



# Government of West Bengal

Office of the Changrabandha Development Authority,  
Mekhliganj, Cooch Behar, West Bengal

Email - [cbdamkg@gmail.com](mailto:cbdamkg@gmail.com)

☎ 03584-255297

NO. 63/CBDA

DATE: 13.03.2020

## Notice Inviting E-Tender No. : CBDA/MEKLIANJ/NIT-5. Dated: 13.03.2020

Executive Officer , Changrabandha Development Authority (CBDA), invites e-tender for the works, details of which are given in the table below:

Sl No	Name of the work	Estimated Amount (Rs)	Earnest Money (Rs)	Price of Technical & Financial Bid documents and others Annexure (Rs)	Period of Completion	Cost of Tender Paper
(1)	(2)	(3)	4)	(5)	(6)	(8)
1	Construction of Box Culvert over Sati Jhora, 70 Mekhliganj, Mekhliganj. ( 3 <sup>rd</sup> Call)	2342586.00	46852.00	Rs.10,000/- (Per set) Applicable to the successful bidder during formal agreement after issuance of work order.	110 (One Hundred Ten) Days	Rs. 5000/- for per paper

**Intending bidders shall download the tender document from the website directly by the help of e-Token.**

1.

### **Earnest Money Deposit of e-procurement**

Online receipt and refund of EMD of e-procurement will be made through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/Tender Fees related to e-Procurement of the State Government departments

#### **A. Login by bidder:**

- A bidder desirous of taking part in a tender invited by the authority shall log in to the e-Procurement portal of the Government of West Bengal <https://wbtennders.gov.in> using his login ID and password.
- He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes.
  - Net banking or RTGS/NEFT (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.

B. **Payment procedure:**

**FOR EMD**

i.) **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway**

- a. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c. Bidder will receive a confirmation message regarding success/failure of the transaction.
- d. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD.
- e. If the transaction is failure, the bidder will again try for payment by going back to the first step.

ii.) **Payment through RTGS/NEFT:-**

- a. On Selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- b. The bidder will print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.
- c. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- d. If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD.
- e. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**FOR TENDER PAPERS**

**COST OF TENDER PAPERS TO BE DEPOSITED TO IN FAVOUR OF  
"EXECUTIVE OFFICER, CHANGRABANDHA DEVELOPMENT  
AUTHORITY, BANDHAN BANK, CHANGRABANDHA BRANCH.  
AC NO.- 50190038502075  
IFSC CODE- BDBL0001246**

**N.B: SCANNED COPY RECEIPT FOR DEPOSIT OF COST OF TENDER  
PAPERS IN BANDHAN BANK, CHANGRABANDHA BRANCH MUST BE  
UPLOADED WITH ALL NECESSARY DOCUMENTS UNLESS THE BID WILL  
BE REJECTED.**

**FOR PROCESSING FEE**

**COST OF PROCESSING FEE FOR 'L1' BIDDER TO BE DEPOSITTED TO IN FAVOUR OF "EXECUTIVE OFFICER, CHANGRABANDHA DEVELOPMENT AUTHORITY, BANDHAN BANK, CHANGRABANDHA BRANCH BEFORE ISSUING WORK ORDER.**

**AC NO.- 50190038502075**

**IFSC CODE- BDBL0001246**

**C. Refund/Settlement Process:**

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through and automated process, to his bank account from which he made the payment transaction.
- v. All refunds will be made mandatorily to the any A/C from which the payment of EMD was initiated.

2. **Eligibility criteria for participation in the tender.**

- i. Intending tenders must produce credentials of a similar nature of work of the **minimum value of 40%** of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice, in a single work issued from the Office of **the BDO/ Municipality/ SDO/ DM/ Any Line Department (Not below the rank of Executive Officer or equivalent)** for the work similar to the work for which the tender has been floated.  
(Payment Certificate will not be entertained as Credential Certificate)

**\*\* In case of 2<sup>nd</sup> Call, credential will be 30%. Other requirements will remain same.**

**\*\* In case of 3<sup>rd</sup> Call, credential will be 20%. Other requirements will remain same.**

N.B.: Estimated amount, Payment amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate of similar nature of work i.e. Concrete work etc.

