

INSTRUCTION OF BIDDERS

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

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

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 Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

3. Collection of Tender Documents:

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation all Sl. No. of above mentioned Works:

5. Submission of Tenders:

5.1 General process of submission:

Tenders are to be submitted through online to the website stated in Cl.1 in two folders at a time for each work, one in 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).

5.2 Technical proposal:

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

A-1. Statutory Cover Containing.

i) Prequalification Application.

ii) Tender form no. 2911(ii) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii), the tender liable to summarily rejected.

v) Special Terms, Condition & Specification of works, Drawings(if any).

Note:- Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2. Non Statutory/ Technical Documents Cover Containing.

i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR-I) for the last three financial year.

ii) Registration Certificate under Company Act. (If any)

iii) Registered Deed for partnership Firm/ Article of Association & Memorandum.

iv) Power of Attorney (For partnership Firm/ Private Limited Company, if any)

v) Clearance Certificate for the Current year issued by the Assistant Register of Co-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers Co-Opt(s).

vi) Credential certificates for completion of at least one same type of work under the authority of state/central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/State Govt. having a magnitudes 50 (fifty) per cent of the estimated amount put to tender in a single work order during the last 03(three) years prior to the date of issue of this NIT is to be furnished.

vii) Self certified document in favour of financial capability to carry out the works.

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 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	Details
A.	Certificates	Certificates	1. PAN. 2. P.TAX (Challan) & Certificate 3. IT - Sahaj(ITR-I) for last three financial years as mentioned. 4. GST Registration No.
B.	Company details	Company details -I	1. Proprietorship Firm (Trade License with Challan). 2. Partnership Firm (Partnership Deed, Trade License) 3. Society Registration Copy. 4. Power of attorney.
C.	Credential	Credential -I	1. Same Type of work's, Work order, Payment Certificate & Completion Certificate which are applicable for eligibility (Last 3 Financial Year from the date of issue of this Notice)
D.	Financial capability	Certificates	1. Self certified documents for carry out the work.

5.3. Financial proposal:

i). 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.

ii). 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:-

chnical proposals will be open by the Pradhan, 1 No. Chainagar Gram Panchayat

i) Intending tenderers may remain present if they so desire.

ii) 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.

iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evaluation committee.

iv) 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:

i) 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.

ii) 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 whose 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

1 No. Chainagar Gram Panchayat

Memo No - 325/CGP

Date : 26/11/2021

1. The S.D.O. , Raiganj Sub-Division
2. The Block Development Officer, Hemtabad Block
3. The Office in Charge, TathyaMitraKenda
4. The Librarian,Rural Library
5. Notice Board of the Gram Panchayat


Pradhan
No.-1 Chainagar G.P.
P.O. Chainagar Dist-U/D
Chainagar Gram Panchayat