

OFFICE OF THE PROJECT DIRECTOR
DISTRICT RURAL DEVELOPMENT CELL
NORTH 24 PARGANAS ZILLA PARISHAD
(UNDER THE ADMINISTRATIVE CONTROL OF PANCHAYAT & RURAL DEV. DEPTT)
K.N.C ROAD, BARASAT (ANGANA BUILDING, 2nd FLOOR), KOLKATA-124
PHONE NO: 2552-3037, Fax NO: 2562-5373

Memo NO: 934/13th Kol. SARAS

Date: 26.10.17

NOTICE INVITING TENDER NO: 13th Kolkata SARAS/1/DRDC (2nd Call)

of submission of tenders amounts Bid security and General terms and conditions applicable to the contract is mentioned in Annexure-I. The work is to be performed as per the parameters/

Sl No	Name of the Work	Earnest Money	Period of completion	Name of the concerned Sub-Division
1	Framed Banner 12 ft X 6 ft including cost of flex in Salt Lake and Kolkata	5000/-	7 days (Seven days)	Bidhanagar

Eligibility of Contactor:-

- Intending quotationers should produce credential of similar nature of work of minimum value 40% of the estimated amount put to tender during 5 (five years prior to the date of issue of the tender notice
- Agency Should have licensed Electrical Contactor having supervised who has requisite part from Directorate of Electricity
- The bidder may participate only they have updated clearance certificate of Ptax, latest GST registration, Pan card and Income tax returns/ Clearance (For AY 2017-18)

Intending Co-operative societies should submit NOC and other documents from appropriate authority. The tender form along with other terms and condition can be seen in the office Notice board in any working days from 10 am to 5 pm. tender notice can also be downloaded from the website of the district i.e WWW.north24parganas.gov.in

ANNEXURE-I

Eligibility criteria for participation in Quotation:

Intending tenderers are required to submit the copies of valid partnership deed (in case of partnership firm), valid VAT/Sales tax Registration Certificate, Service Charge Certificate and also payment Challan, Current P. Tax deposit challan /Professional Tax from the respective Municipality Panchayat etc. along with required credential with EMD of concerned work must be submitted in Hard copy to the office of undersigned.

The L1 bidder shall submit the hard copy i.e. original draft to the quotation inviting authority along with his acceptance letter of the LOI or letter related to verification of original documents which will be viewed on results section of concerned portal. Failure to submit the hard copy of EMD with the acceptance letter or any other letter as stated above within the time period prescribed for the purpose, may be construed as an attempt to disturb the tender process and dealt with accordingly legally including black listing of the bidder (vide memo no. 1592-F(Y) dated 20th March 2014 of Finance Department).

In case of Registered Unemployed Engineers' Co-operative Societies, Registered Labour Co-operative Societies and Bonded outsider, documents of required credentials, audited balance sheet showing accounts upto date and necessary registration papers in support of their registration, By law, valid VAT/Sales tax Registration Certificate, P. Tax deposit challan/Professional Tax Clearance Certificate, PAN Card, Upto date acknowledgement of Income tax statement, eligible list of Registered Unemployed Engineers' Co-operative Societies/Registered Labour Co-Operative Societies issued by the concerned Assistant Registrar of Co-operative Societies showing the name of their Society etc. along with 2% of EMD of concerned work are needs to be submitted in PDF format under Non-statutory cover or in respective steps of the E-Tendering System. Also in case of Regd. Unemployed Engineers' Co-Operative Societies, the documents in support of the society consists of at least 10 (ten) members of which at least 60% hold Degree or Diploma in any branch in Engineering and at least one member of the Society holds plumbing license (in case of S & P works only) are also to be submitted in the same cover. Payment Certificates in lieu of credentials will not be accepted. [Non Statutory Documents]

A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.
The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]

The executing agency (successful bidder) may not get a running payment unless the gross amount of running bill will be 50(fifty) lakh or 30% of the tendered amount whichever is less. Provisions in Clause(s) 7, 8 & 9 contained in W B Form No. 2911 (11) so far as they relate to quantum and frequencies of payment are to be treated as superseded.

Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency all other Statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.

No Mobilisation Advance and Secured Advance will be allowed.

Bids shall remain valid for a period not less than 120 days (One Hundred Twenty) from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

11 IMPORTANT INFORMATION

Sl No.	Particulars	Date & Time
1	Date of Opening of Quotation	26/10/2017 at 2:00 PM
2	Date of Closing of Quotation	01/11/2017 upto 5 P.M
3	Date & Place for Opening of quotation	02/11/2017 at 2:00 P.M at the Office of Project Director, District Rural Development Cell, Angana

12 Location of Critical Event:-

Bid Opening

Office of the Project Director, North 24 Parganas Zilla Parishad may call open bid/sealed bid after opening of the said bid to obtain the suitable rate further, if it is required. No Objection in this respect will be entertained if raised by any bidder present or absent during opening of quotation.

