

**OFFICE OF THE KESHPUR PANCHAYAT SAMITY**  
**KESHPUR ❖ PASCHIM MEDINIPUR**  
e-mail: [keshpurbdo@gmail.com](mailto:keshpurbdo@gmail.com)

Memo No. 2386 /KSP

Dated. 29.08.2023

**NOTICE INVITING e-TENDER**

**NOTICE INVITING ELECTRONIC TENDER NO. WBPASMD/KESHPUR/EO/ eNIT-22 (01)/2023-24 dated: 29.08.2023**

The separate tenders are invited by the undersigned for the work mentioned in the table below through electronic tendering (e- tendering). The intending tenders may visit website for the tender notice, other details & submission of bid will be through the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) only.

Sl. No.	Name of the Scheme	Tender Amount (in Rs.)	Earnest Money (in Rs.)	Fund allocation	Time of completion
1	Supplying necessary equipment of sanitary napkin production units by Sangha / Mahasangha under WBSRLM at Keshpur Block	498000.00	9960.00	WBSRLM	30 Days

- For e-tendering, intending tenderer may download the tender documents from the above said website directly with the help of digital signature certificate. Necessary Earnest Money (where required) shall be deposited by the intending tenderers through online EMD payment system as per order of Finance Department, Govt. of W.B. "**Online EMD Settlement & Refund system**" and the same should be documented for e-tendering & virus free scanned copies be uploaded.
- 2.00% Earnest Money of the tender amount should be deposited through online EMD payment system.
- Properly indexed & self-attested documents & duly digitally signed of both the Technical Bid and Financial Bid should be concurrently submitted in the website mentioned above as per time schedule given below.
- Eligibility Criteria for participation in the Tender:**
  - The prospective tenderers as a primary agency, should have satisfactorily completed at least one work of similar nature for a magnitude of 40% of the amount put to the tender under the State Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 05 (Five) financial years.
  - Technical Bid Documents should be accompanied with copies of renderer's PAN Card, Professional Tax Receipt/ Challan for the current year, GST Registration Certificate (if any).
  - Registered Co-Operative Societies of Unemployed Engineers and Diploma Holders in Engineering are required to furnish valid Bye-Laws. Latest Audit Report, Valid Clearance Certificate from Assistant Registrar of Co- Operative Societies for the year 2012-13 along with other relevant supporting papers.
  - A Company shall furnish the **Article of Association and Memorandum**.
  - The partnership firm is requested to furnish the copy of Registered Partnership Deed.
- Payment of bill on its production will be made after successful execution of the work subject to availability of fund and no claim, whatsoever, will be entertained for any delay in payment. No escalation charge will be entertained against any e-NIT/ any accepted Tender. Deduction of Income Tax, GST. (if required), Construction Workers' Welfare Cess, etc. will be made at source in accordance with the existing rules/ orders.
- Neither any Mobilization Advance nor any Secured Advance will be allowed.
- The Contractor shall have to arrange nearest to the work site, required land for installation of plant & machineries (specified for each awarded work), storing of materials, provision of labour shed & laboratory etc. at his own cost and responsibility.

8. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date of Uploading of NIT Documents (Online)	29.08.2023
2.	Starting Date of Downloading of Documents (Online)	29.08.2023 from 18.00 hrs. onwards
3.	Starting Date of Submission of Bid (Online)	29.08.2023 from 18.00 hrs. onwards
4.	Last Date of Downloading of Documents (Online)	05.09.2023 till 17.30 hrs.
5.	Last Date of Submission of Bid (Online)	05.09.2023 till 17.30 hrs.
6.	Opening Date of Technical Bid (Online)	08.09.2023 from 11.00 hrs. onwards

