



Government of West Bengal
Paschim Banga Samagra Shiksha Mission
Cooch Behar

Jnanankur Bhawan (2nd Floor), Harendra Narayan Road, Cooch Behar

NOTICE INVITING PRE-QUALIFICATION - CUM – TENDER

(E-Procurement) E-Tender (TWO COVER SYSTEM)

MEMO NO: 87/PBSSM/COB/20-21 e-Tender ID: 2020_DMCB_304920_1 Dated: 23.09.2020

For and on behalf of the DISTRICT EDUCATION OFFICE, PASCHIM BANGA SAMAGRA SHIKSHA MISSION, COOCH BEHAR, the DISTRICT EDUCATION OFFICER, PBSSM, COOCH BEHAR invites Tender for **construction of Sitai Girls Hostel in the premises of Sitai High School, Sitai Block, Cooch Behar** in Percentage Rates for the following works by Two Cover System (E-Procurement) from Resourceful and Bonafide Contractors as mentioned in Annexure. The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical & another Financial Bids.

ANNEXURE TO N.I.T. NO. PBSSM/COB/01/GH/2020-21

Sl No	Block	Name of Scheme	Site Address	Amount put to tender/ Estimated Work Value (in Rs.)	Cost of Tender Document (In Rs)	Earnest money (In Rs)	Time allotted for completion from the date of issue of W.O.
1.	Sitai	Construction of Sitai Girls Hostel Building with Sanitary & Plumbing with Electrical Works & Fire Fighting Arrangement in the Premises of Sitai High School Campus under Sitai Block, Dist. Cooch Behar in SEISMIC ZONE V	Sitai High School, Sitai, Pin-736167, Dist-COOCH BEHAR	12078147/-	NIL	241563/-	180 Days

Eligibility of Participants

- Intending bidders should produce credentials of a same type of completed work of the minimum value of 50% of the total tendered value (tender value means civil work value + electrical work value with fire fighting arrangement) put to tender during 3 (Three) years prior to the date of Issue of the tender notice.

Full Signature of the Bidder with seal & Date

B) For Financial Bid: FINANCIAL BID DOCUMENT: BOQ

- Intending bidders may download tender documents from e-procurement portal of our website: www.wbtenders.gov.in from 13.11.2020, **17.00 Hours to 11.12.2020 upto 17.00 Hours**. The pre-qualification bid documents duly filled in all respect may be submitted online before **17.00 (as per server clock) on 11.12.2020**.
- Both Technical Bid & Financial Bid are to be submitted concurrently duly signed digitally in the above mentioned portal. The financial offer of the prospective BIDDER will be considered only if the tender qualifies in the technical bid.
- The pre-qualification (Technical Bids) documents alone will be opened on **15.12.2020 at 11.30** hours by the District Education Officer, PBSSM, COOCH BEHAR, in presence of intending bidders. The Tender Committee consisting of (i) District Education Officer, PBSSM, or his/her authorized Representative (ii) Additional District Education Officer, PBSSM (iii) FAO, PBSSM (iv) AE/JE of SSM (HQ) (v) Block Field Junior Engineer of Concerned Block, will compare and evaluate the Technical Bids and Financial Bids of the qualified Bidders.
- Technical Bid Summary of qualified bidders will be displayed in the portal and this office notice board.
- In case of any objection regarding disqualification of any Agency that should be lodged to the tender inviting authority within **1 day** from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.
- The Financial bid document of the technically qualified bidders will be opened for evaluation and selection and the bid documents of non-qualified bidders will remain unopened.
- **The Earnest Money** (Mentioned in Annexure) must be submitted online through *ICICI gateway and* Scanned copies of the receipt of such payment to be uploaded in the folder of technical bid, L1 bidder has to submit the Hard Copy of the same within 3 days of the evaluation of the Financial Bid.
- Proper Credential Certificate from any Govt. or Quasi Govt. Department Signed by the competent authority (Technical Person/Administrative authority only). Payment certificate in lieu of credentials will not be accepted.
- Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential(s) and/or other document(s) of the lowest BIDDER. After verification, if it is found that the document(s) submitted by the lowest BIDDER is/are either manufactured or false, the work order will not be issued in favour of the said BIDDER.
- **Agreement** : The Successful BIDDER, herein after called the Contractor, will have to execute Agreement within 7 (seven) days on a Non Judicial Stamp as per rules. The same documents are to be submitted to this office duly signed by the BIDDER. This will be treated as part of the Agreement.

