

COOCH BEHAR ZILLA PARISHAD

COOCH BEHAR

KALIKA DAS ROAD, P.O. & DIST. COOCH BEHAR, PIN: 736101.

NOTICE INVITING ONLINE TENDER (E-TENDER) NO. WBZP/31/DE-ET/COB/2017-18(2nd Call)

DATE : 25/09/2017

Name of Scheme – CONSTRUCTION OF TOILET BLOCK WITH NECESSARY FURNITURE IN DIFFERENT SCHOOL IN THE DISTRICT OF COOCH BEHAR (5 NOS. OF SCHOOLS TOILET BLOCK & 4 NOS. OF SCHOOLS FURNITURES).

SCHEDULE OF IMPORTANT DATES OF BIDS

<u>PARTICULAR</u>	<u>DATE & TIME</u>
1. Date of Publication of NIT	<u>25.09.2017 at 6 pm</u>
2. Document download start date & time	<u>25.09.2017 from 6 pm</u>
3. Document download end date & time	<u>16.10.2017 up-to 6 pm</u>
4. Bid submission start date & time	<u>26.09.2017 at 6 pm</u>
5. Last date & time of online submission of Technical Bid and Financial Bid	<u>16.10.2017 at 6 pm</u>
6. Date & Time of opening of Technical Bid at Cooch Behar Zilla Parishad	<u>20.10.2017 at 2 pm</u>
7. Date & Time of opening of Financial Bid at Cooch Behar Zilla Parishad	<u>Date and time will be notified later through online.</u>
8. Validity of bid	<u>90 days</u>
9. Completion Period of the work	<u>90 days</u>

NOTICE INVITING ONLINE TENDER (E-TENDER) NO.: WBZP/31/DE-ET/COB/2017-18(2nd Call)

DATE : 25/09/2017

Name of Scheme- CONSTRUCTION OF TOILET BLOCK WITH NECESSARY FURNITURE IN DIFFERENT SCHOOL IN THE DISTRICT OF COOCH BEHAR (5 nos. of Schools Toilet Block & 4 nos. of Schools Furnitures).

For and on behalf of the Executive Officer, Cooch Behar Zilla Parishad the Additional Executive Officer, Cooch Behar Zilla Parishad, Online (e-Tender) percentage rate tenders in TWO BID SYSTEM from reliable, resourceful, bonafide and experienced firms / companies / individual contractors/Labour Contract Cooperatives having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1. Name of work :	<u>Name of Scheme- CONSTRUCTION OF TOILET BLOCK WITH NECESSARY FURNITURE IN DIFFERENT SCHOOL IN THE DISTRICT OF COOCH BEHAR (5 nos. of Schools Toilet Block & 4 nos. of Schools Furnitures).</u>
2. Location of Work :	Dist : Cooch Behar
3. Scope of Work :	<ul style="list-style-type: none">• Works as per the estimate, drawings and as instructed by the authority.
4. Estimated Cost of work :	<u>Rs. 18,86,600.00 (Rupees Eighteen lakh eighty six thousand six hundred) only.</u>
5. Completion Period :	<u>90 days</u>
6. Security Deposit against work :	<u>10% of Contract Value</u>
7. Bid Inviting Authority :	Addl. Executive Officer, Cooch Behar Zilla Parishad.
8. Eligibility Criteria for "Pre Qualification" :	<p><u>CREDENTIAL</u></p> <p>1. a) The Agency should have successfully completed (100%) similar nature of work having single tender value of at least <u>40%</u> of the tendered value in a single contract i.e. <u>Rs. 7,54,640.00 (Rupees Seven lakh fifty four thousand six hundred & forty) only</u> in the last Five Financial years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory Bodies. Credentials / Completion Certificate / Payment Certificate of any Sub-Contract work shall not be accepted. Joint Venture Firms will not be entertained.</p> <p>b) The Agency should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender i.e. <u>Rs. 5,65,980.00 (Rupees Five lakh sixty five thousand nine hundred & eighty) only</u> in the last Five Financial years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory Bodies. Credentials / Completion Certificate / Payment Certificate of any Sub-Contract work shall not be accepted. Joint Venture Firms will not be entertained.</p> <p>c) The Agency should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at</p> <p>(i) In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned authority will be eligible for the tender in the required certificate it</p>

should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

Nature of Work: Work relating to Toilet Block and similar type of work.