[Non statutory Documents]

- ii. Valid up to date **Income Tax return Acknowledgment** of the latest A.Y. Professional Tax Clearance Certificate / P.T. Deposit Challan for the latest year; Pan Card, **GST Registration Certificate**, Voter ID Card (EPIC) for self-identification to be accompanied with the Technical Bid Documents to be submitted.  
[Non statutory Documents]
- iii. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through Form-4 has to be furnished by the prospective bidders without which the Technical Bid shall be treated nonresponsive). Besides the prospective bidder who has already made delay in execution of other works under CBDA's jurisdiction will not qualify in bid unless time extension letter from the competent Authority is submitted. EMD will be forfeited for disqualifiers.
- iv. In case of Proprietorship/Partnership Firms, the Company Tax Audit Report in **3CD Form** are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. No other name along with applicant name, in such enclose will be entertained. (Non-statutory documents)
- v. The prospective bidders should own/ lease/ arrange the required plant and machinery.
- vi. Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non-Statutory documents)
- vii. Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.
- viii. Joint Ventures collectively must comply with the minimum qualification requirements). In addition the following requirements are also to be complied with:-
  - a. Lead Partner is to meet not less than 50% of all qualifying criteria as mentioned above.
  - b. Each of the Partners is to meet not less than 50% of all qualifying criteria as mentioned above.
  - c. Joint Ventures must own, collectively, all the machinery and equipment. No lease or other arrangements shall be accepted. Conclusive proof of ownership for each plant & machinery shall have to be submitted.
- ix. A prospective bidder participating in a single job either individually or as partner of a firm or in Joint Venture shall not be allowed to participate in the same job in any other form.
- x. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm or in Joint Venture. If found to have applied severally in a single job, all his applications will be rejected for that job.

- xi. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
  - xii. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
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- 3. The prospective tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.
  - 4. Running payment (of RA Bill) for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill will be minimum 30% of the tendered amount.
  - 5. **No mobilization /secured advance** will be allowed.
  - 6. **For new construction of Roads the successful bidders will have to maintain the roads for 5(Five) Consecutive years and for repairs of Roads the successful bidders will have to maintain the repaired roads for 3(Three) consecutive years.**
  - 7. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
  - 8. All materials should be supplied by the Contractor/agency.
  - 9. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from every Bill of the selected agency.
  - 10. **The rate will be quoted including GST & other taxes as per provision.**
  - 11. In connection with the work, **Arbitration** will not be allowed.
  - 12. **Any change of BOQ will not be accepted under any circumstances.**
  - 13. **Documents (Scanned copies of originals) of depositing Earnest Money and Cost of Tender Papers to be submitted along with Tender Documents.**
  - 14. **Bids shall remain valid** for a period not more than 120 (one twenty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the 'Evaluation Committee' as non-responsive.

15. **A. Important Information**

**CRITICAL DATE AND TIME SCHEDULE: -**

<b>Sl. No</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Date of uploading of N.I.T. Documents (online) (Publishing Date)	13.03.2020 at 14.00 hrs.
2.	Documents download/sell start date (Online)	13.03.2020 at 14.00 hrs
3.	Documents download/sell end date (Online)	20/03/2020 at 18.00 hrs
4.	Bid submission start date (On line) :	13.03.2020 at 14.00 hrs
5.	Bid Submission closing (On line)	20/03/2020 at 18.00 hrs
6.	Bid opening date for Technical Proposals (Online)	23/03/2020 at 12.00 hrs
7.	Date & Place for opening of Financial Proposal (Online)	23/03/2020 , at office of the EO, CBDA, Mekliganj SDO's office Campus.
8.	Date of uploading AOC	To be Intimated Later

**LOCATION OF CRITICAL EVENT**

16.

**Bid Opening**

Office of the CHANGRABANDHA DEVELOPMENT AUTHORITY

17. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Executive Officer at his own cost for a period as mentioned in the "Tender Form" from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.

A retention towards Performance Security amounting to 10 (ten) percent (including 2% Earnest money) of the billed amount shall be made by the by the authority from 1<sup>st</sup> R.A. bill to Final bill.

**No interest would be paid on the Performance Security Deposit.**

18. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

19. **Price preference** will be allowed as per prevailing government Order.

20. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

21. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids. No cost of Bidding shall be reimbursable by C.B.D.A. The Executive Officer, Changrabandha Development Authority reserves the right to reject

any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding.