The L1 Bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder as per order no 1592-F(Y) dated 20.03.2014 of Principal Secretary to the Government of West Bengal.

The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursed by the Department. The PROJECT DIRECTOR, D.R.D.C., NORTH 24 PARGANAS ZILLA PARISHAD, reserves the right to reject Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.

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In case of requirement of tender inviting Authority at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be

All intending bidders are requested to be present in the chamber of the PROJECT DIRECTOR D.R.D.C., NORTH 24 PARGANAS, during opening of the Quotation to No CONDITIONAL/ INCOMPLETE QUOTATION will be accepted under any circumstances. Original documents in support of own possession arrange through lease hold agreement of the aforesaid machineries is to be furnished. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

17

[Signature]
26/10/17

[Signature]
26/10/17

Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

- i) In the event of acceptance of lowest tendered rate no multiple lowest rate will be considered by the Department.
- 18 The PROJECT DIRECTOR, D.R.D.C. NORTH 24 PARGANAS ZILLA PARISHAD, Reserves the right to cancel the N.I.Q. due to unavoidable Circumstances and no claim in this respect will be entertained.
- 19
- 20 During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, tenderer will not Before issuance of the work order, the tender inviting authority will verify the credential & other documents of the lowest tenderer. 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 tenderer under any circumstances.
- 21 All Agencies are requested to submit the following documents in support of their Credential (Non-statutory Documents)
- 22 i) Completion certificate showing date of completion.
i) Conditional tender will not be accepted in any case.
- ii) The accepting authority reserves the right to accept or reject the tender without assigning any reasons what so ever.
- 23 iii) The applicant/Bidder must inspect the site of work and get acquainted with site conditions, facilities available and problems to be faced during work and take into Deduction of tax shall be as per existing rule.
- 24
- 25 S & P Contractor should have valid contractor's trade license of Corporation or Municipality
- i) If any contractor fails to start the work within 15 (Fifteen) days from issuing date of work order/ Formal Tender the Work Order will be treated as cancelled and relevant classes of the contract shall deemed to have executed by the tendering authority. No litigation to this effect shall be entertained by the tender inviting authority, this is
- 26 ii) **No mobilization /secured advance will be allowed.**
- iii) Agencies shall have, to arrange land for erection of Plant & Machineres, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
- 27 **Bids shall remain valid** for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid submission.
- 28 Tender inviting authority reserves this right to issue corrigendum towards the estimated amount and eligibility of contractors in case of any revision.
- 29 In the event of non-availability of fund, all tender will be cancelled in case of deposit work.

INSTRUCTION TO BIDDERS (ANNEXURE - I)

SECTION - A

A-1. Statutory Cover Containing:-

- i) Prequalification Application.
ii) Demand Draft/ Bankers Cheque towards earnest money (EMD) as prescribed in the NIQ against each of the serial of work in favour of

A-2. Non statutory Cover Containing:-

- (i) The following documents are to be produced at the time of submission of tenders through e-tendering Process.
ii) Registration Certificate under Company Act (if any).
iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
v) Clearance Certificate for the Current Year issued by the Assistant Registrar of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) &
vi) Credential as mentioned in page - 1.
vii) Photocopy of Original Credential, Certificate as stated in NIQ.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily be rejected for both statutory & THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

1. Penalty for suppression / distortion of facts:-

Submission of false document by tenderer is strictly prohibited & if found, action may be referred to the appropriate authority for prosecution.

2. REJECTION OF BID

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all The Bidder whose Bid has been accepted will be notified by the Tender Inviting / Accepting Authority through Letter of Acceptance, the Letter of Acceptance will constitute the formation of the Contract.

