

- 10. No material will be issued from the department.
- 11. Contractors shall have to comply with the provisions of A) the contract labour (regulation Abolition) Act, 1947 B) apprentice Act, 1961 & C) Minimum wages Act, 1948 of the notification of the of or any laws relating thereto and the rules made and order issued there under from time to time.
- 12. The schedule of rates as given in BOQ
- 13. During validity if it comes to notice of the tendering authority that the credentials or any other paper found incorrect / misstated / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any refund.
- 14. The authority reserves the right to cancel the NIT due to unavoidable circumstances and for the same case will be entertained.
- 15. Bids shall remain valid as mentioned above. 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 therefor.
- 16. Before submission of tender, the tenderer shall have to acquire by actual visit to the sites regarding prevailing conditions and tenderer submitting tender shall be deemed to have done so. He must acquaint himself with local conditions of labour, material, transport, electricity, water, Panchayat regulations etc.
- 17. The Contractor's responsibility to keep the road open to all kind of traffic during the execution of work. No claim whatsoever will be entertained for this labour, establishment cost of hire & labour charges of tools & plants and any unwanted accidents etc. at any circumstances.
- 18. Date and Time Schedule

No.	Particulars	Date	Time
1	Date of uploading of NIT and other document (s)		
2	Date of start of downloading the documents, Etc.	03/12/2021	4.30 pm
3	Date of closing of downloading the documents, etc.	03/12/2021	5.00 pm
4	Date of start of submission of Technical Bid & Financial Bid	14/12/2021	2.00pm
5	Date of closing of submission of Technical Bid & Financial Bid	03/12/2021	5.00pm
6	Date of opening of Technical Bid at office of the Itachuna-Khanyan Gram Panchayat	14/12/2021	5.00pm
7	Date of producing the original Documents for Verification, if found necessary by the Tender Committee	16/12/2021	3.00pm
8	Date of opening of Financial Bid at office of the Itachuna-Khanyan Gram Panchayat	16/12/2021	3.45pm
9	Duration of Bid Validity	21/12/2021	3.00pm
10	Office Inviting Bid	180 Days from the Date of Publish The Pradhan, Itachuna-Khanyan Gram Panchayat	

- 4. The contractor shall pay of charge & has legally liable for all out of pocket works & hold the employer free of such cost.
- 5. Contractor has to execute the work as strict supervision of the N.S. / Authority.
- 6. Decision of authority will be final & binding on contractor in case of any dispute.
- 7. Name of the work.
- 8. Nature & nature of the contract.
- 9. Name of the Executing Agency.
- 10. Name & Address of the Contractor.
- 11. Estimated amount.
- 12. From which land the work is being executed.
- 13. Time of completion.
- 14. All kinds of plants & machinery including vibratory, road roller etc. required to execute the Contract, has to be arranged by Contractor at his own cost.
- 15. The work area that covered project & time of completion of work should be strictly followed.
- 16. The undersigned reserves the right to enquire the tenderer to submit analysis of the quoted rate at my point.
- 17. Audited Accounts of last financial year will have to be submitted in case of Engineers Co-operative societies & Labour Co-operatives. The tender forms are to be received by the Chairman or Secretaries or any member of the Society having proper power of attorney. Credential of similar type of works as noted above against each serial number will have to be produced in case of Engineers Co-operative societies & Labour Co-operatives.
- 18. The agency should have to obtain registration certificate and Labour license from the Regional Labour Office in respect of building and other construction workers within "Cris Act" 1996 within ten days from the date of issue of work order filling of which termination of contract will take effect as per rule.
- 19. Time is the essence of contract. The successful contractor must start the work within seven days from the date of signing of Agreement / contract failing which the earnest money shall be forfeited, the contractor may be blacklisted and claim of payment of work already executed before such termination, may not be considered or entertained.
- 20. A penalty @ 0.1% (Zero point One percent) of the value of work may be imposed on per day of delay.
- 21. If during execution of work it is found that the progress of work is very slow and the contractor failed to speed up the work even after repeated reminders and the work is going to be delayed unnecessarily due to fault on the part of contractor and / or the quality of work is not as per the plan & estimate and the contractor does not make required rectification after being an instructed, the work order and contract shall be cancelled, the earnest money shall be forfeited, the contractor may be blacklisted and claim of payment of work already executed before such termination, may not be considered or entertained.
- 22. In case of such anti-term termination of the work order and contract act, the undersigned may also proceed to get the balance work completed by engaging other contractor's agencies or departmentally. The excess expenditure if any, due to such a step would be recoverable from the unpaid bills of the delinquent contractor/authority.
- 23. Income Tax @ 1.2% (as applicable), relevant GST Rates under GST Act, 2017 shall be applicable in the case of billing. Labour Welfare Cess @ 1% and other statutory deductions at the Govt. prescribed rate will be deducted at source during payment of each bill (R/A or Final). (Rate may be changed as per direction of competent authority)
- 24. 8 (Eight) % value of the work will be deducted as security deposit from the progressive / final bill & 10 (ten) % Security deposit (including the 2% earnest money) which will be refunded after one year from the date of completion subject to condition that no defect appears in the work. In case of defects found within one year the same should be repaired properly by the contractor in his own cost and after repairing, the earnest money may be released in full or part depending on the nature of defect.
- 25. For securities that will be used in the road construction against which payment of royalty to competent authority is mandatory under any existing act or rule, original copies of Challan/s as proof of deposition of royalty to be produced at the time of processing of bill filling which bills shall not be entertained.

