chhatna Panchayat Samity.
4. The Jt. Block Development Officer, Chhatna Dev. Block with a request for present at the time of opening of Tender
5. The District Informatics Officer, Bankura with a request to upload the same in NIC website.
6. The Pradhan(all), Chhatna Block
7. The Executive Assistant, Dhaban Gram Panchayat with a request to remain present at the office chamber of the undersigned on the date fixed for Tender opening and make arrangement for tender process.
8. The Nirman Sahayak, Dhaban Gram Panchayat with a request to remain present at the office chamber of the undersigned on the date fixed for Tender opening and make arrangement for tender process.
8. The Secretary-in-Charge, Dhaban Gram Panchayat with a request to remain present at the office chamber of the undersigned on the date fixed for Tender opening and make arrangement for tender process.
9. Office Notice Board.
10. Office Copy.


Pradhan
Dhaban Gram Panchayat
Chhatna, Bankura
Chhatna Block, Bankura