

**PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT  
JOINT ADMINISTRATIVE BUILDING  
BLOCK-HC/7, SECTOR-III, SALT LAKE CITY, KOLKATA-700106**

**NOTICE INVITING TENDER (NIT)**

**Renovation of Room No. 1 of Block-A of The Additional  
Secretary at 8th floor of Joint Administrative Building**

**2<sup>nd</sup> Call**

**NIT No. 04/WBSRDA/N-2/2024-25/HQ**

**Dated: 14/09/2024**

The Executive Engineer, Panchayat & Rural Development Department on behalf of Panchayat & Rural Development Department invites the percentage rate bids, in electronic tendering system, for **Renovation of Room No. 1 of Block-A of the Additional Secretary at 8th Floor of Joint Administrative Building from the eligible and approved contractors registered in the website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in)**

Sl. No.	Name of the work	Estimated Cost (Rs. in Lakh)	Bid Security (Rs.) The bid security is two percent of the estimated cost rounded to the nearest thousand
1.	<b>Renovation of Room No. 1 of Block-A of the Additional Secretary at 8<sup>th</sup> Floor of Joint Administrative Building.</b>	<b>2.04</b>	<b>4,000/-</b>

1. **Availability of Bid Document and mode of submission:** The bid document is available online and bid should be submitted online on website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The bidder would be required to register in the web-site which is free of cost. For submission of bids, the bidder is required to have valid Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Aspiring bidders who have not obtained the user ID and password for participating in e-tendering may obtain the same from the website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

Digital signature is mandatory to participate in the e-tendering. Bidders already possessing the valid digital signature issued from authorized CAs can use the same in this tender.

2. **Submission of Original Documents:** The bidders are required to submit **original Affidavit** regarding correctness of information furnished with bid document to be uploaded failing which the bids shall be declared non-responsive.

3. The site for the work is available.

4. Only online submission of bids is permitted, therefore; bids must be submitted online on website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) . The technical qualification part of the **bids will be opened online** by the authorized officers. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day at the same time.
5. EMD to be deposited through Net Banking (any listed bank) through ICICI Bank Payment Gateway.
6. The bids for the work shall remain valid for acceptance for a period not less than 90 (ninety) days after the Opening of Financial Bid.
7. If the quoted rate of the lowest bidder (L1) is unbalanced as per West Bengal Form No.2911, additional security as per norms to be submitted.
8. Other details can be seen in the bidding documents. The Employer shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to the tender.

Sd/-  
Executive Engineer  
Panchayat & Rural Development Department,  
Block-HC/7, Salt Lake City, 6th Floor, Kol-700106

**List of Important Dates of Bids: -**

Sl. No.	Particulars	Date	Time
1	Published Date	14-09-2024	10:00 Hrs
2	Documents Download / Sale Start Date	From 14-09-2024	10:00 Hrs.(as per Server Clock)
3	Documents Download / Sale End Date	To 21-09-2024	16:00 Hrs.(as per Server Clock)
4	Bid Submission Start Date	14-09-2024	17:00Hrs.(as per Server Clock)
5	Bid Submission End Date	21-09-2024	17:00Hrs.(as per Server Clock)
7	Bid Opening Date (Technical)	23-09-2024	17:00 Hrs.(as per Server Clock)
8	Bid Opening Date	(Financial) After Evaluation of technical Bid	
9	Place of Opening Bid	At the Chamber of Executive Engineer, Vetting Cell, 6th Floor, Panchayats and Rural Development Department Government of West Bengal, Joint Administrative Building, Sector III, Salt Lake, Kolkata-700106	
10	Officer Inviting Bid	Panchayats and Rural Development Department Government of West Bengal, Joint Administrative Building, Sector III, Salt Lake, Kolkata-700106	
11	Last Date of Bid Validity	90 days from the date of opening of Financial Bid	
No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line. No individual intimation will be given.			

