

**Govt. of West Bengal,  
Office of the Nawada Jadupur Gram Panchayat  
Kaliachak-I Panchayat Samity,  
Jadupur, Kaliachak, Malda.  
E-mail ID : [pradhan.njadupur@gmail.com](mailto:pradhan.njadupur@gmail.com)**

**NOTICE INVITING ELECTRONIC TENDER OF PRADHAN, NAWADA JADUPUR GRAM  
PANCHAYAT, JADUPUR, KALIACHAK, MALDA FOR THE YEAR 2018-2019.**

**N.I.E.T No.: 05/2018 - 2019**

**Dated - 12.12.2018**

**1. Invitation:**

Separate electronic **Tenders** in W.B. form No 2911(ii) or prescribed Tender Form of the Pradhan, Nawada Jadupur Gram Panchayat, are invited by the **Pradhan, Nawada Jadupur Gram Panchayat, Malda** from the reputed, bonafide, financially sound & experienced Contractors, having experience in similar nature of works in any Govt. Sector/ Semi- Govt Sector/ Govt. undertaking for the work as detailed below -

Sl. No.	Name of Work	Site details	Source of Fund	Participation Fee	Estimated Amount (In Rs.)	Earnest Money (In Rs.)	Required Cedential	Work completion period.
(1)	(2)				(3)	(4)	(5)	(6)
1.	Construction of Drain with plot Sukdebpur Hakim house to Aijul house under Nawada Jadupur Gram Panchayat, Kaliachak - I Dev. Block, Malda.	Sukdebpur	14 th F.C	Rs 750.00	Rs.5,97,349.00	Rs.12,000.00	Rs.2,98,675.00	30 (Thirty) Days
2.	Repairing & Construction of Drain with Hume pipe from Khotta para Chaurangi to Hafej Najrul Islam house via Jolaghat under Nawada Jadupur Gram Panchayat, Kaliachak - I Dev. Block, Malda..	Khotta para	14 th F.C	Rs 750.00	Rs.5,88,792.00	Rs.12,000.00	Rs.2,94,396.00	30 (Thirty) Days
3.	Road protection work from Kayastapara Bimal house to ICDS centre under Nawada Jadupur Gram Panchyat, Kaliachak - I Panchayat Samity, Kaliachak, Malda by 14 th C.F.C. Fund..	Kayastapara	14 th F.C	Rs 750.00	Rs.8,91,203.00	Rs.18,000.00	Rs.4,45,602.00	30 (Thirty) Days

**2) General Guide line:**

- i) In the event of e-filing intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly by the help of Digital Signature Certificate & documented through e-filing. (Details of which has been narrated in "Instructed to Bidders".)
- ii) In case of online submission of Tender, the Bidder shall have to be submits the Earnest Money Deposit (EMD) through **Demand Draft, payable to Pradhan, Nawada Jadupur Gram Panchayat, Jadupur, Kaliachak, Malda (amounting to Rupees mentioned in Column (4) of Clause 1 i.e. Earnest Money.)**  
It is mentioned that offline payment of Earnest Money Deposit (EMD) in form of Demand Draft/ Bankers Cheque/ Deposit at Call etc. will be acceptable.
- iii) All pages of the Tender Documents (NIET, Terms & Conditions, BOQ, Drawing.) is to be duly signed with seal by the Contractor & properly indexed, otherwise tender may be cancelled.
- iv) **Time of Completion:** Time of completion of the work as mentioned in Column (6) of Clause 1 i.e. **Work completion period** for the above work.