22. **Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.**
23. **Conditional/ Incomplete tender will not be accepted.**
24. The intending tenderers are required to quote the rate **on line**.
25. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
26. **Guiding schedule of rates:** Schedule of rates of P.W.D. with effect from 01.11.2017 for Building, Sanitary & Plumbing works, Road works materials and labour.
27. During the scrutiny, if it come to the notice to tender inviting authority that **the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.**
28. **The Executive Officer, Changrabandha Development Authority reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.**
29. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Chairman of Evaluation Committee within 2 days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Evaluation Committee.
30. **Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.**
31. **All the uploaded documents should be organized in proper order in the respective folders assigning names to the individual documents.**
32. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence: -
  - i) Form No. 2911/2911(i)/2911(ii) as modified up to date (vide Notification No. 5784-PW/L&A/2m-175/2017, Dt-12.09.2017.
  - ii) NIT
  - iii) Special terms & conditions
  - iv) Technical Bid
  - v) Financial Bid
33. **Qualification criteria:**

The tender inviting & Accepting Authority through a "Evaluation Committee" will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding: -

  - a) **Financial Capacity**
  - b) **Technical Capability comprising of personnel & equipment capability**
  - c) **Experience/Credential**

The eligibility of a bidder will be ascertained on the basis of the self attested documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

**34. i) Defect Liability period will be guided by Notification No.5784-PW/L&A/2M-175/2017, Dt-12.09.2017 of PWD. As such security deposit will be released accordingly following the notification.**

**ii) Additional Performance Security shall be mandatory when the bid rate is 80% or less of the estimate put to tender as per W.B. Finance Department's Memorandum No. 4608-F(Y) Dated 18.07.2018.**

**iii) Delay in execution/Time extension will not be allowed unless the Authority is satisfied that the situation (like flood/storms/earthquake) demands. Fine @ 1.0 % per day of the bill amount, if the Authority is not satisfied will be deducted for delay in execution as per Clause2 of WB (Contract)Form No. 2911**

**iv) Agencies delayed in execution of any project under CBDA and did not reply show-cause notice, will not take part in tender process.**

  
Executive Officer  
Changrabandha Development Authority

**Memo No. 63/1(1)/CBDA**

**Date: 13.03.2020**

Copy forwarded to the following for favour of kind information to :

1. The Hon'ble Chairman, Changrabandha Development Authority.

  
Executive Officer  
Changrabandha Development Authority  
**Date: 13.03.2020**

**Memo No. 63/2(8)/CBDA**

Copy forwarded for wide circulation to:

1. The Joint Secretary to the Government of West Bengal, Urban Development & Municipal Affairs Department, T &CP Branch, "Nagarayan", Salt lake.
2. The District Magistrate, Coochbehar
3. The Sub-Divisional officer, Mekliganj.
4. The Block Development Officer, Mekliganj.
5. The Block Development Officer, Haldibari
6. The District Information & Cultural Officer, Coochbehar with the request to display in the Office Notice Board
7. The District Informatics Officer (DIO), NIC, Coochbehar with request to hoist the NIT in District Website.
8. This Office Notice Board.

  
Executive Officer  
Changrabandha Development Authority



**INSTRUCTION TO BIDDERS**  
**SECTION - A**

**1. General guidance for e-Tendering**

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

**1. Registration of Contractor**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

**2. Digital Signature certificate (DSC)**

Each contractor is required to obtain a class-II & Class-III.

Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

**3.** The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**4. Participation in more than one work**

A prospective bidder shall be allowed to participate in the 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. A prospective bidder(including his participation in partnership) shall be allowed to participate in single road / building work as mentioned in the list of schemes.

**5. Submission of Tenders.**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date &time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**A. Technical proposal**

The Technical proposal should contain scanned copies of the following in two covers (folders).

**1. Statutory Cover/ Technical file Containing PREQUALIFICATION DOCUMENT**

1. Prequalification Application (Sec-B, Form – I)
2. Scanned copies of original documents towards deposition of earnest money and tender fees against each work.

**2. TECHNICAL DOCUMENT**

1. Financial Statement (Section – B, Form – II).
2. Affidavits (Ref:- format shown in “X” Part “B” & format for general affidavit shown in “Y” Part “B”).