INSTRUCTION TO BIDDERS

Instruction 1 Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor
 All contractors wishing to bid must first register on the website of the Government e-procurement system, known as Geppan. The contractor is to click on the link for e-Registration and fill in the details.

2. Digital Signature Certificate (DSC)
 Each contractor is required to obtain a Class 1 or Class III Digital Signature Certificate (DSC) for submission of tenders from the approved service providers of the National Information Centre (NIC) in payment of requisite amount. Details are available at the Web Site stated in Clause-1 of Guidelines to Bidders. DSC is given on a USB-C Drive.

3. Collection of Tender Documents
 The contractor can check & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation at Bidding
 Submission of Tenders
 4.1 General process of submission
 Tenders are to be submitted through online to the website stated in Clause 1 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy only. Digitally Signed. The documents will get encrypted (passworded) into non readable format.

5. Tender Form no. 291(I) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed) Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 291(I), the tenderer liable to summarily rejected. v) Special Terms, Condition & Specifications of work, Drawing (if any).

6. A-2 Non Statutory/ Technical Documents Cover Containing
 Professional Tax (PT) deposit receipt challan for the current financial year. Pan Card (Self) (TR-1) for the last three financial year, VAT Registration Certificate for the current financial year.
 Registration Certificate under Company Act, (if any)
 Registered Deed for partnership Firm/ Article of Association & Memorandum.
 Power of Attorney (For partnership Firm/ Private Limited Company, if any)
 Clearance Certificate for the Current year issued by the Assistant Registrar of Co-Op(S) (ARCS) by laws are to be submitted by the Registered labour Co-Op(S) Engineers Co-Op(S).
 v) Creditworthiness for completion of at least one state type of work under the authority of state/central Govt. statutory bodies under State/Central Govt. contracts/under the estimate of the state/State Govt. having a magnitude 50 (fifty) per cent of the estimated amount put to tender in a single work order during the last 03 (three) years prior to the date of issue of this NIT is to be furnished.
 vi) Self certified document in favour of financial capability to carry out the work.

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 being statutory & non statutory cover.

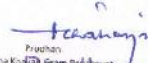
THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER. Check the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non statutory folder. Next click the tab "Click to Encrypt upload" and then click the "Technical" folder to upload the Technical Documents.

7. The Technical proposal should submit scanned copies of the following further in two covers (folders): A-1 Statutory Cover Containing, Professional Tax, Tender Form no. 291 (I) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 291 (I), the tenderer liable to summarily reject.
 v) Special Terms, Condition & Specifications of work, Drawing (if any).

