



**OFFICE OF THE
NAYANSUKH GRAM PANCHAYAT**

**P.O: Nayansukh, P.S: Farakka, Dist: Murshidabad, PIN: 742212, West Bengal,
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Memo No- 702/NGP

Date- 14/01/2025

NieT NO: 11 /NGP/15th FC/2024-25

On behalf of the Governor of West Bengal e-Tender is invited by the Pradhan, Nayansukh Gram Panchayat, Farakka Panchayat Samity, Farakka, Murshidabad. from experienced, resourceful, bonafide Agency/Company/Firm/Public Sector Undertaking / Government Organization having experience in Departments/Ministries of State/ Central Government, State/ Central Government undertaking, Statutory/ Autonomous Bodies constituted under central/State statue, having credential as mentioned bellow in sl. (C) depicting **Eligibility for participating in the Tender :**

Sl. No	Name of Work	Amount put to tender (Rs.)	Earnest Money (Rs.)@2%	Cost of Tender Form (Rs.)	Time of Completion	FUND
1	Construction of Community Toilet at required place of gram sansad Kuli sansad no - X under Nayansukh GP .Id- 89432361/24-25.Fund-15th CFC/2024-25	₹ 277901.00	₹ 5558 .00	500.00	30 Days	15 th SFC/24-25

- A) For e-filing, intending bidders have to download the tender document from the website <http://etender.gov.in> directly by the help of Digital Signature Certificate.
- B) Prequalification, Technical & Financial Bid is to be submitted concurrently duly digitally signed at desired documents in the website <http://etender.gov.in> Tender document are to be downloaded from website and submission
- C) Prequalification cum Technical Bid & Financial Bid should be done following the stipulated date & time Schedule.

C) Eligibility for participation in the Tender :

Participants fulfilling the following eligibility criteria will be considered as technically qualified:

(I) Intending tenderers should produce credentials of a similar nature of work for each work of the minimum value of 40%(1st Call)of the estimated amount put to tender during 5(Five) years prior to the date of issue of this Tender Notice. This 5(Five) years will be counted from the date of completion of work for the work acclaimed as credential. Date of completion of the work must be mentioned in the credential certificate otherwise it will be rejected.

OR

(II) Intending tenderers should produce credentials of 2(two) similar nature of work, of each work each of the minimum value of 30%(1st Call)of the estimated amount put to tender during 5(Five) years prior to the date of issue of the tender notice . This 5(Five) years will be counted from the date of completion of work for the work acclaimed as credential. Date of completionof the work must be mentioned in the credential.

OR

(III) Intending tenderers should produce credentials of one single running work of similar nature of each work which has been completed to the extent of 80%(1st Call)or more and value of work which is not less than the desired value at(I) above. In case of running works only those tenderers who will submit the certificate of satisfactory running work will be eligible for the tender,**in the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.**

Intending bidders have to upload the following documents:

- a) Valid Professional Tax receipt latest e-challan.

- b) GST Registration certificate with valid 15 digit GSTIN No.& Acknowledgement copy of **Current** GST Return.
- c) PAN Card & I.T Return, Audit report & balance sheet, Acknowledgement for Financial Year for at least three consecutive financial years amongst.
- d) Valid Trade License.
- e) In case of Partnership firm, a copy of partnership deed and in case of Company, copies of Incorporation Certificate along with Memorandum and Articles of Association.
- f) A self-declaration regarding the history of arbitration / litigation /suspension and/or banning of the firm /Company to be produced in form of affidavit duly certified by a 1st class judicial magistrate /Notary public.
- g) The person signing the tender must produce document of his/her competence to do so.
- h) **Completion Certificate** in support of his credential to be obtained from the Executing Authorities, mentioning Name & address, Telephone No. of the agency, Tender No., supply order No., Value of Work, Executed Value of Work, Schedule of work, time stipulated for completion of Work, of the Agency. **Payment certificate or supply order will not be treated as credential. Joint venture or MOU with any manufacturing/ experienced executing agency will not be treated as credential.**
- i) **All Uploaded Photocopy of Documents should be self Attested by the Bidders.**

Only relevant documents (documents sought for) are to be uploaded, unnecessary /junk documents should not to be uploaded. Documents those are being uploaded should be indexed in a separate page clearly stating the nature/subject of the document. Uploading of irrelevant documents will be treated as disqualification of bidder.