### 3) Eligibility Criteria for participation in tender :

#### COMMON DOCUMENTS FOR ALL TENDERERS FOR ELEGIBILITY:-

#### A) List of common documents shall have to submit by each tenderer at the time of e-filing to participate in tender:

- a) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017 or GST Registration Certificate.
- b) Valid Trade License issued by competent authority.
- c) PAN card of Proprietary Agency/ Firm/ CO-operative society/ Company issued by the Income Tax Department, Govt. of India.
- d) Documents regarding payment of Professional Tax before GST.
- e) VAT Registration Certificate before implementation of GST.
- f) Document regarding payment of VAT during last year/quarter.
- g) Income Tax Return for last financial year i.e 2017-2018.
- h) Voter Card/ Adhar Card issued by competent Authority.
- i) Participation Fee & Earnest Money (E.M.D.) scan copy.
- j) Agency shall have to submit credential in form a Payment Certificate or Completion Certificate from the competent authority in support of their experience in **similar nature of work** to the tune of **Rupees** as mentioned in **Column (5) of Clause 1 i.e. Required Credential** in single assignment in any one of the financial year during last Four financial years i.e. from the financial year 2014-2015 & onwards. **It is noted that work order amount of running work/works may be considered as credential only for the Agencies those who are working at Nawada Jadupur Gram Panchayat. In that case, Agencies shall have to be submitted the work order of running works.**

The Agency who will be produced completion certificate as credential, this completion certificate must be indicated (i) the description of works (name of work), (ii) value of contract, (iii) executed work value, (iv) date of award, (v) actual date completion etc., (vi) name, address, telephone no. of the client i.e Agency & (vii) Full office address & email address of the authority who issued the payment certificate.

#### B. List of documents shall have to submit by a Partnership Firm in addition to Sl. No. 3 (A)

- i) The power of attorney for the firm for signing the tender by a partner.
- ii) Partnership deed.

#### C. List of documents shall have to submit by a Registered Engineer's / Labour Co. Operative society Ltd. In addition to Sl. No. 3 (A) .

- a. Valid N.O.C from concerned A.R.C.S.
- b. Audit Report and Balance sheet of last two years i.e.2015-2016 & 2016-2017.
- c. Documents regarding signatory authority to signing the tender by a member.

#### D. List of documents shall have to submit by a Company in addition to Sl. No. 3 (A) & (B).

- a. By law of the company.
- b. Audit Report and Balance sheet of last two years i.e.2015-2016 & 2016-2017.
- c. Documents regarding signatory authority to signing the tender on behalf of the Company.

### 4) Date & time Schedule :

SL. NO.	PARTICULARS	DATE & TIME
01	Date of uploading of NIET & Tender Documents ( <b>Online</b> ) i.e Publishing date.	14/12/2018 after 11:00 hours.
02	Period of downloading Tender Documents from the e-procurement portal ( <b>Online</b> )	14/12/2018 (Thurs day) from 11:00 hours to 02/01/2019 (Wedness day) up to 15:00 hours.
03	Date, time & place for <b>Pre-Bid Meeting</b> regarding Bid/Tender documents & participation in the Tender with the interested Bidder	03/01/2019 (Thurs day) at 14:00 hours at the Chamber of Pradhan, Nawada Jadupur Gram Panchayat, Malda.
04	Tender documents download <b>closing date &amp; time (Online)</b>	02/01/2019 (Wedness day) up to 15:00 hours.
05	Deadline for receiving of Tenders/Bids ( <b>Online</b> )	04/01/2019 (Fri day) up to 15:00 hours.

06	Date, time & place for opening of Technical Bids ( <b>Online</b> )	07/01/2019 (Mon day) at 14:00 hours at the Chamber of Pradhan, Nawada Jadupur Gram Panchayat, Malda.
07	Date, time & place for verification of Original Documents which submitted as Technical Bids and submission of Original Demand Draft of Participation & ( <b>E.M.D.</b> ) ( <b>Off line</b> )	08/01/2019 (Tues day) at 14:00 hours at the Chamber of Pradhan, Nawada Jadupur Gram Panchayat, Malda.
08	Tentative Date, time & place for opening of Financial Bid or Proposal ( <b>Online</b> )	09/01/2019 (Wedness day) at 14:00 hours at the Chamber of Pradhan, Nawada Jadupur Gram Panchayat, Malda.
09	Date of uploading of list of bidders along with the rates through ( <b>Online</b> ) also if necessary for further negotiation through ( <b>Offline</b> ) for final rate.	<b>To be informed later</b>

