

**OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
COOCH BIHAR-I DEVELOPMENT BLOCK**

DHALUABARI, COOCH BEHAR

**NOTICE INVITING TENDER**

**NIT No.-02/COB-I DEVELOPMENT BLOCK/09-10**

**Dated:--11-02-2010**

Sealed Tenders are hereby invited from Enlisted Contractor of CoochBehar-I Development Block and Bonafide outside Contractor(for open tender) for under mentioned works within the Jurisdiction of Cooch Behar-I Development Block. The Tender documents and other relevant papers may be obtained by the Intending Tenderer during Office hours.

SL NO	NAME OF THE WORK	TENDER AMMOUNT	FUND	VALUE OF EARNEST MONEY	COST OF TENDER DOCUMENT	CREDENTIAL	ELIGIBILITY
1	Construction Of 2 Nos Anganwadi Centre (C No-246 & C No-235) within Putimari fuleswari Gram Panchayat Under CoochBehar-I development Block.	577358.00	MSDP	NIL	1200.00	Enlistment Certificate	Class-I Enlisted Contractor Of This P.S
2	Construction Of 2 Nos Anganwadi Centre (C No-248 & C No-177) within Putimari fuleswari & Chilkirhat Gram Panchayat Under CoochBehar-I development Block.	577358.00	MSDP	NIL	1200.00	Enlistment Certificate	Class-I Enlisted Contractor Of This P.S
3	Construction Of 2 Nos Anganwadi Centre (C No-153 & C No-144) within Suktabari & Moamari Gram Panchayat Under CoochBehar-I development Block.	577358.00	MSDP	NIL	1200.00	Enlistment Certificate	Class-I Enlisted Contractor Of This P.S
4	Construction of 3(Three) Nos Primary School Building at Suktabari and Patchhara Gram Panchayat Under CoochBehar-I Development Block.	576921.00	MSDP	NIL	1200.00	Enlistment Certificate	Class-I Enlisted Contractor Of This P.S
5	Construction of 3(Three) Nos Upper Primary School Building at Putimari Fuleswari Gram Panchayat Under CoochBehar-I Development Block.	576921.00	MSDP	NIL	1200.00	Enlistment Certificate	Class-I Enlisted Contractor Of This P.S
6	Construction of 2(Two) Nos Upper Primary School Building at Ghughumari Gram Panchayat Under CoochBehar-I Development Block.	384614.00	MSDP	NIL	900.00	Enlistment Certificate	Class-II Enlisted Contractor Of This P.S
7	Construction of 2(Two) Nos Upper Primary School Building at Suktabari Gram Panchayat Under CoochBehar-I Development Block.	384614.00	MSDP	NIL	400.00	Enlistment Certificate	Class-II Enlisted Contractor Of This P.S
8	Construction of 1(One) Nos Upper Primary School Building at Moamari Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
9	Construction of 1(One) Nos Upper Primary School Building at Haribhanga Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S

SL NO	NAME OF THE WORK	TENDER AMNOUNT	FUND	VALUE OF EARNEST MONEY	COST OF TENDER DOCUMENT	CREDENTIAL	ELIGIBILITY
10	Construction of 1(One) Nos Primary School Building at Guriahati-I Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
11	Construction of 1(One) Nos Primary School Building at Guriahati-II Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
12	Construction of 1(One) Nos Primary School Building at Dewanhat Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
13	Construction of 1(One) Nos Primary School Building at Chilkirhat Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
14	Construction of 1(One) Nos Primary School Building at Chandamari Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
15	Construction of 1(One) Nos Primary School Building at Panisala Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
16	Construction of 1(One) Nos Primary School Building at Jiranpur Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
17	Construction of 1(One) Nos Primary School Building at Dawaguri Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
18	Construction of 1(One) Nos Primary School Building at Haribhanga Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S
19	Construction of 1(One) Nos Primary School Building at Guriahati-II Gram Panchayat Under CoochBehar-I Development Block.	192307.00	MSDP	NIL	400.00	Enlistment Certificate	Class-III Enlisted Contractor Of This P.S

Details Programming for purchase & Dropping of Tender documents:

