

OFFICE OF THE  
**HANTAPARA GRAM PANCHAYAT**  
HANTAPARA, ALIPURDUAR  
E-Mail: [hantaparagp@gmail.com](mailto:hantaparagp@gmail.com)

Memo No. : - 250 /HGP/2024

Date: - 17/12/2024

eNIT No. :- 07/HGP/2024-25 Date: - 17/12/2024

**NOTICE INVITING PRE-QUALIFICATION –CUM- SUPPLY OF WORK (E-Procurement) E-Tender  
(Two Cover System)**

For and on behalf of the Hantapara Gram Panchayat under Madaraihat-Birpara Development Block, the Pradhan, Hantapara Gram Panchayat under Madaraihat-Birpara Development Block invites Supply in Percentage Rates for the following works by two cover System (E-Procurement) from Resourceful and Bonafide Suppliers as mentioned in 7 ANNEXURE TO N.I.T. No. **07/HGP/2024-25**, **Date: - 17/12/2024**

The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents along with scanned copy of bank challan for Earnest Money. Financial bids are to be uploaded in another folder.

**ANNEXURE**

Sl. No.	Supply of Work	Amount put to Tender (Including GST) (In Rs.)	Fund	Processing Fee (Non Refund) (In Rs.)	Earnest Money (in Rs.)	Time allotted for completion from the date of issue of work order	Eligibility of participants
1	CONSTRUCTION OF CHILD FRIENDLY TOILETS WITH URINAL FOR BOYS AND GIRLS UNDER HANTAPARA GP, Activity Code No. 89238572	198019.00	15 <sup>th</sup> FC(tied)	Rs. 1000.00	Rs. 4000.00	30 days	60% credential of same or similar nature of work in a single work last THREE years from the date of this NIT

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Intending bidders may download tender documents from e-procurement portal of our website: [www.wbtender.gov.in](http://www.wbtender.gov.in) **from 17-12-2024, 18:30 Hours to 24-12-2024 up to 09:00 Hours**. The pre-qualification bid documents duly filled in all respect may be submitted online before **09:00 hrs (as per server clock) on 24-12-2024**

Both Technical bid & Financial Bid are to be submitted concurrently dully signed digitally in the above mentioned portal. The financial offer of the prospective bidders will be considered only if tender qualifies in the technical bid.

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The pre-qualification (Technical Bids) documents alone will be opened on **26-12-2024 at 10:00 hours** by the The Pradhan Hantapara in presence of intending bidders.

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2% of the Tendered amount as Earnest Money Deposit (Mentioned in ANNEXURE TO N.I.T. No. **07/HGP/2024-25 Date: - 17/12/2024** and Processing fees shall be uploaded and submitted as soft copy (Scanned copies of the originals) . The Earnest Money and processing fees as prescribed and mentioned in this

NIT must be deposited (separately) by all the bidders in cash at **CENTRAL BANK OF INDIA, MADARIHAT BRANCH vide A/C No . 2263950378, (IFSC Code – CBIN0281694) in favour of “Pradhan, Hantapara Gram Panchayat”** respectively or deposited through **ONLINE/RTGS/NEFT/CBS** system in the said A/C. The Serial No. of the work along with the NIT No. and name of Bidder should be mentioned clearly on the **Online receipt challan** , . Payment made otherwise will be **REJECTED. (CASH DEPOSIT NOT ALLOWED)**

The Serial No. of the work along with the NIT No. and name of Bidder should be mentioned clearly on the back of the instrument including SI No. of the EMD .Payment made otherwise will be **REJECTED.**

