

# JAMALPUR GRAM PANCHAYAT

## Maniko, P.O. – Jamalpur under Hili Panchayat Samity NOTICE INVITING TENDER

### A. PREFACE:

On behalf of Jamalpur Gram Panchayat, Sealed Tenders on **accurate total rate Basis & two Stage Bidding Process** is hereby invited by the undersigned in **prescribed forms of Jamalpur Gram Panchayat** from bonafied contractors for execution of the following works in a sealed Cover to the Office of the Undersigned within the above said date, time and place by any means as mentioned above.

### B. SCHEDULE:

Sl. No.	Name of the work	Estimated Amount put to Tender [Rs.]	Credenti al of Experie noe	Eligibility of Contractors who can participate in Tender	Fund	Earnest money to be deposited [Rs.] 2 % of Estimated Cost & round up to Rs. 10.00	Time Allowed for completion [days]	Cost of tender Form & Documents
A	Supply of Laptop and accessories for Jamalpur Gram Panchayat	147188	60%	Bonafied contractors	14 <sup>th</sup> F.C.	2950	7 days	250

### C. APPLICATION :

a. **Tender papers are available at Jamalpur Gram Panchayat during office hours and Last date of purchasing Tender Papers 29/11/2018 before 2.00. PM.** All intending agencies may submit tender document. The seeking tender document will be submitted to the tender box in the chamber of undersigned at Jamalpur Gram Panchayat up to **30/11/2018 before 2.00 P.M.**

b. **Cost of tender document and earnest money should be paid to Secretary (in Same Day) or Nationalized Bank draft (As Earnest money) may be accepted instead of Matfarakka, and Nationalized Bank draft should be shown paid to Secretary during Payment of Cost of tender document. And Draft (Original) or Xerox copy of Money Receipt / Matfarakka (as earnest money) / Cost of tender document have to be deposited along with the Technical Bid in favour of The Prodhhan, Jamalpur Gram Panchayat.**

c. Both Technical document and Financial Bidder to be submitted in technical and financial envelope concurrently duly signed. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL Document of the tenderer found qualified by the Officials and Prodhhan, Jamalpur Gram Panchayat. The decision of the A-O-P will be final and absolute in this respect. In the two-stage process, the inner envelope containing technical proposal shall be opened first and evaluated to determine responsiveness and technical feasibility on the basis of the bidding documents. The other inner envelope containing the financial proposal shall be opened only of such bidders whose technical proposals are found to be responsive and feasible and therefore, financial proposal of such bidding shall be West Bengal Gram Panchayat Procurement Manual – 2014 Panchayats & Rural Development Department Government of West Bengal evaluated and compared. The financial proposals of bidders whose technical proposals are not responsive and feasible shall be returned unopened.

d. The tender document shall comprise of the Financial bid along with relevant Papers & respective price schedule of work along with **Cash Receipt** (in Favour of Prodhhan, Jamalpur Gram Panchayat) with necessary required documents (duly attested) as stated below shall be in a envelope which has to be sealed and marked the name of work with tender serial no & authorized address of the bidder in outer envelope which will be submitted by the bidder in the tender box as above mentioned place. **And the cost of Tender Form & Documents should be paid (in between 11.00 a.m. to 2.00 p.m. everyday) separately at the office of the Undersigned, and the Xerox copy should be submitted along with the relevant paper for Tender. No Tender Form will be issued on Last dropping date i.e 30/11/2018.**

e. The tender document duly filled in all respect may be sent in personally by the agency. So as to reach this office before **2.00 p.m.** (as per office clock) on **30/11/2018**. Any sealed cover of bid received after the time set forth will not be entertained and will be returned unopened. Authority of Jamalpur Gram Panchayat does not take any responsibility for delay. The tender documents should be received by the undersigned.

f. Bidders must quote rates in absolute numerical values (both in figures and words) and percentage against the estimated cost. The acceptance of lowest tender is not obligatory and the undersigned reserves the right to accept or reject any of all the tenders without assigning any reason whatsoever.

h. Duly attested / certified copies of the following documents are to be enclosed in the tender along with the application at his own letter head pad with authorized address & contract details of the bidder. The originals are to be shown at the time of opening of Tender Papers:

