

**OFFICE OF THE  
RYDAK GRAM PANCHAYAT  
RYDAK :: ALIPURDUAR**

[Email-rydakgp2@gmail.com]

**NOTICE INVITING E-TENDER:-WB/APD/KMG/RYDAKGP/ET/01/2022-2023, DATED: 14/10/2022**

The Pradhan, Rydak Gram Panchayat, invites Online (e-Tender) percentage rate tenders in **TWO COVER BID SYSTEM** from reliable, resourceful, bonafide and experienced firms/companies/individual contractors/Labour Contract Co-operatives/Un-employed Engineers' Co-operative Society etc. having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:-

**List of scheme:-**

Sl. No.	Name of the Scheme	Amount put to Tender (In Rs.)	Earnest Money @ 2.00% (in Rs.)	Period of Completion	Processing Charge (Non Refundable)	Eligibility of Contractor
1	Installation of Solar Street Light near Ajay Lakra house at Part No. 10/28 within Rydak GP under Kumargram Dev. Block, Year: 21-22, Fund- 15 <sup>th</sup> FC Untied, Activity ID-47865554	41,260.00	825.00	30 Days	250.00	The agency should have successfully completed Similar nature of work having Single tender value of at least 60.00 % of the amount put to tender in a single contract.
2	Installation of Solar Street Light near Suraj Beck house at Part No. 10/28 within Rydak GP under Kumargram Dev. Block, Year: 21-22, Fund- 15 <sup>th</sup> FC Untied, Activity ID-47866200	41,260.00	825.00	30 Days	250.00	The agency should have successfully completed Similar nature of work having Single tender value of at least 60.00 % of the amount put to tender in a single contract.
3	Installation of Solar Street Light near Kapil Ekka house at Part No. 10/28 within Rydak GP under Kumargram Dev. Block, Year: 21-22, Fund- 15 <sup>th</sup> FC Untied, Activity ID-47866926	41,260.00	825.00	30 Days	250.00	The agency should have successfully completed Similar nature of work having Single tender value of at least 60.00 % of the amount put to tender in a single contract.
4	Installation of Solar Street Light near Dhiren Rava house at Part No. 10/29 within Rydak GP under Kumargram Dev. Block, Year: 21-22, Fund- 15 <sup>th</sup> FC Untied, Activity ID- 47872401	41,260.00	825.00	30 Days	250.00	The agency should have successfully completed Similar nature of work having Single tender value of at least 60.00 % of the amount put to tender in a single contract.
5	Installation of Solar Street Light near Loknath Oraon house at Part No. 10/29 within Rydak GP under Kumargram Dev. Block, Year: 21-22, Fund- 15 <sup>th</sup> FC Untied, activity ID- 47872786	41,260.00	825.00	30 Days	250.00	The agency should have successfully completed Similar nature of work having Single tender value of at least 60.00 % of the amount put to tender in a single contract.
6	Installation of Solar Street Light near Pill Rava house at Part No. 10/29 within Rydak GP under Kumargram Dev. Block, Year: 21-22, Fund- 15 <sup>th</sup> FC Untied, Activity ID-47873112	41,260.00	825.00	30 Days	250.00	The agency should have successfully completed Similar nature of work having Single tender value of at least 60.00 % of the amount put to tender in a single contract.