N.B.: Nature of work, Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.

TURNOVER

2. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than 60% of tender value i.e. Rs. 11,31,960.00 (Rupees Eleven lakh thirty one thousand nine hundred and sixty) only from Contracting Business. Balance Sheet shall have to be produced in support of the claim.

BID CAPACITY

3. The available Bid Capacity (to be calculated on the basis of prescribed format) of the prospective applicant shall not be less than the estimated amount put to tender.

Bid Capacity: [(AXNX2 -B)]

A=Maximum value of work done in a single year during last five years.

B= Value at current price level of existing commitments and ongoing works to be completed in the next N years.

N= Time of completion of the work on years for which tender has been invited.

4. Statutory Documents:

- a. Work order, Work Completion Certificate, Payment certificate
- b. Filled up Form-I
- c. Filled up Form-II
- d. 15 digit GST Number
- e. Balance Sheets of last 3 Financial years
- f. Valid Pan Card (Xerox Copy)
- i. Trade license.

9. Earnest Money Deposit :

2% of work value i.e. Rs. 37,732.00 (Rupees Thirty seven thousand seven hundred and thirty two) only.

Soft Copy of the EMD submitted (scanned PDF file) through ICICI Bank or ICICI NEFT/RTGS have to be submitted. It is compulsory on the part of the Bidders to pay EMD through online mode of the payment only. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with the acceptance letter of the LOI (Letter of intent). Failure to submit the hard copy with acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklist of the bidder. EMD should be deposited only at any ICICI Bank, vide order no. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. of W.B.

The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 30 days from the bid validity period

		without interest.
10.	Bid document Requisition :	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, https://etender.wb.nic.in . Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).
11.	Technical Bid Evaluation :	The technical bid will be evaluated by the Tender evaluation committee, Cooch Behar Zilla Parishad. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.
12.	Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders :	<u>To be notified later through online.</u>
13.	Financial Bid :	Rate shall be quoted in percentage above/less/at par against the tender value
14.	Validity of Bid :	90 days
15.	E-Tender registration and bidding :	<p><u>ONLINE BIDS:</u></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating A.E.O.'s e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal e.https://etender.wb.nic.in. <p><u>ONLINE BID SUBMISSION:</u></p> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
16.	Important Instructions :	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. Addl. Executive Officer, Cooch Behar Zilla Parishad, reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the

	<p>State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.</p>
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- The intending bidders are requested to inspect the work site before quoting their rates.

Sd/-

Addl. Executive Officer
Cooch Behar Zilla Parishad
Cooch Behar

INFORMATION TO THE BIDDERS (ITB)

1. Download of Tender

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.in>.

The tender will be submitted in two bid system i.e. Technical bid & Financial bid only through online.

2. Online Bid submission procedure

- i) Registration of Contractor: Agencies/Bidders who are interested in participating A.E.O e-tenders will have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.
- ii) Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.
- iii) Tender Download: The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv) Submission of Tenders: General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly digitally signed. The documents will get encrypted (transformed into non readable formats).
- v) Submission of Earnest Money Deposit: The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice (Ref: 3.1.3 of this ITB)

A. Technical Bid:

The Technical proposal should contain scanned copies of the following (all in PDF file) in 2 (two) covers (folders),

Cover A-1 >Statutory Cover file Containing

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of Bank Draft towards Earnest Money Deposit (EMD) as prescribed in the NIT
4. Duly filled in FORM-I (Declaration for Credential)
5. Duly Filled in FORM-II (Declaration for Turn-Over)
6. Duly Filled in Affidavit as given under Annexure-I

Cover A-2 >Non- Statutory Cover (Mandatory Documents)

All the documents as given under TECHNICAL BID (Clause 3.1.1 Mandatory Documents)

Note: Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.