**Relevant Documents requires for Technical Bid. The Bidder must submit the following documents.**

- Trade License current Year.
- PTCC; ITCC IncomeTax Return 3 YEARS & PAN Card; Registration certificates of GST.
- Credential of Experience for execution of similar nature of work under any Govt. as stated below, Deptt. or Local Self Govt. authority.
- Partnership Deed in the case of Registered Company or relevant part of the Constitution in the case of Registered Co-operative Societies.
- Valid Registration Certificate in the case of Firm / Engineers' co-operative Societies.
- Valid registration of establishment of Contractor/Agency/Firm with the Assistant Labour Commissioner, Dakshin Dinajpur. As per, "The West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Services) Rule, 2004".
- Earnest Money (Nationalized Bank Draft / Xerox copy of Money Receipt)
- Xerox Copy of Money Receipt as Tender form cost duly attested by the Agency.

**Relevant Documents requires For Financial Bid The Bidder must submit the following documents.**

- i) Tender form (Prescribed by the Jamalpur Gram Panchayat) properly filled by the agency. (No whitener or Overwriting will be allowed)

And both sealed Envelope should be submitted with Outer Envelope duly mentioned NIT No. with Serials No. and Memo and Date.

i. In the event of the application being submitted by a Firm, it must be signed separately by each member of the Board of Directors / Partners or in the event of absence of any Partner, it must be signed on his / her behalf by a person holding a Power of Attorney authorizing him / her to do so.

j. Each Bidder shall submit only one Bid for one work. A Bidder who submits more than one Bid will cause the proposals with the Bidders participation to be disqualified.

k. Tenderers are requested to drop their tender forms along with all relevant documents after visiting the working area. Tender forms will be treated as invalid without any relevant documents. No papers will be taken separately at the time of tender opening.

**D. DATE OF SUBMISSION OF TENDER:****Date of submission of Tender by 30/11/2018 before 2.00 P.M.**

The Tenders must be submitted in sealed cover superscripting the NIT No, Sl. No. & Name of the work and Name & Address of the Tenderer. And, the Tenders should be submitted in the Tender

Box in the chamber of undersigned at Jamalpur Gram Panchayat on the date and within the time stipulated without fail.

**E. DATE OF OPENING OF TENDER:**

Tenders, so received on 30/11/2018 before 2.00 P.M. & it will be opened on 30/11/2018 before 3.00 P.M. in presence of the available Tenderers.

**F. SPECIAL TERMS AND CONDITIONS:**

a. Supplying & Fixing of Informatory Signboard may with brick/cement concrete pillar with written the required matter (Supplied by the Department) & taking of Photographs at the own cost & effort of the successful Tenderer (Contractor) are precondition of this Tender. This end will make no extra payment to Photographs (in three Chèques) effects to the contractors.

b. The Contractor should fix the Informatory Signboard at a visible point at the site of work before commencement of the work as per instruction of the undersigned.

c. **The Contractor should take photographs of the work in three phases. First, before commencement of the work by affixing Signatory board. Second during execution of the work and finally, after completion of the work at his own cost & effort and submit all the photographs to this office periodically. He also Submit Design Mix Report before commencement of Work. Supply to be completed within stipulated time.**

d. In addition to the normal deductions towards taxes, royalties etc. from the bills being paid to the contractors against the work being executed, deduction of additional amount regarding Labour welfare Cess @ 1% (At the Rate of One Percent) only of the bill value will be made towards the "Building and other construction workers Welfare Cess Act, 1996" as per order of the Finance Deptt. Govt. of West Bengal.

e. Detailed Terms and Conditions of the Tender, Specification of Work, Drawings, if any, etc may be seen in the office during office hours.

f. A retention towards security amounting to 10 (Ten) per cent (including earnest money) of the billed amount shall be made by the Secretary in the first (As Draft or Banker Chèque). The agency has executed and completed the works and rectified any defect therein to the satisfaction of the Engineering in-charge.

i. After expiry of 6(six) months for WBM/GSB of road work or any Building, & **3(three) months Sanitary & Electrical works from the date of completion of the work** certified by the respective Nirman Sahayak, the performance security will be repaid to the Agency.

