

**COOCH BEHAR – II DEVELOPMENT BLOCK**  
**PUNDIBARI :: COOCH BEHAR**  
**NOTICE INVITING PRE-QUALIFICATION- CUM-TENDER (TWO COVER SYSTEM)**  
**[(E-Procurement)(Two Cover System)]**

Memo No- 443/MGNREGA/COB - II Dev Block/2020-21

Dated:-04.08.2020

**NIT No. 15/ MGNREGA/COB -II Dev Block/2020-21**

e-tender is hereby invited in percentage of rates for the following work by Two Cover System (e-procurement) from resourceful & bonafide contractors as mentioned in **ANNEXURE-I TO NIT No. 15/ MGNREGA/COB -II Dev Block/2020-21**. The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents along with scanned copy of challan (RTGS, NEFT)/acknowledgement (Net Banking) for earnest money. Financial Bid is to be uploaded in another folder.

**ANNEXURE-I TO NIT No. 15/ MGNREGA/COB -II Dev Block/2020-21**

Sl. No.	Name of the work	Source of fund	Amount put to Tender (Rs.)	Earnest Money (in Rs.) @ 2% of amount put to Tender	Tender Processing Fees	Time for Tender completion of the work	Credential required
1.	Supply of materials for: Package- 01: 1)3208002009/DP/GIS/279147(02-55-143) Road side plantation from Astamir Ghat to Dharmabarar simana via shop of Khoka and Kamdev Dham under Madhupur Gram Panchayat,Length:- 3.00Km (Both side), 2)3208002009/DP/GIS/279832(04-72-179) Road side plantation from H/O Bhanu Dutta to H/O Mahadev Roy under Madhupur Gram Panchayat,Length:- 3.00Km (Both side), 3) 3208002009/DP/GIS/279861(04-72-180) Road side plantation from H/O Rabindra Barman to H/O Jitesh Roy under Madhupur Gram Panchayat,Length:-3.00Km (Both side) within Cooch Behar-II Dev. Block.	MGNREGA	Rs. 6,37,950.00	Rs 12,759.00	Nil	7 days	50% of PWD schedule civil single work or similar type of single work within last 5 years.

- ❖ All the important date, time & venue are being stated in **ANNEXURE-II TO NIT No. 15/ MGNREGA/COB -II Dev Block/2020-21** of COOCH BEHAR-II Development Block.
- ❖ Intending bidders may download tender documents from website portal of Govt. Of West Bengal as [www.wbprd.gov.in](http://www.wbprd.gov.in) or <https://etender.wb.nic.in>. The pre-qualification bid documents duly filled in all respect may be submitted online within the scheduled date & time as per ANNEXURE-II attached with this NIT (as per the Server clock).
- ❖ COOCH BEHAR-II Development Block does not take any responsibility for the delay caused due to non-availability of Internet connection, Internet traffic jam etc. for the online bids.
- ❖ **Earnest Money Deposit (EMD)**
- ❖ Traditional procedure of depositing EMD through off line instrument like Bank Draft, Pay-order, Banker Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government, w.e.f 1<sup>st</sup> September, 2016. Intending bidders desiring to make payment earnest money (EMD) on-line should beforehand read the instruction carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT
- ❖ **A.Login by bidder:**