Intending bidders if fails to upload the documents as mentioned above , his candidature as qualified bidder will be treated as cancelled.

Verification of documents : All the documents submitted/uploaded by the Bidders should be properly indexed & notarized with seal. The L-1 bidder must have show the original copies of their uploaded documents including the valid documents for EMD to the office of the Tender Inviting Authority during office hours, within the stipulated time with his acceptance letter of LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with according legally including black listing of the bidder. If required uploaded documents may be verified by the tender inviting authority after opening of technical bid .

D) General Information :

1. The intending tenderer fulfilling the above requirement should attend for the work included in the Tender Notice with all related evidentiary documents. The Tender Inviting authority reserved the rights to accept or reject their offered rate as deemed necessary to finalize the tenders satisfactory without assigning any reason whatsoever.
2. Section of eligible agency will be strictly on the basis of scrutiny and evaluation of the particulars as to be furnished at the time of bidding. Decision of the Tender Inviting Authority in this regard shall be final & binding.
3. The tendering operation will follow e-tendering process and all rules and regulations pertaining to the tender will be binding to the tenderers.
4. **Earnest Money:** Earnest Money @ minimum 2% of amount put to tender as specified as the case, separately for each serial no. of work, in the form of RTGS/ NEFT/ NET BANKING of any Nationalized Bank payable at Murshidabad to be drawn after the date of issue of NIE in favour of the "Pradhan, Nayansukh Gram Panchayat ,Farakka Development Block on behalf of Artho-O-Parikalpana Upasamity, Nayansukh Gram Panchayat, Farakka, Murshidabad". The bidder has to upload a declaration regarding drawal of requisite amount of E.M.D. in the technical proposal folder, mentioning reference of online payment date & name of drawee bank, the value of payment. The L1 bidder shall submit the hard copy of the reference document to the office of the tender inviting authority i.e. the "Block Dev. Officer, Farakka Dev. Block, Farakka, Murshidabad, with the financial evaluation summary, within 7 (seven) days from the date of issuance of financial evaluation summary. Failure to submit the hard copy of EMD instrument along with the financial evaluation summary within the stipulated time will be treated as unwillingness of the bidder and his eligibility as L1 bidder will be treated as cancelled. Moreover, it will be considered as an attempt to disturb the tendering process which will be dealt as per the legal provisions accordingly including blacklisting of the bidder. **Reference document of EMD should be submitted only by "L1 Bidder" after opening of Financial Bid in separate cover super-scribing Earnest Money for the work of "Name of the Work "to the Office the "Pradhan, Nayansukh Gram Panchayat ,Farakka Development Block on behalf of Artho-O-Parikalpana Upasamity, Nayansukh Gram Panchayat, Farakka, Murshidabad.**
5. The encrypted hard copy of EMD document must have to be uploaded by the tenderer in the technical Bid. Only L1 bidder has to submit the original copy of EMD document within **7(seven)** days from the date of financial evaluation letter.