**3. Tender form No. 2911**

**4. NIT**

**5. Special Terms, condition & specification of works**

***Properly upload NIT, Specifications & 2911 after signing digitally. The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in form 2911 the tender liable to summarily rejected.***

**A-2 Non statutory / Technical Documents**

- I.** Pan Card, Professional Tax (PT) deposit receipt challan for the latest financial year, Income Tax Return for the latest Assessment year , valid GST Registration Certificate.
- II.** Registration Certificate under Company Act. (if any).
- III.** Registered Deed of partnership Firm/ Article of Association & Memorandum
- IV.** Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- V.** Credential for completion of at least one similar nature of work under the authority of State/ Central Govt. statutory bodies under State/Central Govt. constituted under the statute of the State/ State Govt. having a magnitude of 40(Forty) percent of the Estimated amount put to tender during the last 5(five) years prior to the date of issue of this NIT is to be furnished.(Ref. Cl. No. 2(i) of this NIT(Section – B, Form – IV). Scanned copy of Original Credential Certificate as stated in 2(i) of NIT.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED  
IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory folder.

Next Click the tab “ Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents

Sl No.	Category Name	Sub Category Description	Details
A.	<b>CERTIFICATES</b>	<b>CERTIFICATES</b>	<b>1. GST REGISTRATION CERTIFICATE</b> <b>2. PAN</b> <b>3. P TAX (CHALLAN) (2018-19)</b> <b>4. IT-Saral for latest Assessment Year</b> <b>6.Valid Trade License.</b>
B.	<b>COMPANY DETAILS</b>	<b>COMPANY DETAILS 1</b>	<b>1. PROPRIETORSHIP FIRM(TRADE LICENCE)</b> <b>2. PARTNERSHIP FIRM(PARTNERSHIP DEED, Valid TRADE LICENCE)</b> <b>3. LTD. COMPANY(INCORPORATION CERTIFICATE, TRADELICENCE)</b> <b>4. SOCIETY (SOCIETYREGISTRATION COPY, TRADE LICENCE ORIGINAL &amp; RENEWAL BOTH)</b> <b>1. POWER OF ATTORNEY</b> <b>2. VALID BY LAW</b> <b>3. VALID REGISTRATION CERTIFICATE ISSUED BY THE CO-OP DEPT.</b> <b>4. AGM of 2017-18/2018-19</b>
C.	<b>CREDENTIAL</b>	<b>CREDENTIAL 1</b>	<b>1. SIMILAR NATURE OF WORK DONE ALONGWITH COMPLETION CERTIFICATEWHICH IS APPLICABLE FORELIGIBILITY IN THISTENDER ( SEC B,FORM-IV)</b>
D.	<b>FINANCIAL (INFO)</b>	<b>WORK IN HAND</b>	<b>AUTHENTICATED (AS PER AFFIDAVIT “X” AND “Y”)</b>
		<b>PAYMENT CERTIFICATE 1</b>	<b>PAYMENTCERTIFICATE OF THE SIMILAR NATURE OF WORK</b>
E.	<b>MAN POWER</b>	<b>TECHNICAL PERSONNEL</b>	<b>LIST OF TECHNICAL STAFFS ALONG WITH STRUCTURES OF THE ORGANZATION (AS PER SECTION B FORM-III)</b>
		<b>TECHNICAL PERSONNEL ON CONTRACT</b>	<b>LIST OF TECHNICAL STAFFS ALONG WITH STRUCTURES OF THE ORGANZATION (AS PER SECTION B FORM-III)</b>

***Tender evaluation committee (TEC)***

- i.** Evaluation committee constituted by the Executive Officer, Changrabandha Development Authority will continue to function as evaluation committee for determination technically qualified contractors.
- ii.** **Opening of Technical proposal :-** Technical proposals will be opened by the Executive Officer or his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- iii.** Intending Tenderer may remain present if they so desire.
- iv.** Cover(folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- v.** Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.
- vi.** Uploading of summary list of technically qualified Tenderers.

- vii. Pursuant to scrutiny & decision of the evaluation committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- viii. While evaluation the committee may summon of the tenders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

#### **B. Financial Proposal**

- i) The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities(BOQ) the contractor is to quote the rate(Presenting Above/ Below/ At per) online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- iii) Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. to be derived from the information furnished in **FORM-I & II** (Section-B) i.e., Application (for Pre-qualification) & Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. **This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit.** Such revolving line of credit should be maintained until the works are taken over by the Assistant Engineer/ Employer.

**The audited Balance sheet for the last three financial years**, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

#### **7. Penalty for suppression / distortion of facts**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the G.B.D.A. Authority may take appropriate legal action against such defaulting tenderer.