Full Signature of the Bidder with seal & Date

- The applicant in the same name and style as prime contractor should have successfully completed at least one contract of same type of work at least 50% of the tendered value (tender value means civil work value + electrical work value with fire fighting arrangement) of the proposed contract within the last 3 years.
- The contractor should have sufficient manpower, tools and plants to complete the work.
- The contractor should have necessary bid capacity to execute the work (Documentary evidence in proof of the above 3 items should be enclosed).

➤ **Punishment :**

- a) Submission of false document by bidder is strictly prohibited & if found bid will be considered as nonresponsive and out rightly rejected with forfeiture of Earnest Money and shall be disqualified (**Black Listed**) from submission tender in this office for a minimum period of 2 (two) year. If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificated 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 2(two) years. In addition, his user ID will be deactivated and Earnest money deposit will stand forfeited.
- b) In the event of failure to execute formal tender agreement within the allotted time or failure to execute proportionate work within proportionate time, the agency will be liable of punishment as per rules.

Acceptance :

The authority does not bind himself to accept the lowest offer and reserves the right to accept any offer and to reject any/all the offers without assigning any reason.

Labour Welfare Cess : At the time of payment of the bill to the working contractor @ 1.00% (at the rate of One percent) Labour Welfare cess should be deducted from the bill.

1. **Necessary Deduction :** GST, Income Tax etc. will be made as per Govt. norms, and Security Deposit @ 8% of the value of work will be deducted from each progressive Bill. The Earnest Money will form part of the Security Deposit.

Terms and Conditions

- No material will be issued to the agency for the works.
- Rate should be quoted on percentage basis & the name of the bidder should be clearly written in the B.O.Q. The Rate and the total value of work should not cross the limit of B.O.Q value i.e under any circumstances quoted rate for each item or together with all items should not be beyond the estimated value of work under this NIT.
- The successful BIDDER will have to provide a service warranty of 01 (one) year after the satisfactory completion of the work and the Security Deposit deducted from progressive bills will be released after the said period is over.

Full Signature of the Bidder with seal & Date

- A Bid for which quoted percentage rate, is lower than 15% of the provided price schedule rate, the bid will be considered as unbalanced bid in that case additional security deposit @10.00% of tender value should be deposited in the shape of DCR/D.D./Pay Order/Bankers cheque of any Nationalized Bank of India in favour of District Education Officer, PBSSM, Cooch Behar.
- The building should be kept in good condition during the next one year after the completion of the construction the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost.
- The intending Bidders must inspect site condition before quoting their rates.
- All the related documents are to be produced IN ORIGINAL to this office as and when will be asked.
- All hard copies of the uploaded documents should have to be submitted by the successful bidder before issuing of Acceptance Letter.
- Documentary evidence along with the application to attend the tender of maintaining one diploma/degree holder or both is depending upon the value of work as per existing rules.
- Joint ventures should not be allowed (except electrical works).
- Credential of the agency may be in joint venture in electrical works and credential certificate should be produced in the name of main civil firm / agency with the another certificate of joint venture in the electrical works.
- Payment will depend on availability of fund and no claim whatsoever will be entitled for delay of payment, if any. Intending bidder may consider these criteria while applying for permission and while quoting their rates.
- Notarized deed of joint ventures should be produced.

Payment:

- R.A Bill(s) shall be paid on the basis of M.B only.
- The tender inviting authority will provide an approved M.B., Bill Summary and Bill Abstract during submission of all R.A and Final Bill. The Contractor's bill and M.B. Payment will be released on approval of the Competent Authority of PBSSM, COOCH BEHAR.
- Income Tax at the prevailing rate as applicable from time to time shall be deducted from Contractor's Bills as per Income Tax Act and quoted rates shall be inclusive of this. Owner will issue the TDS (Tax Deduction at Source) Certificate.
- No claim for delay issuance of work order as well as payment will be entertained.
- Payment will be made according to the fund availability.