B. Financial Bid:

The financial proposal should contain the following documents in one cover (folder):

The contractor shall quote the rate (Offering percentage Above/Below/At par) online through Computer only in the space marked for quoting rate in the Bill of Quantities (BOQ). Only downloaded copies of the above documents digitally signed by the contractor are to be uploaded (Excel file).

2.1 TECHNICAL BID

2.1.1 Mandatory Documents

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii) Copy of Completion certificate, work order, payment certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ with requisite single tender value (in accordance with Clause 3.1).
- iii) Copies of Balance Sheet of last three Financial Years for establishing average Annual Turnover in contractual business.
- iv) Valid PAN Card (Xerox Copy)
- v) 15 digit GST Number.
- vi) Trade license.

Note: The tender will be summarily rejected if any of these documents are not submitted online. Bidders shall produce original hard copies of the requisite documents during evaluation for the technical bid.

2.1.2 Receiving of Earnest Money Deposit (EMD)

Soft Copy of the EMD submitted (scanned PDF file) through ICICI Bank or ICICI NEFT/RTGS have to be submitted. It is compulsory on the part of the Bidders to pay EMD through online mode of the payment only. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with the acceptance letter of the LOI (Letter of intent). Failure to submit the hard copy with acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklist of the bidder. EMD should be deposited only at any ICICI Bank, vide order no. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. of W.B.

The earnest money of unsuccessful Bidder if submitted shall be returned back within not later than 30 days from the bid validity period without interest.

2.1.3 Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be equal or more than 60% Rs. 11,31,960.00 (Rupees Eleven lakh thirty one thousand nine hundred and sixty) only in contracting business. This shall be ascertained from the audited balance sheets of the last three years.

2.1.4 CREDENTIAL

2.1.4.1 Technical:

The agency should have successfully completed (100%) similar nature of work having Single tender value of 40% i.e. at least Rs. 7,54,640.00 (Rupees Seven lakh fifty four thousand six hundred & forty) only in a single contract in the last 5 (five) financial years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies. Credential/completion certificate/ payment certificate of any sub-contract work shall not be accepted. Joint venture firms shall not be entertained for this tender.

The work completion certificate (100%) shall specify detailed similar nature of work completed, value of work done, date of commencement of work and the date of completion of the work. Copy of the Work Order and Work Schedule/ BOQ of the similar nature of work shall have to be uploaded along-with the Completion Certificate, in the technical bid for verification of the credential. In addition, Payment certificate may also be submitted for successfully completed work along with the said certificate. Completion Certificate regarding part completion of tendered work shall not be accepted. The Technical Bid may be declared non-responsive if the requisite documents are not furnished by the bidder for ascertaining the Technical Credential.

b) The Agency should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender i.e. Rs. 5,65,980.00 (Rupees Five lakh sixty five thousand nine hundred & eighty) only in the last Five Financial years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory Bodies. Credentials / Completion Certificate / Payment Certificate of any Sub-Contract work shall not be accepted. Joint Venture Firms will not be entertained.

c) The Agency should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at

(i) In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned authority will be eligible for the tender in the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

2.1.4.2 Financial:

The average Annual Turn Over from contracting business for the past three financial years of the firm should be equal or more than 60% of tender value i.e. Rs. 11,31,960.00 (Rupees Eleven lakh thirty one thousand nine hundred and sixty) only of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Balance Sheet of the last three financial years.

2.1.5 If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

2.1.6 Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a minimum period of 2 (two) years.

2.2 FINANCIAL BID:

1. Single rate (percentage above or below or at par) shall be quoted in the specified space of the BOQ given under financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.
4. If the lowest rate comes to below 10% of the estimated value then performance security @2.0% of the contract value should be paid in the form of Demand Draft in favour of the Secretary, Cooch Behar Zilla Parishad along with acceptance of Letter of Intent. The same will be released immediately after completion of the work.

2.3 Taxes & duties to be borne by the Contractor:

It may again be reiterated that Income Tax, GST, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

2.4 Site inspection before submission of tender:

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards. No extension of completion period or modification of work shall ordinarily be allowed on Site condition or any other issues pertaining to work site. Therefore, bidders should study the site condition before submitting the bids.

2.4.1 Conditional and incomplete tender :

Conditional and incomplete tenders shall be summarily rejected.