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

#### **8. AWARD OF CONTRACT**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911 will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

Sd/-

Executive Officer  
Changrabandha Development Authority

**SECTION - B**

**FORM-I  
PRE-QUALIFICATION APPLICATION**

**To  
The Executive Officer,  
Changrabandha Development Authority,  
Mekliganj, Coochbehar.**

Ref:- Tender for E-N.I.T. No. **EO\_CBDA**\_\_\_\_\_ **Dated:** \_\_\_\_\_ **Sl. No.**\_\_\_\_\_

Dear Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), 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 works given in Enclosure to this letter.

We understand that :

- (a) Executive Engineer/Assistant Engineer / EOCBDA can amend the scope & value of the contract bid under this project.
- (b) Executive Engineer/Assistant Engineer / EOCBDA reserves the right to reject any application without assigning any reason.

Encl:-

1. Prescribed forms duly filled in duplicate.
2. Evidence of authority to sign.
3. Latest brochures.

**Date :**

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

**SECTION – B**  
**FORM-II**  
**FINANCIAL STATEMENT**

**B1.** Name of applicant :

**B2.** Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years. (Attach copies of the audited financial statement of the last five financial year)

	Year (Rs in Lakh)	Year (Rs in Lakh)	Year (Rs in Lakh)
a. Current assets (it should not include investment in any other firm)			
b. Current liabilities (It should include bank over draft)			
c. Working capital (a)-(b)			
d. Net worth : (Proprietors capital or Partners Capital or Paid up Capital + Resource & Surplus)			
e. Bank Loan/Guarantee :			

**B3. Net Profit before Tax (In%)**

a) Current Period :  
b) During the last Financial Year :  
c) During each of the two previous financial years :

**B4.** a) Applicant's Own Resources :  
b) Bank Credits :

**B5.** Approximate value of works in hand :

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

**AFFIDAVIT- 'X'**

**(To be furnished in Non-judicial Stamp paper of appropriate value duly notarized)**

<b>Work in progress</b>				<b>Work order issued</b>		
<b>Sl. No</b>	<b>Name of work with tender No</b>	<b>Estimated Amount</b>	<b>% of work executed</b>	<b>Sl No</b>	<b>Name of work with tender No</b>	<b>Tendered Amount</b>

<b>Similar Work Completed</b>			
<b>Sl. No.</b>	<b>Name of the work with NIT NO.</b>	<b>Estimated amount</b>	<b>Work completion certificate</b>

\_\_\_\_\_  
Signed by an authorised officer of the firm

\_\_\_\_\_  
Title of the Officer

\_\_\_\_\_  
Name of Firm with Seal

\_\_\_\_\_  
Date

**AFFIDAVIT- 'Y'**

**(To be furnished in Non-judicial Stamp paper  
of appropriate value duly notarized)**

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. 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. The under-signed also hereby certifies that neither our firm M/s. \_\_\_\_\_ not any of constituent partner had been debarred to participate in tender by the C.B.D.A/Any Govt. Authority/Local Bodies etc during the last 3 (three) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Authority to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Authority.
5. 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.

\_\_\_\_\_  
Signed by an authorised officer of the firm

\_\_\_\_\_  
Title of the Officer

\_\_\_\_\_  
Name of Firm with Seal

Date \_\_\_\_\_



**SECTION - B**  
**FORM-III**  
**STRUCTURE AND ORGANISATION**

**A. 1. Name of Applicant (Firm) :**

Office Address :

Telephone No. :

Mobile No. :

Fax No. :

**A. 2. Office Address :**

Telephone No. :

Mobile No. :

Fax No. :

**A. 3. Name and address of Bankers :**

**A. 4. Attach an organization chart showing :  
structure of the company with names  
of Key personnel and technical staff  
with Bio-data.**

**SECTION-B  
FORM-IV**

**EXPERIENCE PROFILE**

Name of the Firm: \_\_\_\_\_

**LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY WITH MINIMUM VALUE OF 40% OF THE ESTIMATED VALUE PUT TO TENDER**

<b>Name of Employer</b>	<b>Name, Location &amp; nature of work</b>	<b>Contract price in Indian Rs.</b>	<b>Original date of start of work</b>	<b>Original date of completion of work</b>	<b>Actual date of starting the work</b>	<b>Actual date of completion the work</b>	<b>Reasons for delay in completion (if any)</b>

Note : a) **Completion Certificate** from the Employers to be attached.

b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Signature of the Contractor/company/agency

**TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME:**

When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled his Security Deposit will be forfeited.

**Signature and address  
of the Tenderer**

**Signature of Tender  
Accepting Authority**