

**GOVT. OF WEST BENGAL**  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**

**Raniganj Development Block**

*Ranisayer More, P.O. Searsole Rajbari, Dist. Paschim Bardhaman, PIN-713358,  
Mob. no.: 8170018243, e mail: raniganjblock@gmail.com*



Date:-04.03.2022

Memo No: - 311/RNG

**NOTICE INVITING ELECTRONIC TENDER**

The Block Development Officer, Raniganj, invites e-Tender for the below mentioned schemes: - (Submission of Bid through online)

**1. List of schemes: -**

NIT No.	Name of the work	Tender Amount (Rs.)	Earnest Money (Rs.)	Cost of Tender Forms	Period of completion	Eligibility of Contractor.
NIT NO 220 [1 <sup>st</sup> Call]	Urgent Repairing and Renovation Works for 24nos. of Primary Schools Building under Raniganj block	Rs.7255020.00	Rs.145100.00	Rs. 10000.00	45 days from date of commencement	Bonafied and experienced contractors, Registered Co-operative societies formed by unemployed Engineers and Labour Co-operatives working in Govt./ Semi Govt./ PSU having 40% credential in Similar type of work of last 4 (four) years from the date of publishing NIT. [Order No- 04-A/PW/O/10C-02/14 Dt. 18/03/2015.].
NIT NO 221 [1 <sup>st</sup> Call]	Urgent Repairing and Renovation Works of kitchen shed for 24nos. of Primary Schools under Raniganj block	Rs 1991148.00	Rs. 39822.00	Rs. 3000.00	30 days from date of commencement	
NIT NO 222 [1 <sup>st</sup> Call]	Urgent Repairing and Renovation Works of Toilet for 24nos. of Primary Schools under Raniganj block	Rs. 889790.00	Rs. 17795.00	Rs. 2500.00	30 days from date of commencement	

1. In the event of e-Filing intending bidder may download the tender document from the website directly by the help

Of Digital Signature Certificate & necessary **cost of earnest money and tender forms will be paid through online mode.**

2. Both technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be download from website & submission of Technical Bid/Financial Bid will be done as per Tender Schedule stated in Sl. No.9. The documents submitted by the bidders should be properly in indexed and be self attested with seal.

**3. Eligibility criteria for participation in tender:**

- i) The prospective bidders shall have satisfactorily completed as a prime agency during the last 4(four) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State/Central Gov., State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government and having a magnitude of 40(Forty) percent of the Estimated amount put to tender. [Non Statutory Documents] i.e. the magnitude of the credential should be the magnitude of the estimated amount of the work which the agency has completed.

N.B. Estimated amount, Date of completion of project & detail communicational address of Client with phone number must be indicated in the Credential Certificate.

The copy of the work order/letter of acceptance (L.O.A.) along with the specific price schedule of the work for which the credential has been issued must be attached. Otherwise the tender accepting authority reserves the right to reject the technical bid outright.

*04/03/22*

ii) a) PAN Card b) Current Professional Tax Receipt Challan) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 d) Last three years Audit Report e) Trade License

(Non Statutory Documents) should be submitted along with bid. f) Current Income Tax acknowledgement Receipt to be accompanied with the Technical Bid document. [Non Statutory Documents]

iii) Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the year 2020-21 along with other relevant supporting papers. [Non Statutory Documents]

iv) 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.

v) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]

vi) Where there is a discrepancy between the rate in figures & words the rate in words will govern.

4. **Constructional Labour Welfare Cess & other deductions**@ 1(one) % of cost of construction will be deducted from every Bill of the selected agency, Royalty & all other Statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above & other deductions will be made as per Govt. norms from the gross bill amount.

5. The Agency may quote their rate (Percentage above/below) with the anticipation that the unit rate of the B.O.Q. derived according to schedule of rates of P.W.D. with effect from 01<sup>st</sup> November 2017 with up to date addenda & corrigenda.

