

**OFFICE OF THE
NABAGRAM GRAM PANCHAYAT
(Under Ketugram -II. Panchayat Samity)**



VILL+POST-BARAPURULIA, DIST-PURBA BARDHAMAN, PIN CODE-713140

MEMO NO.:-NABA/67/2025

DATED: -08/02/2025

NOTICE INVITING e- TENDER NO:-12 OF 2024-2025

(For viewing Tender:-www.wbtenders.gov.in)

Pradhan, **NABAGRAM GRAM PANCHAYAT**, invites percentage rate e-tender for the work detailed in the Table below. (Submission of Bid through online).

Sl No	Name of the work	Site details	Source of Fund	Estimated Amount including GST (In Rs.)	TENDER AMOUNT Excluding GST(In Rs.)	Earnest Money (In Rs.)	Processing Fees(In Rs.)	Required Credential	Work completion period
1	CONSTRUCTION OF CONCRETE ROAD FROM NITAI HAZRA HOUSE TO UTTAM MONDAL HOUSE AT BARAPURULIA UNDER NABAGRAM GRAM PANCHAYAT Activity ID- 89866742 of 2024-25	BARAPURULIA	15 TH CFC (UNTIED) 2024-2025	345635.00	287139.00	5800.00	500.00	Having minimum 60% credential of same nature of work	90 days from the date of agreement

I.B. -

- Eligibility of Bidder-** Bonafied , reputed, reliable, experience and resourceful contractor or un-employed engineers co- operative Societies having requisite credential of same type of work in any Govt./Semi Govt. Concern.
- Earnest money and Processing Fees :-** EMD and Processing Fees amount will be deposited through Online from ICICI Bank Gateway in www.wbtenders.gov.in portal from the Own Bank Account of Agency.

In the event of e-filing intending bidder may download the tender document from the website www.wbtenders.gov.in directly with the help of Digital Signature certificate. And also to be documented through e-filling (scan copy is to be submitted). The original part of online submission. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the www.wbtenders.gov.in as per the time schedule.

The document submitted by the bidder should be properly indexed & digitally signed.

- Both technical document & Financial Bid are to be submitted in technical (Statutory & Non- Statutory Folder) and financial folder concurrently duly digitally signed in the website www.wbtenders.gov.in.
- The financial offer of the prospective tenderer will be considered only if the Technical Document (both statutory & non- statutory) of the tenderer found qualified by the undersigned. The decision of undersigned will be final & absolute in this respect. The both list of responsive & Non-responsive bidders will be displayed in the website and also notice board of this office on the schedule date and time.
- Eligibility criteria for participation in the tender**
 - The prospective bidders shall have satisfactorily completed as a **prime agency** during the last 3 (three) years from the date of issue of this notice, a **single construction work** under the authority of State/Central Govt./ Central Govt undertaking /Statutory Bodies constituted under the stature of the Central/ State Govt and having a magnitude of **60 (Sixty) % of the amount put to tender for similar type of work as per Govt. list (Bidder must be Completion Certificate which are applicable for eligibility)** (Non Statutory Document)
 - Current P. Tax deposit challan, PAN Card, Last 3 Years IT return, GST Reg. Number with last return, Trade Registration etc. have to be accompanied with the technical bid document (Non- Statutory Documents)
 - Registered Partnership Deed in case of partnership firm has to be submitted. The company shall furnish the Article of Association and Memorandum. 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 persons hall, where upload ingany tender for on behalf of company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the director of such company or the partners of such firm to upload such tender. (Non- Statutory Documents)
 - Joint venture will not be allowed.
 - Payment to be made as and when fund will be available from the concern source. No claim will be entertained whatsoever for dealing payment if any. Only final bill will be paid for this work. Contractors are requested to quote their rate accordingly.
 - No arbitration will be entertained.
 - 10(Ten) % value of the work will be retained as security deposit which will be released after as per tender notice. Agencies have to arrange land for Plant & Machineries, storing of materials labour shed, Lab rotary etc. including water and electricity at their won cost and responsibility.
 - No material will be issued from the department /office.
 - Constructional labour welfare Cess at @ 1% of the bill value will be deducted from bill.
 - Contractors shall have to comply with the provinces of A) the contract labour (regulation Abolition) Act. 1917 B) apprentice

Act.1961 & C) Minimum wages Act. 1948 of the notification there of or any laws relating thereto and the rules made and order issued there under from time to time.

