

Office of the Haringhata Panchayat Samity

Subarnapur, Haringhata, Nadia

NOTICE INVITING e-TENDER

Memo No:70/Hgt./P.S

Date : 01/02/2024

NIT No: WB/NAD/HGT/NIET-70

Date : 01/02/2024

For and on behalf of the Haringhata Panchayat Samity, the Executive Officer of Haringhata Panchayat Samity invites Percentage Rate tenders through E-tendering for the following Works by two folder system. Pre-qualification Bid to be submitted in a separate online cover comprising of technical document along with scanned copy of Earnest money (as per SI.No-19) in a separate file and Bid document with schedule rate in another folder are to be submitted by the qualified Contactors.

The applicant in the same nature and type as prime contractor should have successfully completed at least one contract of same type of work at least 40% of similar nature of the work in a single contract within last 5 (five) financial years from the date of issue of this NIT in any Government / Semi Government/ Undertaking/ Autonomous Bodies / Statuary Bodies and Local Bodies who satisfy the terms and conditions set out in pre-qualification document and having registration in e-procurement portal

The Tenders shall be available for viewing in our website <https://wbtenders.gov.in/> , www.haringhata.org

SI No	Name of Scheme	Amount put to Tender	Earnest Money	Tender Paper Cost	Time of Completion
1	Construction of Dining Hall at Barasat Primary School under Haringhata Panchayat Samity . With MSDP Fund.	414196.00	2 % (NEFT)	1000.00	60 days after issue of work order
2	Construction of Toilet Block at Bansbona Old Masjid under Haringhata Panchayat Samity with 15FC Fund.	386528.00	2 % (NEFT)	1000.00	60 days after issue of work order
3	Construction of Toilet Block at Garali Netaji High School under Haringhata Panchayat Samity with 15FC Fund.	386528.00	2 % (NEFT)	1000.00	60 days after issue of work order
4	Installation of Rainwater and Ground Water Harvesting and Ground Water Recharge System in the Premises of Haringhata Panchayat Samity with 15FC Fund.	483667.00	2 % (NEFT)	1000.00	60 days after issue of work order
5	Construction of Guardwall at Mitrapur Masjid in Mollabelia Gram Panchayat under Haringhata Panchayat Samity with 5 th SFC Fund.	427370.00	2 % (NEFT)	1000.00	60 days after issue of work order
6	Construction of Guardwall at Mollabelia Kasaipara in Mollabelia G.P under Haringhata Panchayat Samity with 5 th SFC Fund.	193390.00	2 % (NEFT)	600.00	60 days after issue of work order

1. Intending bidders may download tender documents from e-procurement portal of Government of West Bengal portal (www.wbtenders.gov.in). The pre-qualification and bid documents duly filled and digitally signed in all respect may be submitted online through mentioned e-Portal. Haringhata Panchayat Samity does not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc. for on-line bidding. Cost of Pre-qualification and bid document is as stated in the above table for online bids.

2. Names of the Technically qualified bidders on the basis of information furnished in “My document” uploaded by concerned bidders after verification of the same with original, will be displayed in the portal and this Office Notice Board, subject to completion of verification and technical evaluation.

3. The Haringhata Panchayat Samity reserves the right to reject or cancel any or all prequalification documents and bid document without assigning any reason's whatsoever.

4. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

5. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule.

6. The Technical Bid/Proposal is submitted in two parts. The two parts of the proposal are:-

(i) Part – 1 : Technical proposal

- Folder 1 : Prequalification documents.
- Folder 2 : Technical submission by bidder. (NIT, END, TC Statuary)

(ii) Part – 2 : Financial proposal (BOQ)

7. **Eligibility criteria for participation in the tender :**

☐ The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this Notice at least one work of similar nature under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government and having a magnitude of 40 % (forty percent) of the amount put to tender.

[Non-statutory documents]

N .B :: Estimated amount, Date of Completion of Project and detail communicational address of client must be indicated in the Credential Certificate.

Income Tax Return Acknowledgement for the latest Assessment year, P .T . Deposit Challan for the year 2 0 1 7 -2 0 1 8 , Pan Card, GST Registration Certificate(optional, Terms And Conditions apply) are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

8. The Working Capital shall not be less than 15 % (fifteen percent) of the amount put to tender out of which minimum 10 % shall be of applicant's own resource .

