

**OFFICE OF THE SUTAHATA PANCHAYAT SAMITI**  
**P.O.- SUTAHATA DIST:- PURBA MEDINIPUR PIN:-721635**

**TENDER NOTICE**

**N.I.T. No. – WBEO/SUTAHATA/4/2019-20**

**Memo. No. 221/Tender /2019**

**Dated: 13.08 .2019**

For and on behalf of the Sutahata Panchayat Samiti, the Executive Officer, Sutahata Panchayat Samiti invites percentage rate tenders through E-tendering for the following works by two folder system up to **17-00 Hours on 26<sup>TH</sup> August, 2019 (Monday)**. Pre-qualification documents in a separate folder and Bid document with schedule rate in another folder are to be submitted by the qualified contactors viz. Contractors registered in appropriate class with PWD / CPWD / MES / NHAI / Railways and bonafide outsiders who satisfy the terms and conditions set out in pre-qualification document.

<b>NIT SL. No.</b>	<b>Description of Work</b>	<b>Estimate Cost (In Rs.)</b>	<b>Earnest Money (In Rs.)</b>	<b>Document Processing Fees (In Rs.)</b>	<b>Tender Cost (In Rs.)</b>	<b>Time of Completion (in Days)</b>
1.	Construction of Ground Floor School Building of Uttar Krishnanagar Part Basic Pry. School of Sutahata North Circle, Plot No. 854, 860, 2466, 861, 867, JL No. 074, Mouza Krishnanagar, P.S. Sutahata under Sutahata Panchayat Samiti.	7,10,404	14210	1010	Nil	90
2.	Construction of 1 <sup>st</sup> Floor School Building of Ramnagar Special Pry. School of Haldia Circle, Khatian No. 564, JL No. 124, Mouza Ramnagar, P.S. Sutahata under Sutahata Panchayat Samiti.	7,06,504	14130	1010	Nil	90
3.	Construction of Ground Floor School Building of Uttar Akubpur Pry. School of Sutahata North Circle, Plot No. 590, 91, 92, 93, 94, 95 JL No. 073, Mouza Akubpur, P.S. Sutahata under Sutahata Panchayat Samiti.	7,10,404	14210	1010	Nil	90
4.	Construction of 1 <sup>st</sup> Floor School Building of Napatia New Pry. School of Sutahata North Circle, Plot No. 204, JL No. 1, Mouza Natpatia, P.S. Sutahata under Sutahata Panchayat Samiti.	7,06,504	14130	1010	Nil	90
5.	Construction of 1 <sup>st</sup> Floor School Building of Pry. Section of Dhekua Farukia Madrasah of Sutahata North Circle, Plot No. 200, JL No. 13, Mouza Dhekua, P.S. Sutahata under Sutahata Panchayat Samiti.	7,06,504	14130	1010	Nil	90

Intending bidders may download tender documents from e-procurement portal of Government of West Bengal at <http://www.wbtenders.gov.in> from **13<sup>TH</sup> August, 2019 (Tuesday) at 10-00 Hours to 26<sup>TH</sup> August, 2019 (Monday) up to 17-00 Hours**. The pre-qualification and bid documents duly filled in all respect should be submitted on-line through our e-portal on and from **13<sup>TH</sup> August, 2019 (Tuesday) at 10-00 Hours** up to **17-00 Hours (as per server clock) on 26<sup>TH</sup> August, 2019 (Monday)**. Sutahata Panchayat Samiti does not take any responsibility for the delay caused due to non-availability of Internet connection or jam in Internet etc. Cost of Earnest Money **should be deposited in the form of Demand Draft drawn on "United Bank of India" in favour of "Executive Officer, Sutahata Panchayat Samiti" Payable at "Sutahata"**.

The pre-qualification documents alone will be opened for **evaluation** and selection of qualified bidder on **29<sup>TH</sup> August, 2019 (Thursday) at 11-00 Hours** by the Executive Officer, Sutahata Panchayat Samiti in presence of bidders present, if any. Name of the qualified bidders will be displayed **in the office notice board**.