10. The schedule of rates as given in B.O.Q.
11. During scrutiny if it comes to notice of the tender inviting authority that the credential or any other paper found incorrect / manufacture / fabricated, that bidder would not be allowed to participate in the tender and that application will be reject without any prejudice.
12. The authority reserves the right to cancel the NIT due to unavoidable circumstance and for it no claim will be entertained.
13. 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 there of.
14. Before submission of tender, the tenderer shall have to acquaint by actual visit to the site as regards prevailing conditions and tenderer submitting tender shall be deemed to have done so. He must acquaint himself with local conditions of labour, material, transport, electricity, water. Panchayat regulations etc.
15. It is the Contractor's responsibility to keep the road open to all kind of traffic during the execution of work. No claim whatsoever will be entertained for idle labour , establishment cost of hire & labour charges of tools & plants etc. at any circumstances.

16. Date and Time Schedule:

SL No	Particulars	Date and Time	
1	Date of Publishing NIT & Tender Documents.(online Publishing Date)	08/02/2025	from 04:00 P.M. Onwards.
2	Tender Document download start date and time (online)	08/02/2025	from 04:00 P.M. Onwards.
3	Start Date of Bid Submission (technical and Financial)(online)	08/02/2025	from 04:00 P.M. Onwards.
4	Closing Date and time of download of Tender Document (online)	17/02/2025	up to 11:00 A.M.
5	Closing date and time of Bid Submission (technical and Financial) (online)	17/02/2025	up to 11:00 A.M.
6	Date and time of opening of Technical & Financial Bid Proposals (online)	19/02/2025	from 11:00 A.M. Onwards
7	Date of Scrutiny of Original Documents	19/02/2025	from 11:00 A.M. Onwards

17. The contractor shall pay of charge & fees legally payable for act out of their works & hold the employer free of such cost.
18. Contractor has to execute the work on strict supervision of the N.S. / Authority; prior approval should be taken regarding quality of materials.
19. Decision of authority will be final & binding on contractor in case of any dispute.
20. Contractor has to arrange to display sign. Board at the site before starting the job indicating the following.
 - i) Name of the work.
 - ii) Name & nature of the contract.
 - iii) Name of the Executing Agency.
 - iv) Name & Address of the Contractor.
 - v) Estimated amount.
 - vi) From which fund the work is being executed
 - vii) Time of completion.
21. All tools, plants, & machineries including vibrator, road roller etc. required to execute the Contract, has to be arranged by Contractor at his own cost.
22. The works are time bound project & time of completion of work should be strictly followed.
23. The undersigned reserve the right to ask the tenderer to submit analysis of the quoted rate at any point.
24. Audited Accounts of last financial year i.e. 2023-2024 will have to be submitted in case of Engineers Co-operative societies & Labour Co-operatives. The tender forms are to be received by the Chairman or Secretaries or any member of the Society having proper power of attorney.. Credential of same type of works as told earlier will have to be produced in case of Engineer Co-operative Societies.
25. **Time is the essence of contract.** The successful contractor must start the work within seven days from the date of signing of agreement / contract failing which the undersigned may cancel the work order & contract and forfeit the earnest money. The work should be completed within the stipulated time. No extension of time will be allowed except in special cases if it is found that the delay caused due to such reason which is beyond the control of the contractor and on the issue whether any reason is beyond the control of the contractor, the decision of the undersigned shall be final.
 - (a) A Penalty @ 0.1% (Zero point one percent) of the value of the work may be imposed on per day of delay If during execution of work it is found that the progress of work is very slow and the contractor failed to speed up the work even after repeated reminders and the work is going to be delayed unnecessarily due to fault on the part of contractor and / or the quality of work is not as per the plan & estimate and the contractor does not make required rectification after being so instructed, the work order and contract shall be cancelled, the earnest money shall be forfeited, the contractor may be blacklisted and claim of payment of work already executed before such tenure, may not be considered or entertained.
 - (b) In case of such mid-term termination of the work order and contract, the undersigned may also proceed to get the balance work completed by engaging other contractor/s agencies or departmentally. The excess expenditure if any, due to such a step would be recoverable from the unpaid bills of the defaulting contractor, if claim of such bills has not been forfeited