3. Royalty as per Govt. rules will be deducted upon failure of production of such documents that has already been said.

Project Director, D.R.D.C.
North 24 Parganas Zilla Parishad
Nodal Officer of SARAS Meia, 2017

Memo No. - 994/(19)/13th Kol. SARAS
Date: 26.10.17

Copy forwarded for information with a request to please display the notice in the Office board for wide circulation to the

1. Joint secretary, Panchayats & Rural Development Deptt., Joint Administrative Building (9th Floor), Salt Lake City, Sector-III, H.C.-7, Kolkata-700 106, with request to upload the same in P & RD website for wide publication.
2. Chairman District Council, North 24 Parganas Zilla Parishad
3. Purta Karmadhakshya - O -Paribahan Sithayee Samity, North 24 Parganas Zilla Parishad
4. Assistant Labour commissioner, Govt. of West Bengal, K.S.Roy Road Kolkata-700001
5. District Engineer, North 24 Parganas Zilla Parishad.
6. Finance Controller, D.R.D.C. North 24 Parganas Zilla Parishad.
8. Secretary, North 24 Parganas Zilla Parishad
9. The Executive Engineer, P.W.D./Assistant Engineer, CMDA, Sub-division -XII, P.W.D./Executive Engineer, Highway Division P.W.(R)/Executive Engineer, I & W / Ways Deptt./Assistant Engineer, I & W/Ways Deptt. Sub-Division - with request to display in notice board for wide publication.
10. District Information and Cultural Officer North 24 Parganas
11. District Information Analyst, North 24 Parganas Zilla Parishad - He is directed to take necessary steps for publication of the notice
12. Sri Barun, Mukherjee Assistant Engineer (P & RD), North 24 Parganas Zilla Parishad
13. Sri Bhakti Bhushan Show, Sub-Assistant Engineer (Elect), North 24 Parganas Zilla Parishad
14. Sri Abani Bhusah Dawari, Procurement Consultant, WBSRLM
15. Dealing Assistant- he is directed to take necessary steps for up-keeping the file and take necessary initiative for opening of technical bid and financial bid in consultation with District Engineer/ Executive Engineer North 24 Parganas Zilla Parishad
16. Dealing Assistant - he is requested to maintain the tender register in appropriate form in consultation with District Engineer/ Executive Engineer, North 24 Parganas Zilla Parishad and also to make steps for publication of the abridged notice in News Paper
17. C.A. to the Sabhadhipati, North 24 Parganas Zilla Parishad for kind information to the Sabhadhipati
18. CA to the District Magistrate North 24 Parganas and Executive Officer, North 24 Parganas Zilla Parishad
19. CA to the Additional District Magistrate (Dev.) North 24 Parganas & Additional Executive Officer, North 24 Parganas Zilla Parishad

Project Director, D.R.D.C.
North 24 Parganas Zilla Parishad
Nodal Officer of SARAS Meia, 2017

ANNEXURE-III
TENDER FROM-1 TECHNICAL INFORMATIONS & UNDERTAKING
Sub: Notice Inviting Tender for Frammed Banner for 13th Kolkata SARAS

1. Name of the Quotations/Concern: _____
2. Nature of the Concern : _____(i.e., sole proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization).
3. Demand Draft no. _____ Dated _____ name of Bank with Branch _____(to be enclosed) & amount of Bid Security Deposit Rs. _____(Rupees _____only).
4. Whether each page of NIQ and its Annexures have been signed and stamped.
5. Details of PAN with Photocopy of PAN Card.
6. Attested copy of the Certificate of Registration of firm.
7. Attested copy of GST No. allotted.
8. Annual balance sheets for the last 3years along with the proof of job entrusted by Govt. Organizations during the last three years.
9. Attested copies of receipt copies of I.T. returns of the Individual/Firm/Co-operative Societies for the last 3(three) years to be submitted.
10. Period of validity of offer _____(Clause 27 of Annexure-1 refers)
11. Details such as equipment, machinery, infrastructure etc.
12. Any other information.

Dated _____ at _____

**(Dated Signature of Tender with
Stamp of the firm)**

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Department and shell abide by them.
2. I/We also undertake that I/We have understood "Parameters and technical specifications for conducting the work" mentioned in Annexure II of the Tender No. _____ dated _____ and shall conduct the work strictly as per these "Parameters and Technical specifications for conducting the work".
3. I/we further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

**(Dated Signature of Tender with
Stamp of the firm)**

ITEM RATE FOR BOQ

TENDER INVITING AUTHORITY PROJECT DIRECTOR DRD C.L.L. NORTH 24 PARGANAS (Annexure-IV)

Proposed requirement for Publicity & Advertisement work for 13th
Kolkata SARAS from 24th Nov 2017 to 4th Dec 2017 at Bidhannagar
mela Ground, Central Park, Karunamoyee, Saltlake, Kolkata-700091.

Bidder Name:

PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

SI No	Item description	Quantity	Units	Basic rates in figures to be entered by the bidder	Total amount without tax	Total amount in words
1	Framed Banner 12ft X6ft including cost of flex along with fixing it in Saltlake, Kolkata and extended Kolkata	100 numbers				

Dated Signature of Quotationer with stamp of the firm