Note: Tenders will be summarily rejected (if any item is checked) statutory cover is missing.
 A-2 Non Statutory/ Technical Documents Cover Containing
 Professional Tax (PT) deposit receipt challan for the current financial year. Pan Card (Self) (TR-1) for the last three financial year, VAT Registration Certificate for the current financial year.
 Registration Certificate under Company Act, (if any)
 Registered Deed for partnership Firm/ Article of Association & Memorandum.
 Power of Attorney (For partnership Firm/ Private Limited Company, if any)
 Clearance Certificate for the Current year issued by the Assistant Registrar of Co-Op(S) (ARCS) by laws are to be submitted by the Registered labour Co-Op(S), Engineers Co-Op(S).
 v) Creditworthiness for completion of at least one state type of work under the authority of state/central Govt. statutory bodies under State/Central Govt. contracts/under the estimate of the state/State Govt. having a magnitude 40 (fifty) per cent of the estimated amount put to tender in a single work order during the last 02 (two) years prior to the date of issue of this NIT is to be furnished.
 vi) Self certified document in favour of financial capability to carry out the work.

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 being statutory & non statutory cover.

THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER. Check 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 upload" and then click the "Technical" folder to upload the Technical Documents.


 Pradhan
 Itachuna-Khanyan Gram Panchayat
Itachuna-Khanyan Gram Panchayat

Sl No.	Category Name	Subcategory Description	Details
A.	Certificates	Certificates	1. PAN. 2. P.TAX (Chhatis) & Certificate 3. IT-Sekel (ITR-I) for last financial years as mentioned 4. GST Registration No.
B.	Company details	Company details-1	1. Proprietary Firm (Trade License). 2. Partnership Firm (Partnership Deed, Trade License) 3. Society Registration Copy. 4. Power of attorney.
C.	Credential	Credential -1	1. Some Type of work's, Work order, Payment Certificate & Completion Certificate which are applicable for eligibility (i.e. last 3 Financial Year- 2017-18,2018-19 & 2019-20)
D.	Financial capability	Certificates	1. Self-certified documents for carry out the work.

5.3. Financial proposal:
 a) The financial proposal should contain the following documents in one cover (binder) as Bill of Quantity (BOQ) the contractor is to quote the rate (Percentage above/below of per) online through computer in the space provided for quoting rates in the BOQ.
 b) Only downloaded copies of the above documents to be submitted & Digitally Signed by the contractor.
 6. Opening & evaluation of tender:
 Opening of Technical proposal:
 Technical proposals will be open by the Pradhan, Itachuna-Khanyan Gram Panchayat
 i) Technical tenders/ proposals must be present at the site.
 ii) Cover (Folder) mandatory document should be open first & if found in order and correct cover (Folder) the non-technical documents will be opened. If there is any deficiency in documents & the statutory documents the tender will summarily rejected.
 iii) Decrypted (passworded) to be read able format documents of the non-technical cover will be downloaded & handed over to the tender evaluation committee.
 iv) Copying of necessary list of technically qualified bidders.
 7. B. While evaluation, the committee may summon the bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if those are not produced within the stipulated time frame, their proposals will be liable rejection.
 Opening and evaluation of Financial proposal:
 i) Financial proposals of bidders declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.
 ii) The accepted copies will be accepted and the rates will be read out to the contractors remaining present at that time.
 7. Acceptance of Tender:
 The Bidder whose bid has been accepted will be notified by the Tender Issuing & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in H.O.P. No. 2011(1) will incorporate all necessary conditions as per NIT, all correspondence, special terms & conditions.
 8. Penalty for suppression / violation of facts:
 Submission of false documents by bidders is strictly prohibited & if found the bidder will be suspended from participating in the tenders on a tender platform for a period of 30 (thirty) days. In addition the user ID will be deactivated & Earnest money Deposit (EMD) will stand forfeited.
 9. REVOCATION OF BID:
 The Employer (under accepting authority) reserves the right to accept or reject any Bid and to cancel the bidding process and reject of 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 or the ground for Employer's Bidder accepting authority action.

