



Government of West Bengal  
**Paschim Banga Samagra Shiksha Mission**  
**Cooch Behar**

Jnanankur Bhawan (2<sup>nd</sup> Floor), Harendra Narayan Road, Cooch Behar

**NOTICE INVITING PRE-QUALIFICATION - CUM – TENDER**

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

MEMO NO.: 231/PBSSM/COB/20-21

Dated: 08.01.2021

For and on behalf of the DISTRICT EDUCATION OFFICE, PASCHIM BANGA SAMAGRA SHIKSHA MISSION, COOCH BEHAR, the DISTRICT EDUCATION OFFICER, PBSSM, COOCH BEHAR for the scheme under **PARAY SAMADHAN** invites E-Tender for the following works from the eligible contractors as detailed in the table below, construction of Boundary Wall in the premises of Alokjhari Govt. Primary School campus in the district Cooch Behar in Mekhliganj Block 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/04/2021 Dated 08.01.2021**

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 form the date of issue of W.O.
1.	Mekhliganj	Construction of Boundary Wall in the premises of Alokjhari Govt. Primary School campus COOCH BEHAR in SEISMIC ZONE V	Alokjhari Govt. Primary School, Mekhliganj Block, Dist-COOCH BEHAR, Pin- 735304	2336130/-	NIL	46723/-	30 Days

**Eligibility of Participants**

1. Intending bidders should produce credentials of a same type of completed work of the minimum value of 40% of the total tendered value put to tender during 3 (three) years prior to the date of Issue of the tender notice.

**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](http://www.wbtenders.gov.in) from 11.01.2021, **14.00 Hours to 18.01.2021 upto 17.00 Hours**. The pre-qualification bid documents duly filled in all respect may be submitted online before **17.00 Hours (as per server clock) on 18.01.2021**.
- 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.

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Full Signature of the Bidder with seal & Date

- The pre-qualification (Technical Bids) documents alone will be opened on **21.01.2021 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), 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.
- 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 40% of the tendered value 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 outrightly 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 Certificate 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.

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- 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 06 (six) months after the satisfactory completion of the work and the Security Deposit deducted from progressive bills will be released after the said period is over.
- A Bid for which quoted percentage rate, is lower than 20% 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.
- 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.

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**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 uplodged**

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

A.2) Folder 2 :

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

2) Income Tax Return for last three consecutive assessment years (AY: 2018-19, AY : 2019-20 and AY : 2020-21)

3) **Statutory Audit/ Audit Report : AY: 2018-19** (Profit & Loss A/c. and Balance Sheet, Form 26 AS (Computer Generated) (with Annexure and 3 CD form, if applicable), **AY: 2019-20** (Profit & Loss A/c. and Balance Sheet, Form 26 AS(Computer Generated) (with Annexure) and **AY: 2020-21** (Profit & Loss A/c. and Balance Sheet, Form 26 AS (Computer Generated) (with Annexure and 3 CD form, if applicable)

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) Bank solvency certificate mentioning NIT No. of current date with bank memo no.

A.3) Folder 3

**1. Credential** - same type of completed work of the minimum value of 40% of the total tendered value 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.

**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 uplodged 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 Form-III). One number diploma holder civil engineer, continuously engaged in the organisation is must.

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 uplodged other than mentioned in the checklist.

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Self Declaration : A self declaration on a Non Judicial Stamp paper of Rs. 10/- . (both side)

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. SI No. of Work \_\_\_\_\_

- 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 30 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.
- 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.
- 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.

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Full Signature of the Bidder with seal & Date

- 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 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.
- 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 concerned Block Junior Engineer, PBSSM and the concerned agency who completed the work final bill may be raised. Without completion certificate final bill will not be paid.
- 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.

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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.**

**[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 20% 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>**

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Full Signature of the Bidder with seal & Date

LIST OF IMPORTANT DATES OF BIDS

<b>1.</b>	Period and time for download of Bidding Documents:	From 11.01.2021 To 18.01.2021	Time 14.00 Hours Time 17.00 Hours
<b>2.</b>	Date & Time of submission Bids :	From 11.01.2021 To 18.01.2021	Time 14.00 Hours Time 17.00 Hours
<b>3.</b>	Date & Time for opening :	As follows;	
<b>a)</b>	Technical Bids	Date: 21.01.2021	Time 11.30 Hours
<b>b)</b>	Date of Publication of Technically Qualified Bidder	<i>After completion of technical bid evaluation</i>	
<b>c)</b>	Date & Time of opening Financial Bids:		
<b>4.</b>	Place of opening bids :	PBSSM (HQ), COOCH BEHAR, H.N.ROAD, 2 <sup>nd</sup> Floor, JNANANKUR BHAWAN, COOCH BEHAR	
<b>5.</b>	Last Date of Bid Validity :	30 days	
<b>6.</b>	Officer inviting Bids	District Education Officer, PBSSM, COOCH BEHAR	

  
08/01/2021

**District Education Officer,  
PBSSM, COOCH BEHAR**

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Full Signature of the Bidder with seal & Date