A) For Technical Bid

Following papers to be uploded

A.1) Folder 1 : Notice Inviting Tender (NIT)

A.2) Folder 2 :

Checklist - 1) Up-to-date Goods & Service Tax Return

2) 2) Income Tax Return for last five consecutive assessment years (AY: 2015-16, AY: 2016-17, AY: 2017-18, AY: 2018-19 and AY : 2019-20)

3) **Statutory Audit/ Audit Report : FY: 2015-16** (Profit & Loss A/c. and Balance Sheet, Form 26 AS (Computer Generated) (with Annexure and 3 CD form) **FY: 2016.17** (Profit & Loss A/c. and Balance Sheet, Form 26 AS (Computer Generated) (with Annexure and 3 CD form) **FY: 2017-18** (Profit & Loss A/c. and Balance Sheet, Form 26 AS (Computer Generated) (with Annexure and 3 CD form)

Full Signature of the Bidder with seal & Date

FY: 2018-19 (Profit & Loss A/c. and Balance Sheet, Form 26 AS (Computer Generated) (with Annexure and 3 CD form) and: **FY: 2019-20** (Profit & Loss A/c. and Balance Sheet, Form 26 AS(Computer Generated) (with Annexure and 3 CD form)

- 4) Valid N.O.C from concerned ARCS. (if applicable)
- 5) Valid Trade License for **FY:2020-21**
- 6) EPFO Registration Certificate with current challan and last month ECR Challan. With payment confirmation document.
- 7) Photo Copy of PAN Card, duly self attested.
- 8) Upto date Professional Tax Clearance Certificate duly self attested.
- 9) Bid capacity as per annexure.
- 10) Proforma of Bank guarantee for Bid guarantee / security as per annexure of Rs. 15000000.00 (Rupees One crore fifty lakh) only with validity of minimum 2 (two) years from the last bidding date.

A.3) Folder 3

1. Credential - (same type of completed project work of the minimum value of 50% of the total tendered value (tender value means civil work value + electrical work value with fire fighting arrangement) put to tender during 3 (Three) years prior to the date of Issue of the tender notice. Payment Certificates in lieu of credentials will not be accepted.). Credential of the agency may be in joint venture in electrical works. Credential certificate should be produced in the main civil firm / agency with the another certificate of Joint venture in the electrical works. Notarized deed of Joint ventures should be procuded.

2. EMD : The Earnest Money (Mentioned in Annexure) must be submitted online through *ICICI gateway and* Scanned copies of the receipt of such payment to uploaded in the folder of technical bid, L1 bidder has to submit the Hard Copy of the same within 3 days of the evaluation of the Financial Bid

List of Technical Staffs along with Structures & Organization (as per N.I.T. clause 5 iii). One degree holder civil engineer, two diploma holder civil engineer, one diploma holder electrical engineer of 05 (five) years experience continuously engaged in the organisation is must. For retired technical personnel age should not except 65 years as per recent Govt. order. Total structure and organization chard duly signed by the notary with stamp paper as per rules. The declaration regarding structure & Organization duly digitally signed by the applicant to be submitted along with the NIT.

Checklist : Checklist should be uploaded stating details of documents contains in different folders. It should be clearly noted that no document shall be scrutinized other than mentioned in the checklist and there will be no responsibility of the undersigned for non-scrutinizing any documents uploaded other than mentioned in the checklist.

Self Declaration : A self declaration on a Non Judicial Stamp paper of Rs. 100/-.

- 1) Stating capability of providing all necessary building construction machineries such as Concrete Mixture Machine, Concrete Vibrator etc. & necessary Laboratory equipments such as different size of Sieves, Modified Proctor Device, and Cubes etc. as will require from time to time for execution of works maintaining specification.
- 2) Stating never been Black Listed and Debarred from any Department.

- | | |
|---------------------------------|------------------------------------|
| 1. Name of Bidder : _____ | 2. Office Address : _____ |
| 3. Contact No. : (Mobile) _____ | 4. e-mail Address (if any) : _____ |
| 5. NIT. No . _____ | 6. Sl No. of Work _____ |