**SCHEDULE OF IMPORTANT DATES OF BIDS**

Sl. No.	PARTICULARS	DATE & TIME
1.	Date of Publication of NieT	14/10/2022 at 18.00 Hrs
2.	Document download start date & time	14/10/2022 at 18.00 Hrs
3.	Documents download end date & time	28/10/2022 at 18.00 Hrs
4.	Bid submission start date & Time	14/10/2022 at 18.00 Hrs through E-portal. It may be reiterated that the bidders shall submit the technical and financial bid only through online by following online bid submission procedure.
5.	Last date & time of online submission of Technical Bid and Financial Bid duly digitally signed.	28/10/2022 at 18.00 Hrs
6.	Opening of technical bid :	02/11/2022 at 12.00 Hrs at the Office of the undersigned.
7.	Technical Bid Evaluation :	The technical bid will be evaluated by the tender evaluation committee of <b>Rydak Gram Panchayat</b> Bidders should submit self attested hard copies of all the requisite documents before the date of Opening of technical bid. Originals must be shown for verification <b>02/11/2022 at 12.00 Hrs</b> at the office of the undersigned.
8.	Financial Bid :	Rate shall be quoted in <b>percentage less / at par</b> against the tender value.
9.	Date & Time of opening of Financial Bid submitted online of only the technically qualified bidders :	04/11/2022 at 12.00 Hrs. at the Office of the undersigned.
10.	Validity of bid	60 Days
11.	Maintenance Period	6 Months after the date of Completion of works.
12.	Security Deposit against work	08.00 % of Contract Value.
		<p>1. The Agency should have successfully completed (100%) similar nature of work having single tender value of at least 60.00 % of the tender value in a single contract in the last 3 (Three) years from the date of NIET in any Government/Semi Government/Undertakings /Autonomous/Statutory Bodies/Local Bodies. Credentials, Completion Certificate, Payment Certificate of any Sub Contract work shall not be accepted. Joint Venture Firms will not be entertained.</p> <p>2. Registered Unemployed Engineers'Co-operative Societies/ Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report, along with other relevant supporting papers. [Non Statutory Documents].</p> <p>3. A prospective bidder shall be allowed to participate in the particular 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 his applications will be rejected for that job.</p>

13.	Eligibility Criteria for “Pre Qualification”	<p>4. The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.</p> <p>[Non Statutory Documents]</p> <p>5. The prospective bidder shall establish field testing laboratory equipped with requisite instruments in conformity to relevant code of practice and technical staff according to the requirements of works to be executed.</p> <p>6. No Mobilization Advance and Secured Advance will be allowed.</p> <p>7. Agencies shall have to arrange equivalent land for installation of Plant &amp; Machineries, (specified for each awarded work, storing of material, labour shed, laboratory etc. at their own cost and responsibility.</p> <p>8. Bids shall remain valid for a period not less than 30 (Thirty) days from the last date of submission of Financial Bid/ Sealed Bid submission.</p> <p><i>N.B.: Nature of work, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.</i></p>
		<p><b><u>9 Statutory Documents:</u></b></p> <p>A. Work Completion Certificate as Credential (including work order).</p> <p>B. Filled up Form-I</p> <p>C. Filled up Form-II</p> <p>D. Income Tax return (Last 3 Years)</p> <p>E. GST Registration Certificate.</p> <p>F. Payment Certificate</p> <p>G. Valid upto date Professional Tax Clearance Certificate.</p> <p>H. In case of Partnership Firm / Registered Company, the intending Tenderers are requested to submit the copy of the DEED of Partnership / relevant document in support of proof of so.</p> <p>I. Voter I Card &amp; Pan Card.</p> <p>J. Trade Registration Certificate/ License from Local Bodies.</p> <p>K. Co-operative Society (Society Registration Certificate)</p> <p>L. All Tenderers should have to upload only their self attested</p>