#### 5) **Earnest Money:**

Earnest Money amounting to Rupees mentioned in Column (4) of Clause 1 i.e Earnest Money to be deposited by the Tenderer / Bidder through Demand Draft, payable to Pradhan, Nawada Jadupur Gram Panchayat, Jadupur, Kaliachak, Malda A bidder desirous of taking part in the Tender invited by the undersigned shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using their login ID and password. He will select the tender to bid and initiate payment of pre-defined **Earnest Money Deposit (EMD)** for that tender by selecting from either of the following payment modes **Offline payment of Earnest Money Deposit (EMD) in form of Demand Draft/ Bankers Cheque/ Deposit at Call etc. will be acceptable.**

The earnest money deposited at the time of submission of tender shall be converted to **initial Security Deposit or Security Deposit** for successful Tenderer / Bidder. The earnest Money will be refunded to the unsuccessful Bidder(s) through cheque issued by the Pradhan, Nawada Jadupur Gram Panchayat after made an application for refund the **Earnest Money Deposit (EMD).**

#### 6) **Consideration or Acceptance of Tender:**

The rate should be quoted in **percentage** basis in the Financial Bid i.e **in BOQ only** and quoted rate should be considered inclusive of **GST, Cess & all taxes and charges as applicable & payable.**

**Total Quoted amount of each work will be taken into account for consideration of Tender.**

**If any Tenderer Quoted their rate in Form No. 2911(ii) or prescribed Tender Form of the PRADHAN, Nawada Jadupur Gram Panchayat, then their tender will be rejected straight way.**

#### 7) **Security Deposit**

For Successful Bidder, the earnest money deposited at the time of submission of tender shall be converted to **Security Deposit.** Balance amount will be deducted from each progressive bill to cover 10% of Bill value as Security Deposit from the successful Bidder.

The total 10% Security Deposit will be released **after 6 (Six) months** i.e. **Security Period** from the date of completion of the work if no defect is found. If any defect will found within security period the Agency will be liable to repair or re-construct the work free of cost. **No payment will be made for repair or re-construction the work to the Agency or Contractor or Bidder from this end.**

#### 8) **Taxes & Duties to be borne by the Successful Tenderer:**

All Duties, e.g. Taxes /G.S.T, including all other statutory Levies payable by the Tenderer under the Contract to the State/ Central Govt. for any other cause including 1% Cess under W.B. Building and other construction Workers (Regulation of Employment & Condition of Service) Act. 1996 will have to be borne by the Tenderer and the rate should be quoted accordingly after consideration of all.

#### 9) **Site inspection before submission of tender:**

Before submitting any Tender, the intending Tenderers 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.

#### 10) **Pre-Bid Meeting:**

The intending Tenderers may attend the pre-bid meeting (if required any) as mentioned above in **Clause-4 i.e (Date & time Schedule)** for any clarification regarding online submission in the chamber of the Pradhan, Nawada Jadupur Gram Panchayat, Malda.

## 11) Others

- a) **The rates quoted in the tender shall remain valid for Twelve (12) months from the date of agreement.**
- b) Goods and Services Tax (GST), Labour Welfare Cess etc. will be deducted from the progressive bills as per Govt. order in vogue.
- c) **The contractor whose tender will be accepted shall make the formal agreement on a non-judicial stamp paper worth Rs. 10/- within ten (10) days from the date of receipt of an intimation letter or acceptance letter or acceptance-cum-work order. If the contractor fails to perform the formalities within the specified period, the tender will liable to be cancelled and earnest money will be forfeited.**
- d) The acceptance of the tender will not obligatory by the Tender inviting authority who does not bound himself to accept the lowest or any other tender and reserves the right to reject in part or in full of all tenders received or to split up the work in different groups without assigning any reason thereof.
- e) **If any Tenderer / Bidder withdraws his tender before the acceptance or he refuses to work within a reasonable time without assigning any satisfactory explanation for such act, he shall be disqualified to participate in subsequent other tenders for a period of one (1) year or more. The earnest money deposited at the time of submission of Tender will also be forfeited.**
- f) Tender, which do not fulfill the conditions specified in the tender documents or do not fulfill the requirement of the tender in any respect will be liable for rejection.
- g) The successful Tenderer / Bidder will remain liable for following the West Bengal Contract Labour (Regulation & Abolition) Rules in force.
- h) Contractor will not be entitled for any compensation for rejection of his tender.
- i) Conditional tender will not be accepted under any circumstances and shall be deemed as **informal**.
- j) **Name and address of the :**