Full Signature of the Bidder with seal & Date

- Tenders for any supplementary item of work not provided in the estimate but finding a place in the Schedule of Rates will be subjected to be same percentage reduction/increment in rates i.e. applicable in the original tender.
- Self Declaration : (details as stated below of both side to be also uploaded).
- In case of any day, meant for this tender (Only Bid Opening), appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.
- Bid Validity 180 days after submission of bid.
- No preconditioned tender will be accepted.
- All the rates of works are inclusive of all taxes, cess, levy, royalties, transportation, loading, unloading, stacking, etc including all other incidental charges therein.
- Escalation claimed by the Agency will not be entertained by Authority.
- The tender inviting authority reserve the right to reject any or all the tenders without assigning any reason whatsoever and to split up work if necessary and to accept the tender whole or part subject to satisfaction of the tender inviting authority at any point of time and without incurring any liability to the affected bidder or bidders, if any.
- **Time is the essence of this Contract.** Time for completion shall be reckoned from the date of issue of Work Order by the Authority. No extension of time will be allowed except in special cases. If any delay occurs, an amount not exceeding 1% of the estimated work value for each day of delay will be charged as compensation without any prejudice to the generality of this provision or if any contractor fails to complete the work in stipulated time the work order issued in his favour will be cancelled without assigning any reason therefore. The undersigned may also proceed to get balance work completed by any other means or through other contractors. The excess expenditure, if any for such step would be recoverable from the unpaid bill(s)/security deposit of the tender. Apart from this any other measures undersigned may take like black listing / forfeiture of EMD/ Security Deposit.
- Materials shall be of approved quality and the best of their kind available and shall generally conform to I.S.I Specifications.
- Cement required for execution of the job under the entire scope of work shall be in the specifications of approved Cement with ISI Brand and quality of Cement used for work at P.W.D & Zilla Parisad equivalent only. Cement shall be procured and brought to site at least 15 days in advance. Agency will have to submit if necessary invoice of cement as direction of engineer in-charge.
- The reinforcement steel shall be procured as per approved Steel with ISI Brand and quality of Steel used for work at P.W.D & Zilla Parisad equivalent only. Steel shall be procured and brought to site at least 15 days in advance. Agency will have to submit if necessary invoice of cement as direction of engineer in-charge.
- Contractor shall construct suitable temporary go down at site for storage of all items like Cement, Brick, Rod/Steel, Sand, Stone/ Bazri etc. under his lock and key. The contractor will be fully responsible for safe custody of the same.
- Stone and sand shall be in the specification of North Bengal Variety duly approved as per P.W.D Schedule equivalent for entire scope of work.
- Contractor shall observe in addition to Codes specified in respective specification, all national and local laws, ordinances, rules and regulations and requirements pertaining to the work and shall be responsible for extra cost.
- It shall be the responsibility of the contractor to obtain the approval for any revision and/or modifications decided by the contractor from the Owner / Engineer-in-Charge before implementation. Also such revisions and / or Modifications if accepted / Approved by the Owner / Engineer-in-Charge shall be carried out at no extra cost to the owner. Any change required during

Full Signature of the Bidder with seal & Date

functional requirements or for efficient running of system, keeping the basic parameters unchanged shall be carried out by the contractor at no extra cost to the owner.

- Contractor shall be responsible for proper coordination with other agencies operating at the site of work so that work may be carried out concurrently, without any hindrance to others. The PBSSM Authority / Engineer –in –Charge shall resolve disputes, if any, in this regard, and his/(Committee) decision shall be final and binding on the Contractor.
- Depending upon the requirement, time schedule / drawing/ programme and the target set to complete the job in time, the works may also have to continue beyond normal working hours/night hours / holidays or during such periods without causing any inconvenience to the neighbors /others with due permission from the school authority, for which no extra claim shall be entertained.
- **Final inspection:** After completion of entire work as per specification the whole work will be subject to a final inspection to ensure that job has been completed as per requirement. If any defect is noticed, the Contractor will be notified by the Engineer-in-Charge and he shall make good the defects with utmost speed. If however, the Contractor fails to attend to these defects within a reasonable time (time period shall be fixed by the Engineer-in-Charge) then Engineer-in-Charge may have defects rectified at Contractors cost.
- In the event of any disputes or differences between the Contractor and the Owner, such disputes or differences shall be resolved amicably by mutual consultation or through the good offices or empowered agencies of the Government. If such resolution is not possible, then the unresolved disputes or differences shall be referred to the competent Authority of PBSSM.
- Joint venture shall not be allowed (except electrical works).
- Registered Unemployed Engineers' Co-operative Societies are required to furnish valid registration certificate by law. Current Audit Report, valid clearance certificate from A.R.C.S for the current financial year along with other relevant supporting papers.
- **Mobilization Advance & Other Advances:** No mobilization advance will be paid under this contract. No other advance payment is allowed under any circumstances. Payment will be made only after making entry in the Valid M.B and followed by rising of RA bill.
- **Completion Certificate and Final Bill:** Completion certificate will be issued by the Head Master/Mistress/TIC of the concerned school and the Block Junior engineer and on completion of the work final bill may be raised. Without completion certificate final bill will not be paid.
- Award of contract shall normally be made within 30 days from the date of opening of the tender.
- The tender inviting authority reserves the right to negotiate with the BIDDER whose offer is the lowest evaluated price for further reduction of price. The same also reserves the right to negotiate with other BIDDERS to match the negotiated L1 price.
- In case of inadvertent typographical mistake found here in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and/or technically sanctioned estimate.
- District Education Officer, PBSSM, COOCH BEHAR does not take any responsibility for the delay caused due to non- availability of internet connection traffic jam etc. for the online bids.
- If any BIDDER withdraws his offer before acceptance or refuse without a reasonable time without giving any satisfactory explanation for such withdrawals, his earnest money shall liable for forfeiture and shall be disqualified from submission tender in this office for a minimum period of 1 (one) year.