9. Financial Bids of those tenderers who qualify in Technical Bid will only be opened. Dates, if changed, due to un-avoidable circumstances, will be published in the said website and the office notice board only without any individual intimation.
10. A tenderer may visit the site of works and its surroundings on his own cost in order to prepare bid for its submission.
11. No cost of bidding shall be reimbursable by the Office of the Keshpur Panchayat Samity. Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might have incurred by a Bidder.
12. The Earnest Money deposited by a successful Tenderer will be converted into Security deposit and after submission of materials as sample he will be awarded through Work Order after verification of materials and after supplying the all materials and payment of bills the EM & sample copy of materials will be released.
13. The willing tenderers may remain present at the time of Opening of Tender.
14. The Executive Officer, Keshpur Panchayat Samity reserves the right to cancel the e-NIT due to un-avoidable circumstances and no claim in this respect will be entertained.
15. A tenderer's bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the Tender Inviting Authority scrutiny that the credential or any other papers of a tenderer are manufactured/ fabricated, etc.
16. The Tender Inviting Authority may verify the original credential & other original documents of the lowest tender, if found necessary, before issuance of the Work Order and the work order will not be issued in favour of the tenderer if it found on verification that such documents submitted by him is either manufactured or fabricated, etc.
17. A clause stated in the later notification will supersede the corresponding one mentioned in former notification in the following sequence:-
  - a). Tender Form as prescribed.
  - b). NIT.
  - c). Special Terms & Conditions.
  - d). Technical Bid.
  - e). Financial Bid.

Evaluation of Technical & Financial Bid will be held at the Chamber of the Block Development Officer, as mentioned in Para 09. of this NIT.

18. BID validity valid upto 180 days from the date of issue of this order.

### **TERMS AND CONDITIONS**

1. The interested tenderer / quotationer should apply to the undersigned within the stipulated time and date for issue of tender / quotation form along with valid clearances certificate of Professional tax, valid clearances certificate of Labour department (not necessary for supply work), PAN card etc. xerox copier with original and credential certificate (Xerox copier with original) as demanded.
2. The original certificates of PAN card, Professional tax, Labour certificate and Credential Certificate should be returned to the agency on application date after verifying with Xerox copies.
3. The payment (Amount) received by the agency for any work completion from any authority (Govt. / Semi-Govt.) within a

