



**Office of the  
Surjapur-II Gram Panchayat  
Goalpokher-II, Uttar Dinajpur.**

Memo No:- 08/Sur-II/2025

Dated :-13/01/2025

**NOTICE INVITING e-TENDER**  
**NIT NO.- 09/15<sup>th</sup> FC (T)/Sur-II/2024-2025**

The Pradhan, SURJAPUR-II Gram Panchayat, Goalpokher-II, Uttar Dinajpur hereby invited e-Tender for the work detailed in the table below. (Submission of Bid through *online*).

1.

S L N o	Name of work	Activity Code	Estimate d Amount (With Tax)	Earnest Money	Period of completion	participation charge	Fund	Eligibility of Bidder
1	Upgradation of Ladies Toilet at GP Office under Surjapur-II GP, Goalpokhar-II Dev. Block, U/D. ( Un Tied)		197171	4000.00	60 days	500.00	15 <sup>th</sup> FC (TIED)	All categories of contractor must have to produce credentials of executing similar nature of work under Govt./under taking /Zilla Parishad /Municipal Corporation /Statutory Body of value not less than 60% of the Estimated Amount put to Tender in completed not before 01.01.2025.
2	Repairing of common Toilet at GP Office under Surjapur-II GP, Goalpokhar-II Dev. Block, U/D. ( Un Tied)		199665	4000.00	60 days	500.00	15 <sup>th</sup> FC (TIED)	

2. In the event of e-Filing intending bidder may download the Tender Document from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & Earnest Money be remitted through NEFT or RTGS and participation charges ( non-refundable) to be submitted by online to the office of the Pradhan Surjapur –II Gram Panchayat, U/Dinajpur, the documents should be uploaded through e-Filling.

3. The Earnest Money and participation charges (non-refundable) have to be deposit BANGIYA GRAMIN VIKASH BANK, SURYAPUR Branch in favour of the “**PRODHAN, SURYAPUR 2 GP**”, Account No 5535011001690 IFSC code **PUNB0RRBBGB**, as per Date & Time Schedule. The Technical Bid (Statutory & Non Statutory Cover), Financial Bid and Money received ( form no-5) all will be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

**4. Eligibility criteria for participation in tender:**

**The Application must be accompanied with the following documents.**

a) Bidder shall have Satisfactorily Credential for completion of at least one similar nature of work under the authority of state/ central Govt. Statutory bodies under State/Central Govt. Constituted under the statute of the state/ state Govt. having a magnitude of 60 (Sixty) percent of the Estimated amount put to tender during the last 3 (Three) years prior to the date of issue of this NIT is to be furnished for Labour Co.-Op. (S) Ltd and Bonafied resourceful Outsider Contractor.

ii. Scanned copy of Original Credential Certificate as stated in 4(a) of NIT.

**N.B:- Credential Certificate must be contained (1). Work Order, (2). BOQ / Schedule of Work, (3). Payment Certificate, (4). Completion Certificate ( Indicating the estimated amount, Bill amount, date of commencement, completion of the project and details communicational address of the client).**

b) Trade licence, Current Income Tax return (Updated) of last 3-years duly receipt along with PAN Card, GST Registration Certificate with up to date Challan & P.T. acknowledgement receipt latest.

c) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to sign on the Tender documents (if required).

d) Completion Certificate of similar nature of job of-value stated in Para 4(a) from Engineer-in-Charge mentioning Actual Date of Completion (without date of completion, the same will not be entertained)

Cont. Page No-2

- e) The successful bidder shall established field testing laboratory equipped with requisite instrument in conformity with relevant code of practice and technical staff according to the requirement of works to be executed.
- f) Declaration regarding Structure and Organization duly signed by the applicant.
- g) Registered Labour Co - Operative Societies Ltd. are required to furnish valid Bye Law, Current Audit Report, along with other relevant supporting papers. Joint Ventures will not be allowed.  
The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
- h) The prospective bidder should own and arrange through lease hold agreement the required plant and machineries.
- i) The prospective bidder should disclose if there is any pending litigation upon the firm, which may have implication on the liquidity of the firm. If not, then "NOT APPLICABLE" in their respective letter pad only. (Should be Physically submitted on date 23/07/2024 within 13:0 hours)
- j) The original documents shall invariably have to be shown by the intending tender at the date & time fixed, physically to the office of the Pradhan Surjapur-II Gram Panchayat, U/Dinajpur in front of tender committee.
5. Please read as Pradhan, SURJAPUR-II Gram Panchayat, Goalpokher-II, Uttar Dinajpur in place of Divisional/Sub-Divisional officer as may be found in the Contract Document.
- h) All documents should be up-loaded with self attested by the bidders .
6. There shall be no provision of Arbitration. Hence Clause 25 of. 2911 (ii) is hereby omitted.
7. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency. GST, Royalty & all other Statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.
8. Bids shall remain valid for a period of 120(One Hundred Twenty) days after the dead line date for Financial Bid/ Sealed Bid submission. Bid valid for a shorter period shall be rejected by the undersigned as non- responsive.
- 9) No Mobilization Advance and Secured advance will be allowed.
- 10) Agencies shall have to arrange required land for installation plant & machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site.