The financial bid documents of the technically qualified bidders will be opened **on 30<sup>TH</sup> August, 2019 (Friday) at 11-00 Hours** and the other bid documents will not be opened. No separate intimation will be given for this, unless the above date is changed. If the office happens to be closed on the date & time for opening of tender as specified in **NIT** the date will be on the next working day at the same time & venue unless and otherwise announced anything. No individual intimation will be given.

Panchayat Samiti reserves the **right to reject or cancel** any or all pre-qualification documents and bid document without assigning any reason whatsoever.

**THE ELIGIBILITY CRITERIA ARE GIVEN BELOW :-**

1. The applicant in the same name and style as prime contractor should have successful completed at least one contract of **similar type** of Civil Engineering work to a value of 40% of estimated cost in a single work order completed within last 5 consecutive years, from the Govt. / Semi Govt. Organizations only.
2. The contractor should have sufficient technical manpower, tools and plants to complete the work.
3. Sales Tax, I.T. (PAN Certificate, and I.T. Return submitted for the last financial year); VAT, GST registration certificate with up to date return; and P. Tax up to date.
4. All duties, taxes, royalties, cess, [including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. **1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.**
5. Detailed documents in support of last year Turn Over, present value of works in hand and financial solvency status of contractor should be submitted.
6. The intending bidders are requested to inspect the site of the proposed construction before quoting their bid.

  
**Executive Officer**  
**Sutahata Panchayat Samiti**

Copy forwarded for information to:

1. The Sabhadhipati, Purba Medinipur Zilla Parishad
2. The District Magistrate, Purba Medinipur
3. The Chairman, District Primary School Council, Purba Medinipur
4. The Sub Divisional Officer, Haldia
5. The District Inspector of Schools (Primary Education), Purba Medinipur
6. The Savapati, Sutahata Panchayat Samiti
7. The Karmadhyakshya, Purta Karya-O-Paribahan Sthayee Samity, Sutahata Panchayat Samiti.
8. The DIO, NIC, Purba Medinipur with request to upload this notice to the official website of Purba Medinipur district.
9. The Sub Inspector of Schools, Sutahata North / Haldia Circle
10. The Jr. Engineer (A.I.)/Jr. Engineer (RWP), Sutahata Development Block
11. The Head Teacher, .....Pry. School / Madrasah
12. The Accountant cum Head Clerk, Sutahata Development Block
13. The Pradhan, .....Gram Panchayats (All)
14. Office Notice Board.

**Executive Officer**  
**Sutahata Panchayat Samiti**

**OFFICE OF THE SUTAHATA PANCHAYAT SAMITI**  
**P.O.- SUTAHATA DIST:- PURBA MEDINIPUR PIN:-721635**

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List of Important Dates of Bid for Construction of ACR & Repair of 5 (five) Primary Schools within Sutahata Panchayat Samiti under West Bengal School Education Department Fund for the year 2019-20. vide NIT No. WBEO/SUTAHATA/4/2019-20, Memo. No. 221/Tender/2019 Dated: 13.08.2019.

<b>1) Date of Publication.</b>	:	Date 13 Month 08 Year 2019 (Tuesday)
<b>2) Period and time for download of Bidding Documents</b>	:	<b>From-</b> Date 13 Month 08 Year 2019 (Tuesday) Time – 10 - 00 Hours  <b>To</b> Date 26 Month 08 Year 2019 (Monday) Time – 17-00 Hours
<b>3) Time of Submission.</b>	:	<b>From-</b> Date 13 Month 08 Year 2019 (Tuesday) Time – 10 - 00 Hours  <b>To</b> Date 26 Month 08 Year 2019 (Monday) Time – 17-00 Hours
<b>4) Time and Date for opening Technical Bid / Bids</b>	:	Date 29 Month 08 Year 2019 (Thursday) Time – 11-00 Hours
<b>5) Time and Date of opening Financial Bids. (Subjected to completion of Technical Evaluation).</b>	:	Date 30 Month 08 year 2019 (Friday) Time – 11-00 Hours
<b>6) Place of opening bids</b>	:	Sutahata Panchayat Samiti, Sutahata, Purba Medinipur
<b>7) Last Date of Bid Validity</b>	:	Date 25 Month 11 Year 2019
<b>8) Officer Inviting Bids</b>	:	Executive Officer, Sutahata Panchayat Samiti

