

DARA ADARSHA BIDYAMANDIR (H. S.)

(HIGHER SECONDARY & Govt SPONSORED CO-EDUCATION)

ESTD: 1961

PO - Dara, PS - Joynagar, Dist – South 24 Parganas, PIN – 743337.

TELEPHONE NO - 9836493854(TIC). E-mail – daraadarshabidyamandir@gmail.com

Ref No: RMSA/e-tender/01/2017

Date: 26/10/2017

From: Secretary/ President,

NOTICE INVITING e-TENDER

Notice of Inviting e-Tender No RMSA/e-tender/01/2017, dt. 26/10/2017 of DARA ADARSHA BIDYAMANDIR under the jurisdiction of Joynagar II block, South 24 Parganas for and on behalf of the DARA ADARSHA BIDYAMANDIR from the bonafide contractors having the credential as mentioned in clause 6C for the following works of the under mentioned School. The details of Plan-Estimate and other testimonials of the work will be available at the office of School during office hour. Bidders are requested to quote total amount of the Tender including all taxes and other incidental charges for the following work detailed in the table below.

Item No.	Description of the Work	Estimated amount of work (INR)	Earnest Money to be Deposited (INR)	Time allowed for completion of work
1	Construction of Additional Class Room (10 Units) including electrification & furniture.	10878000.00	217560.00 by fund transfer.	EIGHT MONTHS
Grand Total		10878000.00		

- 1) In the event of e-tendering, intending bidder may download the tender documents from the website <https://wbtenders.gov.in/nicgep/app> OR wbtenders.gov.in directly with the help of Digital Signature Certificate. **Necessary Earnest Money will have to be deposited by the bidder electronically: online – through his net banking and offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal.**
- 2) All documents in the bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in/nicgep/app>
- 3) Tender documents may be downloaded from website and submission of all documents will be done as per Time Schedule stated in Sl. No. 27
- 4) Bidders are requested to submit their rate for completion of work within the time allowed in the specified format given in the BOQ. Rate must be inclusive all taxes and other incidental charges for completion of above work otherwise quotation will be rejected. The rate should be mentioned in both figure and word. Consolidated amount for the whole work will be considered for the selection of the agency.
- 5) The **FINANCIAL OFFER** of the prospective tender will be considered only if the document attached with technical bid of the tender is found qualified by the 'Tender Evaluation Committee' formed by the School Authority. If any Technical Bid fails to fulfil the criteria of this tender, then the corresponding financial Bid will be rejected. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be notified later.

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6) Technical Bid: Bidder should submit Self attested photocopy of the following documents and proof of submission of EMD in Technical Bid Envelop:-

a) **PAN Card, Professional Tax Challan, Income Tax Return for Assessment Year 2016-17, GST Registration Certificate.**

During scrutiny of Technical Bid/ Tender documents if it is found that any information is incorrect the technical bid/tender documents will be rejected without assigning any reason thereof. The Tender Committee will have sole discretion to decide the eligibility of bidder on the basis of his submitted documents and reserves the right to refuse without any explanation to the bidder and the decision of the authority concerned will be final in this respect. All papers will be verified with original papers as when required.

b) **Current Renewed Trade License.**

c) **Credential for doing similar work** - The intending bidders ***must have a record of one successful completion of similar nature of work having at least 40% value of this contract within last 3 years from*** the date of publication of the notice. Such type of work must be executed in the Govt. Sector, Zilla Parisad, Panchayet Samiti, Gram Panchayet or Public Sector Undertaking Only. The completion certificate along with payment certificate and work order issued by the competent authority will be treated as credential in this respect.

d) **Earnest Money Deposit:** Bidder has to deposit ***Rs. 2,17,560.00*** through online net banking and NEFT/RTGS.

Necessary Earnest Money will have to be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e–tendering portal. Intending Bidder will get the Beneficiary details from e– tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e–Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E–Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

Earnest Money deposit will be forfeited in following cases

- I. The Bidder withdraws tender after opening or acceptance.
- II. The selected bidder fails to accept order or refuses (wholly or partly).
- III. The selected bidder fails to complete the work within stipulated time as mentioned in the work order.

7) The indenting bidders should know the fact that the rates in the BOQs (bill of quantities) are inclusive all duties, taxes, royalties, toll, taxes and other levies payable by the Contractor

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under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. No separate claim on any circumstances will be allowed.