- ❖ a. A bidder desirous of taking part in e-tender invited by the State Government shall login to the e-tender Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- ❖ b. He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes:
  - ❖ i.) Net-Banking (any of Banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway.
  - ❖ ii.) RTGS/NEFT in case of offline payment through bank accounts in any Bank approved by RBI in India.
- ❖ **B. EMD Payment Procedure**
- ❖ **a. Payment by Net-banking** (any listed bank) through ICICI Bank Payment Gateway.
  - ❖ i.) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with string containing unique ID) where he/she will select the bank through which he/she wants to do EMD on-line transaction.
  - ❖ ii.) Bidder will make the payment after entering this Unique ID and password of the bank to process the transaction.
  - ❖ iii.) Bidder will receive a confirmation message regarding success/failure of the transaction.
  - ❖ iv.) If the transaction is successful, the amount paid by the bidder will get credited in 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 against unique codes for identification of the tendering authority.
  - ❖ v.) If the transaction is failure, the bidder will again try for payment by going back to the first step.
- ❖ **b. Payment through RTGS/NEFT:**
  - ❖ i.) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having details to process RTGS/NEFT transaction.
  - ❖ ii.) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
  - ❖ iii.) Once payment is made the bank would provide an "UTR remittance number" for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
  - ❖ iv.) If verification is successful, the fund get credited to the respective Pooling account of State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.
  - ❖ v.) Hereafter, the bidder will go to the e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission e-tender.
  - ❖ vi.) If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.
- ❖ **Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the online e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfer so that the entire process of submission of e-tender is completed within the last date of on-line submission of his/her tender. However, Net-banking through ICICI bank payment Gateway would be on real time basis.**
- ❖ **C. Refund/Settlement Process for EMD:**
  - ❖ i.) After opening of his/her 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 bid 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 bidders are disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the on-line EMD 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 proceed in the e-Procurement Portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will refunded, through an automated process, to the respective bidders' bank account 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 accept LOI and the same proceed electronically in the e-Procurement Portal, EMD of L2 bidder will be refunded through an automated process, to his/her bank account from which he/she have 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 Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority .
- ❖ v.) As soon as the L1 bidder awarded the contract (AOC), the same is proceed electronically in the e-Procurement Portal for transfer credit to Government receipt under Public Accounts through GRIDEV BLOCK where under security deposit to be collected would also be deposited in connection with the work.
- ❖ vi.) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) where initiated.
- ❖ vii.) If the e-Tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the tender inviting authority.
- ❖ Name of Technically qualified bidders will be displayed in the portal and this office notice board subjected to completion of verification and technical evaluation.
- ❖ The Financial bid document of the technically qualified bidders will be opened for evaluation and selection of qualified bidders for scrutiny and the bid documents of non-qualified will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, intimation will be given online. No individual intimation will be given.
- ❖ The tender inviting authority reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason what so over.
- ❖ 1% cess under W.B. building and other construction works (Regulation of Employment & Conditions of Service) welfare cess Act. 1996 will be deducted from the running and final bills.
- ❖ The Security Deposit money of successful bidders will be released after one year completion of the work
- ❖ Time allowed for completion of work is as mentioned in **ANNEXURE-I TO NIT No. 15/MGNREGA/COB -II Dev Block/2020-21** from the date of issue of the work order.
- ❖ The intending bidders must inspect the alignment of the proposed building/site and other site condition before quoting their rates.
- ❖ All the related documents are to be produced **IN ORIGINAL** to this office as and when asked for.
- ❖ Intending tenderers are requested to download the Tender Document from the websites [www.wbprd.nic.in](http://www.wbprd.nic.in) or [www.wbprd.gov.in](http://www.wbprd.gov.in) or <https://etender.wb.nic.in> within the stipulated time.
- ❖ Any concealment of fact will be seriously viewed and all tender papers submitted by the agency will be treated as informal and his/her earnest money will be forfeited.

### **Documents to be enclosed along with the Tender :**

1. PAN Card.
2. Valid Trade License.
3. Professional Tax clearance certificates along with the upto date P. Tax paid challan.
4. Valid Income Tax Return of last assessment year.
5. GST registration certificate.
6. Completion certificate of the work by which the tenderers intend to furnish as support of proof of experience/ credential.
7. Work order of the works against which the payment certificate is being submitted.
8. In case of partnership firm/Registered Company, the intending Tenderers are requested to submit the copy of DEED of partnership/relevant document in support of proof of so.

### **Opening of Tender:**

- I) All important date, time & Venue in connection with this Tender are being stated in ANNEXURE-II TO NIT No. **15/MGNREGA/COB -II Dev Block/2020-21** of COOCH BEHAR-II Development Block.
- II) All participating Tenderers are requested to remain present at the time of opening of Technical Bid No. objections in this regard will be entertained raised by any participant will not be present during opening of tender.