6. Security Deposit will be deducted from progressive bills @ 8% of the Bill value of work Release of Security Deposit will be guided by WBF 2911.
7. The rate is to be quoted both in words and figures in the financial Bid and rates quoted should be considered inclusive of all taxes and charges as applicable & payable. No rate to be quoted on the body of the WBF 2911.
8. Before Bidding, the Bidder(s) may visit the site to satisfy themselves about the local condition & other matters at their own cost. No claim whatsoever on the ground of insufficient knowledge about the work site or local condition will be entertained at a later date and no claim in future will be entertained.
9. Only the proprietor is authorized to sign the tender document on behalf of a company or firm.
10. The rates quoted in the tender shall remain valid for 6 (six) months from the date of submission of tender.
11. Income Tax, Sales Tax / GST and labour welfare cess and Service Tax etc. if any will be deducted from the progressive bills as per Govt. order in vogue.
12. The payment for the work will be made as per payment breakup schedule if any and the provision the agreement form WBF 2911. Subject to availability of fund.
13. Canvassing/other means to influence the individual in the tendering process may lead to disqualification of bidder participating in the tender.
14. The acceptance of the tender will rest with the accepting authority that does not bind him to accept the lowest or any other tender and reserves the right to reject in part or in full of all tenders received or to split up the work in different groups without assigning any reason thereof.
15. Tender, which do not fulfill the conditions specified in the tender documents or do not fulfill the requirement of the tender in any respect will be liable for rejection.
16. The successful Tender will remain liable for following the West Bengal Contract Labour (Regulation & Abolition) Rules in force and necessary certificates from appropriate authority to be submitted within seven (7) days from the date of work order, failing which the work order may liable to be cancelled. Minimum wages Act, 1948, contract Labour (Regulation & Abolition) Act 1970, and others will be strictly followed and will be guided by WBF 2911.
17. Contractor will not be entitled for any compensation for rejection of his tender.
18. **Credential certificate produced as credential should clearly indicate the description of works, value of contract, executed work value, date of award, time allowed for the work, actual date of completion etc. and name, address, telephone no. of the certificate issuing authority.**
19. Conditional tender will not be accepted under any circumstances and shall be deemed as “informal”.
20. **Name and address of the :**
 - a) Tender Inviting Authority: Pradhan, Nayansukh Gram Panchayat ,Farakka Development Block on behalf of Artho-O-Parikalpana Upa Samity, Nayansukh Gram Panchayat, Farakka, Murshidabad,

Executing Division /: Pradhan, Nayansukh Gram Panchayat ,Farakka Development Block on behalf of Artho-O-Parikalpana Upasamity, Nayansukh Gram Panchayat, Farakka, Murshidabad Engineer- in-Charge
21. No documents will be entertained, if sent by post / courier.
22. For detailed information & clarification, the intending applicants shall have to contact the office of the undersigned on any working day during 1.00 PM to 4.00 PM with prior appointment.
23. The Tender Inviting Authority reserves the right to deny or accept or reject any or all the applicants and to annul the tendering process, at any point of time without any obligation & assigning any reason what-so-ever.
24. **Date & time Schedule:-**

Sl. No.	Particulars	Date & Time
1	Date of Publishing of NIE& Tender Documents (online) -	14/01/2025 at 1:00P.M.

2	Documents download start date & time (Online)	14/01/2025 at 01:00P.M..
3	Prequalification, Technical and financial bid submission starting date & time (online)	14/01/2025 at 01:00P.M.
4	Documents download closing date & time (Online)	21/01/2025 at 06:00 P.M.
5	Prequalification, Technical and financial bid submission closing date & time (online)	21/01/2025 at 06:00 P.M.
6	Date & time of opening of Prequalification Proposals & Technical proposal (online)	24/01/2025 at 11.00 A.M.
7	Date & time of uploading of list of Technically qualified bidders after final evolution.(online)	24/01/2025
8	Date & time of opening of financial bid (online)	Will be intimated later
9	Date of submission of original copy of EMD& Tender Document (Off line) by the Lowest bidder (L1)	Will be intimated later
10	Date of uploading of list of bidders along with the rates through (online), also if necessary for further negotiation through (offline) for final rate.	Will be intimated later.

25. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
26. During scrutiny, if it comes to the notice to Tender Inviting Authority that the Credential or any other papers uploaded by the tenderer is incorrect/forged/fabricated, the tenderer will not be allowed to participate in the tender and his eligibility will be rejected outright without any prejudice.
27. In case if there be any objection regarding disqualifying of the Agency, that should be lodged to the Tender Inviting Authority within 24(Twenty four) hours from the date of Publication of list of qualified tenderer and beyond that time no objection will be entertained.
28. Before issuance of the work order, the Tender Inviting Authority will verify the originals of credential & other documents of the lowest tenderer. After verification, if it is found that such documents submitted by the lowest tenderer is either forged or false; in that case, work order will not be issued in favour of the lowest tenderer under any circumstances. Moreover, stringent action will be taken against him, which may leads to blacklisting of the agency.
29. The L1 bidder will have to submit the hard copy of the tender documents duly downloaded with the signature of the authorized signatory in all pages along with the EMD document during formal agreement.
30. Visit :<http://etender.wb.nic.in> for more details.