- financial year should be treated as credential of the agency for that financial year and total payment receive amount for particular type of work in a financial year should be treated as his credential for that particular type of work.
4. The tenderer / quotationer who will apply for construction work they should submit sufficient experience certificate for doing such type of work and that will be certified by competent authority.
  5. The undersigned should be the sole authority in consultation with tender committee to judge that tenderer(s) / quotationer(s) good intension and ability to do the work successfully and he shall issue papers on personal satisfaction about such intension and ability.
  6. The undersigned has every right to accept or reject any or all Tender(s)/Quotation(s) without assigning any reason.
  7. The tenderer / quotationer are hereby requested to visit the work site before dropping their tender / quotation.
  8. The selected agencies for Tender/Quotation Form should deposit the cost of Tender/Quotation Form to the Cashier, the receipt of which shall have to be submitted to the undersigned for issuing tender form.
  9. The case of Tenderer / Quotationer whose Tender/Quotation will be accepted and who will execute the agreement, the Earnest Money deposited by him will automatically be converted into Security Deposit (Earnest Money not necessary for Engineers Co-operative Society; 10% bill amount should be deducted from each bill as Security Deposit for them) and the rest amount of Security Deposit (8%) should be deducted from each progressive bill of agency for constitute 10% Security Deposit as a whole. Such Security Deposit should be refunded to the agency (after secured period) on successful completion of the work.
  10. Each page of tender form, tender notice & other documents must be signed by the tenderer before dropping it.
  11. Offered rate on Tender/Quotation form should be written in figures as well as in words for the unit mentioned in the Tender/Quotation schedule against the respective item of work or whole the work as demanded.
  12. The offered rate should be including all (viz. carrying, loading, unloading, stacking, short carriage, labour, materials, sale tax, income tax, royalty, cess etc.) complete.
  13. No conditional offered rate should be allowed from any agency.
  14. In the event of the tender being submitted by a firm it must be signed separately by each members thereof or in the event of the absence of any partner. It must be signed on his behalf by a person holding a power of attorney authorizing him to do so.
  15. If the accepted Tenderer/Quotationer fails to execute agreement within the date mentioned in the letter of intimation for acceptance of Tender/Quotation, his Tender/Quotation will be cancelled and disciplinary action may be taken against him.
  16. Work/Supply Order should be issued to the accepted Tender/Quotation after agreement over Non-judicial stamp paper worth of Rs.10.00 (Ten), which will be supplied by the agency himself, with undersigned.
  17. The Earnest Money deposited by the unsuccessful Tenderer/Quotationer should be released after expiry of 3(Three) days from the opening of the Tender/Quotation or after issue of Work/Supply order.
  18. The value of work as indicated in the price schedule / estimate attach with the tender is approximate only and may be increased or decreased appreciably either as a whole or for particular item on the direction of the authority concerned during actual execution.
  19. If any extra work / supply is / are required to be done which is not included in the approved estimate/price schedule the payment of such works will be made as per P.W.D. schedule of rate and if rates for such item do not appear in PWD schedule the cost of such works will be determined by the authority analyzing on the basis of market rate in the line of PWD practice in vague.
  20. Brand / company of steel & cement required for the work shall have to approve by the Engineer in charge before purchase by the Contractors / Suppliers.
  21. Contractors / Suppliers will store all steel materials cement purchased by him at the site with adequate storage agreement which will be open to inspection by the E.O. or his representative (SAE in charge).
  22. The selected Tenderer/Quotationer will have to use their own Roller, Mixture Machine, Vibrator, Generator and others tools. at the time of work according to necessity as per direction of Engineer-in-Charge (no separate payment should be made for these machineries). They should be submit their valid documents list of tools and apparatus with tender documents.
  23. Measurement will be taken in stacks for the case of supply of sand, moorum, stone chips, stone ballast, gravels, boulder, carried earth etc. on the work site, and for the case of constructional work measurement should be taken at site over work done quantity; for the case of supply of pipes, measurement should be taken along with its axis.
  24. For the case of stacks measurement for fine & course aggregates shrinkage should be deducted as applicable as per PWD rule.
  25. For the case of sinking of tube well when department will supply the required materials, should be issued from office go down after completion of boring work.
  26. For the case of sinking of tube well, the suitable layer should be determined by Engineer-in-Charge and lowering work should be done in presence of Engineer-in-Charge.
  27. The Contractors / Suppliers shall keep a whole time competent and qualified worker at work site.
  28. No claim for escalation of rates will be entertained during the currency of the tender for idle labour or increase in the cost of labour or materials.
  29. Payment should be made on the basis of measurement taken by Engineer-in-Charge.
  30. Necessary deductions should be made from gross bill amount of agency (viz. S.T., I.T., G.S.T., Cess, Royalty, Security deposit).
  31. No payment should be made for the work not conform the specification.
  32. No part payment should be allowed for tender amount up to Rs.100000=00 (one lakh).
  33. Work must be completed within stipulated time.
  34. In the case of failure to complete the work in stipulated time, the Security Deposit will be forfeited.
  35. For the case of supply work security deposit should not be deducted from bill but for the case of construction work and sinking/re-sinking works security deposit should be deducted from bill and should be released to the agency after 3(three) months from satisfactory completion of the work.

36. The notice inviting tender (N.I.T.)/quotation (N.I.Q.) is a part of agreement whose each page should be signed by the participant agency before dropping their Tender/Quotation.
37. Additional performance security shall be obtained from the successful bidder as per the provision mentioned in the memo no. 910/PM/P/18-192/2017 dated. 30.05.2017 of Principal Secretary, PUP.
38. In case of Electric related works an agreement documents with license Electrician should submitted by the Tenderer/Quotationer.

### **INSTRUCTIONS TO BIDDERS**

1. **General Guidance for e-Tendering:** Instructions/ Guidelines for electronic submission of the tenders have been annexed for guidance/ assistance of the tenderers to participate in e-tendering.
2. **Registration of Tenderer:** Any Tenderer willing to participate in e-Tendering will have to get himself enrolled & registered with the government e-procurement system by logging on to <http://wbtenders.nic.in> The tenderer is to click on the link for e-tendering site as given on the web portal.
3. **Digital Signature Certificate (DSC):** For submission of tenders, each tenderer is required to obtain a Digital Signature Certificate (DSC) from the approved service provider or the National Informatics Centre (NIC) on payment of requisite amount, the details of which are available at the website.
4. A tenderer can search & download NIT & tender documents electronically, the only mode of collection of tender documents, from computers once he logs on to the website using Digital Signature Certificate.
5. **Submission of Tenders:** General Process of Submission: Both the Technical Bid and Financial Bid in separate folders will have to be submitted online in the website at a time for each work before the notified date & time using the Digital Signature Certificates (DSC) and virus scanned and duly digitally signed copies of documents should also be uploaded in the website (These documents will get encrypted i.e. transformed into non-readable formats).

