



# TENDER NOTICE FOR SUPPLY OF GOODS/MATERIALS ETC.

Office of the Pradhan  
No.4 Boaldar Gram Panchayat  
Vill.- Khaspur, P.O.-Khaspur  
Balurghat Development Block, District-Dakshin Dinajpur

Memo No-351/B.G.P

Dated:20/04/2017

## NOTICE INVITING TENDER

[Chapter-IV, Rule 11 of W.B. Panchayat (GP Accounts, Audit & Budget) Rules'2007]

### **I. PREFACE:-**

Sealed Tenders on Percentage Rate basis are hereby invited by the undersigned from reliable and resourceful suppliers generally known to deal in the articles and materials for supplying the materials as specified below in "Annexure-A" for the Scheme namely as "Materials Procurement for Installation & Re sinking & Repairing of Tube well within No.4 Boaldar Gram Panchayat" **Under 14<sup>TH</sup> CFC Programme**. Tenderers intending to participate have to abide by the following Terms & Conditions.

Date & time for receipt application:- from 20/04/2017 to 25/04/2017 upto 2.00 PM

Last Date and time of purchase of tender papers:- 28/04/2017 upto 2.00PM

Date and time of submission of Tender:-05/05/2017 upto 2.00PM

Date and time of opening sealed tender:- 05/05/2017 at 2.30PM

### Annexure-A

Sl No.	Name of the work	Place of Delivery	Fund	Estimated Amount (In Rs.)	Earnest Money (In Rs.)	Participation Fee (In Rs.)	Required Credential	Supply Completion period
1.	Materials Procurement for Installation & Re sinking & Repairing of Tube well within No.4 Boaldar G.P	At Gram Panchayat Office Godown	14 <sup>th</sup> CFC(1 <sup>st</sup> Installment 16-17)	200,000.00	4000.00	300.00 (Non-Refundable)	At least Rs.100000.00	Within 7 (Seven) days from issuing Supply Order

### **II. TERMS AND CONDITIONS:-**

- The Tender paper will be available in the office of the No.-4 Boaldar Gram Panchayat from 20/04/2017. to 28/04/2017 upto 2pm.
- The Percentage Rates should be submitted in sealed cover.
- The Bidders must quote rates in Percentage/Numerical values (both in figures and words) against the estimated cost.
- A chart in "Annexur-B" for the materials proposed to be supplied has been attached with the tender paper and offered rates are to be filled by the bidders in their own letter headed pad (original) with putting their signature & Rubber stamp seal (original) at the bottom right corner at each page.
- The bidders must submit attested photocopies of valid VAT registration Certificate (Sales Tax), PAN, last three years Income Tax Return and Profession Tax Registration Certificate with current Challan and Trade Registration Certificate /License from Local bodies as the case may be. All the documents in proof of their eligibility in **original** need to be produced as and when asked and required.
- Bidders must submit Credential in similar nature of supply work during last three years.
- Please insert the letterhead containing tender along with all relevant documents, credential, requisite value of earnest money ,participation charges etc. in a cover properly and seal it firmly and write clearly the NIT. NO, SERIAL NO. AND NAME OF THE WORK for which tender is being submitted over the sealed cover and on the back side of the sealed cover stick the Xerox copy of the receipt of earnest money and cost of tender papers(Participation Fee) and send/drop it to the PRADHAN, NO.-4 BOALDAR GRAM PANCHAYAT ,by post /currier service/ tender box available at the OFFICE OF THE PRADHAN NO.-4 BOALDAR GRAM PANCHAYAT so as to reach the same not after 2.00 P.M on 05/05/2017

NOTE;- THE WALL CLOCK FIXED AT THE OFFICE OF THE PRADHAN WILL BE ASSUMED AS AUTHENTIC .

