

**OFFICE OF
DURGAPUR ABHAYNAGAR I GRAM PANCHAYAT
SAMABAYPALLY, NISCHINDA, HOWRAH-711205**

Memo. No : - 8/2025

Dated: - 03/01/2025

SHORT NOTICE INVITING ELECTRONIC TENDER NO-WB/HOW/BJ/DA I GP/NIT 1/5th SFC Untied/2025

The PRODHAN DURGAPUR ABHAYNAGAR I GRAM PANCHAYAT, Howrah invites e-Tender on percentage rate basis from reputed and resourceful contractor/ firm / Public Sector undertaking / Government Company for the works listed in the table below (Submission of Tender through **online**).

Sl No	Name of the work	Estimated Amount. (Rs.)	Earnest Money (Rs.)	Cost of Processing Fees (Rs.)	Time of Completion
1	Construction of Boundary wall for Community Hall at CCR Jhildhar, Sansad XIII under DAIGP	649667.00	12993.00	1000.00	60 (Thirty) days

1) In the event of e-filling, in tending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of Processing Fees and Earnest Money may be remitted in favour of the **“PRODHAN, DURGAPUR ABHAYNAGAR I GRAM PANCHAYAT”** where account holder name is **“DGP ABHYANAGAR GP 1”** payable at **Howrah** by either of the following payment mode:-

- i) Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment gateway.
- ii) DD/RTGS/NEFT in case of off line payment through bank account. The bank account details is as follows

Account No.	10179396287
IFSC Code	SBIN0005766
Account Holder Name	DGP ABHYANAGAR GP 1

- 1) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.
- 2) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule.
- 3) The entire technical proposal consisting of
 - i) A1 (Statutory Cover) in addition to Notice Inviting Tender, Tender Form & Technical Details.
 - ii) A2 (Non Statutory Cover).

4) **Eligibility criteria for participation in the tender:-**

- (i) Up to date Trade Licence
- (ii) Valid GST identification number (GSTIN) document under relevant GST Acts & rules of state Govt. of W.B.
- (iii) PAN
- (iv) Latest professional tax payment certificate (PTPC) or P.T payment challan for current financial year or government order for exemption in other state, if applicable.
- (v) Affidavit – “A” (Format shown in “Sec-B”, “AFFIDAVIT-A”)
- (vi) Successfully completion as a prime contractor in single contract of one similar type of work within the last 5 (Five) financial years for work value not less than 40% (Forty percent) of the amount put to tender.
- (vii) Income Tax Return acknowledgement for last Three years.
- (viii) Trial Balance or Accounting Sheet on the Turnover ,debit and credit position for the Last 3 Years.

N.B.: a) All documents must be signed with official seal by the applicant.

b) Estimated amount, Date of Completion of work and detailed communicational address of client must be indicated in the Credential Certificate.

c) Either completion certificate or payment certificate shall be treated as evidentiary document of credential of work but both of the documents must accompany with copies of Work order & B.O Q(STSs or TDS shall not be deemed as payment certificate).

5) Registered Partnership Deed for Partnership Firm is 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 person shall, while uploading any tender for and on behalf of such company or firm, **invariably upload a copy of registered power of attorney showing clear authorization in his favour**, by the rest of the directors of such company or the partners of such firm, to upload such tender.

6) Registered Unemployed Engineers “Co-Operative Societies / Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minute of last A.G.M. along with other relevant supporting papers.

7) **Joint Ventures will not be allowed.**

8) A prospective bidder shall be allowed to participate in a particular 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 the job, without assigning any reason thereof.

9) Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is 5(five) Lakh or 30% of the tendered amount whichever is less.

10) **No mobilization advance and secured advance will be allowed.**

11) **Security Deposit:** Retention money towards performance Security amounting to 3 % (Three percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit. The S.D money shall be refunded after 6(Six) months from date of virtual completion of the work.

12) Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, Labour shed, laboratory etc. at their own cost and responsibility.

13) All materials required for the proposed work including cement and steel shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

14) Constructional Labour Well fare cess @ 1% (One percent) of cost of construction will be deducted from every bill of the selected agency.

15) Bids shall remain valid for a period not less than 180 (one hundred eighty) 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 thereof.

16) **Date and Time Schedule:-**

Sl.No:	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	04/01/2025 at 09.00 a.m.
2	Documents download / sale start date (online)	04/01/2025 at 09.00 a.m.
3	Clarification start date	04/01/2025 at 09.00 a.m.
4	Bid submission start date (online)	04/01/2025 at 09.00 a.m.
5	Clarification end date	18/01/2025 at 10.00 a.m.
6	Bid Submission end date (online)	18/01/2025 at 11.00 a.m.
7	Bid opening date for Technical Proposals- Folder 1 : Technical Documents (online)	20/01/2025 at 11.00 a.m.
8	Date of uploading list of Technically Qualified Bidder in Folder 1: Technical submission by bidder (online)	After evaluation of technical bid

17) Submission of Tenders:-Tenders are to be submitted through online to the website stated in Section -A using the Digital Signature Certificate (DSC).