i. Tender Inviting Authority: **Pradhan,**  
Nawada Jadupur Gram Panchayat, Jadupur, Kaliachak, Malda.

ii. Executing Authority : **Pradhan,**  
Nawada Jadupur Gram Panchayat, Jadupur, Kaliachak, Malda.

- k) No documents will be entertained, if sent by post / courier.
- l) **For detailed information & clarification, the intending applicants shall have to contact the office of the undersigned on any working day during office hours.**
- m) The Tender Inviting Authority reserves the right to deny or accept or reject any of all the Tenders and to annul the tendering process, at any point of time without any obligation & assigning any reason what-so-ever.
- n) During scrutiny, if it comes to the notice to Tender Inviting Authority that the Credential or any other papers found incorrect/manufactured/fabricated, the tender will be rejected straightway and penal action will be taken as per existing acts or rules, Govt. of West Bengal.
- o) **In case if there be any objection regarding disqualifying of the Agency, that should be lodged to the Tender Inviting Authority within 2 (Two) days from the date of Publication of list of qualified agency and beyond that time schedule no objection will be entertained.**
- p) Before issuance of the work order, the Tender Inviting Authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false; in that case, work order will not be issued in favour of the lowest tenderer under any circumstances.
- q) If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notifications will supersede former one in following sequence.
  - i) **Prescribed Tender Form of the Office of the Nawada Jadupur Gram Panchayat** or West Bengal Form No. 2911(ii).
  - ii) NIET.
  - iii) Specials Terms & Condition.
  - iv) Technical Bid.
  - v) Financial Bid (BOQ).
- r) Where an individual person holds a Digital Signature Certificate in his own name duly issued to him against the company or the firm of which he happens to be a Director or Partner, such individual person shall, while uploading any tender for and on behalf such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm to upload such tender.
- s) The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Non-statutory Documents]
- t) **Joint Ventures will not be allowed.**
- u) A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job & Partner of Firm, his entire Tender will be rejected for that job. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single job i.e. either in Individual or Partner of Firm.
- v) Original certificate / order copies / other document as required shall have to be produced on demand during evaluation.

- w) The tender inviting authority does not take any responsibility for delay caused due to non-availability of Internet connection or traffic jam etc. for online bidding.
- x) The intending tenderer who is already working in Nawada Jadupur Gram Panchayat and whose performance is found unsatisfactory, will not be entertained.

## INSTRUCTION TO TENDERER

### SECTION – A

**1. General Guidance for e-Tendering :**

Instructions / Guidelines for tenderers for electronic submission for the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

**2. Registration of Contractor :**

Any Contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> the contractor is to click on the link for e-Tendering site as given on the web portal.

**3. Digital Signature Certificate (DSC) :**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approve service provider of the National Information's Centre (NIC) on payment of requisite amount details of which are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

- i. The contractor can search & download NIET & Tender Documents electronically from Computer once he logs on to the website mentioned in Clause-2 using Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**4. General Process of Submission.**

Tender are to be submitted online through the website stated in Clause-2 in two folders as per tender schedule, i.e. **Technical Proposal & Financial Proposal** before the prescribed date & time using the Digital Signature Certificate (DSC), The documents are to be uploaded (virus scanned copy) duly Digitally Signed wherever necessary. The documents will get encrypted (transformed into non-readable formats.)

**I. Pre-Qualification Proposal.**

The Pre-Qualification Proposal should contain scanned copies of the following in “**Tender document**” Cover (Non-Statutory documents)

An undertaking by the contractor should be furnished stating that earnest money (EMD) shall be deposited (**Off-line**) if they are technically qualified against the work in favour of the Pradhan, Nawada Jadupur Gram Panchayat, Kaliachak, Malda, Payable at Malda.