Sd/-  
**Executive Engineer**  
**Panchayat & Rural Development Department**  
**Block-HC/7, Salt Lake City, 6th Floor, Kolkata-700106**

## **TERMS & CONDITIONS:**

### **1. Eligibility criteria for participation in tender:**

- 1) The intending bidder(s) should possess (i) Valid Trade License, (ii) PAN CARD, (iii) GST registration Certificate (iv) Income Tax Return for last three assessment years 2019-2020, 2020-2021 & 2021-2022 (v) Professional Tax Challan/Certificate for the current year and have to be submitted.
- 2) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by the P & RD, Govt. of West Bengal during the last 5 (five) years prior to the date of this NIT. Such debarment will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non- responsive).
- 3) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
- 4) Bids shall remain valid for a period of 90 days (Ninety) from the last date of submission of Financial Bid /Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to confirm with the relevant schedule of rates prevailing at the time of floating of tender and / or technically sanctioned estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained
- 5) Cement to be used should satisfy all criteria as per relevant IS codes of practice.
- 6) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surrounding 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, before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense.
- 7) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
- 8) The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no case of Bidding shall be reimbursable by the Department. The **Executive Engineer, HQ, P & RD** reserve the right to reject any or all the application(s) for purchasing Bid Documents and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

### **Earnest Money /Bid Security:**

Earnest Money Deposit (EMD) shall be deposited by online mode only following memorandum of the Finance Department Audit Branch Memo No. 3975-F(Y) dated. 28.07.2016 (GRIPS) as

Reproduced below:

#### **1. Login by bidder:**

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payments modes:
  - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
  - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

#### **2. Payment procedure:**

- a) **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/local Body/PRI, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

**b) Payment through RTGS/NEFT:**

**Earnest Money deposited through any other mode shall render the bid invalid as per Government of West Bengal, Finance (Audit) Department Memo No. 2365-F(Y) dated 12/04/2018.**

**For the successful bidder EMD shall be transferred into security deposit and returned after Defect Liability Period.**

t) **DEFECT LIABILITY PERIOD:** if any damage shall happen to the work from any cause whatsoever or any imperfections become apparent in it at any time whether during its execution or within a period of **six months hereinafter referred to as the Defect Liability Period**, from the actual date of completion of work as per completion certificate issued by the Engineer – in charge, the contractor shall make the same good at his own expense, or in default, the Engineer – in –charge may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-charge shall be final and binding on all concerned) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to the contractor from the Government or from his security deposit, either full, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer-in –charge (which opinion shall be final and conclusive against the contractor), of making such damage or imperfection good shall exceed the amount of such security deposit and/ or such sums, it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force.

9) In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.

10) No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.

11) In the event of acceptance of lowest tenderer, no multiple minimum quoted rates will be considered by the Department. In this case, afresh tender may be invited by the tender inviting authority if found necessary.

12) During the scrutiny, if it comes to the notice to the tender inviting authority that any submitted paper(s) has / have been of any bidder found incorrect / manufactured / fabricated, that bidder will not be allowed to participate in the tender and that application will be outright.

13) In case of any decision regarding pre-qualifying an Agency that should be lodged to The Executive Engineer, HQ, P & RD within 1 (one) day from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.

14) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential(s) and / or other document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the document(s) submitted by the lowest tenderer is / are either manufactured or false, the work order will not be issued in favour of the said Tenderer.

15) 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. Form No. 2911 (ii)
- b. NIT
- c. Special terms & Conditions
- d. Technical bid
- e. Financial bid

16) If any document submitted by a bidder is either manufactured or false, in such case the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice and further penal action may be taken against him as per rule.

17) The Tender Accepting Authority reserves the right to ignore minor deficiencies at their discretion and no challenge whatsoever against such decision of the said authority will be entertained.

18) If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

19) All tenderers are requested to be present online during opening of tenders positively. If considered necessary, instant online bid may be conducted immediately after opening of tenders to lower down rates and in no case his / their absence will stand against holding the same.

20) In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and / or technically sanctioned estimate.

21) The intending tenderer is required to quote the rate in figures as well as in words as percentage above / below than or at par with the relevant prices schedule of rates.

22) Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of issuance of work order as well as payment, if any, intending tenderer may consider the criteria quoting their rates.

23) Deduction of Tax shall be as per provision of GST with effect from 01.07.2017 and as per latest Corrigenda and Agenda.

24) Cess @1% (One percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01.11.2006 in purchasing with G.O. No. 599A-4M-28/06 dated 27.09.2006.

25) Successful Tenderers will be required to obtain valid Registration certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses u/s 7 of West Bengal; Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.

26) Bidders should upload their documents from original copies. Uploading Photocopy & illegible copies will not be accepted.