Memo No. 2313 (11)/2021

Copy forwarded for information and with a request for making an arrangement to display the notice for wide publicity to:-

- The S.D.O., Chinsurah Sadar Sub-Division
- The Block Development Officer, Pandua Block
- The Office in Charge, TathyaMitraKenda
- The Librarian, Shambhu Bhandub Rural Library.
- Notice Board of the Gram Panchayat
- D.M. Hooghly
- D.E. HZP
- Savapati, Pandua Panchayat Samity, Pandua, Hooghly.
- Station Master, Khanyan Railway Station.
- Website.

Pradhan
 Pradhan
 Itachuna-Khanyan Gram Panchayat
 Date: 01/12/2021

Pradhan
 Itachuna-Khanyan Gram Panchayat

FORM 1
 APPLICATION FOR TENDER
 (To be typed in company letter pad, scanned and uploaded)

To
 The Pradhan,
 Office of the Itachuna-Khanyan Gram Panchayat,
 VIII - Khanyan, P.O - Khanyan, Dist- Hooghly, Pin - 712157
 Tender No:
 Serial No of Work applied for:
 Amount put to tender: Rs
 Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per Tender no and Serial no stated above.
 I/we also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this day of 20
 Full name of applicant:
 Signature:
 In the capacity of:
 Duly authorized to sign bids
 For & on behalf of (Name of Firm):
 (in block capitals) Office address:
 Telephone no(s) (office):
 Mobile No:
 Fax No:
 Email ID:

FORM 2
 Declaration against Common Interest
 (To be typed in Company letter Pad, scanned and uploaded)

To
 The Pradhan,
 Office of the Itachuna - Khanyan Gram Panchayat,
 VIII - Khanyan, P.O - Khanyan, Dist- Hooghly, Pin - 712157

I/We, Sri/Smt., the authorized signatory on behalf of do hereby affirm that I/We/any of the member of _____ bidding against NIT No SI. No do not have any common interest either as a partner on any Partnership Firm / Consortium as a Proprietor / Owner of any other firm in the same serial for the work / I / We want to participate.

Date: Signature of bidder

Pradhan
 Itachuna-Khanyan Gram Panchayat
 VIII - Khanyan, P.O - Khanyan, Dist- Hooghly, Pin - 712157

Copy forwarded for information and taking necessary action for wide publicity to:-

Memo No. 2313 (11)/2021

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- D.M. Hooghly
- D.E. HZP
- Savapati, Pandua Panchayat Samity, Pandua, Hooghly.
- Station Master, Khanyan Railway Station.
- Website.

Date: 01/12/2021

Pradhan
 Itachuna-Khanyan Gram Panchayat

Pradhan
 Pradhan
 Itachuna-Khanyan Gram Panchayat

Office of the Itachuna-Khyanyan Gram Panchayet

Vill - Khyanyan , P.O - Khyanyan , Dist- Hooghly , Pin - 712157



Dated : 01/12/2021

NIT NO - 2312 /2021

Annexure -1
Sec Section -6.5
NOTICE INVITING TENDER FOR WORKS CONTRACT

Notice Inviting e-Tender No.- 2312 /2021

[For viewing Tender :- www.wbtenders.gov.in]

Pradhan, Itachuna-Khyanyan Gram Panchayet, invites percentage rate e-tender for the works detailed in the Table below. (submission of Bid through online)

Annexure-A

Table with columns: Sl No., Name of the Work, Site Details, Source of Fund, Description, Unit, Rate (Rs), Total Quantity, Total Amount, Total Materials Cost (In Rs.), Earnest Money 2% (In Rs.), Required Credential (Similar Work), Supply of Completion Period, Tender Form Amount (In Rs.). Includes items like Silver sand, Farm Yard Manure, Vermil Compost, etc.

Rs.18,94,263.64

Rs.37,885.00

40% of Estimate Cost

15 DAYS

Rs.750.00

N.B. - 1. Eligibility of Bidder - Bonafied, reputed, reliable, experienced and resourceful contractor or un-employed engineers co-operative societies having requisite credential of same type of work in any Govt. / Semi Govt. Concern.

