



Government of West Bengal

Office of the Block Development officer

Hingalganj, North 24 Parganas, PIN 743435

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**Short NOTICE INVITING PRE-QUALIFICATION - CUM - TENDER  
(TWO COVER SYSTEM) for**

1.	Procurement of ISI Marked Fire Extinguisher of MDM running School of 2 no Fire Extinguisher DCP type of 6kg each DCP Fire Extinguisher per school. Total no of School is 222 nos.
2.	Procurement of Apron set including 1 piece of Cap , 1 pair of Glove, 1 piece of Musk for per Cook-cum-Helper. Total Nos. of Cook-cum-Helper is 530 Nos.

NIT NO.:HNG / NPG / N-01 / 2019-20

Dated: 02.11.2020

For the Block Development Officer, Hingalganj Development Block, invites sealed percentage rate tenders for the following article from resourceful bonafied Suppliers having experience in same type of works/supply.

The applicant in the same name and style as prime contractor should have successfully completed at least one contract of same type of work at least one-third value of the proposed contract within the last 5 years.

To qualify for award of the Contract, each bidder should have in the last five years: Achieved in any one year during last five years in the same name and style (excluding current year) a minimum financial turnover as certified by chartered accountant and at least 50% of which is from civil engineering construction works) equivalent to amount given below.

- i) 100% of amount put to bid in case of the amount put to bid is upto Rs. 25 lakh for which bid has been invited.

IT, P.T.C.C, ST/VAT, Registration Certificate Attested copy and all documents must be produced for registered Engineers Co-Operative Society & Registered labour Co-Operative Society including submission of Bye-Laws, valid audit report for the last three (3) years, valid ARCS certificates and other papers & submit the same with full address of their and authorized person to sign on tender documents along with Technical Bid papers. During scrutiny of Technical Bid / Tender documents if it is found that any information is incorrect the Technical Bid / Tender documents will be rejected without assigning any reason thereof. The Executive Officer , Hingalganj Panchayat Samity will have sole discretion to decide the eligibility of the Contractors on the basis of his submitted documents and evaluation thereof and reserve the right to refuse any explanation to Contractor to refuse issuance of tender to any applicant without assigning any reason thereof and the decision of the Panchayat Samity in this respect will be final. Work Order will not be given to particular firm for more than one work against tender notice. The details can be had from the **P& RD web site : <https://wbtenders.gov.in>** .

Prospective bidders have to submit their bid on-line through <https://wbtenders.gov.in> .. In case of Earnest money bidders have to upload the scan copy of demand draft payable at Hingalganj purchase in favour of **Block Development Officer, Hingalganj Development Block.**

Original demand draft have to be produced before the last date & time of dropping of bids to the Block Development Officer, Hingalganj Development Block.

Sl.No	Name of the work	Estimated Cost (Rs.)	Earnest Money [2% of the estimated amount put to Tender] (Rs.)	Completion Time (Days)	Eligibility of Contractor
1.	Procurement of Fire Extinguisher of MDM running School @ 2 no DCP type(Total 12 Kg)	Rs.1110000.00	22200/-	30 days	Bonafied resourceful contractors/suppliers having experience of completion of similar type of work in Govt. Organization during the last 5 Financial years for a single contract of value not less than 40% of the estimated amount put to tender.
2.	Apron set including 1 piece of cap , 1 pair of glove, 1 piece of Musk	Rs.254400.00	5088/-	30 days	Bonafied resourceful contractors/suppliers having experience of completion of similar type of work in Govt. Organization during the last 5 Financial years for a single contract of value not less than 80000.00 of the estimated amount put to tender.

Intending bidders may download tender documents from e-procurement portal of the P& RD web site : <https://wbtenders.gov.in> from 02.11.2020 at 16-00 Hours to 16.11.2020 up to 17-00 Hours. The bid documents duly filled in all respect should be submitted on-line through the aforesaid e-portal before 17-00 Hours (as per Server clock) up to 20.03.2020. Block Development Officer, Hingalganj Development Block does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc.

The financial bid document of the technically qualified bidders will be opened for evaluation and selection of qualified bidders on 18.11.2020 at 15-00 Hours and the other bid documents will be unopened. No separate intimation will be given for this, unless the above date is changed .In case of change of date, due intimation will be given in News dailies and website. No individual intimation will be given. Name of the qualified bidders will be displayed in the office notice board.

Block Development Officer, Hingalganj Development Block reserves the right to reject or cancel any bid document or the entire tender process without assigning any reason whatsoever.