14.	Earnest Money & Processing Charge Deposit :	<p>Deposit of 2.00% of the Estimated Amount as EMD shall be submitted as soft copy (scanned copies of the originals). The earnest money and “Processing Charge” as prescribed and mentioned in this NIeT must be deposited (separately) by the all the tenderers only <b>through NEFT/RTGS directly to the Bank Account of G P Fund, Rydak Gram Panchayat, Account No.2375826297, Bank Name- CENTRAL Bank of India, Hatipotha, IFSC- CBIN0282597.</b> The Serial No. of the work along with the NIET No. and name of the bidder should be mentioned clearly on the back of the instrument including sl. no. of the EMD. <b>In case of 2nd and subsequent calls, in which cases EMD submitted for the same work during earlier calls will also be accepted provided the said instrument(s) remain valid for at least 30 days after the technical &amp; financial bid proposal submission end date of this NIeT.</b></p> <p><b>Payment made otherwise will be rejected.</b></p> <p><b>Failure to deposit required amount E.M.D. within the time period prescribed for the purpose may be construed as an attempt to vitiate the tendering process and will be dealt with accordingly including blacklisting of the bidder.</b></p> <p>The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 15 days from the bid validity period without interest.</p>
15.	Bid document Requisition :	<p>Bid Document is available in the official website, <a href="http://www.wbprd.nic.in">www.wbprd.nic.in</a> or <a href="http://www.wbprd.gov.in">www.wbprd.gov.in</a> or <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a>. Bidders who have registered with <b>National Informatics Centre (NIC)</b> can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
16.	E-Tender registration and bidding :	<p><b><u>ONLINE BIDS:</u></b> The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders, who are interested in participating such e-tenders, are requested to contact the representatives of <b>NIC</b> for registration, computer setting and clarification on e-tendering.</li> <li>• Online Tenders can be submitted by logging in <a href="http://www.wbprd.nic.in">www.wbprd.nic.in</a> or through the official website of The <a href="http://www.wbprd.gov.in">www.wbprd.gov.in</a> or <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a>.</li> </ul> <p><b><u>ON LINE BID SUBMISSION:</u></b> The Bidders are required to submit the Technical and Financial Bid documents ON-LINE i.e. uploading of the documents complete in all respect by following the Online Bid submission Procedure.</p>

17.	Important Instructions :	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published after opening. <b>The Pradhan, Rydak Gram Panchayat</b> reserves the right to reject or cancel any or all pre qualification documents and bid document without assigning any reason's whatsoever.</li> <li>• All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; 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 &amp; Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.</li> <li><input type="checkbox"/> To keep the <b>Works</b> in good condition during the <b>next 06 month</b> after the completion of the construction work if any additional /excess work is required over the stipulated quantity in the schedule for routine maintenance work, the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost.</li> <li><input type="checkbox"/> The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul> <p><b>Agencies having any litigation with the Department will not be allowed to participate in the tender.</b></p>
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Pradhan  
Rydak Gram Panchayat

**Pradhan**  
**Rydak Gram Panchayat**  
**Date: 14/10/2022**

**Memo No. 588 (10)/RYDAKGP-ET/2022-2023**

**Copy forwarded for information to:-**

1. The District Magistrate, Alipurduar
2. The Additional District Magistrate, Alipurduar ZP
3. The Sub-Divisional Officer, Alipurduar.
4. The District Panchayat & Rural Dev. Officer, Alipurduar
5. The District Coordinator, ISGPP Cell, Alipurduar
6. The Block Development Officer, Kumargram.
7. The DIO, NIC, Alipurduarduar for wide publicity
8. The Post Master, Rydak Post Office
9. Office Notice Board, Rydak Gram Panchayat
10. Office Copy

  
Pradhan  
Rydak Gram Panchayat

**Pradhan**  
**Rydak Gram Panchayat**

**INFORMATION TO THE BIDDERS (ITB)**

**1. Download of Tender**

Tender to be downloaded only from the website, [www.wbprd.nic.in](http://www.wbprd.nic.in) or [www.wbprd.gov.in](http://www.wbprd.gov.in) or <https://etender.wb.nic.in>.

The tender will be submitted in two bid system *i.e.* **Technical bid & Financial bid** only through online.

**2. Online Bid submission procedure**

- i) **Registration of Contractor:** Agencies/Bidders who are interested in participating such e-tenders will

have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

ii) **Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount or any service provider as may be allowed by the Finance Department, Govt. of West Bengal.

iii) **Tender Download:** The contractor can search & download NIET & Tender Documents electronically from computer once he logs on to the website [www.wbprd.nic.in](http://www.wbprd.nic.in) or <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv) **Submission of Tenders:** General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

v) **Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice (Ref: 2.1.3 of this ITB)

#### **A. Technical Bid:**

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in **2(two)** covers (folders):

##### **Cover A-1 > Statutory Cover file Containing**

1. NIET (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Both side Scanned Copy of NEFT/ RTGS or any other Transfer System towards Earnest Money Deposit (EMD) and **“Processing Charge”** as prescribed in the NIET
4. Duly filled in **FORM-I** (Declaration for Credential)
5. Pre Qualification Application **FORM- II**
6. Duly Filled in Affidavit as given under Annexure-I
7. Corrigendum Notice if any.