### Terms & Conditions:

- a. All the intending Tenderers are requested to visit the sites of works prior to the submission of tender at their own effort and interest.
- b. This Notice Inviting Tender will be treated as part of the Tender Document.
- c. **The Additional Performance Security @ 10% (in terms of FD No 4608-F(Y) Dated: 18.07.2018) of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the estimate put to tender. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank in favour of 'Programme Officer & Block Dev. Officer, Cooch Behar-II Dev. Block, Pundibari' before issuance of the Work Order. If bidder fails to submit the Additional Performance Security within seven days from the date of issuance of letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor etc. may be taken.**
- d. In case of any day meant for this tender (only Bid Opening) appears to be unscheduled holiday, the next working day will be treated as scheduled/prescribed day for the same purpose.
- e. No materials, tools & plants etc. will be issued by COOCH BEHAR-II Development Block.
- f. **Bid Validity 90 days.**
- g. No preconditioned tender will be accepted.
- h. All the rates of works are inclusive of all taxes, cess, levy, royalties, transportation, loading-unloading, stacking etc. including all other incidental charges therein.
- i. The successful Tenderer, herein after called the Contractor, will have to execute an agreement on a Non-Judicial Stamp as per rules and will purchase two additional copies of Tender Document as per rules from this office, duly signed and submit to this office which will be treated as part of the Agreement.
- j. Both, the contractor and the employer have agreed that it is not feasible to precisely estimate the amount of losses due to delay in completion of works and the losses to the public and the economy, therefore, both the parties have agreed that the Contractor shall pay liquidated damage to the employer and not by way of penalty, at the rate per week or part there of stated in the contract Date for the period that the Completion date is later.
- k. Than the intended Completion date .Liquidated damages at the same rates shall be with held if the Contractor fails to achieve the milestones prescribed in the contract Data. However, in case the Contractor achieves the next milestone the amount of the liquidated damages already with held shall be restored to the contractor by adjustment in the next payment certificate, The employer and the contractor have agreed that is a reasonable agreed amount of liquidated damages and the total amount of liquidated damages shall not exceed 10% of the contract price. The employer may deduct liquidated damages from payments but to the contractors. Payment liquidated damages have been paid, the Engineer shall correct any over payment of liquidated damages by the Contractor by adjusting the next payment certificate.
- l. Necessary deduction towards GST, Income Tax Welfare Cess 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.
- m. The successful contractor shall have to submit 3(three) copies of application in the prescribed form for license (Form No.VI) duly filled and signed by the contractor along with the tender. The license fee in terms of Rule-26(2) and the Security Deposit of Labour in terms of Rule-24 of West Bengal Contract & Labour (Regulation & Abolition) Act 1972 should be separately deposited to the Local Treasury under the Head of Account 843 Civil Deposit-Deposit under various central and State Acts deposit under the contract Labour (Regulation and Abolition) Act , 1970.
- n. Each Bonafide outsider tenderer irrespective of the fact whether he/she is Degree or Diploma holder must have in his/her employment at least one Degree holder & one Diploma holder in Civil engineering and to be posted at the site, and the document in this effect to be submitted along with tender, unless he/she dedicated himself at work site and an affidavit must be furnished in this respect as and when applicable.
- o. Any bill (running account/final) payment of proposed executed work may be made to Agency as per availability of fund.
- p. The registered cooperative should submit the registration certificate, current renewal certificate of their cooperative from competent authority with Technical bid.
- q. Escalation claimed by the Agency will not be entertained by Authority.

- r. The items to be supplied shall have to be delivered wherever asked for by the undersigned in the supply order.
- s. The authority reserves the right to accept or reject any or any time in the BOQ (Bill of Quantity) quantity or Rate, the Tender inviting authority reserves the rights to correct the same as per approved original estimate.
- t. The Tender Committee shall reserve the right to verify any documents submitted in the technical bid if it feels that there is an element of sceptism regarding the genuinity of such document.
- u. All the related documents may be asked to be produced to a bidder / bidders in original for verification at any stage of tender process.