18) **Qualification Criteria:-**

The 'Panchayat Tender Committee' will evaluate the eligibility of each tenderer, the bidders shall have to meet all the minimum criteria regarding:-

a) Technical Capability

b) Financial Capacity

c) Experience

The eligibility of a tenderer will be ascertained on the basis of the self attested documents in support of the minimum criteria as above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a tenderer is either manufactured or false, in such cases the eligibility of the tenderer will be out rightly rejected at any stage without any prejudice.

19) If there be any objection regarding prequalifying the Agency that should be lodged off so the PRODHAN, DURGAPUR ABHAYNAGAR I GRAM PANCHAYAT within two (2) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

20) The acceptance of tender will rest with the Durgapur Abhaynagar I Gram Panchayat Tender Committee Tender committee who does not bind to accept the lowest tender and reserves the authority to reject any / in part or all the tenders received or to split up the work in different groups and to annual the Tender proceedings at any stage without assigning any reason thereof.

21) Successful bidder will submit three photos (before commencement of work, during progress of work and after completion of work), concrete testing report, material testing report, and at least one display board at the site of work in his /her own cost.

**Sd/- Sonali Samaddar
Prodhan,
Durgapur Abhaynagar I Gram
Panchayat,**

Memo. No: 8 (6) /2025

Dated: - 03/01/2025

Copy forwarded for information to:-

- 1) The District Magistrate, Howrah.
- 2) The Sub-Divisional Officer, Sadar-Howrah.
- 3) File copy
- 4) BDO BALLY JAGACHA
- 5) NISCHINDA GP
- 6) DA-II GP

**Sd/- Sonali Samaddar
Prodhan,
Durgapur Abhaynagar I Gram Panchayat,
Howrah.**

SECTION – A
INSTRUCTION TO BIDDERS

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.

2. 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 <http://etender.wb.nic.in> .The contractor is to click on the link for e-Tendering site as given on the web portal.

3. 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 3. DSC is given as a USB e-Token.

4. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 3 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Submission of Tenders.

5.1 General procedure for submission of e-tenders

Bids are to be submitted on-line through either of the website/s stated earlier. Contractors/bidders are required to upload the entire set of e-tender documents along with other related documents as asked for in the e-tender notice(e-NIT) circulated through the above website/s within the stipulated due/end date and time. For e-tender value above Rs. 5.00 lakh, bids are to be submitted in two folders at a time for each work, one being 'Technical Proposal' and the other 'Financial Proposal'. The contractor/bidder shall carefully go through all the documents of the e-tender and prepare to upload the scanned documents in Portable Document Format (PDF) files in the designated link in the web portal as their Technical Bid. He/she needs to fill up the rates of items in percentage in the BOQ downloaded for the work in the designated cell of Excel sheet and upload the same in the designated link in the portal as their Financial Bid. Documents uploaded should be virus scanned and digitally signed using the Digital Signature Certificate (DSC).Contractors/bidders should specially take note of all the addenda and corrigenda related to the e-tender and upload all these documents also as a part of their tender document. Documents uploaded by the bidders with all information & rates comprising Technical bid and Financial bid cannot be changed after last/end date for submission of e-tender.

5.2 Technical Proposal

Technical Proposal should contain scanned copies of documents and/or declarations in the following standardised format in two covers (folders).

A. Technical cover containing:-

- i. Notice Inviting e-Tender (e-NIT) *(to be submitted in "NIT" folder)*
- ii. Affidavit – "A" (Format shown in "Sec-B", "AFFIDAVIT-A") *(to be submitted in "Forms" folder)*
- iii. S.O.Q Doc. *(to be submitted in "SOQ" folder)*
- iv Finance order for guide line of submission of Earnest Money and EMD challan (if any) *(to be submitted in "EMD" folder)*
- v. Addenda/Corrigenda: If published; *(to be submitted in the 'NIT' folder merged with e-NIT already uploaded as pdf file)*

NOTES: i. Contractors/bidders are to keep track in the website for all the Addenda and Corrigenda published for a particular e-tender and upload all the above digitally signed by him/her along with his / her tender. Tenders submitted without Addendum/Corrigendum are liable to be treated as informal and thereby rejected.

ii. Tender will be summarily rejected if any of the aforesaid items are found missing in their online bid submitted.