##### **Cover A-2 > Non- Statutory Cover (Mandatory Documents)**

All the documents as given under **TECHNICAL BID (Mandatory Documents)**

**Note:** Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non- statutory documents and uploading of unnecessary documents which is not applicable with this N.I.E.T. will render the tender liable to be rejected.

#### **B. Financial Bid:**

The financial proposal should contain the following documents in **one cover** (folder): The contractor shall quote the rate (**Offering percentage Below/At par**) online through Computer only in the space marked for quoting rate in the Bill of Quantities (**BOQ**). Only downloaded copies of the above documents, **digitally signed** by the contractor are to be uploaded (**Excel file**).

## **TECHNICAL BID**

### **Mandatory Documents**

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii) Copy of Credential certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, with requisite single tender value latest by 3 (Three) Years (in accordance with **Clause 3.1**).
- iii) Information regarding any litigation or arbitration during the last Three years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter;
- iv) PAN Card (Photo Copy)
- v) Voter I-Card (Photo Copy)
- vi) Valid Trade License.
- vii) Latest Professional Tax return.
- viii) Latest GST registration certificate.

***Note: The tender will be summarily rejected if any of these documents are not submitted online.***

***Bidders shall produce original hard copies of the requisite documents along with self attested photocopy of the same (each set for single work only) before evaluation for the technical bid.***

### **Additional Documents for the Bid (to be submitted in Non-Statutory Cover, A-2)**

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Documents of proof of ownership or hire of the machineries/equipments.
- iii) Any other information to indicate Technical management competence.

### **Receiving of Earnest Money Deposit (EMD) and Processing Charge:**

Deposit of 2.00% of the Estimated Amount as EMD shall be submitted as soft copy (scanned copies of the originals). The earnest money and “Processing Charge” as prescribed and mentioned in this NIET must be deposited (separately) by the all the tenderers **through NEFT/ RTGS directly to the Bank Account of G P Fund, Rydak Gram Panchayat, Account No.2375826297, Bank Name-CENTRAL Bank of India, Hatipotha, IFSC- CBIN0282597.** The Serial No. of the work along with the NIET No. and name of the bidder should be mentioned clearly on the back of the instrument including sl. no. of the EMD.

### **Payment made otherwise will be rejected.**

Deposit Challan of **EMD** and **Processing Charge** shall be submitted as **soft copy** (scanned copies of the originals) as instruments at the time of submission of tender bidding.

**All the bidders should submit self attested hard copies of all the requisite documents and “EMD” and “Processing Charge” before the date of Opening of technical bid to the tender inviting authority within **02/11/2022 at 12.00 Hrs** at the office of the undersigned.**

Failure to submit **EMD** and **Processing Charge** within the time period prescribed for the purpose may be construed as an attempt to vitiate the tendering process and will be dealt with accordingly including blacklisting of the bidder. The earnest money of unsuccessful Bidder if submitted shall be returned back within not later than 15 days from the bid validity period without interest.

### **CREDENTIAL**

#### **Technical:**

The agency should have successfully completed (100%) similar nature of work having Single tender value of at least **60.00 %** in a single contract in the **last 03 (Three) years** from the date of Publishing of this NIET in any

Government/Semi Government /Undertakings/Autonomous /Statutory bodies/Local bodies. Credential/Completion certificate/Payment certificate of any sub-contract work shall not be accepted. Joint venture firms shall not be entertained for this tender.