  
**Executive Officer**  
**Sutahata Panchayat Samiti**

# INSTRUCTION TO BIDDERS (ITB)

NIT No.- WBEO /SUTAHATA/4 /2019 - 20

1. The intending bidders are requested to read these instructions carefully and inspect the site before quoting the rates.
2. The tender will be of Two Folder System. One Folder will be for “**Technical bid**” containing mainly pre-qualification document as specified (3) bellow. Other Folder will be for “**Financial bid**” containing offer as specified (4) bellow.
3. The Folder marked “**Technical Bid**” will contain the following documents:-
  - a) For bidding documents downloaded from the website to be submitted at the **NIT** folder, all the other supporting documents of bidder as his/her claim at the **TENDER DOCUMENT** folder and the specified Bank Draft towards the earnest money deposit at **Bidder's File**, marked “**EARNEST MONEY DEPOSIT**”.
  - b) Authorised address and contact details of the bidder having the following information Address of communication:-
    - Telephone No:-
    - Facsimile (FAX) No:-
    - Electronic Mail Identification (E-mail ID) :-
  - d) Qualification information, supporting documents, affidavit and undertaking as specified.
  - e) Undertaking that the bid shall remain valid for the period of 90(ninety) days after the opening of **Financial Bids**.
  - f) Sales Tax, I.T. (PAN Certificate, and I.T. Return submitted for the last financial year); Vat registration certificate with up to date return; and P. Tax up to date.
  - g) Any other information / documents required to be completed and submitted by bidders as specified in ITB.
  - h) An affidavit affirming that information he has furnished in the bidding document is correct to the best of his knowledge and belief.
  - i) An index furnishing the page nos. of all documents submitted.
4. The Folder marked “**Financial Bid**” will contain the following documents :-
  - a) The BOQ containing bid, offer on the basis of percentage (Less /At Par / Above). The bidder should quote the rate **both in Figure as well as in words**.
  - b) Bill of Quantity (Tender Schedule), duly signed in compliance of the same by the bidder.
5. The applicant in the same name and style as prime contractor should have successfully completed at least one contract of **any type** of Civil Engineering work except earthwork to a value of 40% of estimated cost in a single work order completed within last 5 consecutive years, from the Govt. / Semi Govt. Organizations only.
6. The bidder should submit the original documents for verification at the time of Bid Opening.
7. Successful tenderers will have to execute an agreement with the Executive Officer, Sutihata Panchayat Samiti on a non judicial stamp paper valued **Rs.100/- (One Hundred)** only within the date specified in the letter of intimation.
8. Tenderers must submit requisite credential certificates from **Appropriate Authority**.