Full Signature of the Bidder with seal & Date

[This Notice Inviting Tender will be treated as part of the Tender Document.]

N.B.	A bid for which quoted percentage rate, is lower than 15% of the provided price schedule rate, the bid will be considered as unbalanced bid. Moreover no bid will be accepted for which quoted percentage rate is above of the provided price schedule rate.
N.B	Guiding Schedule of Rate & Supplementary Items of works :- Cost of the estimate on the basis of current schedule of Rates of P.W.D. Building Works (Volume-I), Effective From 01.11.2017 (with all corrigenda & addenda published upto on Dated 22.01.2020).

The Hard copies of all uploaded documents of all the bidders should have to be produced to the under signed as and when will be required.

N.B.:- This Notice may be seen on Website <https://wbtenders.gov.in>

Full Signature of the Bidder with seal & Date

Annexure-A

BID CAPACITY

NIT NUMBER :

DATE :

BID CAPACITY : The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to Tender. The bidding capacity shall be worked out by the following formula.

Bidding Capacity = $[A \times N \times 2] - B$

Where,

A = Maximum value of construction works executed in any one year during the last five years taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of work for which bids have been invited.

B = Value of existing commitments and ongoing works to be completed during the period of completion of works for which bids have been invited (Format enclosed).

To Calculate the Value of “A”

Table for value of Engineering works in respect to projects undertaken by the bidders in last 5 years

Sl No.	F.Y./Calendar Year	Updation Factor	Selection of factor
1.	Year – 5	1.00	
2.	Year – 4	1.05	
3.	Year – 3	1.10	
4.	Year – 2	1.15	
5.	Year – 1	1.20	

(Authorised signatory of Firm/company)

Signature of Chartered Accountant

Name :

Membership No.:

DIN is compulsory to mention in this document.

Full Signature of the Bidder with seal & Date

Annexure-B
To Calculate the value of "B"

NIT No.:

3) Table containing value of all the existing commitments and ongoing workings to be completed during the next days / years (prescribed time of completion of the works for which bids are invited) to be furnished

Sl No.	Name of Work / Project	Name of the Employee	Percentage of participation of Bidders in the Project	Stipulated period of completion as per Agreement / LOA with start date	Value of Contract as per Agreement / LOA (Rs.)	Value of Work Completed (Rs.)	Balance value of Work to be completed (Rs.)	Anticipated date of completion	Financial liability to be incurred for the said work / project during the period of subject contract (Rs.)

(Authorised signatory of Firm/company)

Signature of Chartered Accountant
Name :

Membership No.:

Full Signature of the Bidder with seal & Date

SECTION - 5

FORM - III

STRUCTURE AND ORGANISATION
(DULY SIGNED BY THE TENDERER AND DULY NOTARIZED)

1) Name of Applicant : _____

2) Office Address : _____

Telephone No. and *eMail Id : _____

Fax No. : _____

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. : _____

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

Telephone No. and *eMail id must be filed up.

LIST OF IMPORTANT DATES OF BIDS

1.	Period and time for download of Bidding Documents:	From 13.11.2020 To 11.12.2020	Time 17.00 Hours Time 17.00 Hours
2.	Date & Time of submission Bids :	From 13.11.2020 To 11.12.2020	Time 17.00 Hours Time 17.00 Hours
3.	Date & Time for opening :	As follows;	
a)	Technical Bids	Date: 15.12.2020	Time 11.30 Hours
b)	Date of Publication of Technically Qualified Bidder	<i>After completion of technical bid evaluation</i>	
c)	Date & Time of opening Financial Bids:		
4.	Place of opening bids :	PBSSM (HQ), COOCH BEHAR, H.N.ROAD, 2 nd Floor, JNANANKUR BHAWAN, COOCH BEHAR	
5.	Last Date of Bid Validity :	180 days	
6.	Officer inviting Bids	District Education Officer, PBSSM, COOCH BEHAR	

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District Education Officer, PBSSM, COOCH BEHAR
12/11/2020
District Education Officer
PBSSM, Cooch Behar

Full Signature of the Bidder with seal & Date