**The following documents are to be produced at the time of submission of tenders through e-tendering Process.**

1. Valid West Bengal Sales Tax , GST no.....
2. Completion certificate along with certificate of payment received for works of **similar** and of values as mentioned above individually for the above tenders from an officer not below the rank of Executive Engineer/DDO of the concerned Department.
3. Professional Tax clearance certificate.
4. Annual Profit & Loss Account & Balance Sheet for last 3 (three) financial years verified by a Chartered Accountant (*mandatory for works above 10laks.* For those bidding for works below Rs. 10.00 lakh in value self certified profit and loss A/c and balance sheet along with Income Tax Returns for the last three financial years to be submitted.
5. a.) Affidavit regarding the Bidder will be able to invest 30% (Thirty percent) Cash during implementation of the work.  
b) Affidavit regarding correctness of certificates.

- c) Affidavit regarding non - employment of any Panchayat Samity official under him.
- d) Affidavit regarding non - employment of retired (within 2 years) Departmental / Govt. Officers / Engineers under him.
6. 20% as solvency certificate from any Bank.

7. To qualify for award of the Contract, each bidder should have in the last five years:

Achieved in any one year during last five years in the same name and style (excluding current year) a minimum financial turnover as certified by chartered accountant and at least 50% of which is from civil engineering construction works) equivalent to amount given below. . (turnover certified by the chartered accountant is mandatory for works above 10lakhs and for works below 10lakhs IT return for last three years should be submitted and it must clearly reflect the amount of tax paid for contract/ civil engineering works and others)

**Minimum turnover to be assessed on the basis of payment certificates uploaded by the bidder for the concerned year. The turnover will be indexed at the rate of 8% (eight percent) simple interest for a year up to the financial year excluding the current year.**

- i) 100% of amount put to bid in case of the amount put to bid is upto Rs.25 lakh for which bid has been invited.

8. VAT Registration & return of last quarter.

9. PAN Card No.

10. a) List of completed works for the last 5 Years.

- b) List of ongoing works.

11. The contractor should have sufficient technical manpower, tools and plants to complete the work.

- a) List of tools and plants.

- b) List of technical staff.

12. a) IT Return for last three financial year.

- b) Clearance from Asst. Register of Co-operative Society in case of Co-operative Society.

13. a) Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

(i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s).

(ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

(iii) Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Employer.

13. b) Bids from joint venture are not allowed.

14. The Number of Technical personnel, Qualifications and Experience will be as follows:  
(For works below 10 lakhs)

- (a) The Technical Personnel are:

Technical Personnel	Number	Experience in
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		Building Works
Supervisor	1 no.	3 (three) yrs. experience

**(For works above 10 lakhs)**

**(b) The Technical Personnel are:**

Technical Personnel	Number	Experience in Building Works
A. Diploma Holder in Civil Engineering	1 no	3 (three) yrs. experience
B. Supervisor	1 no.	3 (three) yrs. experience

**14. Proposed work Programme to be submitted along with the Bidding documents.**

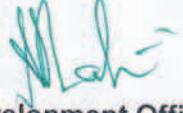
**15. GST applicable as per government guide line.**

**16. The Successful bidder need to transport the products.**

- I) Fire Extinguisher
- II) Apron Set

to the respective MDM running schools of Hingalganj Block(List of Schools will be Provided by the Office of the undersigned).

**17. Undersigned reserved the right to cancel any bid without giving further notice to the concern bidder if the quality of the mentioned products is not up to the mark even if lowest price is quoted for the above mentioned products.**

  
**Block Development Officer**  
**Hingalganj, Dev. Block**  
**Block Development Officer**  
**Hingalganj, North 24 Prgs.**

## SAMPLE FORMAT FOR AFFIDAVIT

I, Sri....., S/o Sri....., aged... Years, Residing at....., Proprietor/Partner/Director of..... do hereby solemnly affirm and declare in connection with ..... as follows:-

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.
2. That the undersigned also hereby certifies that neither any near relations of DE/EE/SE/AE/SAE of the Department nor any retired gazette officers are in our Employment
3. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and or as requested by the Department to verify this statement.
4. The undersigned understands and agrees that the bid shall remain open for Acceptance 180 days from the date of opening of financial bid.
5. The undersigned agrees to invest 20% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.
7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments as listed in the ITB of the bidding document immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.
8. We would deploy at site all necessary technical Personnel for efficient contract management and supervision of works with a view to achieving best quality of works at site.
9. We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
10. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
11. The undersigned also certifies that neither we have abandoned any work awarded

to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department

12. The undersigned would not sub-lease/sub-let the work in part or full in any form. In case, such event occurs the penal action as decided by the competent authority will be binding.