<b><i>Date &amp; time for purchase of Tender document in the chamber of Executive Officer.</i></b>	<b>08-03-2010 &amp; 09-03-2010 <u>From 12 noon to 4:00 P.M</u></b>
<b><i>Last Date &amp; time for receipt of Tender by Registered Post / Speed Post of the department of posts, Govt. of India, only.</i></b>	<b>Upto 15-03-2010 <u>within office hours.</u></b>
<b><i>Last Date &amp; time for Dropping of Tender in tender Box in the chamber of Executive Officer.</i></b>	<b>On 15-03-2010 <u>within office hours.</u></b>
<b><i>Date &amp; time for Opening of Technical Bid in the chamber of Executive Officer.</i></b>	<b>On 16-03-2010 <u>from 12 noon.</u></b>
<b><i>Date &amp; time for Opening of Tender (financial Bid) in the chamber of Executive Officer.</i></b>	<b>On 18-03-2010 <u>from 12 noon.</u></b>

**✍ IN CASE OF OPEN TENDER, TENDERERS MUST ATTENDED FINANCIAL BID WITH ALL ORIGINAL SUPPORTING DOCUMENTS FOR COMPARE WITH THEIR SUBMITTED DOCUMENTS.**

**✍ TENDERER ARE REQUESTED TO TAKE ADEQUATE CARE WHILE MAILING THEIR PAPERS BY REGISTERED POST/SPEED POST SO THAT IT REACHES TO THE UNDERSIGNED ON OR BEFORE 03-03-2010 WITHIN OFFICE HOURS.**

# **TERMS & CONDITIONS**

1. Intending Tendered will have to submit an application on self-letter head Pad for Purchase of Tender Document by producing their supporting documents with non-refundable necessary Price & fees.

The tender consisting of the following documents, should be signed in all pages & should be submitted in sealed cover, which are supplied by Development Block.

## **The sealed Envelope 'A' for TECHNICAL BID should contain:**

- ✍ Photocopies (*Self attested*) of PAN Card.
- ✍ Photocopies (*Self attested*) of Up-to-date valid VAT.
- ✍ Photocopies (*Self attested*) of Professional Tax clearance certificate.
- ✍ Photocopies (*Self attested*) of Partnership Deed and other relevant papers in case of Registered Firms/ Companies.
- ✍ In the matter of Credential, In case of reserve work for enlisted contractor of this Panchayat Samity, the enlisted contractor must be submit All photocopies (*Self attested*)of enlistment Certificate of CoochBehar-I Panchayat Samity of their respective Class and Category in place of credential certificate.
- ✍ In case of open tender All photocopies (*Self attested*) of Credential certificate should be accompanied with work order & payment certificate / completion certificate for all, issued from Govt. or Semi Govt. authority or Local Self Govt. for an amount not less than the amount, as shown in the above table, only in a single work for the above mention same and similar type of work i.e. done in the last five years.
- ✍ In case of Registered Un-employed Engineers Co-operative Society & Labour Co-operative Society.
  - (a) Photocopies (*Self attested*) of Annual up to date (*Current Year*) N.O.C. from A.R.C.S.
  - (b) All photocopies (*Self attested*) of Registration Certificate along with other documents as mentioned in SL No. 1 to 6. For Scrutiny.

No 'APPLIED FOR' paper for any certificate will be entertained during Scrutiny for Technical Bid except VAT; In case of VAT they can submit 'APPLIED FOR' Paper. It is also noted that in any time and any case of scrutiny, undersigned can demand original document for scrutiny purpose.

- ✍ Earnest money @ 2% of estimated cost in case of open tender for outsider bonafide contractor and other than Class-I Contractor and for enlisted contractor in Class –I Category, balance amount of Security deposit to cover @ 2% of Earnest money in DCR.

**IN CASE OF RESERVE WORK FOR CLASS WORK NO EARNEST MONEY WILL BE REQUIRED.**

**The sealed Envelope 'B' for FINANCIAL BID should contain:**

1. Tender Document (Supplied from Block Development Office) including Printed Tender Form mentioning their quoted rate, and their necessary signature with the signature of witness, One copy of this detailed NIT, Photo copy of Price Schedule with necessary Signature as per terms and condition of the NIT.

**The Sealed Envelope 'C' should contain:**

Above said two sealed envelopes super scribed **Envelope 'A'** for TECHNICAL BID on one and Envelope **'B'** or FINANCIAL BID on the other.