**The scan copies of the following shall have to be uploaded in the Technical documents Folder:**

- ❖ Copy of PAN Card.
- ❖ Valid up to date Professional Tax clearance Certificate
- ❖ GST registration certificate.
- ❖ Up to date GST Return Certificate
- ❖ Income Tax return /Acknowledgment receipt (Last Three Years 2022-23,2023-24 & 2024-25)
- ❖ Valid Trade License.
- ❖ Proper Credential Certificate from any Govt. or Quasi Govt, Department Signed by the competent authority. Payment certificate in lieu of credentials will not be accepted. In addition, Payment certificate may also be submitted for successfully completed the work along with the date of completion of the work and Final Bill amount.
- ❖ Work Order/ Supply Order of the works against which the credential certificate is being submitted.
- ❖ In case of Partnership Firm, I Registered Company, the intending Suppliers are requested to submit the copy of the DEED of partnership I relevant documents in support of proof of so.
- ❖ ❖Earnest Money: Serial number of the work should be clearly mentioned on the Bank deposit Challan & Scanned copy of the same challan should be uploaded in the folder of technical bid. Payment made otherwise will be **REJECTED**
- ❖ Registered Engineer’s/Labour Co Operative Societies are required to submit the eligibility certificate (for being entitled to participate in this tender for the period it is meant for ) from the respective ARCS.
- ❖ Duly filled “Annexure – A” format should be submitted by the bidder. Failure to upload the Annexure – A will lead to automatic cancellation of participations of concerned bidder for the said work.
- ❖ Submission of final bill report or Cube Test Report as well as Quality Test Report by the Agency at his/her own cost is also mandatory.
- ❖ **Punishment:** In the event of failure to execute formal tender agreement within the allotted time or failure to execute proportionate work within proportionate time, the agency will be liable of punishment as per rules.
- ❖ **Acceptance:** This authority does not bind himself to accept the lowest offer and reserves the right to accept any offer and to reject any / all the offers without assigning any reason.
- ❖ **Labour Welfare Cess:** The successful Supplier! FinnsI Regd. Co-Operative Society Un-Employed Eng. Co-Operative Society should obtain Registration from the Regional Labour Offices at Assistant Labour Commissioner, Jalpaiguri/Alipurduar for each and every works. At the time of payment of the bill to the working contractor @ 1.00 % (at the rate of one percent) Labour Welfare Cess Should be deducted from the bill .
- ❖ **Necessary deduction** : GST, Income Tax etc. will be deduct as per Govt. norms , and security Deposit @ 10% of the value of work will be deducted from each progressive bill. The earnest money will from par of the security deposit. Additional performance security may be claimed if any bidder’s bid amount is less than 20% or more than that of tendered amount.

✓ **TERMS AND CONDITIONS :-**

- ❖ Each applicant can apply for 3 (three) nos of work as mentioned in Annexure under this NIT.
- ❖ The intending suppliers in the same name and style should have achieved annual turnover of the year for 100 % of proposed contract.
- ❖ Agreement: The Successful Supplier, herein after called the Agency, will have to execute an agreement within 7 (seven) days on a Non Judicial Stamp as per rules, and shall have to be purchased two set of Tender Document from this office. Price per set of supply document is as mentioned in Annexure. The same documents are to be submitted to this office duly signed by the supplier. This will be treated as part of the Agreement.

- ❖ No materials, Tools & Plants will be supplied by the undersigned.
- ❖ Rate should be quoted on percentage basis & should be written both in figure and in word.
- ❖ The Security Deposit money of Successful bidders will be released after one year of completion of works for Road Project! Bridge & six months for Building Project and Repair Works.
- ❖ The intending Bidders must inspect the alignment of the proposed road and other site condition before quoting their rates.
- ❖ All the related documents are to be produced IN ORIGINAL to this office as and when will be asked.
- ❖ Payment will depend on availability of fund and no claim whatsoever will entitled for delay payment, if any . Intending suppliers may consider these criteria while applying for permission and while quoting their rates.
- ❖ Tenders for any supplementary item of work not provided in the estimate but finding a place in the schedule of rates will be subjected to be same percentage reduction / increment in rates i.e. applicable in the original tender.
- ❖ All the Intending Suppliers are requested to visit the sites of works priors to the submission of Rate at their own effort and interest
- ❖ In case of any day, meant for this supply (Only Bid Opening), appears to be an unscheduled holiday, the next working day will be treated as scheduled/prescribed day for the same purpose.
- ❖ No preconditioned supply will be accepted.
- ❖ All the rates of works are inclusive of all taxes, cess , levy, royalties, transportation, loading, unloading, stacking, etc including all other incidental charges therein .
- ❖ Successful bidders will be required to produce valid registration Certificate & Labour Licence from respective Regional- Labour Offices as per current Labour Regulation Act.
- ❖ Escalation will not be entertained by the authority.
- ❖ The authority reserves the right to accept or reject any or all the tenders without assigning any reason. And the right to add alters or deletes any of the conditions & terms, laid above, is also reserved.
- ❖ In Case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and / or technically sanctioned estimate.
- ❖ Pradhan, Hantapara Gram Panchayat under Madaraihat-Birpara Development Block does not take any responsibility for the delay caused due to non- availability of internet connection traffic jam etc. For the online bids. Both, the Suppliers and the employer have agree that it is not feasible to precisely estimate the amount of losses due to delay in completion of works and the losses to the public and the economy, therefore, both the parties have agree that the suppliers shall pay liquidated damages to the Employer and not by way of penalty, at the rate per week or part thereof stated in the contract data for the period that the completion Date is later than the Intended Completion Date. Liquidated damages at the same rates shall be withheld if the Supplier fails to achieve the milestones prescribed in the Contract data However, in case the Supplier achieves the next milestone the amount of the liquidated damages already withheld shall be restored to the Supplier by adjustment in the next payment certificate. The employer and the Supplier have agreed that is a reasonable agrees amount of liquidated damages and the total amount of liquidated damages shall not exceed 10% of the contract price. The employer may deduct liquidated damages from payments due to the Suppliers. Payment of liquidated damages shall not affect Supplier s other liabilities. If the Intended Completion Date is· extended after liquidated damages have been paid, the Engineer shall correct any overpayment of liquidated damages by the Supplier by adjusting the next payment certificate.
- ❖ Any concealment of fact will be seriously viewed and all supply papers submitted by the agency will be treated as Informal & his / her earnest money will be forfeited.
- ❖ The Intending bidders should clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be re- imbursed.
- ❖ If any Supplier withdraws his offer before acceptance or refuse without a reasonable time without giving any satisfactory explanation for such withdrawals, his earnest money shall be liable for forfeiture and shall be disqualified from submission supply in this office for a minimum period of 1 (one) year.
- ❖ M.S/Deformed bars for Reinforcement shall be as per I.S 432 (Part - I) 1982/ 15-1139-1966 or I.S 1786-1985 (Fe 415). Tested Rod have to used, Test Certificate to be submit to the Site-in-Charge before use at site ..
- ❖ Cement have to be supplied & used by agency as per I.S 8112-1989.
- ❖ Royalty money for required quantity of materials to be paid to proper authority for each and every work separately, otherwise it will be deduct from the bill
- ❖ In case Road Construction/ Repairing Works/ Building Works/ Culvert & Bridge Works/ Drainage Scheme etc ,The machineries like Vibratory Roller/ Static Roller (8\_10 T ) / Rotovator / Spot Mix Plant /Tar Boiler /Mixer Machine/Vibrator etc. if required must be provided by the concerned Agency.