2. Earnest money - (1.2% of the estimated Amount put to Tender) The amount of earnest money has to be deposited in the account No. 1865010000791, PNB, KHANYAN BR. PSC, UCAORRPFBC (in favour of the PRADHAN, ITACHUNA KHANYAN GRAM PANCHAYET) by any means (RTGS/NEFT or any other) and the documentary proof of such deposition is to be accompanied with the technical bid. The Earnest money will be converted as security deposit for the successful bidder(s). [The bidders who are exempted to deposit EMD or any other required document as per existing Government order in force should submit an application including supporting Government order claiming exemption of EMD or any such document and same need to be uploaded.] Cost of Document - The amount of cost of tender document has to be deposited by Cash at ITACHUNA KHANYAN GRAM PANCHAYET and the documentary proof of such deposition is to be accompanied with the technical bid.

[Tenders without EMD & CD shall not rightly be rejected and bid documents submitted by the bidder will not be opened.]

3. Maintenance period -06 Months from the date of completion. In the event of e-filing intending bidder may download the tender document from the website www.wbtenders.gov indirectly with the help of Digital Signature certificate and necessary cost of tender documents & earnest money may be remitted through demand draft issued from any nationalized bank in favour of the Pradhan, Itachuna-Khyanyan Gram Panchayet and also to be documented through e-billing (scan copy is to be submitted). The original part of online submission of tender fees, EMD (Earnest money Deposit) and other original document should be submitted physically for verification to the office of the undersigned as per the date and time schedule given in the tender. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the www.wbtenders.gov.in as per the time schedule. The document submitted by the bidder should be properly indexed & digitally signed.

- 1. Both technical document & Financial Bid are to be submitted in technical (Statutory & Non- Statutory Folder and financial folder concurrently duly digitally signed in the website www.wbtenders.gov.in.
- 2. The financial offer of the prospective tenderer will be considered only if the Technical Document (both statutory & non-statutory) of the
- 3. Eligibility criteria for participation in the tender
- 0) The prospective bidders shall have satisfactorily completed as a prime agency during the last 3 (three) years from the date of issue of this notice. Credential mentioned above as noted above against each serial number under the authority of State/Central Govt./ Central Govt, undertaking /Statutory Bodies constituted under the statute of the Central/ State Govt, and having a magnitude of 40 (Forty)% of the amount put to tender (Non Statutory Documents).
- 0) P. Tax deposit challan for the current fin. year, PAN Card, 15 digit Goods & Services Tax Payer Identification Number (GSTIN) under GST Act, 2017, has to be accompanied with the technical bid document (Non- Statutory Documents) & relevant GST Rules shall be applicable. IT Return of last Assessment Three Year should be submitted along with the tender documents. Non production of the documents will lead to cancellation of bid.
- 4. Registered Partner Ship Deed in case of partnership firm has 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, where uploading any tender for on behalf of company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the director of such company or the partners of such firm to upload such tender. (Non- Statutory Documents)
- 5. Joint venture will not be allowed.
- 6. The tenderer shall establish field testing laboratory equipped with requisite instrument and technical staffs according to the requirements of works to be executed.
- 7. Payment will be made as and when fund is available from the concerned source. No claim whatsoever for R.A bill payment. Only final bill will be paid for this work. Contractors are requested to quote their rate accordingly.
- 8. No arbitration is allowed in this contract.
- 9. 8 (Eight)% value of the work will be deducted as Security deposit from the progressive / final bill & 10 (ten) % Security deposit (including the 2% earnest money) retained as security deposit which will be released after as per tender notice from successful completion project. Agencies have to arrange land for Rent & Machinery, storing of materials labour shed, Lab rotary etc. water and electricity at their own cost and responsibility.

