

Office of the Haringhata Development Block Subarnapur, Haringhata, Nadia

NOTICE INVITING e-TENDER

Memo No:231.../HGT

Date: 02/11/2020

NIT No: WB/NAD/HGT/NIET-III/2020-21

Date: 02/11/2020

For and on behalf of the Haringhata Dev. Block, The Haringhata Dev. Block invites **item rate** tenders through E-tendering for the items by two folder system. Pre-qualification Bid to be submitted in a separate online cover comprising of technical document and Bid document with schedule rate in another folder are to be submitted by the qualified Suppliers.

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

| Sl No | Name of Scheme | Amount put to Tender | Earnest Money | Cost of Tender Paper | Time of Completion |
|-------|--|----------------------|---------------|----------------------|----------------------------------|
| 1 | Supplying of Planting Materials for MGNREGA works for West Bengal State Food Processing & Horticulture Development Corp(Ayeshpur Farm under Haringhata Development Block.) | N.A | N.A | N.A | 30 Day after issue of work order |

Intending bidders may download tender documents from e-procurement portal of Government of West Bengal portal (www.wbtenders.gov.in). The pre-qualification (**Verified documents from respective tender authority**) and bid documents duly filled and digitally signed in all respect may be submitted online through mentioned e-Portal. Haringhata Dev. Block does not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc. for on-line bidding.

Names of the Technically qualified bidders on the basis of information furnished in the and 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.

The Haringhata Dev. Block reserves the right to reject or cancel any or all prequalification documents and bid document without assigning any reason’s whatsoever.

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

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

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)

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 Constitute under the Statute of the Central/State Government or any reputed organization having a magnitude of Rs. 100000 (one lakh) only put to tender. [Non-statutory documents]

Income Tax Return Acknowledgement for the any one of the Assessment year from 2018-19 to 2020-21 and P.T. Deposit Challan for any year from 2018-2019 to 2020-2021, Pan Card, are to be accompanied with the Technical Bid Documents..

[Non-statutory documents]

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]

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 tender, all his applications will be rejected for that job, without assigning any reason thereof. **All the bidders who want to participate in tender either as individual or as partnership firm should attend all the items with reasonable rate. Zero or absurd rate should not be quoted against any item.**

Schematic payment for supply work may be made to the agency as per availability of fund only after completion of work.

grade and approved brand inconformity 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.

There shall be no provision of Arbitration . The Clause No . 25 of 2911 (ii) is omitted vide Notification No . 558 /SPW Dated : 13 th December, 2011 of the Secretary, P .W . Department .

Date and Time Schedule:

| Sl No | Particulars | | Date | Time |
|-------|--|------|-----------------------------------|-------------|
| 1 | Published Date | | 03-11-2020 | 6:00 PM |
| 2 | Documents Download / Sale Start Date | From | 03-11-2020 | 6:00 PM |
| 3 | Documents Download / Sale End Date | To | 10-11-2020 | 6:00 PM |
| 4 | Document Verification by competent Authority | | 12-11-2020 | 11AM to 3PM |
| 5 | Bid Submission Start Date | | 03-11-2020 | 6:00PM |
| 6 | Bid Submission End Date | | 10-11-2020 | 6 :00 PM |
| 7 | Bid Opening Date (Technical) | | 13-11-2020 | 11 :00 AM |
| 8 | Bid Opening Date (Financial) | | After Evaluation of Technical Bid | |
| 9 | Place of Opening Bid | | Haringhata Development Block | |
| 10 | Officer Inviting Bid | | Haringhata Development Block | |

**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 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)

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 any financial year from 2018-2019 to 2020-21, Pan Card, GST Registration Certificate, ITR Acknowledgement of any Assessment Year from 2018-19 to 2020-21.

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

(vii) Affidavits (Ref.:- format shown in "X" , Section - B & format for general affidavit shown in "Y" , Section - B)

**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. PAN. 2. P Tax (Challan) (2018-19). 3. 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 | Nil |

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, Haringata Development Block 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 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 supplier 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 supplier.

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.

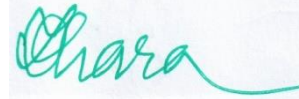
A .8 . Rejection of Bid:

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 Form 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 Demand Draft issued from any Nationalized / scheduled bank **payable at Haringhata in favour of "Haringhata Development Block"**.of the concerned work within time limit to be set in the letter of acceptance .



**Block Development Officer
Haringhata Development Block
Haringhata, Nadia**

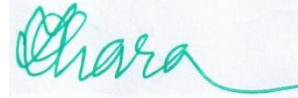
Memo No:231...../HGT

Date: 02-11-2020

NIT No: WB/NAD/HGT/NIET-III/2020-21

Copy forwarded for information and wide publication to:

1. The Sub Divisional Magistrate, Kalyani, Nadia.
2. The OSD, West Bengal State Food Processing & Horticulture Development Corp
3. The District Nodal Officer, MGNREGA, Nadia.
4. Sabhapati, Haringhata Panchayat Samity
5. The Joint B.D.O Haringhata Dev. Block.
6. Office Notice Board.



**Block Development Officer
Haringhata Development Block
Haringhata, Nadia**