[ Note: At the time of submission of technical bid (online) for EMD only bidders, eligible for exemption of EMD have to select exempted: yes and then upload the undertaking/ exemption G.O.]

Note :

If any contractor is exempted from payment of EMD, a copy of relevant Government Order needs to be furnished.

- i) Pre-Qualification Application (Section-B, Form-I)
- ii) Financial Statement (Section-B, Form-II)
- iii) STRUCTURE AND ORGANIZATION (Section-B, Form-III)
- iv) DETAILS OF CONSTRUCTION MACHINERY AND EQUIPMENTS (Section-B, Form-IV)
- v) Work Experience (Section-B, Form-VI)

**II) Intending Tender should upload documents as per following folders in My Document:**

SL. NO.	CATEGORY NAME	SUB-CATEGORY DESCRIPTION	DETAILS
01	Certificates	Certificate	<ol style="list-style-type: none"> <li>1. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017 or GST Registration Certificate.</li> <li>2. Valid Trade License.</li> <li>3. Professional Tax receipt Challan before GST.</li> <li>4. VAT Registration Certificate before GST.</li> <li>5. VAT return of last quarter before GST.</li> <li>6. Income Tax Return Acknowledgement Receipt of last financial year.</li> <li>7. PAN Card issued by Income Tax Department.</li> <li>8. Voter ID card or Adhar Card.</li> </ol>
02	Company Details	Company Details	<ol style="list-style-type: none"> <li>1. Trade License for Manufacturer/ Dealer/ Distributor/ Agency /Partnership Firm etc.</li> <li>2. Partnership Deed and Trade License for Partnership Firm.</li> <li>3. Incorporation Certificate Trade License for Ltd. Company.</li> <li>4. Society Registration Certificate and Trade License for Society.</li> <li>5. Any other documents highlighting company details.</li> </ol>
03	Credential	Credential	Certificate for Credential as stated Clause- 3 (A) (i)
05	Declaration		As noted.
06	Work in hand		Work in hand
07	Additional Information		Any other information applicant considers being relevant in connection with the eligibility to participate in the tender.

**NOTICE INVITING ELECTRONIC TENDER OF PRADHAN, NAWADA JADUPUR GRAM  
PANCHAYAT, MALDA FOR THE YEAR 2018-2019.**

**N.I.E.T No.: 03/2018 - 2019**

**Dated - 12.12.2018**

---

**SECTION – B  
FORM-I  
PRE-QUALIFICATION APPLICATION**

To  
Pradhan,  
Nawada Jadupur Gram Panchayat,  
Jadupur, Kaliachak, Malda.

Ref.: Tender for \_\_\_\_\_  
\_\_\_\_\_ (Name of work) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**N.I.E.T No.: 03/2018 - 2019, Dated - 12.12.2018, Sl. No. -**

Dear Sir,

Having examined the Statutory, Non Statutory & NIET documents, I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_ In the capacity \_\_\_\_\_ duly authorized to submit the offer. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group we are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- (a) Tender Inviting & Accepting Authority / Pradhan can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority / Pradhan reserve the right to reject any application without assigning any reason.

Encl: e-Filling

1. Statutory Documents
2. Non Statutory Documents.

Date:

\_\_\_\_\_  
**Signature of applicant with Seal**

Address of Applicant:

**SECTION – B**

FORM – II

**FINANCIAL STATEMENT**

1. Name of Applicant
2. Annual Turn Over for the last 3(three) years.

<b>ANNUAL TURN OVER</b>	<b>YEAR-I</b>	<b>YEAR-II</b>	<b>YEAR-III</b>
	<b>(RS. IN LAKS)</b>	<b>(RS. IN LAKH)</b>	<b>(RS. IN LAKH)</b>

- N. B. (i) Submit authentic documents in support of Annual Turn Over  
(ii) Indicate year at time of submission.