6. **No Mobilization Advance and Secured Advance** will be allowed.

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

8. **Bids shall remain valid** for a period not less than 150(One Hundred Fifty) days after the dead line date for Financial Bid/ Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Tender Committee' as non-responsive."

9. **Date & Time Schedule:-**

Sl. No.	Particulars	Date & Time
1	Date of publishing of Tender Start Downloading	04/03/2022 at 6 PM
2	Date of start of submission of Technical Bid & Financial bid. (online)	04/03/2022 at 6 PM
3	Date of closing of submission of Technical & Financial bid. (online)	25/03/2022 at 6 PM
4	Date of opening technical bid & financial bid	28/03/2022 at 11 AM

10. There shall be no provision of Arbitration. Hence Cl.25 of 2911(ii) is omitted vide notification no. 558/SPW dt.13.12.11 of Secretary, P.W. Department.

11. **Earnest Money:** The amount of Earnest Money is 2% (Two percent) of the estimated amount to be paid through online mode against the work. **This clause is also applicable for all categories of applicants as per memorandum no 71/SPW/2014 Dated 03.03.2014 of Principal Secretary, Public Works Department read with memorandum No 1177-F(Y) DATED 28.02.2014 of Finance (Audit) Department.** The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 6 (Six) months from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 6 (Six) months from the date of completion of the work. Provision in Clause No. 17 of W.B. Form No. 2911(ii) shall be treated as superseded.

12. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.

13. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation

- Bids, no cost of Bidding shall be reimbursable by the Department. The **Executive Officer, Raniganj Panchayat Samity, Raniganj** reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
  15. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
  16. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
  17. In case of Quoting rates no multiple lowest rates will be entertained by the Department.
  18. The **Executive Officer, Raniganj Panchayat Samity, Raniganj** reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
  19. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
  20. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
  21. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
    - i) Form No. 2911(ii)
    - ii) NIT
    - iii) Technical bid
    - iv) Financial bid
  22. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained & work progress should be fixed in prior consultation/permission of attached E.I.C.

## INSTRUCTION TO BIDDERS

### SECTION - A

#### 1. **General guidance for e-Tendering**

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

#### 5. **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.

#### 6. **Submission of Tenders.**

General process of submission, Tenders are to be submitted online through online the website stated in Cl. 2 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).

#### A. **Technical proposal**

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

##### **A-1. Statutory Cover Containing**

- i. Prequalification Application (Sec-B, Form - I)
- ii. Affidavits (Ref:- format shown in "X" Part "B" & format for general affidavit shown in "Y" Part "B").
- iii. Tender form No. 2911(ii) & NIT (**Properly filled in & upload the same Digitally Signed except quoting rate, 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.**)
- iv. Special Terms, condition & specification of works.

17/03/22

**A-2. Non statutory Cover Containing**

- i. Registered Deed of partnership Firm/ Article of Association & Memorandum, power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- ii. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the year 2020-21 along with other relevant supporting papers.
- iii. The prospective bidders shall have satisfactorily completed as a prime agency during the last 4(four) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State/Central Gov., State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government and having a magnitude of 40(Forty) percent of the Estimated amount put to tender.[Non Statutory Documents] i.e. the magnitude of the credential should be the magnitude of the estimated amount of the work which the agency has completed.
- iv. Valid PAN issued by the I.T. Deptt. , Govt. of India.
- v. valid 15 (fifteen) digit Goods and Service Tax Payer Identification No. (GSTIN) under GST Act. 2017.
- vi. Tax Invoice (s) needs to be issued by the supplier for raising claim under the contract showing separately the Tax charged in accordance to the provisions of GST Act. 2017

**Scanned copy of Original Credential Certificate as stated in NIT.**

Note:- Failure of submission of any of the above mentioned documents as stated in as 'A-1' & 'A-2' will render the tender liable to summarily rejected for both statutory & non statutory cover.