### 11. Date & Time Schedule

Sl. No.	Particulars	Date & Time
1	Date of upload of NleT and other Document	14/01/2025
2	Date of start of download the document, etc.	14/01/2025 at 18:00 hours.
3	Date of start submission of technical Bid and Financial Bid	14/01/2025 at 18:00 hours.
4	Date of closing submission of technical Bid and Financial Bid	21/01/2025 up to 14.00 Hours
5	Date of opening of Technical Bid	23/01/2025 after 14.00 Hours
6	Date of Original Document Verification.	23/01/2025 after 14.00 Hours
7	Opening of the financial Bid	To be declared after Technical Evaluation

12. Earnest Money: The amount of Earnest Money is 2% (Two percent) of the estimated amount put to tender through online/offline in favour of "SURJAPUR-II Gram Panchayat, Uttar Dinajpur" payable at against the work as required. This clause is also applicable for all categories of applicants except those are exempted as per Government Order no. 1110-F, Dated-10.02.2006 of Special Secretary Finance Department, Govt. of West Bengal.
13. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
14. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The under signed reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
15. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
- IN CASE OF OTHERS WORKS
16. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of Attorney is to be produced.

17. **NO CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.

18. The undersigned reserves the right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

19. During tender processing or when the work in progress, if it comes to the notice to Tender Inviting Authority that the credential or any other papers found incorrect/manufactured/fabricated, that tender will be rejected without any prejudice and necessary action will be taken as per law.

20. Before issuance of the work order, the Tender Inviting Authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacturer or false in that case, work order will not be issued in favour of the tenderer under any circumstances & E.M.D will stand forfeited at any stage without any reference to the bidder.

21. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later. Notification will supersede former one in following sequence:-

- a. NIT, Special Terms & Condition & all Corrigendum & Addendum.
- b. Form No. 2911(ii)
- c. Financial bid

The eligibility of a bidder will be ascertained on the basis of the digitally signed in support of the minimum criteria as mentioned in (Cl. No. 21) Mentioned above. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

22. Guiding schedule of rates: Schedule of rates of P.W.D. with effect from 01.12.2017 for Building, Sanitary & Plumbing works, materials and labour or P.W.D (Roads) whichever is applicable.

## INSTRUCTION TO BIDDERS

### SECTION – A

#### 1. *General guidance for e-Tendering*

Instructions/ Guidelines for tenders for electronic submission of the tenders 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 <https://wbtenders.gov.in> the contractor is to click on the link for e-Tendering site as given on the web portal.

#### 3. *Digital-Token*

Each contractor is required to obtain an e-Token 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 2 of Guideline to Tenderer as a USB e-Token.

4. The contractor can search & download Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the e-Token. This is the only mode of collection of Tender Documents.

#### 5. *Participation in more than one work.*

A prospective bidder (including his participation in partnership) shall be allowed to participate in mentioned in the list of schemes.

In no case permission will be accorded to any Firm for more than 1 (One) job. If any Firm found eligible for more than job as applied, the undersigned, reserved the right to entitle the Firm for any one job or none as per discretion and no objection in this respect will be entertained if undersigned want.

#### 6. *Submission of Tenders.*

General process of submission, Tenders are to be submitted through online, stated in Cl. 2 in two folders at a time for the work, one in Application with Supporting Paper & the other is Financial Proposal before the prescribed date & time using the e-Token the documents are to be uploaded virus Scanned copy duly e-Token Signed. The documents will get encrypted (transformed into non readable formats).

#### **A. Technical proposal**

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

##### **A-1 Statutory Cover Containing**

NIT, Special Terms and Condition, all Corrigendum & Addendum

*(Properly downloaded & uploaded the same Digitally Signed)*

Tender form no. 2911(ii) *(Properly download & upload the same Digitally Signed Except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate in 2911(ii) the tender liable to summarily rejected).*

Scanned Copy of online payment receipt for Earnest Money deposit (EMD) as prescribed in the NIT, against each serial of work in favour of "SURJAPUR-II Gram Panchayat, Goalpokher, Uttar Dinajpur".

**A-2. Non statutory Cover Containing**

- i. Registration Certificate under Company Act. (If any).
- ii. Registered Deed of partnership Firm/ Article of Association & Memorandum (if any)
- iii. Power of Attorney (For Partnership Firm/ Private Limited Company if any)
- iv. Credential for completion of at least one similar nature of work under the authority of state/ central Govt. Statutory bodies under State/Central Govt. Constituted under the statute of the state/ state Govt. having a magnitude of 40(Forty) percent of the Estimated amount put to tender during the **last 3(Three)** years prior to the date of issue of this NIT is to be furnished for Labour Co.-Op. (S) Ltd and Bonafied resourceful Outsider Contractor.
- v. Scanned copy of Original Credential Certificate as stated in NIT.
- vi. A prospective bidder should furnish all relevant documents of his own machineries / equipments required for concrete works / Building works. In case of lease, a notarised lease agreement to be furnished in this respect.
- vii. Scanned Copy of online payment receipt for Earnest Money deposit (EMD)
- viii. Scanned Copy of payment receipt (form no-5/NEFT/TRGS copy) submitted by online.