3. Acceptance of Tender:

Lowest valid rate may be accepted, however, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one Tenderer if required.

4. Return of Earnest Money of the unsuccessful tenderer(s):

The earnest money of unsuccessful Bidder if submitted shall be returned not later than 30 days from the bid validity period without interest.

5. Payment:

The progressive and stage-wise payment will be made depending upon the executed work as follows:

Sl. No.	Payment Bill	Stage of Completion of Work
1	1 st RA Bill	After complete execution of 25% of Contract Amount
2	2 nd RA Bill	After complete execution of 40% of Contract Amount
3	3 rd RA Bill	After complete execution of 60% of Contract Amount
4	4 th RA Bill	After complete execution of 75% of Contract Amount
5	5 th & Final Bill	After execution of Balance Work and successful completion of the scheme.

The payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

6. Security Deposit:

6.1 The bidder shall be required to properly maintain the work including all its components for a period of 6 (six) months from the date of completion of the entire work recorded in the MB. In total 10% of the contract amount will be deducted progressively from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will lead to forfeiture of the security deposit.

6.2 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) months prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.

6.3 The schedule for release of Security Deposit will be as below:

The security deposit money of successful bidders will be released after 6 (six) months from the date of completion of work. Any minor or major repair shall be done by the agency during the security period. If any major repair required during the period is not undertaken by the agency during the security period the same may be defrayed from an amount deducted and retained as security from the total sum payable to the contractor.

7. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

8. Other Terms & Conditions:

8.1 Labour Welfare:

- The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, Addl. Executive Officer, Cooch Behar Zilla Parishad shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Cooch Behar under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
- Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
- Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para- 6(b) of 1700/EMP dated 03.08.1989.

8.2 Bidders are requested to be present in person during the opening of technical and financial bids.

8.3 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

8.4 Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of Addl. Executive Officer, Cooch Behar Zilla Parishad.

8.5 Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.

8.6 The decision of authority with respect to this tender is final and binding.

8.7 Addl. Executive Officer, Cooch Behar Zilla Parishad takes no responsibility for any delay/or late submission of tender by the bidder. The bidders are advised to submit bids in time. Any problem with server or internet problem or digital signature related issues will not make Addl. Executive Officer, Cooch Behar Zilla Parishad responsible for non-submission or incomplete submission of bids.

8.8 Tenderers can approach Addl. Executive Officer, Cooch Behar Zilla Parishad for any clarification with respect to this tender.

8.9 Agreement:The Contractor, whose tender is accepted shall within 15 (fifteen) days of issue of an intimation to that effect by this office obtain additional one set of contract documents and submit the same duly signed by him to this office for formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.

8.10 Work Execution:

- Penalty: Time is the essence of any contract and any deviations from completion time will attract penalty @ ½% per week delay and maximum of 10% for the non-executed portion of the work.
- The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with Addl. Executive Officer, Cooch Behar Zilla Parishad without assigning any reason.
- After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers. He shall also maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assist Engineers to carry out necessary checking and supervision of the work.