9. The prospective bidders should own or arrange through lease hold registered agreement, the required plant and machineries . Conclusive proof of ownership in favour of owner or leaser of plant and machineries in working condition shall have to be submitted . (Ref. Form- IV , Section - B)

[Non-statutory documents]

10. 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.

[Non-statutory documents]

11. **Joint Ventures will not be allowed .**

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 that job, without assigning any reason thereof.

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 30 % of the tendered amount whichever is less. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No. 2911 (ii) so far as they relate to quantum and frequency of payment are to be treated as superseded.

12. **No mobilisation advance and secured advance will be allowed.**

13. **Security Deposit:** Retention money towards performance Security amounting to 10 % (ten 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.

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

15. 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.

16. **1% Cess under W.B. Building and other construction workers (Regulation of Employments & condition of Service) welfare cess act, 1966 will be deducted from the running bills.**

17. **There shall be no provision of Arbitration. The Clause No. 25 of 2011 (ii) is omitted vide Notification No. 558/SPW Dated: 13th December, 2011 of the Secretary, P.W. Department.**

18. 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 thereof.

19 **Earnest Money:** As per annexure to be deposited along with the technical bid by online payment on any Nationalized Bank with Branch at Haringhata in favour of Executive Officer, Haringhata Panchayat Samity as stated above. Earnest money (online payment document) covering 2% Earnest money to be submitted by online payment during opening of Financial bid with full name of Firm & address of the bidder and the mentioning the name of work.

20 **Tender Fee :** Tender Fee must be paid along with the technical bid by NEFT/RTGS in favour of **M/S EXECUTIVE OFFICER HARINGHATA PANCHAYAT SAMITY OWN FUND, A/C NO-042101003459, IFSC CODE – ICIC0000421.**

A chart of tender fee Given Below :-

Tender Amount	Tender Fee
Upto 100000.00	300.00
100001.00 – 300000.00	600.00
300001.00 – 500000.00	1000.00
500001.00 - 1000000.00	1500.00
1000001.00 – 1500000.00	2000.00
Above 1500000.00	2500.00

Tender Fee (online payment document) to be submitted during opening of Financial bid with full name of Firm & address of the bidder and the mentioning the name of work.

□ Date and Time Schedule:

Sl No	Particulars		Date	Time
1	Published Date		01-02-2024	6.00 PM
2	Documents Download / Sale Start Date	From	01-02-2024	6.00 PM
3	Documents Download / Sale End Date	Up to	08-02-2024	5.30 9M
4	Bid Submission Start Date		01-02-2024	6.00 PM
5	Bid Submission End Date		08-02-2024	5.30 9M
6	Date of Submitting EMD (Original Bank document)		08-02-2024	5.30 9M
7	Tender Fee		08-02-2024	5.30 9M
8	Bid Opening Date (Technical)		10-02-2024	6.00 PM
9	Bid Opening Date (Financial)		After Evaluation of Technical Bid	
10	Place of Opening Bid		Haringhata Panchayat Samity	
11	Officer Inviting Bid		Haringhata Panchayat Samity	

SECTION - A
INSTRUCTION TO BIDDERS

A . General guidance for e-Tendering:

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

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

A .2 . Digital Signature certificate (DSC):

Organisation /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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A .1 .above. DSC is given as a USB e-Token.

A .3 . The contractor can search and download N .I.T ., Tender Document(s) and Addenda & Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A .1 . using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

A .4 . 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. A prospective bidder (including his participation in partnership) shall be allowed to participate in single road / building work as mentioned in the list of schemes.

A .5 . Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A .1 . in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) Virus free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) .

A .5 .1 . Technical Proposal:

The Technical proposal should contain self attested scanned copies of the following in two covers(folders).

A .5 .1 .1 .Technical Cover Containing the following documents:

- (i) NIT (Downloaded from the e-Tender)
- (ii) Copy of Bank document **payable at Haringhata in favour of Haringhata Panchayat Samity.**

5.1.2 Financial Cover Containing the following documents:

i) BOQ

A .5 .1 .2 .Non -statutory Cover Containing the following documents :

(i) Professional Tax (PT) deposit receipt challan for the financial year 2015 -1 6 , Pan Card, ITR Acknowledgement for the Assessment year 2015 -1 6 , VAT Registration Certificate(optional, Terms And Conditions apply).