The work completion certificate (100%) shall specify detailed similar nature of completed work, value of work done and the date of completion of the work. Copy of the same to be uploaded in the technical bid for verification of the credential. Completion Certificate regarding part completion of tendered work shall not be accepted. The Technical Bid may be declared non-responsive if the requisite documents are not furnished by the bidder for ascertaining the Technical Credential.

**Form – I for fully (100 %) completed works during the last 3 (Three) years from the date of Publishing of this NIET will only be accepted.** The tenderer should attach the said certificate under their signature along with the tender documents. The agencies that have completion certificate against any of the works mentioned in the similar nature work above shall be eligible for this tender.

The Completion Certificate should be pertaining to the work specified in the NIET. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIET, then the value of the work as specified in this NIET will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

**Financial:** If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

**Penalty for suppression/distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a minimum period of 2 (two) years.

**FINANCIAL BID:**

1. Single rate (**percentage above or below**) shall be quoted in the specified space of the BOQ given under financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, Octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.
4. If the lowest rate comes to below 10% of the estimated value then performance security @ 2.0% of the contract value should be paid in the form of Demand Draft/Banker's Cheque in favour of The **Pradhan, Rydak Gram Panchayat**. The same will be released immediately after completion of the work.
5. All intending bidders are requested to be present in the office of The **Pradhan, Rydak Gram Panchayat** during opening of the Financial Bid. The **Pradhan, Rydak Gram Panchayat** may call Open Bid/ Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objection in this respect will be entertained raised by any bidder who will present during opening of bid, or from any bidder who will absent at the time of opening of Financial Bid.
6. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.



### **Site inspection before submission of tender:**

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards. No extension of completion period or modification of work shall ordinarily be allowed on Site condition or any other issues pertaining to work site. Therefore, bidders should study the site condition before submitting the bids.

### **Conditional and incomplete tender:**

Conditional and incomplete tenders shall be summarily rejected.

### **3. Acceptance of Tender:**

Lowest valid rate may be accepted, however, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one Tenderer if required.

### **4. Return of Earnest Money of the unsuccessful tenderer(s):**

The earnest money of unsuccessful Bidder if submitted shall be returned not later than 15 days from the bid validity period without interest.

### **5. Payment:**

<u>Sl. No.</u>	<u>Bill Payment Stage of Completion of Work</u>
1.	1 <sup>st</sup> and Final Bill

After execution of Balance Work and successful completion of the scheme the payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non- payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

### **6. Security Deposit:**

**6.1** The bidder shall be required to properly maintain the work including all its components for a period of **6 Months** from the date of completion of the entire work recorded in the MB. In total 10% of the contract amount will be deducted progressively from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will **lead to forfeiture of the security deposit.**

### **7. Withdrawal of tender:**

A tender once submitted shall not be withdrawn within a period of 30 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

### **8. Other Terms & Conditions:**

#### **Labour Welfare:**

- The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities etc. should be provided as per latest Govt. order/Circulars. In no case, The **Pradhan, Rydak Gram Panchayat** shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.

Bidders are requested to be present in person during the opening of technical and financial bids.

**The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer 05% or above Less.**

Tenderers who will sign on Tender on behalf of a company or Firm must produce the “Registered documents” in respect of their competency to do so, failing which their tender will not be considered.

The decision of authority with respect to this tender is final and binding.

The **Pradhan, Rydak Gram Panchayat** takes no responsibility for any delay/or late submission of tender by the bidder. The bidders are advised to submit bids in time. Any problem with server or internet problem or digital signature related issues will not make the **Pradhan, Rydak Gram Panchayat** responsible for non-submission or incomplete submission of bids.

Tenderer can approach the **Pradhan, Rydak Gram Panchayat** for any clarification with respect to this tender in due time.

Payment will be made after available of fund and in a serial chronology.

Agency needs to submit his proposed time bound work programme detail in consultation with office before commencement of work.

For the sake of ease to agencies it is further reminded that this work order is a continuation of tender of supply materials. If the tender as a Supply order hence agency will be informed only about the quantity of material. No request seeking details of work will be entertained.