- It has been observed that the successful bidders deploy unqualified engineers and supervisor during execution of work. Therefore, the successful bidder shall ensure that qualified engineers are deployed to carry out quality works. If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, check the qualification of engineers and supervisors, penalize the agency etc.
 - Sub-letting of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
 - All materials & workmanship shall be as per the approved quality and methodology.
 - Agency should possess the requisite and relevant equipments and machineries for the work. If equipments and machineries are not deployed as per the undertaking given by the contractor, the Engineer in charge is authorized to stop the work and direct the contractor to deploy them immediately. If the contractor fails to carry out the direction, then the authority may take appropriate action including forfeiture of EMD and cancellation of the work order.
- 8.11 The contractor shall collect photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work. The photographs shall have digital date printed over it. A minimum of 10 such photographs should be submitted at the time of submission of claim for payment. No separate payment will be made to the contractor for this purpose. Payment shall not be made without submitting the photographs/video photographs. Some photographs will have engineers inspecting the site, machinery working, measurement etc.
- 8.12 An amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of "the building and other construction work (regulation of employment and condition of service) Act, 1996" and "The building and other construction work welfare cess Act, 1996" apart from other statutory deductions from bills/ payment due.
- 8.13 Payment:
- No advance will be paid to the contractor. The contractor will pay minimum wages to his workmen in presence of engineers and only after certification by engineers that the minimum wages have been paid the bill will be processed.
 - Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender of Addl. Executive Officer, Cooch Behar Zilla Parishad. Payment shall be made only after receiving signed bills, MB, at least 4 good & clear Photographs at each stage having digital date printed on it, test certificates and inspection report of AE or above. E-payment will be made for which contractors shall provide their Bank account detail along with IFSC code.
- 8.14 Cost Escalation:No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
- 8.15 Defect liability Period: starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the date of completion of the work. The engineers have to declare the date of completion of work and that date only will be taken into account for calculation for defect liability period.
- 8.16 Addl. Executive Officer, Cooch Behar Zilla Parishad reserves the right not to allow the agency to participate in future tenders under the following circumstances.
- i) Delay in completion of job.
 - ii) Poor performance in terms of quality of materials and workmanship.

8.17 Termination of Contract/ Work Order:

The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

- 8.18 Discretion of the authority inviting tender: The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated in BOQ is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Addl. Executive Officer, Cooch Behar Zilla Parishad. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

Sd/-

Addl. Executive Officer
Cooch Behar Zilla Parishad
Cooch Behar

Copy forwarded for information to the :-

1. The Sabhadhipati, Cooch Behar Zilla Parishad
2. The District Magistrate, Cooch Behar & The Executive Officer, Cooch Behar Zilla Parishad
3. Karmadhakshya, Janasasthya-O-Paribesh Sthayee Samity, Cooch Behar Zilla Parishad
4. The Secretary, Cooch Behar Zilla Parishad
5. The District Engineer, Cooch Behar Zilla Parishad
6. Executive Engineer (RD), Cooch Behar Zilla Parishad
7. Executive Engineer, P.W.D, Cooch Behar with request to display in his office notice board.
8. Executive Engineer, P.W.D. (Highway Division), Cooch Behar with request to display in his office notice board.
9. Executive Engineer, P.W.D., (Torsa Bridge Construction), Cooch Behar with request to display in his office notice board.
10. Executive Engineer, I & W.D., Cooch Behar with request to display in his office notice board.
11. Executive Engineer, Construction Board with request to display in his office notice board.
12. Executive officer, Cooch Behar Municipality with request to display in his office notice board.
13. NDC, Cooch Behar with request to display in his office notice board.
14. DICO, Cooch Behar with request to display in his office notice board.
15. Sri, A.E., Cooch Behar Zilla Parishad
16. D.I.O., NIC, Cooch Behar with request to upload the Notice in the website of the district.
17. D.I.A., Cooch Behar Zilla Parishad to upload the Notice in the e-Tendering portal of Govt. of West Bengal.
18. Office Copy/ CZP.
19. Office Notice Board.

Sd/-

Addl. Executive Officer
Cooch Behar Zilla Parishad
Cooch Behar

FORM – I

CREDENTIAL CERTIFICATE (100% PHYSICAL COMPLETION)

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill or RA bills	:	

Note: In case of completion of multiple natures of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the Bidder)

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BOQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

FORM – II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of _____ for the last three consecutive years.

Sl. No.	Financial Year	Turnover (rounded of)	Remarks
1	2013-2014		
2	2014-2015		
3	2015-2016		
Total:			
Average Turnover:			

Note:

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

(Signature of the Bidder)

ANNEXURE-I

SAMPLE FORMAT FOR AFFIDAVIT

I, Sri _____, S/O. _____, aged _____
_____ years, _____ residing _____ at

_____, Proprietor/Partner/Director of
_____, do hereby
solemnly affirm and declare in connection with

CONSTRUCTION OF TOILET BLOCK WITH NECESSARY FURNITURE IN DIFFERENT SCHOOL IN THE DISTRICT OF COOCH BEHAR (5 NOS. OF SCHOOLS TOILET BLOCK & 4 NOS. OF SCHOOLS FURNITURES).

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.