❖ Guiding Schedule of Rate & Supplementary Items Works :-

**N.B.**

Failure of submission of any one of the above mention documents will render the Tender liable to reject.

A bid for which quoted percentage rate, is lower than 10 % of the provided price schedule rate, the bid will be' considered as unbalanced bid. Moreover no bid will be accepted for which quoted percentage rate is above than 1% of the provided price schedule rate. Additional performance security for unbalanced bid has to be deposited at the time of executing formal agreement @ 2 % of the tender amount.

The Hard Copies all uploaded documents should have to be produced to the under signed as and when will be required.


This Notice may be seen on Website: - [www.wbtender.gov.in](http://www.wbtender.gov.in)

**LIST OF IMPORTANT DATES OF BIDS:-**

Sl.No	Supply of Work :	As mentioned in Annexure NIT No. <b>03/HGP/2024-25</b> Dated <b>06/09/2024</b>	
1	Period and Time for download of Bidding Documents :	<b>From 17-12-2024 TO 24-12-2024</b>	<b>Time – 18:30 Hrs Time – 09:00 Hrs</b>
2	Date and Time of Submission of Bids :	<b>From 17-12-2024 TO 24-12-2024</b>	<b>Time – 18:30 Hrs Time – 09:00 Hrs</b>
3	Date and Time for Opening :	<b>As follows</b>	<b>As follows</b>
4	Open of Technical Bids	<b>Date : 26-12-2024</b>	<b>Time – 10:00 Hrs</b>
5	Place of opening bids	Office Chamber of the Pradhan Hantapara Gram Panchayat .	
8	Officer inviting Bids	Pradhan Hantapara Gram Panchayat P.O. Madarihat, Dist. Alipurduar PIN- 735220, West Bengal.	

**NOTE :**

1. IN case of bundh/strike/holiday etc falls on the schedule dated as mention above , the same will be treated next working day of the fixed dates & time as scheduled above only.
2. Scrutiny of technical proposal & recommendation their after and processing of Comparative Statement for acceptance etc will be made by “ Artho - O- Pari Kalpana Upa Samity ” of Pradhan Hantapara Gram Panhayat under Madarihat-Birpara Block.

  
Pradhan  
Hantapara Gram Panchayat  
Pradhan  
Hantapara Gram Panchayat

**Memo No. 250/1(6)/HGP/2024**

**Dated. 17-12-2024**

**Copyforwarded for kind information and with the request of wide circulation to the:**

1. The Sub-Divisional Officer, Alipurduar.
2. The District Panchayat & Rural Development Officer, Alipurduar
3. The Block Development Officer, Madarihat-Birpara Block
4. The District Co – Ordinator, ISGPP – II Cell, Alipurduar.
5. The Editor, Uttar Banga Sambad
6. Office Notice Board.

*Abhehan*  
Pradhan  
Hantapara Gram Panchayat

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