- at the time of termination of work order and contract as mentioned at point -(b)above.
- (c) In case any works awarded by the authority before lying pending the works must be completed by the contractor and the completion certificate of the said works must be submitted before the undersigned at least two days before the date of opening of Technical Bid.
 - (d) The bidder offers bid for more than one work must submit the detailed information on his/her capacity for completion of those works such as capital required and engagement of sufficient labour, Machinery and capacity of handling of the work etc at least 2 (two) days before the date of Technical Bid Opening or else his/her Bid may be treated as cancelled or only one of those works may be offered no arbitration whatsoever in these shall be entertained.
26. GST / IT or other Tax and other statutory deductions as to be applicable in Govt. rule will be deducted at source during payment of each bill (R/A or Final).
 27. 10% of the bill amount shall be deducted as security money from each bill which will be released after one year from the date of completion subject to condition that no defect appears in the work. In case of defects found within one year the same should be repaired properly by the contractor in his own cost and after repairing, the earnest money may be released in full or part depending on the nature of defect.
 28. For materials that will be used in the road construction against which payment of royalty to competent authority is mandatory under any existing act or rule, original copies/s of Challan/s as proof of deposition of royalty is/are to be produced at the time of processing of bill failing which bills shall not be entertained.
 29. This notice shall form part of term and conditions of tender, tenderer shall be bound to abide by the same.
 30. The bidder should quote rates in percentage (both in figures and words). The quoted amount must be written neatly. Correction if any should be properly authenticated.
 31. The Bidder must sign with date at the bottom of every page of all documents submitted by the bidder. Before submitting the bid documents the bidder must get his signature attested on the tender form by the witness Incomplete tender will be summarily rejected.
 32. The Unskilled workers who will be working under these schemes must have valid Job Cards.
 33. Contractor should have to ensure the engagement of Job Card holders as unskilled workers for execution of awarded work/s.
 34. The Material Testing report prior to the implementation should be submitted to the Gram Panchayat.
 35. Payment of Bill will be made after available of fund.

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://etender.wb.nic.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:

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).

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 financial year, GST Registration Certificate for the current 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-Op(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 magnitude 40 (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	<ol style="list-style-type: none"> 1. GST, Last Challan 2. PAN. 3. P.TAX 4. IT - Sahaj (ITR-I) for last 3 financial year. 5. GST Registration No.
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. Similar Type of work's Completion Certificate which are applicable for eligibility(i.e. Last 3 Financial Year.)

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 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 scanned & Digitally Signed by the contractor.

6. Opening & evaluation of tender:

Opening of Technical proposal:-

Technical proposals will be open by the N.S. And Secretary on behalf of Pradhan, Nabagram 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
Nabagram Gram Panchayat

MEMO NO.:- NABA/67/1(4)/2025

DATED -08/02/2025

Copy forwarded for information and wide circulation to -

1. The Sub-Divisional Officer, Katwa S.D.O.
2. The Block Development Officer, Ketugram-II Dev.Block
3. I.S.G.P. Cell, Katwa Unit, Purba Bardhaman
4. Office Notice Board.


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