**SEPARATE ENVELOPE 'C' FOR EACH INDIVIDUAL WORK ALONGWITH ALL**

**RELEVANT DOCUMENT (ATTESTED PHOTOCOPIES) MUST BE SUBMITTED AT THE TIME OF SUBMISSION.**

Envelope **'A'**, **'B'** & **'C'** will supplied by the office of the undersigned for each individual work with Tender Document.

**The financial Bids shall be opened only for those Tenderers who Will qualify after opening the Technical Bids.**

2. Tenderer must deposit the Earnest Money(if applicable) in the form of DCR / Bank Draft from any Nationalized Bank in favour of Block Development Officer, Cooch Behar-I Development Block. Bank receipt against DCR/Bank Draft will not be allowed under any circumstances. Amount to cover @ Rs. 2% of the Tender Amount in the shape of DCR/Bank Draft to be deposited in favour of the Block Development Officer, Cooch Behar-I Development Block. In case of enlisted contractor, tenderer must deposit their photocopy of Enlistment Certificate issued by the undersigned in place of earnest money for their reserve work and in case of open tender, balance amount of earnest money to cover @ 2% of the tender Amount in the shape of DCR/Bank Draft to be deposited in favour of the Block Development Officer, Cooch Behar-I Development Block.
3. In case of Reserve work for Engineers Co-operative Society, only Successful Regd. Engineers Co-operative Society Earnest Money @ Rs. 2% to be deposit (if applicable) before issuing Work Order. Otherwise in all cases they have to deposit their earnest money in above said manner.
4. In case of labour Co-operative Society, there is no any kind of earnest money should be deposit.
5. Amount equivalent to 8% of Progressive Bill will be deducted so as to make Security along with 2% of the Earnest Money equal to @ Rs. 10% of the tender amount and will be retained this Office for 3 (Three) month in case of repairing works of building & Bridge, 6(Six) months for construction of building & repairing of roads, and 12(Twelve) months for construction of bridge and bituminous roads work from the date of Completion of work. In case of labour Co-operative Society ,there is no any kind of earnest money should be deposit and in their case @ Rs. 10% of the Total work Bill will be deducted from each Running Account and Final Bill as a

Security Money and will be retained this Office for 3 (Three) month in case of repairing works of building & Bridge, 6(Six) months for construction of building & repairing of roads, and 12(Twelve) months for construction of bridge and bituminous roads work from the date of Completion of work.

6. The Rate should be quoted in percentage basis i, e **above/at per/ less** than the attached Price Schedule both in figure and word. The Rate quoted should be Inclusive of all Taxes, Carrying, Loading, Un-loading, Royalty, Stacking etc. and Carrying up to the Pin-Pointed site. No Overwriting and Highlighting and any kind of Manipulation will be entertained.
7. Tender must be sealed and Tenderer must fulfill the Norms & Conditions. The name of work and N.I.T. No. & Sl. No. with date must be super scribed on the body of the Tender cover along with name address clearly and should be reached to the office of the undersigned by Regd. Post/ Speed Post/by dropping only. The Sealed Tender must accompany with necessary Earnest Money for every works which is stated in serial no. 2 & Earnest Money of 1<sup>st</sup> successful Tenderer and 2<sup>nd</sup> successful Tenderer will be retained(if applicable) by the Development Block up to the period which the office decide. The Tender form will be duly filled in and Signed by the Applicant. Separate earnest money for each individual work must be submitted at the time of submission (if applicable). No transfer of earnest money will be entertained.
8. The undersigned also reserves the Right to confiscate Earnest Money & Security Money, if the Work is not completed within the Stipulated '**Completion Period**' and also reserves the Right to **CANCEL** the Work Order forth right.
9. The intending Tenderer must satisfied them about the site condition so that no extra conveniences will arise in future.
- 10.(i)The successful Contractor / Firms / Regd. Co-operative Society / Un-employed Engineers Co-operative Society should obtain Registration from the Regional Labour Offices at Asstt. Labour Commissioners, Cooch Behar, for each and every works what so ever. (ii)No Work Order will be issued to any one of the above Contractor's etc. unless they submitted Registration Letter of work to the Block Development Officer, Cooch Behar-I Development Block. (iii)Workers Welfare Cess, i.e. @ 1% of the cost of Construction / Supply will be Deducted from each work bill of any categories of Contractors / Suppliers etc.
11. Transfer of Earnest Money earlier submitted against Work done previous, will not be allowed DCR must be within current date i.e., after the date of NIT.
- 12.If the Tenderer withdraws his Tender before its acceptance or refusal without giving satisfactory explanation for such withdrawal, he may be disqualified for making any Tender to this Department for minimum period of One Year as may deem fit by the Cooch Behar-I Development Block.
- 13.Ambiguous and Conditional Tenders are not acceptable and will be out rightly **REJECTED**.
- 14.Successful Tenderer must Execute an Agreement on Non-Judicial Stamp Paper worth Rs. 10/- (ten) only within 7 (seven) Days after getting the acceptance order and must maintain all the Terms & Conditions as laid down in the N.I.T. and in the Tender Form as well as satisfactorily. Cost of Stamp Paper will born by him.
- 15.No materials, Tools & Plans will be supplied by the undersigned.**