- 8) All materials used in the construction must be in accordance with the schedule of the works. Plan, estimate & specification will also be the part of the contract. If it is observed any difference between the Schedule and the material used in any occasions that may cause less payment or cancelling the work order or blacklisting the Contractor subject to the decision of the authority. Payment will be made on the basis of the certificate and MB (i.e. Measurement Book) made by the concerned Block Level Field Junior Engineer.
- 9) Time & Cost over-run will not be permitted. In case of any work not being completed by the contractor within the stipulated time-frame, necessary Penal measure, in the tune of deduction of an amount, as decided by the authority concerned, will be imposed.
- 10) Necessary deduction towards, Income Tax etc. will be made as per Govt. norms, and Security Deposit @ 10% of the value of work will be deducted from each progressive Bill as the case may be.
- 11) The successful contractor shall have to submit copies of application in the prescribed form for license (Form No VI) duly filled and signed by the contractor along with the tender. The license fee in terms of Rule – 26(2) and the Security Deposit of Labour in terms of Rule – 24 of West Bengal Contract & Labour (Regulation & Abolition) Act, 1972 should be separately deposited to the Local Treasury under the Head of Account - : 843 Civil Deposit – Deposit under various central and State Acts deposit under the contract Labour (Regulation and Abolition) Act, 1970.
- 12) The intending bidders should furnish a list of works executed by them / him / her of similar nature during last 3 years as mentioned above with necessary certificate from the concerned Executive Engineer or Engineer in Charge or above of any Government / Government undertaking regarding satisfactory performance of such works to be submitted.
- 13) All the related documents are to be produced IN ORIGINAL to this office as and when asked for.
- 14) No Mobilization/Secured advance will be allowed to selected agency.
- 15) Running payment for work will be made to the agency by HM/TIC, **DARA ADARSHA BIDYAMANDIR**, South 24 Parganas after the approval of the DPO, RMSA, South 24 Parganas, as per availability of fund and as per norms. Any bill (running account/final) payment of proposed executed work may be made to Agency as per availability of fund.
- 16) The Successful Tenderer, herein after called the Contractor, will have to execute an agreement on a Non Judicial Stamp worth Rs. 100/- only.
- 17) Sub-allotment of work under any circumstances will not be permitted.
- 18) Escalation claimed by the Agency will not be entertained by the Authority.
- 19) The accepted rate will remain valid till the completion of the work.
- 20) Bid from Joint Venture are not allowed.

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- 21) In this tender no arbitration will be allowed.
- 22) No materials, Tools & Plants etc. will be issued by School Authority.
- 23) No preconditioned tender will be accepted.
- 24) Incomplete tender or tender received without the desired documents shall summarily be rejected, without making any further reference/correspondence.
- 25) Authority reserves the right to accept or reject any / all tenders without assigning any reason whatsoever. The decision of the authority in this regard is final and binding.
- 26) All intending bidders are requested to visit the site at their own expenses and study the plan, estimate along with specifications which will be available at office of the concerned school during the school hours before submission of the tender paper.
- 27) The Authorities, Date and Time Schedule for the tender process are as under:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	27/10/2017
2	Documents download start date (Online)	28/10/2017, 9:00 A.M
3	Bid submission start date (On line)	28/10/2017, 9:00 A.M
4	Documents download end date (Online)	27/11/2017 2:00 P.M
5	Bid Submission closing (On line)	27/11/2017 2:00 P.M
6	Bid opening date for Technical Proposals (Online)	29/11/2017 2:00 P.M
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

28) Documents to be enclosed along with the Tender as Technical document:

- i. PAN Card
- ii. Professional Tax Challan.
- iii. Income Tax Return for Assessment Year 2016-17
- iv. GST Registration Certificate.
- v. Current Renewed Trade License.
- vi. Completion Certificate along with payment certificate & work order of the respective work for credential.
- vii. List of works as per clause 12 of Terms & conditions.

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

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

- i. Registration of Contractor:
Any agency 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://etender.wb.nic.in> . The agency is to click on the link for e-Tendering site as given on the web portal.
- ii. Digital Signature certificate (DSC):
Each agency 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 above. DSC is given as a USB e-Token.
- iii. The agency can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. 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 the bidder to have applied severally in a single job all his applications will be rejected for that job.
- v. Submission of Tenders:
Tenders are to be submitted through online to the website stated above in one folder at a time for each work, one in Technical /Financial Proposal before the prescribed date &time using the Digital Signature Certificate (DSC).
The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

I. Technical Proposal:

(a). Statutory Cover Containing the following documents:

1. Tender Form N.I.T. (*download properly and upload the same Digitally Signed*).

(b). Non-statutory Cover Containing the following documents:

- i. PAN Card
- ii. Professional Tax Challan.
- iii. Income Tax Return for Assessment Year 2016-17
- iv. GST Registration Certificate.
- v. Current Renewed Trade License.
- vi. Completion Certificate along with payment certificate & work order of the respective work for credential.
- vii. List of works as per clause 12 of Terms & conditions.

N.B.: Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS

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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/Financial” Folder to upload the Technical/Financial Documents.

My Document Format

SI No	Category Name	Sub Category Description	Details	Remarks
A	CERTIFICATES	CERTIFICATES	1. Income Tax Return for the Assessment year 2016-17, 2. Professional Tax Challan, 3. Current Renewed Trade license, 4. GST registration certificate, 5. PAN CARD 6. List of work as per clause 12	
B	CREDENTIAL	CREDENTIAL 1	Credential for doing Similar type of work in any Govt., Semi Govt/PSUs.	

NOTE: BLACK & WHITE SCAN, MULTIPAGE SCAN (DPI MAX 200 - 300).**ii. Tender Evaluation Committee (TEC)**

- Evaluation Committee constituted as per Order of DM, South 24 Parganas will function as Evaluation Committee for selection of technically qualified bidder.
- Opening of Technical Proposal:**
Technical proposals will be opened by the HM/ TIC & a TR member nominated by the school having Digital Signature Certificate (DSC).
- Intending tenderers may remain present if they so desire.
- Cover (folder) for Technical Proposal will be opened first and if found in order, cover (folder) for Financial Proposal will be opened. If there is any deficiency in the Technical Documents the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- Summary list of technically qualified tenderers will be notified later.
- During evaluation the committee 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.
- Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

- Penalty for suppression / distortion of facts:
If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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

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documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

10. 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.

11. 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.

II. Financial Proposal:

- (i) 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 Par**) online through computer in the space marked for quoting rate in the BOQ.

Sd/-
Teacher-In-Charge,
DARA ADARSHA BIDYAMANDIR.