g. The contract will not attract any arbitration clauses and the contract will not include any clause towards escalation of price. Also before Sub-mission of the tender the Contractor must visit the site to judge the local condition from all corners and no plea/complain about the site will be entertained afterwards. It will be presumed that the agency offered the tender rate after review of entire position of the work site. It should be done at their own cost.

h. Hand for installation machineries have to be arranged by the Agency and all type of tools and machinery will be arranged by the agency, and that should be done at their own cost. However if there the any separable Govt. land, the same may be given for the purpose on rental basis as per rent fixed by L. A collector of the district/ appropriate competent Authority. Namely, Vibrator, Mixture Machine should be used for any type of concrete works for any quantity and Machine boring should be used for Mark II Tube wells. Curing should be done in case of Cement based Work at least 21 days. In case of Tube well Materials agency should mention the quality and weight of the Materials. The contractor must submit the ownership or hire papers for necessary tools & plants, i.e. concrete mix machine with hopper, weigh-Batcher/Measurement box, Cube molds (150mmx150mmx150mm) 6 set with tamping rod, equipment for slump test, needle/plate vibrator & others as required. The contractor must submit the concrete mix design for M-20 grade concrete or as require before the commencement of work and all the testing have to done during execution of work. Before preparing the bill, **the test report of cube have to submit.** The cost of all test shall be borne by the contractor which are defined in SOR.

Any Work (Such Concrete Casting) should not be done during Night (After dusk) or in absence of Nirman Sahayak

i. During the execution of the works for widening of roads, the agency shall keep at the site, movably free from all unnecessary obstruction for that purpose if required shall arrange for removal of structures, encroachments etc. at this own cost

j. No additional or substituted item of work will be executed by the agency without prior approved of the Engineering-in-charge (E.I.C) and authority of Jamalpur Gram Panchayat. Additional or substituted items will be paid at rates as per schedule of rates of PWD/PW (R) Deptt. in vogue at the time of entering into contract. If rates of such item do not appear in the schedule of either PWD/PW (R) Deptt. or cannot be derived from them the Secretary will decide the rate on the basis of market rates of various components with 10% profit & overhead charges and the decision of the Secretary will be final and binding. Also the contractual rate should be applicable in all cases.

k. The agency is **liable to maintain the road** and keep the road traffic worthy till handing over the road on completion of the work. Also the agency should be prepared diversion of road if required. No extra cost will be paid on this account.

l The agency will submit a work programme (Bar chart) , agreement and Mix design Report to the E.I.C. within seven days from the date of work order indicating date of completion of various phases of work and strictly comply with the schedule. Also one Triplicate site order book should be used at works site for execution the works. This has been duly signed by the Nirman Sahayak / Job Assistant before starting of work. Cube test Report should be submitted to E.I.C or Nirman Sahayak after 28 days from the Completion of casting said work.

m. All materials brought to the site must be upto the standard & quality, and must have the approved of the E.I.C. rejected materials or substandard must be removed by the agency at his own cost from the site within 24 hours of the issue of order to that effect. And Course Sand (Fineness Modulus shall neither be less than 2.0 nor greater than 3.5) should be used for any concrete works. The agency shall not be entitled to any claim for loss or damage, which may be caused by such removal.

n. Before starting of work, work site where necessary, must be properly dresses after cutting, clearing & cleaning all varieties of jungles, shrubs or any undesirable vegetation & all unserviceable materials from the alignment or site of works for which nothing will be paid extra unless specifically provided in "price schedule of probable items with approximate quantities.

o. All risks an accounts of rail way or road carriage by boat including loss or damage of vehicles, boats, barges, materials or labours will have to be borne by the agency.