Itachuna-Khyanyan Gram Panchayet
Pradhan
Itachuna-Khyanyan Gram Panchayet

10. No material will be issued from the department.
11. Contractors shall have to comply with the provisions of A) the contract labour (regulation Abolition) Act, 1917 B) apprentice Act.1961 & C) Minimum wages Act, 1948 of the notification the of or any laws relating thereto and the rules made and order issued there under from time to time.
12. The schedule of rates : as given in BOQ
13. During scrutiny if it comes to notice of the tender inviting authority that the credential or any other paper found incorrect / manufacture / fabricated, that bidder would not be allowed to participate in the tender and that application will be reject without any prudence.
14. The authority reserves the right to cancel the NIT due to unavoidable circumstance and for the no claim will be entertained.
15. Bids shall remain valid as mentioned above. 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.
16. Before submission of tender, the tenderer shall have to acquaint by actual visit to the site as regards prevailing conditions and tenderer submitting tender shall be deemed to have done so. He must acquaint himself with local conditions of labour, material, transport, electricity, water, Panchayat regulations etc.
17. The Contractor's responsibility to keep the road opens to all kind of traffic during the execution of work. No claim what-so-ever will be entertained for idle labour , establishment cost of hire & labour charges of tools & plants and any unwanted incidents etc. at any circumstances.
18. Date and Time Schedule:

No.	Particulars	Date	Time
1	Date of uploading of NIT and other document (s)	03/12/2021	4.30 pm
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4	Date of start of submission of Technical Bid & Financial Bid	03/12/2021	5.00pm
5	Date of closing of submission of Technical Bid & Financial Bid	14/12/2021	5.00pm
6	Date of opening of Technical Bid at office of the Itachuna-Khanyan Gram Panchayat	16/12/2021	3.00pm
7	Date of producing the original Documents for Verification, if found necessary by the Tender Committee	16/12/2021	3.45pm
8	Date of opening of Financial Bid at office of the Itachuna-Khanyan Gram Panchayat	21/12/2021	3.00pm
9	Duration of Bid Validity	180 Days from the Date of Publish	
10	Officer Inviting Bid	The Pradhan, Itachuna-Khanyan Gram Panchayat	

4. The contractor shall pay of charge & fees legally payable for act out of their works & hold the employer free of such cost.
5. Contractor has to execute the work on strict supervision of the N.S. / Authority.
6. Decision of authority will be final & binding on contractor in case of any dispute.
7. Contractor has to arrange to display the signboard at the site before starting the job indicating the following or as per proforma.
- i) Name of the work.
ii) Name& nature of the contract.
iii) Name of the Executing Agency.
iv) Name & Address of the Contractor.
v) Estimated amount.
vi) From which fund the work is being executed
vii) Time of completion.
8. All tools, plants, & machineries including vibratory, road roller etc. required to execute the Contract, has to be arranged by Contractor at his own cost.
9. The works are time bound project & time of completion of work should be strictly followed.
10. The undersigned reserves the right to ask the tenderer to submit analysis of the quoted rate at any point.
11. Audited Accounts of last financial year will have to be submitted in case of Engineers Co-operative societies & Labour Co-operatives. The tender forms are to be received by the Chairman or Secretaries or any member of the Society having proper power of attorney, Credential of similar type of works as noted above against each serial number will have to be produced in case of Engineer Co-operative Societies.
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13. Time is the essence of contract. The successful contractor must start the work within seven days from the date of signing of agreement / contract failing which the undersigned may cancel the work order & contract and forfeit the earnest money. The work should be completed within the prescribed time. No extension of time will be allowed except in special cases if it is found that the delay caused due to such reason which is beyond the control of the contractor and on the issue whether any reason is beyond the control of the contractor, the decision of the undersigned shall be final.
- (a) A penalty @ 0.1% (Zero point One percent) of the value of work may be imposed on per day of delay.
- (b) If during execution of work it is found that the progress of work is very slow and the contractor failed to speed up the work even after repeated reminders and the work is going to be delayed unnecessarily due to fault on part of contractor and / or the quality of work is not as per the plan & estimate and the contractor does not make required rectification after being so instructed, the work order and contract shall be cancelled, the earnest money shall be forfeited, the contractor may be blacklisted and claim of payment of work already executed before such termination, may not be considered or entertained.
- (c) In case of such mid-term termination of the work order and contract, the undersigned may also proceed to get the balance work completed by engaging other contractor/s agencies or departmentally. The excess expenditure if any, due to such a step would be recoverable from the unpaid bills of the defaulting contractor, if claim of such bills has not been forfeited at the time of termination of work order and contract as mentioned at point-(b) above.
31. Income Tax @ 1 / 2 % (as applicable), relevant GST Rules under GST Act, 2017 shall be applicable in the time of billing, Labour Welfare Cess @ 1% and other statutory deductions at the Govt. prescribed rate will be deducted at source during payment of each bill (R/A or Final). (Rate may be changed as per direction of competent authority)
32. @ (Eight)% value of the work will be deducted as Security deposit from the progressive / final bill & 10 (ten)% Security deposit (including the 2% earnest money) which will be released after one year from the date of completion subject to condition that no defect appears in the work. In case of defects found within one year the same should be repaired properly by the contractor in his own cost and after repairing, the earnest money may be released in full or part depending on the nature of defect.
33. For materials that will be used in the road construction against which payment of royalty to competent authority is mandatory under any existing act or rule, original copies of Challan/s as proof of deposition of royalty is/are to be produced at the time of processing of bill filling which bills shall not be entertained.