(ii) Registration Certificate under Company Act. / Trade Licence as the case may be.

(iii) Registered Deed of partnership Firm / Article of Association & Memorandum .

(iv) Power of Attorney (For Partnership Firm / Private Limited Company) .

(v) Valid bye laws , current Audit Report, Minutes of last AGM are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.

(vi) Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies constituted under the statute of the State / Central Government / Central Government undertaking having a magnitude of 40 % (forty percent) of the Estimated amount put to tender during the last 5 (five) years prior to the date of issue of this N .I.T . is to be furnished. . Scanned copy of Original Credential Certificate as stated in N .I.T .

(vii) Financial Statement (Ref.:- Section - B , Form - II).

(viii) Affidavits (Ref.:- format shown in “X ”, Section - B & format for general affidavit shown in “Y ”,Section - B)

(ix) Certificate of revolving line of credit by the Bank (if required)(Ref.:- Section - B , Form - VI).

(x) Format for Bank Guarantee for EMD

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	Detail(s)
A	Certificate(s)	Certificate(s)	1.GST & Service Tax Registration Certificate & Acknowledgement.(<u>optional, Terms And Conditions apply</u>) 2. PAN. 3. P Tax (Challan) (2019-20). 4. Latest IT Receipt.
B	Company Detail(s)	Company Detail -1	1. Proprietorship Firm (<i>Trade License</i>) Section –B Form-II [Structure & Org.] 2. Partnership Firm (<i>Partnership Deed, Trade License</i>) 3. Ltd. Company (<i>Incorporation Certificate, Trade License</i>) 4. Society (<i>Society Registration Copy, Trade License</i>) 5. Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C	Credential	Credential -1 Credential -2	1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form –IV Section –B.

A .5 .2 . Tender Evaluation Committee (TEC)

A .5 .2 .1 .Evaluation Committee constituted as per Order of the Govt. Of West Bengal will function as Evaluation Committee for selection of technically qualified contractors.

A .5 .2 .2 .Opening & evaluation of tender:

If any contractor is exempted from payment of EMD , copy of relevant Government Order needs to be furnished.

A .5 .2 .3 .Opening of Technical Proposal:

Technical proposals will be opened by the Jt. Executive Officer & SAE(RWP) & Tender Committee, Haringhata Panchayat Samity and his authorized representative electronically from the website using their Digital Signature Certificate (DSC) .

A .5 .2 .4 .Intending Tenderers may remain present if they so desire.

A .5 .2 .5 .Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened .

A .5 .2 .6 .Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

A .5 .2 .7 . Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals .

A .5 .2 .8 . During evaluation the committee may summon of the Tenderers & seek clarification / information 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 .5 .3 . **Financial Proposal**

A .5 .3 .1 . 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 .

A .5 .3 .2 . Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor

A .6 . Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as mentioned in the N .I.T. to be derived from the information furnished in **FORM - II** (Section - B) i.e., Financial Statement. If an applicant feels that his / their Working Capital beyond own resource may be insufficient, he / they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting / Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-Charge / Employer. The audited Balance sheet for the last 3 (three) years, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position , showing long term profitability including an estimated financial projection of the next two years.

A .7 . 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 Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

A .8 . Rejection of Bid:

Employer 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 action .

A .9 . Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract.

☐The Agreement in West Bengal From No . 2 9 1 1 (ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N .I.T . & B .O .Q . will be the

part of the contract documents . After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite cost (Ref: Sl. 3 6 of this N .I.T .) through Online from any Nationalized / scheduled bank **payable at Haringhata in favour of " Haringhata Panchayat Samity "**of the concerned work within time limit to be set in the letter of acceptance .



**Executive Officer
Haringhata Panchayat Samity**

Memo No:70 /Hgt./P.S

Date : 01/02/2024

NIT No: WB/NAD/HGT/NIET-70

Date: : 01/02/2024

Copy forwarded for information and wide publication to:

1. District Magistrate ,Nadia
2. Secretary Nadia Zilla Parishad
3. Sabhapati, Haringhata Panchayat Samity
5. The Joint B.D.O Haringhata Dev. Block.
6. The Sub-Assistant Engineer, Haringhata Dev. Block
7. Office Notice Board.
8. Office Website:- www.haringhata.org



**Executive Officer
Haringhata Panchayat Samity**