- p. The work must have to be completed in all respects within the time specified in notice inviting Tender from the date of work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.
- q. Monthly running accounts bills may be made satisfactory programme of work.
- r. To rescind the contract (of which rescission notice in writing to the contractor under the hand of the authorized Secretary shall be conclusive evident) and in which case the security deposit of the contractor shall stand forfeited & be absolutely at the disposal of Jamalpur Gram Panchayat .
- s. All consumable materials are to be supplied by the agency at his own arrangement and veiled document (of IOC/and authentic sources) are to be submitted.
- t. All the works are to be executed according to drawing specification approved by the authority & the direction of the E. I.C is to be strictly flowed.
- u. Incomplete tender will be rejected summarily. The successful Tenderer will have to execute a formal agreements on a non-judicial stamp paper with Dummy Paper worth Rs 10/- & West Bengal form no -2911 within 7(Seven) working days from the date of issue of work order.
- v. As per rules framed under the building & other construction workers' Act 1996 and the building & others construction workers ' Cess Act 1996 deduction applicable towards payment of Cess will be made from the bill of the agency along with other statutory deduction.
- w. The work order will be issued according to availability of fund.
- x. Contractors are requested to note that GST registration Certificate issued by GST. deptt . **And Tax deduction will be made as per guide line of GST Department.**
- y. **Successful contractors should have to follow the ESMF Guide Line.** There will be no engagement of child labour to execute of the work.
- z. Erroneous or incomplete Tender Form will be summarily rejected without assigning any reason whatsoever. Also Bidder(s) may be asked to submit rate analysis for items where the quoted rates are either below or above 5% than the estimated cost. Such bids may also be considered as null and void if there is a reason to believe thatthe Bidders have formed a cartel and rates have been manipulated, unbalanced or unreasonable.

**G. CLAUSE 2 OF CONDITION OF CONTRACT:**

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contractor by produced with all the due diligence time being deemed to be the essence of the contract, on the part of the contractor and the contractor shall pay as compensation as amount equal to one percent of such smaller amount as the Secretary (whose decision in writing shall be final) may decide on the amount of the tender amount of the whole work as shown by the tender for every day at the remains uncompleted or unfinished after the proper dates. The contractor shall commence execution of such part of the work as may be notified to him within 7(seven) days from the date of the order of commencement for work and diligently continue such work and further to ensure good progress during the execution of the work, and he shall be bound in all cases in the which the time allowed for any work exceeds one month, to complete one forth of the whole work before one fourth of the whole time allowed under the contract has elapsed. In the event of the contractor failing to comply with any of the condition here he shall be liable to pay a compensation an amount equal to one percent or such smaller amount as the Secretary (whose decision in writing shall be final) may decide on said tendered amount of the whole work for a every day that the due quality of work remains incomplete provided always that entire amount of compensation to be paid under the provision of this clause shall not exceed 10 percent on the tender amount of the work as shown in tender.

Memo No: 255 (1) / 13 / JGP

Dt. 14/11/2018

Copy Forwarded for information to:

1. The S.D.O. Balurghat Sub-Division at Balurghat
2. The Executive Officer Hilli Panchayat Samity.
3. The D.I.O, NIC, Dakshin Dinajpur with a request to upload this Tender Notice in the District website immediately
4. Librarian , \_\_\_\_\_, P.O-Maniko, Dakshin Dinajpur.
5. The Sanchalok, Silpo-O-Parikathamo Upa Samity, No-5 JAMALPUR Gram Panchayat, Maniko, P.S-Hili, Dakshin Dinajpur.
6. The Leader Of Opposition, No-5 JAMALPUR Gram Panchayat, Maniko, P.S-Hili, Dakshin Dinajpur.
7. The Executive Assistant, No-5 JAMALPUR Gram Panchayat, Maniko, P.S-Hili, Dakshin Dinajpur.
8. The Nirman Sahayak, No-5 JAMALPUR Gram Panchayat, Maniko, P.S-Hili, Dakshin Dinajpur.
9. The Secretary, No-5 JAMALPUR Gram Panchayat, Maniko, P.S-Hili, Dakshin Dinajpur.
10. The In-Charge, Sahaj Tathya Mitra Kendra, Maniko, P.S-Hili, Dakshin Dinajpur
11. Notice Board JAMALPUR Gram Panchayat
12. NEWS PAPER \_\_\_\_\_
13. Work File.

*JB*  
Prodhan 14-11-18  
Jamalpur Gram Panchayat  
**Prodhan**  
No.5 Jamalpur Gram Panchayat  
RO -Jamalpur, D/Dinajpur

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