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

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

2. Digital Signature Certificate (DSC):

Each contractor is required to obtain a class-11 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 are available at the Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

3. Collection of Tender Documents:

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation all SI No. of above mentioned Works:

5. Submission of Tenders:

5.1 General process of submission:

Tenders are to be submitted through online to the website stated in CL.1 in two folders at a time for each work, one in Technical Proposal & the other is 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).

Tender form no. 2911(i) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(i), the tenderer liable to summarily rejected. v) Special Terms, Condition & Specification of works, Drawings(if any).

Note:- Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2.Non Statutory/ Technical Documents Cover Containing:

i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR-I) for the last three financial year, VAT Registration Certificate for the current financial year.

ii) Registration Certificate under Company Act, (if any)

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

iv) Power of Attorney (For partnership Firm/ Private Limited Company, if any)

v) Clearance Certificate for the Current year issued by the Assistant Register of Co-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers Co-Op(s).

vi) Credential certificates for completion of at least one same type 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 50 (fifty) per cent of the estimated amount put to tender in a single work order during the last 03(three) years prior to the date of issue of this NIT is to be furnished.

vii) Self certified document in favour of financial capability to carry out the works.

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.

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.

viii) Credential Certificate must be sign by Technical Person.

9) The Technical proposal should contain scanned copies of the following further in two covers (folders): A-1- Statutory Cover Containing: Prequalification Application. Tender form no. 2911(i) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(i), the tenderer liable to summarily rejected.

v) Special Terms, Condition & Specification of works, Drawings(if any).

Note:- Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2.Non Statutory/ Technical Documents Cover Containing:

i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR-I) for the last three financial year, VAT Registration Certificate for the current financial year.

ii) Registration Certificate under Company Act, (if any)

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

iv) Power of Attorney (For partnership Firm/ Private Limited Company, if any)

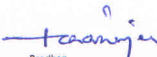
v) Clearance Certificate for the Current year issued by the Assistant Register of Co-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers Co-Op(s).

vi) Credential certificates for completion of at least one same type 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 40 (fifty) per cent of the estimated amount put to tender in a single work order during the last 03(three) years prior to the date of issue of this NIT is to be furnished.

vii) Self certified document in favour of financial capability to carry out the works.

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.

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.