8. The Tenders, so received on 05/05/2017 up to 2.00 P.M. will be opened on the same day at 2.30 P.M. in this office in presence of the available intending Tenderers or at any other date as the authority deem fit .
9. In case of bid/tender emanating from cartelization of bidders, entire tender process will be cancelled.
10. Cost of Tender Form (non-refundable) has to be paid in cash only and the receipt have to be collected in Form-5.
11. Earnest money should be deposited in Bank Draft in favour of the Pradhan, No.-4 Boaldar Gram Panchayat and will be refunded/forfeited as the case may be. In case of Cash/Cheque/Bank Draft, the bidder must collect receipt from Gram Panchayat office and quote the Number in Tender Form. In case of Government Bond/securities respective pledged documents need to be submitted along-with Sealed Tender.
12. No special preferences in respect of Earnest Money, Security Deposit etc. will be given to any Cooperative Society/Government owned Company/Government Undertaking/Corporation/ Engineering Cooperative etc. In other words, all participating Bidders will be treated on equal basis only and no favourable/special considerations will be accorded to any bidders .
13. Rate offered by a bidder in a particular Tender shall be treated as final and subsequent negotiation with that bidder for change in price shall not be allowed.
14. Bidder must submit sealed envelope clearly mentioning serial number and name of work on top of the envelope.
15. Percentage rate shall be inclusive of all charges including Royalty, IT,VAT, L.W. Cess, tools & plants charges, transportation etc.
16. The suppliers will have to deposit EARNEST MONEY @ 2% of the tendered amount accompanied with the Tender positively failing which the Tender will be rejected.
17. Erroneous or incomplete Tender Form will be summarily rejected without assigning any reason whatsoever.
18. Bidder(s) may be asked to submit rate analysis for items where the quoted rates are either too high or low than the estimated cost. Such bids may also be considered as null and void if there is a reason to believe that the Bidders have formed a cartel and rates have been manipulated, unbalanced or unreasonable.
19. Successful Bidder will have to execute a formal agreement on a Non-Judicial Stamp paper worth Rs.10/- (Ten) within seven days from the receipt of "Letter of Acceptance" with the Gram Panchayat wherein the description, specification, quantity, date of completion of supply and other mandatory issues shall be detailed. Failure to execute the contract will lead to automatic cancellation of the bid.
20. The successful tenderer will have to procure Non-Judicial Stamp paper in his/her own cost.
21. The supply shall have to be completed within the stipulated time by maintaining actual specification and as per direction of the NIRMAN SAHAYAK. If the supply is not being completed within the stipulated time, Penal action, as decided by the authority of Boaldar GRAM PANCHAYAT, will be imposed and the EARNEST MONEY will also be forfeited without further intimation. Apart from that the undersigned may proceed to take penal measure as per " THE WEST BENGAL PANCHAYAT ( GRAM PANCHAYAT ACCOUNTS,AUDIT, AND BUDGET ) RULES,2007 " against such tenderer including Blacklisting also. Two copies of Printed Challan (one in Original & the other in Duplicate) is to submitted with the materials during delivery, of which One Copy (Duplicate) will be preserved for Stock Register purpose and the Second Copy (Original) have to be produced during Billing the materials.
22. Before making supply of articles or materials the tenderer will have to contact the concerned Nirman Sahayak. Without the certificate from Nirman Sahayak about quality and quantity of supplied materials the payment of Bill will not be made. For supply of materials at the G.P. Office godown the tenderer will have to made supply during office hours of office working hours with an advance intimation to the Authority.

23. Acceptance of lowest tender is not obligatory and the undersigned reserves the right to accept or reject any or all the Tenders, as the case may be without assigning any reason whatsoever.
24. The undersigned also reserves the right to distribute the Supply Order among as many Suppliers as may be considered.
25. Mode of payment will be followed according to " THE WEST BENGAL PANCHAYAT ( GRAM PANCHAYAT ACCOUNTS,AUDIT, AND BUDGET ) RULES,2007 " as stated in chapter-III with the heading "PROCEDURE FOR RECEIPT AND PAYMENT "

26. Payment against R.A / Final bill shall be made through ACCOUNT PAYEE CHEQUE only.

N.B. – If the office happens to be closed on the date of opening of the Tenders as specified, the Tenders will be opened on the next working day at the same time and venue.

*20/04/2017*  
Prodhhan  
No.4 Boaldar G.P.  
Khaspur, Balurghat  
Dakshin Dinajpur  
Dated: 20/04/2017

Memo No:351/BGP

Copy forwarded for information for wide publicity to :-

- ✓ The SDO, Balurghat (Sadar),Dakshin Dinajpur..
- ✓ The Executive Officer Balurghat Panchayat Samity.
- ✓ The DIO,NIC,Dakshin Dinajpur with a request to upload this Tender Notice in the district website immediately.
- ✓ Tatthya Mitra Kendra within Balurghat Jurisdiction.
- ✓ Rural Library within Balurghat Jurisdiction.
- ✓ The Sanchalok,Shilpo-O-Parikathamo Upasamity,No-4 Boaldar G.P
- ✓ The Executive Assistant, No-4 Boaldar G.P
- ✓ The Secretary, No-4 Boaldar G.P
- ✓ The Nirman Sahayak,No-4 Boaldar G.P
- ✓ The Leader of Opposition, No-4 Boaldar G.P
- ✓ The R.I (You are requested to publish tender notice in your Notice Board)

Office Notice Board

Office Work File

*20/04/2017*  
Prodhhan  
No.4 Boaldar G.P.  
Khaspur, Balurghat  
Dakshin Dinajpur

Subject :- **DEECLARATION OF TENDERER/BIDDER**

Ref : NIT No..... of No.-4 Boaldar Gram Panchayat  
Vide Memo no:- ..... Dated:-.....

**Name of the Work with Serial no:-**

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1. I / We have gone through the above mentioned NIT & offering following Item Rates for executing the supply work as described in Annexure-B as per Terms & Conditions of Contract.
- 2 . I / We undertake to make agreement on receiving the Letter of Acceptance.
3. I / We undertake to commence supply of Materials on receiving the Supply Order.
4. This Bid and your written acceptance of it shall constitute a binding Contract between us. I/We understand that you are not bound to accept the lowest Bid you receive.
5. I / We hereby confirm that this Bid complies with the Bid validity and Earnest money required by the bidding documents as specified in the NIT.
6. I/We hereby promise to execute the work as per specification prescribed in the scheduled if awarded to me/us.
7. I / We undertake to abide by all the rules and regulations relevant to this tender and to carry out the orders received from your end and from higher authorities time to time, if any.

**Name of the Tenderer :** .....

**Account No. & Bank Name of the Tenderer :**.....

**Authorised Signature of the Tenderer with Seal :** .....

**Address with Telephone No/Mobile No. :** .....

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**Signature of the Tenderer with Seal**