B. My Document [OID* Cover] containing:

My Document Format for uploading in the OID folder:-

Sl. No.	Folder name	File description	Details	Remarks if any
A	Certificates	<i>Certificates.</i>	1. Valid GST identification number (GSTIN) document under relevant GST Acts & rules of state Govt. of W.B. 2. PAN 3. Latest professional tax payment certificate (PTPC) or P.T payment challan for current financial year or government order for exemption in other state, if applicable	Refer clause-4(i) to (v)
B	Company Details-1	<i>companydetails.pdf 1</i> <i>companydetails.pdf 2</i>	1. Proprietorship Firms (Up to date Trade Licence) 2. Partnership Firms (Partnership Deed, Trade-Licence up to date, Form-VIII or Memorandum of Registration) 3. Limited Companies (Incorporation Certificate, Trade-Licence up to date, Memorandum of Articles) 4. Registered Co-operative Societies (Society Registration Certificate, Trade Licence and By-laws, Documents showing latest office bearers)	Refer clause-5 & 6
C	Credential - 1	Credential pdf 1 Credential pdf 2	1. BOQ duly authenticated by Issuing authority and work order. 2. 100% completion certificate for completed work, or 3. Gross bill of 100% completed work including excess and supplementary items not covered in original BOQ.	Refer clause-4(vi)
D	Payment Certificate-1	Payment certificate .pdf	Payment certificate of issued by competent authority or any other related financial information.	Refer clause-4(vi)

* OID denotes Other Important Documents.

Note: Failure of submission of any of the above mentioned documents will render the e-tender liable to summarily rejection.

5.3 Financial proposal / bid under Financial cover:-

The financial bid should contain the following documents in one cover (folder).

Bill of Quantities (BOQ): The contractor/bidder is required to quote the rate as percentage above or below tender value on-line in the space marked for quoting rate in the BOQ. *(only downloaded copy of the above document in Excel sheet is required to be uploaded by the contractor/bidder)*

Notes:

a. *BOQ without a valid numeric rate at the designated space provided in the BOQ will be rejected outright.*

Contractors/bidders willing to quote "at-par" rate shall need to write "0" in the 'space 'provided for rates in the BOQ.

b. *In cases where BOQ has been changed by the Tender Inviting Authority by way of addendum/corrigendum, contractors/bidders are required to upload the revised BOQ. If bids are submitted prior to the date of publication /uploading of addendum/corrigendum, the contractor/bidders to resubmit the bids along with the revised BOQ. If the revised BOQ is not found subsequently during financial evaluation, the bid will be rejected.*

6. Submission of Earnest Money through online:

The earnest money (@ 2% of the estimated amount) shall be submitted **through DD as per guide of Finance Department, Government of West Bengal memorandum published vide memo no-3975-F(Y), dated-28th. July, 2016(copy enclosed)**

7. Opening & evaluation of tender:-

7.1. Opening of Technical proposal:-

i. Technical proposals will be opened by the **Prodhan, Durgapur Abhaynagar I Gram Panchayat**, or his authorized representative electronically from the web site stated in Cl.-2 using their Digital Signature Certificate.

ii. Intending tenderer may remain present if they so desire.

iii. Cover (folder) statutory documents should be open first & if found in order, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

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

7.2. Uploading of summary list of technically qualified tenderer:

i. Pursuant to scrutiny & decision of the Durgapur Abhaynagar I Gram Panchayat Tender Committee Tender Committee the summary list of eligible tenderer will be uploaded in the web portals.

ii. While evaluation of tender, the committee may summon the tenderer & 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.

7.3. Financial proposal

i. Financial proposals of the tenderer declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated in Clause 2 on the prescribed date, by the **Prodhan,,Durgapur Abhaynagar I Gram Panchayat**

ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

iii. However, if there is any scope for lowering down of rates in the opinion of the **Prodhan** ,Durgapur Abhaynagar I Gram Panchayat,, further negotiation meeting with the lowest bidder may be held at the office of the concerned Executive Officer which will be done offline. The final negotiation statement shall be uploaded in the website.

8. Gram Panchayat Tender Committee:-

Existing ‘**Gram Panchayat Tender Committee**’ of the Durgapur Abhaynagar I Gram Panchayat will continue to function as usual Order. It will be the final authority for acceptance of any tender.

9. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the **Gram Panchayat Tender Committee** within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, penal measure will be taken as per government norms. Besides, **Gram Panchayat Tender Committee** may take appropriate legal action against such defaulting tenderer.

10. Award of contract:

The Employer reserves the right to accept or reject any Bids and to cancel the Bidding processes and reject all Bids at any time or distribute the work 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 action. The Bidder who’s 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.

Sd/- Sonali Samaddar
Prodhan,
Durgapur Abhaynagar I Gram Panchayat
Howrah.

SECTION – B:
[Forms to be submitted by the tenderer]

AFFIDAVIT – “A”

**(To be furnished in Non – Judicial Stamp Paper
Of appropriate value duly notarized)**

- a. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- b. The under-signed also hereby certifies that neither our firm M/s. _____ nor any of constituent partner had been debarred to participate in tender by any West Bengal Government department/Body/Institution during the last 5 (five) years prior to the date of this NIT.
- c. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by Durgapur Abhaynagar I Gram Panchayat Tender Committee to verify this statement.
- d. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of Durgapur Abhaynagar I Gram Panchayat Tender Committee.
- e. Certified that I have applied in the tender in the capacity of individual/as a partner of a firm & I have not applied severally for the same job i.e. NIT no. **WB/HOW/BJ/DA I GP/NIT**.....

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date _____