#### **6. COVER DETAILS:**

##### **➤ Statutory Cover Containing the following documents: TECHNICAL**

i) NIT: N.I.T. downloads properly and uploads the same in the NIT folder. **FINANCIAL** **BOQ:** The Financial Proposal should contain the following documents in one cover (folder). i.e. The Contractor is to quote the rate (percentage Above/ Below/ At Par) online through computer in the space marked for quoting rate in Bill of Quantities (BOQ), only downloaded copies of the above documents are to be uploaded duly virus scanned & Digitally Signed by the Contractor.

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

- i). Scanned copy of proper Credential Certificate in form of Completion Certificate of at least one work of similar nature having a magnitude of 40% percent of the amount put to tender under the State Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 05 (Five) Financial years from the date of issue of this Notice.
- ii). Scanned copy of Trade License.
- iii). Scanned copies of Professional Tax (P Tax) Deposit Receipt/ Challan for the [REDACTED], the I.T., PAN Card, the G.S.T Registration Certificate (if any).
- iv). Scanned copy of Registration Certificate under the Companies Act. (If applicable).
- v). Scanned copy of Registered Deed of Partnership Firm/ Article of Association & Memorandum (if applicable)
- vi). Scanned copy of Power of Attorney (for Partnership Firm/ Private Limited Company), (if applicable)
- vii). Scanned copy of upto date "No Objection Certificate" issued by the Assistant Registrar of Co-Operative Societies (ARCS), (if applicable).
- viii). **An Engineering Co-Operative Society**, if not categorically mentioned in NIT, will have to submit credential as mentioned above and is exempted from deposit of Earnest Money only.

*N.B.: Original copies of all documents have to be produced on demand for checking otherwise tender will be rejected.*

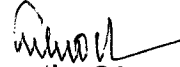
Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	Vat Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (UPTO DATE) Latest IT Receipt.
B.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney.
C.	Credential	Credential – 1 Credential – 2	Similar nature of work done & completion certificate which is applicable for eligibility in this tender.

**7. Rejection of Bid:**

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

**8. Tender Selection Committee:**

- i) The Committee will act for recommendation of technically and subsequently financially qualified bidders.
- ii) Intending Tenderers may remain present during the Scrutiny of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will be summarily be rejected.

  
Executive Officer


Keshpur Panchayat Samity

**Memo No. 2386 /1(31)/KSP**

**Dated: 29.08.2023**

Copy forwarded for information to:

1. The M.L.A., 235-Keshpur (SC) Assembly Constituency
2. The Savadhipati, Paschim Medinipur Zilla Parishad.
3. The District Magistrate, Paschim Medinipur.
4. The DPLO, Paschim Medinipur.
5. The Secretary, Paschim Medinipur Zilla Parishad.
6. The Sub-Divisional Officer, Midnapur Sadar.
7. The M.P., 32-Ghatal Parliamentary Constituency.
8. The Savapati, KeshpurPanchayatSamity.
9. The Karmadhakshya, Purta-Karya-O-Paribahan Sthayee Samity, Keshpur Panchayat Samity.
10. The Post Master, Midnapur Head Post Office.
11. The Officer-in-Charge, \_\_\_\_\_ Police Station.
12. The B.L.&L.R.O., Keshpur Block.
13. The Pradhan (all), \_\_\_\_\_ Gram Panchayat.
14. The Accountant-cum-Head Clerk, Keshpur Block.
15. The U.D.A., Keshpur Panchayat Samity.
16. The JE (All), Keshpur Block.
17. Notice Board.

  
Executive Officer

Keshpur Panchayat Samity