The agency must be stack in appropriate place as said by N.S. If stacked not properly as per N.S. Direction the stack does not count in measurement value. For bill amount void must be deducted from stack value as per rules. The agency must abide by all the order of N.S. in charge of the work.

The process of work is detailed by the Nirman Sahayak, Rydak Gram Panchayat, as per estimate and drawing should be followed.

All the materials must be supplied by the contractor at site of work and be stacked properly for taking measurement at his own cost. Only the compacted volume of supplied items will be accepted. Supply items must accompany with appropriate royalty slip issued in the name of the Pradhan, Rydak GP.

All vendors are directed to provide concrete test as well as material test report to the undersigned as per the requirement of Nirman sahayak. It is compulsory.

In Case of Concrete work Laboratory test report of Concrete and other raw materials is must from Govt. engineering collage or Govt. Polytechnic Collage.

#### **Work Execution:**

- The successful Tenderer shall have to start the work at site within 07 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with the **Pradhan, Rydak Gram Panchayat** without assigning any reason.
- After receipt of the Work Order, the successful Tenderer shall maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assists Engineers to carry out necessary checking and supervision of the work.
- All materials like Cement, steel, Bitumen, Bitumen emulsion etc. will be supplied by the Agency. All materials supplied by the Agency for the proposed scheme shall be of approved brand in accordance with relevant code of practice and manufacture. Only 60/70(VG 30) grade paving bitumen of Indian Oil/ Bharat Petroleum/Hindustan Petroleum will be permitted as Straight run Bitumen. Steel shall be of **SAIL** or **TATA** or approved brand of **I.S.I.** and cement from **ACC, Ultratech, Ambuja** or other brands approved by the engineers. The successful bidder shall ensure that qualified persons are deployed to carry out quality works. If sub standard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again or penalize the agency etc.
- In case of earth work in formation/ development filling, the contractor will take up such filling in layers not exceeding 250 mm in each layer.
- Sub-letting** of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then will be deducted from the RA bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare cess Act, 1996” apart from other statutory deductions from bills/ payment due.

#### **Payment:**

- Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld/not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred

for one year from the tender of the **Pradhan, Rydak Gram Panchayat** Payment shall be made only after receiving signed bills, MB with completed photographs.

**Cost Escalation:** No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.

**Defect liability Period:** Starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the date of completion of the work. The engineers have to declare the date of completion of work and that date only will be taken into account for calculation for defect liability period.

Credibility of the agency engaged for more than two works in the **Pradhan, Rydak Gram Panchayat** will be evaluated by the tender committee and whether to allow the agency to participate in further tenders of the authority will be decided by the committee. Decision of the authority is final and binding on the concerned agency.

The **Pradhan, Rydak Gram Panchayat** reserves the right not to allow the agency to participate in future tenders under the following circumstances.

- i) Delay in completion of job.
- ii) Poor performance in terms of quality of materials and workmanship.

**Termination of Contract/Work Order:**

The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation /Non-Compliance of any instructions of the authority. For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

**Discretion of the authority inviting tender:** The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated in BOQ is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the **Pradhan, Rydak Gram Panchayat**. He/She however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

**PRECAUTIONS FOR SAFE GUARDING THE ENVIRONMENT**

(i) The contractor shall take all precautions for safeguarding the environment during the course of the construction works. They shall abide by all laws, rules and regulations in force governing pollution and environmental protection that are applicable in the area where the works are situated.

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications as mentioned in-'Departmental Schedule', which means the I & W. D, Public Works (Building), Public Works (Roads) Department Schedule of Rates for Protection work, Building works, Road works, Bridge & Culvert Works and Carriage etc.

Agency shall not be allowed to sublet any part of the work without prior written consent of Employer / Engineer-in-charge.