16. Site in charge has got every Right to see the Stock & Quality of every kind of Construction materials at Contractors Custody.
17. Necessary supply materials may be taken wholly at a time or partly as and when required by the undersigned at Work Site.
18. Subletting of Works is not permissible and in that case Earnest money as well as Security Money of the Contractor will be forfeited without assigning any reason thereof.
- 19. No Construction materials will be issued from Cooch Behar-I Development Block under any circumstances.**
20. No Escalation will be entertained by the undersigned under any circumstances.
24. Soon after completion of Work, all type of Garbage, Rubbish and unused Excavated Earth/ Sand have to clean around the side of the work-site.
25. At the time of submitting Application, the Contractor shall be producing VAT Registration.
26. Intending Tenderer has the option to Submit Tender for any Sl. No. In that case Separate documents along with all relevant papers will have to be submitted the Said Sl. No. If anybody desire to submit Tender in all Groups, he will have to Submit the Separate documents along with all relevant papers separately for each Group.
- 27. The undersigned reserves the Right to REJECT any or all tender without Assigning any reason what so ever.**

**Block Development Officer  
Cooch Behar-I Development Block**

*Memo:-351(16)/COB-I/BDO/09-10*

*Dated: 11-02-2010*

Copy forwarded for information & necessary action and also requested to publicity through their respective Notice Board:-

1. The District Magistrate, Cooch Behar.
2. The Sub-Divisional Officer, Cooch Behar Sadar.
3. The District Minority Officer, CoochBehar.
4. The Joint Block Development Officer, CoochBehar-I Development Block
5. The Assistant Labour Commissioner, Bhabaniganj Bazaar, Cooch Behar.
6. The Sabhapati, Cooch Behar-I Panchayat Samity
7. The Secretary, Contractors Association, Cooch Behar.
8. The District Information & Cultural Officer, Cooch Behar
9. **The Block Informatic Officer, CoochBehar-I DEVELOPMENT BLOCK** with request to make an arrangement for web publicity and also keep record for official purpose.
10. **The Head Clerk Cum Accountant, CoochBehar-I Development Block** with request to prepare a separate scrutiny sheet at the time of Scrutiny for Technical Bid As per Govt. Norms for each individual work of this NIT in presence of undersigned.
11. **The Accounts Clerk, CoochBehar-I Development Block**
12. **Sri Sushanta Kundu, APW Cooch Behar-I Development Block** with request to collect Submitted Tender Document from the Correspondence Clerk and tender box and assist to Head Clerk for preparation a separate scrutiny sheet at the time of Scrutiny for Technical Bid, and also prepare Comparative Statement with Head Clerk for each individual work at the time of financial bid opening and prepare scheme register.
13. **The Tender File, Cooch Behar-I Development Block.**
14. **The Correspondence Clerk, Cooch Behar-I Development Block** with request to receive the above Sealed Tenders as mentioning date & time on the body of the sealed tender and acknowledgement sheet with signature of Post Office and prepare a register book of this above said purpose and report the undersigned.
15. **The Cashier cum-Store keeper, Cooch Behar – I Development Block** with requested to receive cost. of tender document, Processing Fees and issued relevant receipt copy and relevant Tender Document according their eligibility & prepare separate issue register according to class and category of work
16. The Office Notice Board, Cooch Behar-I Development Block.

**Block Development Officer  
Cooch Behar-I Development Block**