**SECTION – B**

FORM – III

**STRUCTURE AND ORGANIZATION**

1. **Name of Applicant** :  
(Indicate whether proprietary firm,  
Partnership, Limited Company, Corporation / Others)
1. **Office Address** :
2. **Telephone No.** :
3. **Fax No.** :
4. **E-mail Address** :
5. **Name & address of Banker** :
6. **Details of Technical Staff available :**



**SECTION – B**

FORM – IV

**DETAILS OF CONSTRUCTION MACHINERY AND EQUIPMENTS**

<b>SL. NO.</b>	<b>NAME OF MACHINERY / EQUIPMENTS WITH REGISTRATION NO.</b>	<b>YEAR OF PROCUREMENT</b>	<b>DOCUMENTS FOR SALE / PURCHASE (TO BE SCANNED AND ATTACHED)</b>

**SECTION – B**

FORM – VI

***Working Certificate***

*Name of Firm : List of Construction Project work completed with work order value more than \_\_\_\_\_ Lac.*

NAME OF EMPLOYER	NAME, LOCATION AND NATURE OF WORK	REFERENCE OF WORK ORDER (MEMO NO. & DATE)	CONTRACT VALUE IN INR	DATE OF START OF WORK	PRESENT STATUS (IF COMPLETED, INDICATE DATE OF COMPLETION)

*Note : Copy of work order and / or Certificate from employer to be attached*

**\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made**

## **I. Technical Proposal:**

The Technical proposal to be submitted in the following cover.

### **(A) Statutory Cover Containing**

#### **i. Documents to be downloaded & uploaded again after digital signature**

(a) BID NOTICE (b) TERMS AND CONDITION FOR TENDER WORK (c) Form 2911(ii) or prescribed Tender Form of the Office of the Nawada Jadupur Gram Panchayat

#### **ii. Documents to be download, filled up properly, scanned and up loaded**

(a) PREQUALIFICATION DOCS

#### **iii. Documents of Earnest Money (If any) scanned and up loaded**

## **II. Financial Proposal :**

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

1. Bill of quantities (BOQ) in which the contractor is to quote the rate online through Computer in the space marked for quoting rate in BOQ and to be uploaded by Digitally Signed by the contractor.

## **5. Submission of Earnest Money:**

Earnest Money amounting to Rupees mentioned in Column (4) of Clause 1 i.e. Earnest Money to be deposited by the Tenderer / Bidder through Demand Draft, payable to Pradhan, Nawada Jadupur Gram Panchayat, Jadupur, Kaliachak, Malda A bidder desirous of taking part in the Tender invited by the undersigned shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using their login ID and password. He will select the tender to bid and initiate payment of pre-defined Earnest Money Deposit (EMD) for that tender by selecting from either of the following payment modes:

**Offline payment of Earnest Money Deposit (EMD) in form of Demand Draft/ Bankers Cheque/ Deposit at Call etc. will be acceptable.**

The earnest money deposited at the time of submission of tender shall be converted to **initial Security Deposit or Security Deposit** for successful Tenderer / Bidder. The earnest Money will be refunded to the unsuccessful Bidder(s) through cheque issued by the Pradhan, Nawada Jadupur Gram Panchayat after made an application for refund the **Earnest Money Deposit (EMD)**.

## **6. Opening & Evaluation of Tender :**

### **6.1 Opening of Prequalification Proposal**

- i) Prequalification proposal will be opened by the Pradhan, Nawada Jadupur Gram Panchayat, Kaliachak, Malda or his authorized representative electronically from the website using their Digital Signature Certificate.
- ii) If there is any deficiency in the submitted documents the tender will be summarily rejected.
- iii) Pursuant to the scrutiny and decision of the Tender Inviting Authority the summary list of prequalified tenderers will be uploaded in the Web portal.
- iv) While evaluating, the Tender Inviting Authority may summon the Tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if there are not produced within the stipulated time frame, their proposal will be liable for rejection.