**\*\* (N.B. In case of any bandh /strike or any Unscheduled Holiday on the aforesaid date, the next working date will be treated as scheduled/prescribed date for the purpose.)**

**Memo No. 588 (10)/RYDAKGP-ET/2022-2023**

**Copy forwarded for information to:-**

1. The District Magistrate, Alipurduar
2. The Additional District Magistrate, Alipurduar ZP
3. The Sub-Divisional Officer, Alipurduar.
4. The District Panchayat & Rural Dev. Officer, Alipurduar
5. The District Coordinator, ISGPP Cell, Alipurduar
6. The Block Development Officer, Kumargram.
7. The DIO, NIC, Alipurduar for wide publicity
8. The Post Master, Rydak Post Office
9. Office Notice Board, Rydak Gram Panchayat
10. Office Copy

  
Pradhan  
Rydak Gram Panchayat

**Pradhan,**  
**Rydak Gram Panchayat**  
**Date: 14/10/2022**

  
Pradhan  
Rydak Gram Panchayat

**Pradhan,**  
**Rydak Gram Panchayat**

**FORM-I**  
**CREDENTIAL CERTIFICATE**  
**(100% PHYSICAL COMPLETION)**

1.	Name of the work :	
2.	Name of the client :	
3.	Amount put to tender :	
4.	Contractual amount against the tender :	
5.	Date of commencement of work :	
6.	Date of completion as per work order :	
7.	Actual date of completion :	
8.	Final gross value of the bill or RA bills :	

**Note:** *In case of completion of multiple natures of works in a single tender, then the value of work as specified in the NIET shall only be taken for the eligibility of the bidder.*

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

**Note:**

- 1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.*
- 2. Completion Certificate for fully (100%) completed works will only be considered.*

\_\_\_\_\_  
*(Signature of the Bidder)*

**FORM –II**  
**SECTION – B**  
**PRE-QUALIFICATION APPLICATION**

**To**  
**The Pradhan,**  
**Rydak Gram Panchayat**

Ref: - Tender for (Name of work) .....

.....

.....

.....

**N.I.E.T.No.:**

Dear Sir / Madam,

Having examined the Statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and Relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_ In the capacity \_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

- 1. Statutory Documents
- 2. Non Statutory Documents

Date: -

**Signature of applicant including title  
and capacity in which application is made.**

## ANNEXURE-I

### A. FORMAT FOR AFFIDAVIT

I, Sri \_\_\_\_\_, S/O. \_\_\_\_\_,

aged \_\_\_\_\_ years, residing at \_\_\_\_\_

\_\_\_\_\_, Proprietor/Partner/Director of \_\_\_\_\_

\_\_\_\_\_, do here by solemnly affirm and declare in connection with

**{NAME OF THE WORK}**

**1.** That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief. 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.** If the contract is awarded to us, we will deploy at site all necessary T&P, equipments and Laboratory with minimum testing equipments / apparatus as listed below immediately on receipt of the work order.

We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately.

No part of equipment will be shifted to another site without the written permission of the Engineer in Charge.

Sl. No.	Plant, Machineries and Equipments	Make	Availability (owned or hired)
1.	Mixer Machine or Mini Batching Plant		
2.	Needle vibrator		
3.	Digital Balance		
4.	Sieves: as per IS standard		
5.	Standard Proctor and Core Cutter with Rapid Moisture Meter		
6.	Standard measures for volume and length		
7.	Compression Testing Machine		
8.	Cube Moulds – 2 sets		
9.	Equipment for Slump test		

**3.** We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.

**4.** Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may withhold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding.

**5.** The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

6. 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 Department during the last 3 (Three) years prior to the date of this NIET.

7. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.

**B. STRUCTURE AND ORGANISATION**

1. Name of applicant:-

2. Office Address:-

Telephone No. Fax

No.

Mobile No :- a) \_\_\_\_\_ b) \_\_\_\_\_

3. Name and address of Bankers:-

4 Attach an organization chart showing the Structure of the company with names of Key personnel and technical staff with Bio –Data. \_\_\_\_\_

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Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

\_\_\_\_\_  
*(Signature of the Bidder)*

**Name:**  
Capacity in which application is made

**Mail ID- (Mandatory)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_