Sl.No.	Category Name	Sub-Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. PAN Card 2. Up to date Professional tax clearance challan 3. Income Tax Return for the assessment year 2021-22. 4. Registration Certificate under Company Act. (if any). 5. Valid 15 (fifteen) digit Goods and Service Tax Payer Identification No. (GSTIN) under GST Act. 2017 & Tax Invoice (s) needs to be issued by the supplier for raising claim under the contract showing separately the Tax charged in accordance to the provisions of GST Act. 2017 6. Last Three years audit report 7. Trade License
B.	Company details	Company details-1	1. Proprietorship firm (Trade License) 2. Partnership firm (Partnership deed, Trade license) 3. LTD. Company (Incorporation certificate, Trade License). 4. Society (society registration copy, trade license) 5. Power of Attorney.
C.	Credential	Credential-1	1. Same nature of work done & completion certificate which is applicable for eligibility in this tender.

**B. Tender evaluation committee (TEC)**

- i. Opening of Technical proposal:- Technical proposals will be open by the **Executive Officer, Raniganj Panchayat Samity, Raniganj** or his authorized representative electronically from the web site stated in Cl. No. 3 using their Digital Signature Certificate.
- ii. Cover (folder) statutory documents (vide Cl. No. 6.A-1) should be open first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. – 6.A-2) will be opened. If there is any deficiency in the 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 evolution committee.
- iv. Uploading of summary list of technically qualified tenderers
- v. Pursuant to scrutiny & decision of the tender committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals before 48 hours of evaluation of financial bid.
- vi. While evaluation the committee may summon of the tenders & 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.
- vii. Intending tenderers may remain present if they so desire.

**C. 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 (Presenting Above/ below/ at per) 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 if they so desire.

**7. Penalty for suppression / distortion of facts**

Submission of false document by tendered is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**8. Rejection of Bid**

The Employer reserves the right to accept or reject any bid and to cancel the bidder 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 Employer's action.

**9. AWARD OF CONTRACT**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & BOQ will be the part of the contract document. [N.B. : Any item may be increased or decreased during the execution of work & as per P.W.D. Schedule]

**10. Additional terms and conditions**

- a) A work program in the form of Bar chart should be submitted by the successful bidder at the time of execution of agreement.
- b) Additional Performance **Security @ 15.00% (Fifteen percent)** on estimated cost put to tender for the work to be deposited by the successful bidder at the time of execution of agreement, in the form of Bank Guarantee from any schedule Bank /Fixed Deposit as per direction if the offered rate is beyond 15% (fifteen percent) less.

*04/03/22*  
Block Development Officer,  
Raniganj Dev. Block,  
Paschim Bardhaman

Date: 04.03.2022

Memo No.- 311(G)/RNG

**Copy forwarded for information and wide circulation to:-**

1. The S.D.M, Asansol
2. The DPO, SSA Paschim Bardhaman
3. The Savapati Raniganj Panchayat Samiti.
4. The Pradhan(All GPs).
5. The A/C Section of PanchayatSamiti
6. The Office Notice Board.

*04/03/22*  
Block Development Officer,

Raniganj Block  
Block Development Officer  
Raniganj Dev. Block  
Paschim Bardhaman

SECTION - B

FORM - 1

PRE-QUALIFICATION APPLICATION

- 1) Name of the Office :Office of the Block Dev. Officer and Ex-Officio  
Executive Officer, RaniganjPanchayatSamity, Raniganj Dev. Block  
Raniganj, Burdwan
- 2) NIT No. & Date :.....
- 3) Name of the work : .....
- 4) Name of Agency : .....
- 5) Address : .....
- 6) Email ID : .....
- 7) Mobile No. : .....
- 8) Amount of Earnest Money :.....Txn No.....
- 9) Tender Form Cost :.....Txn No.....
- 10) I/We am/are agree to participate the above work after obtaining work order from the office and work will be executed as per terms and condition that will be imposed by the tendering authority.

.....  
Signature of the Agency with date