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31. **Tender Documents include the following:-**

Sl. No.	Tender Documents	Page No.
i.	Notice Inviting e-Tender.	ALL PAGES
ii.	WBF 2911.	ALL PAGES
iii.	SBD with ITB	ALL PAGES
iv.	BOQ/ Schedule of work	ALL PAGES

32. **Bill will be paid from available fund.**
33. **The renderer should be engaged local labour and submitted job card details of the labour within two days after issue of work order.**

INSTRUCTIONS TO BIDDERS

1. General guidance for e-Tendering

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

2. Registration of Bidder

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

3. Digital Signature certificate (DSC)

Each bidder 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 of which are available at the Web Site stated in Clause 3. DSC is given as a USB e-Token.

4. The bidder 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 Document.

5. Submission of Tenders

General process of submission, Tenders are to be submitted online through the website stated in Cl. 3 in single folders as per tender schedule, i.e. Technical Proposal before the prescribed date & time using the Digital Signature Certificate (DSC), The documents are to be uploaded (virus scanned copy) duly Digitally Signed wherever necessary. The documents will get encrypted (transformed into non-readable formats).

(A) TECHNICAL PROPOSAL

The Technical proposal to be submitted in the following three covers (Folders):

A1 Pre-Qualification Cover Containing:

Scanned copy of earnest money submission confirmation from bank.

A 2 Statutory Cover Containing:

Following Documents are to be downloaded and uploaded virus scanned and digitally signed by the Bidders:-

- i. NIeT
- ii. Tender Documents & Corrigendum's if any.
- iii. WBF 2911.
- iv. Technical File (All filled up formats related to Technical Bid are to be uploaded here)
- v. Fees

A 3 Non-Statutory Cover Containing:

Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Bidders:-

- i. West Bengal GST Registration / PAN / P. Tax Clearance Certificate etc.
- ii. IT Return, Audit report & balance sheet, Acknowledgement for Financial Year for at least three Consecutive financial years amongst (2021-2022, 2022-2023, 2023-24).
- iii. Affidavit (Declaration by the Bidder)
- iv. Trade License
- v. Registration Certificate under Company Act. (If any).
- vi. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- vii. Experience Certificate for completion of similar nature of work.
- viii. Scanned copy of Original Credential Certificates.
- ix. Deed of Partnership Firm / Article of Association & Memorandum.

Intending Bidders should upload Non-Statutory documents as per following folders in My Document:

Sl. No	Category	Name Sub Category Description	Details	Remarks
A	CERTIFICATES	CERTIFICATES	1. West Bengal GST Registration / PAN / P. Tax Clearance Certificate 2. Income Tax Acknowledgement Receipt	

B	COMPANY DETAILS	COMPANY DETAILS 1 COMPANY DETAILS 2	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License). 3. Ltd. Company (Incorporation Certificate , Trade License) 4. Power of Attorney 5. Society (Society Registration copy, Trade License)	
C	CREDENTIAL	CREDENTIAL 1 CREDENTIAL 2	1. Similar Nature of Work Done & Completion Certificate	
F	FINANCIAL INFO	WORK IN HAND		
		PAYMENT CERTIFICATE 1 PAYMENT CERTIFICATE 2	Payment Certificate only (Not TDS Certificate)	

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.

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the bidder in the Pre-Qualification Folder.

6. II. Financial Proposal:

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

- (a) Bill of quantities (BOQ) in which the contractor is to quote the rate online through the website <http://etender.wb.nic.in> directly in the space marked for quoting rate in BOQ. Only downloaded copies of the above Documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- (b) **The percentage (ABOVE/AT PAR/BELOW) rate both in figure & word will have to be quoted only in the BOQ under the financial bid. In case of quoting any rate in WBF 2911.or any other documents, the tender is liable to be summarily rejected.**

7. Submission of Earnest Money:

The minimum earnest money as specified shall be submitted by the L1 bidder within the stipulated date and time in the form of RTGS/ NEFT/ NET BANKING of any Nationalized Bank payable at Murshidabad to be drawn after the date of issue of NIEt in favour of the "Pradhan,Nayansukh Gram Panchayat ,Farakka Development Block on behalf of Artho-O-Parikalpana Upasamity,Nayansukh Gram Panchayat,Farakka,Murshidabad". during office hours.If any Tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Cooperative Society).