### **6.2 Opening of Technical proposal :**

- i. Technical proposals will be opened by Pradhan, Nawada Jadupur Gram Panchayat, Kaliachak, Malda or his authorized representative electronically from the web site using their Digital Signature Certificate.
- ii. Intending tenderers may remain present if they so desire.
- iii. Statutory documents will be opened first & if found in order, non statutory documents will be further opened. If there is any deficiency in such documents the tender will summarily be rejected.
- iv. Pursuant to scrutiny & decision of the Tender Evaluation committee the summary list of eligible tenders will be upload in the web portals
- v. While evaluation the comments may summon the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **6.3 Opening of Financial Proposal**

- i. Financial proposals of the tenderer who will be declared technically eligible by the Tender Evaluation Committee, will be opened electronically from the web portal stated in Clause 2 on the prescribed date, by the Pradhan, Nawada Jadupur Gram Panchayat, Kaliachak, Malda.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. The Financial Proposals shall be evaluated by the Tender Inviting Authority i.e. Pradhan, Nawada Jadupur Gram Panchayat, Kaliachak, Malda. Finally summary result containing inter-alia, name of contractors and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fare and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the Tender Inviting Authority, further negotiation meeting with the lowest bidder may be held at his office which will be done off line. The final negotiation statement shall be uploaded in the website.

**7. Tender Selection Committee (TSC) :**

Existing "Tender Selection Committee" of the **Pradhan, Nawada Jadupur Gram Panchayat, Kaliachak, Malda**, will continue to function as usual in terms of existing Govt. Order. It will be the final authority for acceptance of tender.

**8. Penalty for suppression / distortion of facts :**

If any tenderer fails to produce the original hard copies of the documents 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 period of 3 (three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited, besides, the **Pradhan, Nawada Jadupur Gram Panchayat, Kaliachak, Malda** may take appropriate legal action against such defaulting tenderer.

**9. Award of contract :**

**Total Quoted amount of each work will be taken into account for consideration of Tender.**

**If any Tenderer Quoted their rate in Form No. 2911(ii) or prescribed Tender Form of the Office if the Nawada Jadupur Gram Panchayat, then their tender will be rejected straight way.**

The Employer reserves the right to accept or reject any Bids / Tenders and cancel this Bidding / Tendering processes and reject all Bids / Tenders at any time or distribute the work prior to the award of Contract without thereby incurring any liability to the affected Bidder / Tenderer or any obligation to inform the affected Bidder / Tenderer or Bidders / Tenderers of the Ground for Employer's action. The Bidder / Tenderer whose Bid / Tender has been accepted will be notified by the Tender / Bid Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in W.B.F. – 2911(ii) will incorporate all terms and conditions between the Tender Accepting Authority and the successful Bidder / Tenderer.



(Asaruddin SK.)

Pradhan

**Nawada Jadupur Gram Panchayat, Malda**

**Memo No: - 404(10)/NJGP/18,**

**Dated - 12.12.2018**

Copy forwarded for information, with request to circulate the notice through his office notice board to:

1. The Addl. Executive Officer, Malda Zilla Parishad, Malda.
2. The Sub-Divisional Officer, Malda Sadar, Malda.
3. The D.P.R.D.O, Malda.
4. The District Informatics Officer, NIC, Malda with a request to upload the NIT in the official Web Site ([www.malda.gov.in](http://www.malda.gov.in)).
5. The District Co-Ordinator, ISGPP Cell, Malda.
6. The Block Dev. Officer, Kaliachak – I Dev. Block, Malda.
7. The Members of Artho-O-Parikalpana Upa-samity, Nawada Jadupur Gram Panchayat, Malda, with request to present at the time of Tender Opening.
8. The Secretary, Executive Assistant, Nirman Sahayak, Sahayak, Nawada Jadupur Gram Panchayat, Malda, with request to present at the time of Tender Opening.
9. Rural Library, Nawada Jadupur Gram Panchayat, Malda.
10. The Notice Board of Nawada Jadupur Gram Panchayat, Malda.



(Asaruddin SK.)

Pradhan

**Nawada Jadupur Gram Panchayat, Malda**