9. Contractors shall have to comply with the provisions of (a) The contract labour (Regulation appellation) Act, 1970 (b) Apprentice Act, 1961 or (c) Minimum wages Act, 1948 and the modification thereof by other laws relating to the rates and rules made and issued hereunder from time to time.
10. Intending tenderers will have to produce valid certificates of up to date clearance of Trade License, Income Tax / Saral and Sales Tax documents.
- 11. Earnest money & Cost of bidding documents should be deposited in the form of Demand Draft, drawn on "United Bank of India" issued in favour of "Executive Officer, Sutahata Panchayat Samiti" Payable at "Sutahata".**
12. The Earnest money deposited will be released to the unsuccessful tenderers after issuance of the work order.
13. Cement, Steel & Bitumen materials should be **ISI** approved brand as directed by E.I.C. The above all materials are to be arranged by the **Agency** himself for bonafide use of the work.
14. Authority reserves the right to accept or reject any or all tender without assigning any reason or whatsoever and is not bound to accept the lowest tender.
15. Work must be completed within the specified time.
16. The Tenderer whose tender has been accepted and executed the agreement the earnest money deposited by him will automatically be converted into security deposit. An amount of 8% of the value of work executed will be deducted from the each progressive bill. This amount along with 2% Earnest money deposited earlier will be constituted the Security Deposit. Such security deposit will be refunded after completion of defect liability period i.e. **6 months for this construction work** after satisfactory completion of work. In case of failure to complete work within the stipulated time the security deposit will be **forfeited** without assigning any reason therefore.
17. If the lowest tenderer fails to execute the agreement within the date mentioned in the letter of intimation, his name should be brought into book for taking disciplinary action and his earnest money will stand forfeited.
18. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof and 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.
19. This Notice Inviting Tender will be the part of agreement.
20. Proportionate quantity of work is to be done in proportionate time throughout the stipulated time for completion.
21. Final Payment of work will be made as per fund available for Govt., for which no extra claim shall be entertained.
22. All duties, taxes, royalties, cess, [including 1% cess under W.B. Building and other Construction Works (Regulation of Employments & Condition of Service Act,1996), toll, taxes and other levies payable by the Contractor under the contract to the State/Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. **1% cess under W.B. Building and other Construction Works (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996** will be deducted from the bills.
23. Payment will be made subject to submission of final bill upon satisfactory completion of the assigned work in whatsoever manner as per due certification of Engineer in Charge of this job.
24. All tenderer, who has submitted tender, are requested to attend at the time of Opening Tender.
25. No Sub-Contracting is allowed.

26. Rate offered by agency beyond 15% less may be treated as Unbalanced Bid. In such case of unbalanced bid, the bidder may be asked to deposit additional 2% of tendered amount **in the form of Demand Draft drawn on "United Bank of India" issued in favour of "Executive Officer, Sutahata Panchayat Samiti" Payable at "Sutahata" and which will be released after successful completion of the work.**

27. The bidder shall be responsible for the Insurance done against work after getting the work order from the General Insurance Company, / Oriental Insurance Company, Govt. of India, Purba Medinipur, Tamluk.

28. On exigency, partial fund may be allotted to the deputed agency during the executing of the assigned work subject to the complete discretion of the tender issuing authority only.

29. 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.

30. Programme of works acceptable to the Department should be submitted before physical commencement of work and every effort should be made to adhere strictly to this approved work programme.

31. There will be no scope of Arbitrations and the decision of the tender issuing authority will be final and binding upon all the stakeholders.

  
**Executive Officer**  
**Sutahata Panchayat Samiti**

# NON JUDICIAL STAMP PAPER

## BEFORE NOTARY PUBLIC

### FORMAT OF AFFIDAVIT

I Sri \_\_\_\_\_ of Vill \_\_\_\_\_ P.O. \_\_\_\_\_ P.S. \_\_\_\_\_  
\_\_\_\_\_ Dist. \_\_\_\_\_ Pin. \_\_\_\_\_ do hereby  
declared.

1) That I am Sole partner / a partner of the Firm M/S \_\_\_\_\_  
\_\_\_\_\_, Vill \_\_\_\_\_ P.O. \_\_\_\_\_ P.S. \_\_\_\_\_ Dist. \_\_\_\_\_  
Pin. \_\_\_\_\_ Fax . \_\_\_\_\_ Phone No. \_\_\_\_\_  
Mob. \_\_\_\_\_

2) The undersigned hereby certified that the work. Notice inviting pre qualification tender  
(two cover system) for the work of \_\_\_\_\_, NIT  
\_\_\_\_\_, Sl. No. \_\_\_\_\_ remain valid for a period of 90 (ninety) days  
from the date of Financial Bid submission.

3) The undersigned here by declared that all documents attached with tender are true &  
correct.

*Signature of Agency*

*Identified by me*  
*Advocate*