N.B.:- This Notice will be seen on Website: [www.wbprd.nic.in](http://www.wbprd.nic.in) or [www.wbprd.gov.in](http://www.wbprd.gov.in) or <https://etender.wb.nic.in>.

  
Programme Officer  
&  
Block Development Officer  
COOCH BEHAR-II Development Block  
Pundibari, Cooch Behar

**ANNEXURE-II TO NIT NO. 15/ MGNREGA/COB -II Dev Block/2020-21**

**LIST OF IMPORTANT DATE, TIME & VENUE OF BIDS**

1	Name of the work :	As mentioned in ANNEXURE-I TO NIT NO. No. <b>15/ MGNREGA/COB -II Dev Block/2020-21</b>
2	Date of Publication of Tender :	Date : 04 Month : 08 Year : 2020 Time : 18.00 hours
3	Period and time for download of bidding Documents :	From :- Date : 04 Month : 08 Year : 2020 Time : 18.00 hours To :- Date : 11 Month : 08 Year : 2020 Time : 18.00 hours
4	Date & time of Submission of Bids :	From :- Date : 04 Month : 08 Year : 2020 Time : 18.00 hours To :- Date : 11 Month : 08 Year : 2020 Time : 18.00 hours
5	Date & time of Opening :	As follows
	a) Technical Bids :	Date : 14 Month : 08 Year : 2020 Time : 11.00 hours
	b) Date of Publication of Technically Qualified Bidders :	To be inform later on
	c) Date & time of Opening of Financial Bids :	To be inform later on
6	Verification Date and Time of all tender related original Documents with Hard Copy at the Office of the undersigned if any.	Date: 14 Month: 08 Year: 2020 Time: From 11.00 hours to 16 hours.
6	Place of opening of Bids :	COOCH BEHAR-II Development Block Office
7	Bid Validity :	90 days
8	Officer inviting Bids :	Programme Officer & Block Development Officer, Cooch Behar II Development Block, Pundibari, P.O. Pundibari, Dist. Cooch Behar. W.B.

  
**Programme Officer**  
&  
**Block Development Officer**  
COOCH BEHAR-II Development Block  
Pundibari, Cooch Behar

**Memo No- 443/1(25) /MGNREGA/COB - II Dev Block/2020-21**

**Dated: 04.08.2020**

**Copy of Detailed Tender Notice forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the :-**

1. The District Magistrate, Cooch Behar
2. The Additional Executive Officer, Cooch Behar Zilla Parishad
3. The Sub-Divisional Officer, Cooch Behar Sadar
4. The District Nodal Officer, MGNREGA Cell
5. The Assistant Labour Commissioner, Cooch Behar
6. The District Information & Cultural Officer, Cooch Behar
7. The Sabhapati, COOCH BEHAR-II Panchayet Samity
8. The Karmadhakshya, Purto-Karjyo-O-Parobahan Sthayee Samity
- 9-21. The Prodhan, Patlakhawa G.P., Pundibari G.P., Madhupur G.P., Takagach-Rajarhat G.P., Khagrabari G.P., Chakchaka G.P., Khapaidanga G.P., Dhang Dhing Guri G.P., Gopalpur G.P., Bararangrash G.P., Baneswar G.P., Ambari G.P. and Morichbari-Kholta G.P.
22. The Joint B.D.O., COOCH BEHAR-II Development Block with request to participate in the e-Tender process
23. The Head Clerk, COOCH BEHAR-II Development Block
24. The Block Informatics Officer, COOCH BEHAR-II P.S. with request to participate in the e-Tender process and also keep record for official purpose
25. Office Notice Board, COOCH BEHAR-II Development Block.

  
**Programme Officer**  
&  
**Block Development Officer**  
COOCH BEHAR-II Development Block  
Pundibari, Cooch Behar