27) The prospective bidders shall have satisfactorily completed during the last 5(five) years prior to the date of issue of this Notice at least one work **of similar nature** under the authority of State/Central Govt., State/Central Govt. undertaking and having a value (equal to booked expenditure) of contractor having credential of similar nature of work the minimum value of 40% of the estimated amount put to the tender during 5(five) years prior to the date of issue of this tender notice

28) No credential will be considered as valid unless it is supported by payment certificate, work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer. The completion certificate should indicate the value of the work (equal to booked expenditure).

## 29) Tax

The rates quoted by the Contractor shall be deemed to be inclusive of the Goods and Services Tax (GST), Labour Welfare Cess and other levies, duties, royalties, cess, toll, taxes of Central and State Governments, local bodies and authorities that the Contractor will have to pay for the performance of this Contract. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law.

## 30) Currencies

All payments will be made in Indian Rupees.

## ***GENERAL INSTRUCTIONS TO BIDDER:***

I. General guidelines for e-Tendering: Instructions / 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://etender.wb.nic.in> (web portal of Public Works Department).

2. Digital Signature Certificate (DSC): Each contractor is required to obtain 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 given as a USR e-Tender.

3. The contractor can search and download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause-2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

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 the applications will be rejected for that job.

5. Submission of Tenders

General process of submission: Tenders are to be submitted through online to the website stated in Clause-2 in two folders at a time for each work, one in Technical Proposal & the other in 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 format).

6. Technical Proposal

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

A. Statutory Cover filing containing –

- i. Bank Draft or Receipt/Challan of online payment through GRIPS portal towards cost of tender documents as prescribed in the NIT, against each serial of work in favour of the Executive Engineer concerned with the work.
- ii. Bank Draft or Receipt/Challan of online payment through GRIPS portal towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the Executive Engineer, P & RD Deptt.
- iii. Tender Form No. 2911(ii) & NIT (properly uploaded and digitally signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid. In case quoting any rate in 2911(ii) the tender is liable to be summarily rejected).

B. Non statutory cover containing: -

- i. Professional Tax (PT) deposit receipt challan for the financial year 2021-22, Pan Card, IT return for the Assessment year 2019-20, 2020-21 and 2021-22, GST Registration Certificate, Trade License.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. 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 5(five) years prior to the date of issue of this NIT is to be furnished. Scanned copy of Original Credential Certificate as stated in NIT.

Note: Failure of submission of any of the above mentioned documents (Statutory & Non-statutory) will render the tender liable to be rejected for both Statutory and Non statutory cover.

## **7. Opening of Technical proposal:**

i. Technical proposals will be opened by The Executive Engineer, **HQ, P & RD** and his authorized representative electronically from the web site stated using their Digital Signature Certificate.

ii. Intending tenderers may remain present if they so desire.

iii. While evaluation the authority 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.

## **8. 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 (Offering above / below / as per) online through Computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the contractor.

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

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act, in such cases the eligibility of the bidder/tenderer will be out rightly rejected at any stage without any prejudice with black listing of the bidder.

## **10. 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.

## **11. AWARD OF CONTRACT**

(i) The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Letter of Acceptance.

(ii) The Letter of Acceptance will constitute the formation of the Contract. Issuance of LOA / work order may be delayed due to non-receipt of clear site for the work and no claim, whatsoever, for delay in issuance of LOA/ Work order will be enter

(iii) The Agreement in W.B.F.No.-2911(ii) will incorporate all necessary documents e.g. N.I.T., all addenda-corrigendum, special terms & conditions (Section –C), specification of works (Section D), different filled-up forms (Section –B), B.O.Q., for the works under this e-N.I.T. is based upon the schedule of rates of Public Works for Building Works(vol-I) and Sanitary & Plumbing Works (vol-II) including all Addenda & Corrigendum **w.e.f. 01.11.2017**, at the time of floating of NIT, and the same will be constituted between the Tender Accepting Authority and the successful Bidder.

Sd/-  
Executive Engineer, (HQ)  
P & RD, Govt. of WB



## AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper of  
appropriate value duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by the P & RD Department during the last 5 (five) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the tender in the capacity of individual/as a partner of a firm and I have not applied severally for the same work.
6. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm.

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Signed by an authorized officer of the firm

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Title of the officer

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Name of the Firm with Seal Date\_

## **DECLARATION BY THE TENDERER**

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

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**Signature of Tenderer**

**Postal address of the Tenderer**

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e-mail ID (Mandatory) :
Phone Number :
Mobile Number (Mandatory) :

Sd/-  
Executive Engineer (Civil) HQ,  
P & RD Department