8. Opening & Evaluation of Tender:

9. Opening of Technical proposal:

- Technical proposals will be opened by the Pradhan,Nayansukh Gram Panchayat ,Farakka Development Block on behalf of Artho-O-Parikalpana Upasamity,Nayansukh Gram Panchayat,Farakka,Murshidabad "Directorate electronically from the web site using their Digital Signature Certificate.
- Intending tenderers may remain present if they so desire.
- Statutory documents will be opened first & if found in order, non statutory documents will be further opened. If there is any deficiency in such documents, the tender will summarily be rejected.
- Pursuant to scrutiny & decision of the Tender inviting authority the summary list of eligible tenders will be uploaded in the web portal.
- While evaluation the Tender Inviting Authority may summon the tenderers & 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.

a. Opening of Financial Proposal

- Opening proposals of the tenderers declared technically eligible by the members of the Tender Inviting Authority will be opened electronically from the web portal on the prescribed date, by the and the Pradhan,Nayansukh Gram Panchayat ,Farakka Development Block on behalf of Artho-O-Parikalpana Upasamity,Nayansukh Gram Panchayat,Farakka,Murshidabad".electronically from the web site using their Digital Signature Certificate.
- The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- The Financial Proposals shall be evaluated by the Tender Inviting Authority i.e. the Pradhan,Nayansukh Gram Panchayat ,Farakka Development Block on behalf of Artho-O-Parikalpana Upasamity,Nayansukh Gram

Panchayat, Farakka, Murshidabad "Finally summary result containing inter-alia, name of contractors and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fair and reasonable.

- iv) However, if there is any scope for lowering down of rates in the opinion of the Tender Inviting Authority, further negotiation meeting with the lowest bidder may be held at his office which will be done off line. The final negotiation statement shall be uploaded in the website.

10. Penalty for suppression / distortion of facts :

If any tenderer fails to produce the original hard copies of the documents or any other documents on demand of the Tender Evaluation 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, the tenderer will be suspended from participating in the tenders on e-Tender Platform for a period of 3 (three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Panchayat Samity may take appropriate legal action against such defaulting tenderer.

11. Award of contract :

The Tender inviting authority reserves the right to accept or reject any Tender and cancel this Tendering processes and reject all Tender at any time or distribute the work prior to the award of Contract without thereby incurring any liability to the affected Tenderer or any obligation to inform the affected Tenderer or Tenderers of the Ground for Authority's action. The Award of Contract to be notified by the Tender Inviting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in WBF 2911 and all other documents comprising of Tender documents will incorporate all terms and conditions between the EIC and the successful Bidder.

12. 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 Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (Tender accepting authority) action.

The Tenderer who's Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance

The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Tender Form will incorporate all necessary documents e.g. NleT, all addenda-corrigendum, General terms and condition, different filled-up forms, B.O.Q. and the same will be executed between the Tender Accepting Authority and the successful Tenderer.

13. As per memo. No. 4608 F(Y), Dated-18/07/2018, **additional performance Security @ 10% of tendered amount will have to be deposited by successful bidder, if his bid found 20% or less of the estimated amount put to tender, in the form of Bank Guarantee from any scheduled bank before issuance of work order.** The validity and other conditions will be applicable as per the mentioned memo. i.e. up to the end of the contract period and shall be renewed accordingly. All other relevant terms will be enforced as per the said memo.


Pradhan
Nayansukh Gram Panchayat
Farakka Dev. Block, Murshidabad

Memo No. 702(14)/NGP

Date :14/01/2025

Copy forwarded for information to :

1. The District Magistrate, Murshidabad.
2. The Additional District Magistrate(ZP), Murshidabad
2. The Sub-Divisional Officer, Jangipur Sub-Division, Murshidabad.
3. The Savapati, Farakka Panchayat Samity, Farakka, Murshidabad
- 4-11. Pradhan, All (Farakka Development Block)
12. Notice Board of this office.
13. 2 nos News Paper


Pradhan
Nayansukh Gram Panchayat
Farakka Dev. Block, Murshidabad