Sl. No	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	AI. CERTIFICATES	i. Professional Tax (PT) deposit receipt challan[Up to date]. ii. Pan Card iii. IT, Saral [for last 3 years]. iv. GST Return Certificate with upto date Challan. v. trade registration current year
B	COMPANY DETAILS	BI. COMPANY DETAILS	i. Registration Certificate under Company Act. (If any). ii. Registered Deed of partnership Firm/ Article of Association & Memorandum (if any) iii. Registered Labour Co - Operative Societies Ltd. are required to furnish valid Bye Law
C		CREDENTIAL-I	i. Credential for completion of at least one similar nature of work under the authority of state/ central Govt. Statutory bodies under State/Central Govt. Constituted under the statute of the state/ state Govt. having a magnitude of 60 (Sixty) percent of the Estimated amount put to tender during the last 3 (Three) years prior to the date of issue of this NIT is to be furnished for Labour Co.-Op. (S) Ltd and Bonafied resourceful Outsider Contractor. ii. Scanned copy of Original Credential Certificate as stated in 4(a) of NIT
D	Declaration	Declaration-I	i. Scanned Copy of payment receipt for Earnest Money deposit (EMD) & Tender Form Cost. ii. Scanned Copy of payment receipt (form no-5, physically submitted) for participation charge by cash
E	Affidavit		Declaration executed through prescribed affidavit in non-judicial stamp paper as per enclosed format "X" & "Y"

**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. Tender Documents will be open by the "Pradhan, SURJAPUR-II Gram Panchayat, Uttar Dinajpur" or His authorized representative electronically from the web site stated in Sl. No. 2 using their Digital Signature Certificate.

1. Cover (folder) statutory documents (vide Sl. No. 6.A-1) should be open first & if found in order, cover (Folder) for non- statutory documents (vide Sl. No. – 6.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

2. Uploading of summary list of qualified tenderers.

3. Pursuant to scrutiny & decision of the undersigned, the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

**A. Affidavit**

The eligibility of a bidder will be ascertained on the basis of the documents in support of the minimum criteria as mentioned as a and b above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either forged or false, in such cases the eligibility of the bidders/ tenderers will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith. Conditional / incomplete tender will not be allowed.

On that affidavit it should be clearly declared that the agency shall complete the work in all aspects as desired by the Authority. Failure to conduct the works as per specific time and directions will be liable for penal action. On such cases, authority has the right to engage any other agency / agencies without any intimation.

### **B. 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 per (+0.00) online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

### **Penalty for suppression / distortion of facts**

If any tenderer fails to produce the original hard copies of any documents on demand of the Tender Inviting Authority i.e. undersigned 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 of documents, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Department may take appropriate legal action against such defaulting tenderer.

### **REJECTION OF BID**

The Tender Inviting Authority i.e. undersigned reserve the right to accept or reject any Bid or cancel Bidding processes and reject all Bids at any time prior to the award of Contract without assigning any reason thereof. No claim in this regard by the bidder(s) for such action will be entertained by the Tender Inviting Authority i.e. undersigned will have no liability for the same.

### **AWARD OF CONTRACT**

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.

The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT will be the part of the Contract Document.

AA  
Pradhan  
Surjapur-II Gram Panchayat  
SURJAPUR-II GRAM PANCHAYAT  
Goalpokher-II Block, Goalpokher-II, Uttar Dinajpur

Memo No:- 08/1(10) /Sur-II/2025

Dated :-13/01/2025

Copy forwarded for information and wide circulation to:-

1. CA to the District Magistrate, Uttar Dinajpur, Karnojora, Raiganj.
2. The Sub-Divisional Officer, Islampur Sub-Division, Islampur, Uttar Dinajpur.
3. The Savapati, Goalpokher-II Panchayat Samity, Chakulia, Uttar Dinajpur.
4. The Block Development Officer, Goalpokher-II Development Block, Chakulia, Uttar Dinajpur.
5. The Executive Assistant/Secretary of SURJAPUR-II Gram Panchayat, Goalpokher-II, Uttar Dinajpur.
6. The Nirman Sahayak of this Office for taking necessary action.
7. Sri/Smt....., Member of tender committee, SURJAPUR-II Gram Panchayat
8. Uttar Dinajpur Zilla Parishad Web-Site.
9. Tatha Mitra Kendra, SURJAPUR-II, Uttar Dinajpur
10. Notice Board.

AA  
Pradhan  
Surjapur-II Gram Panchayat  
SURJAPUR-II GRAM PANCHAYAT  
Goalpokher-II Block, Goalpokher-II, Uttar Dinajpur