Pradhan
Itachuna Khayan Gram Panchayat

Prodhan
Itachuna-Khanyan Gram Panchayat

Sl No.	Category Name	Subcategory Description	Details
A.	Certificates	Certificates	1. PAN. 2. F.TAX (Challan) & Certificate 3. IT-Sahaj (ITR-1) for last financial years as mentioned. 4. GST Registration No.
B.	Company details	Company details-1	1. Proprietorship Firm (Trade License). 2. Partnership Firm (Partnership Deed, Trade License) 3. Society Registration Copy. 4. Power of attorney.
C.	Credential	Credential -1	1. Same Type of work's, Work order, Payment Certificate & Completion Certificate which are applicable for eligibility (i.e. Last 3 Financial Year- 2017-18,2018-19 & 2019-20)
D.	Financial capability	Certificates	1. Self-certified documents for carry out the work.

5.3. Financial proposal:

i) The financial proposal should contain the following documents in one over (folder) Le Bill of Quantities (BOQ) the contractor is to quote the rate (Percentage above/below/at par) 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.

6. Opening & evaluation of tender:

Opening of Technical proposal:-

Technical proposals will be open by the Pradhan, Itachuna-Khanyan Gram Panchayat

i) Intending tenderers may/ remain present if they so desire.

ii) Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory & no statutory documents the tender will summarily be rejected.

iii) Decrypted (transformed in to read able formats) documents of the non statutory cover will be downloaded & handed over to the tender evaluation committee.

iv) Uploading of summary list of technically qualified tenderers.

N.B: While evaluation, the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if those are not produced within the stipulated time frame, their proposals will be liable correction.

Opening and evaluation of Financial Proposal:

i) Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time

7. Acceptance of Tender:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in W.B.F. No. 2911(i) will incorporate all necessary documents as per N.J.T. at court ground, special terms & condition, specification of work, Drawings, different filled up forms, B.O.Q, and the same will be constituted between the Accepting Authority and the successful Bidder.

8. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited & if found the tenderer will be suspended from participating in the tenders on e-tenders platform for a period of 3(three) years. In addition this user ID will be deactivated & Earnest money Deposit (EMD) will stand forfeited.

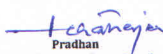
9. REJECTION OF BID:

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 Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

Memo No: ... 2312 (11)/2021

Copy forwarded for information and with a request for making an arrangement to display the notice for wide publicity to:-

1. The S.D.O., Chinsurah Sadar Sub-Division
2. The Block Development Officer, Pandua Block
3. The Office in Charge, TathyMitraKenda
4. The Librarian, Bhambha Bamdhab Rural Librav.
5. Notice Board of the Gram Panchayat
6. D.M. Hooghly
7. D.E. HZP
8. Savapati, Pandua Panchayat Samity, Pandua, Hooghly.
9. Station Master, Khanvan Railway Station.
10. Website.


Pradhan
Itachuna-Khanyan Gram Panchayat
Date: 01/12/2021

Pradhan
Itachuna-Khanyan Gram Panchayat

FORM 1

APPLICATION FOR TENDER

(To be typed in company letter pad, scanned and uploaded)

To
The Pradhan,
Office of the Itachuna-Khanyan Gram Panchayat
VIII - Khanyan, P.O - Khanyan, Dist- Hooghly, Pin - 712157
Tender No:
Serial No of Work applied for:-
Amount put to tender : Rs
Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per Tender no and Serial no stated above.

I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this day of 20
Full name of applicant:

Signature:
In the capacity of:
Duly authorized to sign bids
For & on behalf of (Name of Firm):
(In block capitals) Office address:
Telephone no(s) (office):
Mobile No:
Fax No:
E mail ID:

FORM 2

Declaration against Common Interest

(To be typed in Company Letter Pad, scanned and uploaded)

To
The Pradhan,
Office of the Itachuna - Khanyan Gram Panchayat
VIII - Khanyan, P.O - Khanyan, Dist- Hooghly, Pin - 712157

I/We, Sri /Smt., the authorized signatory on behalf of do hereby affirm that I/We/any of the member of bidding against NIT No SI. Do not have any common interest either as a partner on any Partnership Firm / Consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date: Signature of bidder

Pradhan
Itachuna-Khanyan Gram Panchayat
VIII - Khanyan, P.O - Khanyan, Dist- Hooghly, Pin - 712157

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Date:- 01/12/2021

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9. Station Master, Khanyan Railway Station.
10. Website.

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