### **Milestones to be achieved during the contract period**

- (1) 1/8th of the value of entire contract work up to 1/4th of the period allowed for completion of construction
- (2) 3/8th of the value of entire contract work up to 1/2 of the period allowed for completion of construction
- (3) 3/4th of the value of entire contract work up to 3/4th of the period allowed for completion of construction

(b) Amount of liquidated damages for delay in completion of works

For Whole of work  
1 percent of the Initial Contract Price, rounded off to the nearest thousand, per week.

(c) Maximum limit of liquidated damages for delay in completion of work.

10 per cent of the Initial Contract Price rounded off to the nearest thousand.

### **b) To Keep the Roads / Building in good condition ( security period ):**

**Security period means 6(six) month after completion of the construction / renovation.**

- i) No Mobilization Advance and Advance against purchase of equipment will be paid for the work.
- ii) No Secured Advance will be paid for the work under any circumstances. Under no circumstances Escalation in prices in materials, labour charges, cost of P.O.L. will be entertained.
- iii) 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 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.**

### **Preparation of Bids/Tender Documents**

- a) Language of the Bid / Tender documents will be in English.
- b) **Documents Comprising the Bid/ Tender documents.**

i) The Bid submitted by the Bidder shall be in two separate parts:

**Part I** This shall be named **Technical Bid** and shall comprise of.

**1) Bidding documents(Technical Bid) and Earnest money.**

[Tender with all other documents along with BOQs, brief description, rates, schedule of works, drawings etc. of work including Tender documents can also be downloaded from Govt. of West Bengal e-tendering Web site : <http://etender.wb.nic.in>

**2) Authorised address and contact details of the bidder having the following information:-**

Address of communication:-

Telephone No(s) Office:-

Mobile No:- Facsimile (FAX) No:-

Electronic Mail Identification (E-mail ID):-

**3) Schedule of Quantities**

**4) Bidding Document**

**5) Bid Validity - Undertaking that the bid shall remain valid for a period of 60 (Sixty) days after the deadline for financial bid date for bid submission. A bid valid for a shorter period shall be rejected by the under signed as non responsible bidder.**

**Part II.** It shall be named **Financial Bid** and shall comprise of:

(i) Bill of Quantity

[The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.]

**6) Content of Bidding Documents**

The set of bidding documents comprises the documents listed below

- 1) Notice Inviting Tender
- 2) Conditions of Contract
- 3) Specifications (Schedule of Quantity)
- 4) Drawings
- 5) Bill of Quantities

**Tenderer may inspect** the respective site of work and go through the set of tender papers BOQs, rates, brief description, rates, schedule of works, drawings, all other details & related documents kept in the office establishment of the Block Development Officer, Hingalganj Development Block **from 02.11.2020 to 16.11.2020** during office hours.

The authorized representative of bidder who will supervise the day-to-day activities during construction should also be specified in the tender form. A work Order Book with triplicate pages must be kept at the site office of the agency for the work and day to day instruction, whenever required, will be recorded by the site engineers of the Panchayat Samity in connection with the work.

**List of Important Dates of Bids**

**1.1. Name of Work –**

1.	Procurement of Fire Extinguisher of MDM running School @ 2 no DCP type(Total 10Kg / 12 Kg)
2.	Apron set including 1 piece of cap , 1 pair of glove, 1 piece of Musk

**2. Completion Period for Construction:** Sl No.-1 to 2 =30 days

**3. Date of Issue of Notice Inviting Bid** Date: 02 Month: 11 Year: 2020

**4. Period and time for download of Bidding Documents -From** Date: 02 Month: 11 Year: 2020

5. Time, Date and Place of Pre-bid Meeting

Time 15-00 Hours

To Date : 16 Month: 11 Year:2020  
Time 15-00 Hours  
Date: Month : Year:  
Time- Hours  
Place:

6. Time of submission Bids

From

02 Month: 11 Year: 2020

Time 15-00 Hours

7. Time and Date for opening Technical Bid/Bids

To Date : 16 Month: 11 Year:2020  
Time 15-00 Hours  
Date: 18 Month: 11 Year 2020  
Time: 15-00 Hours

8. Time and Date of opening Financial Bids

Date: 18 Month:11 Year: 2020  
Time 15-00 Hours

9. Place of opening bids

Block Development Officer, Hingalganj

10. Last Date of Bid Validity

Date: 18 Month: 11 Year 2020

11. Officer inviting Bids

  
**Block Development Officer**  
**Hingalganj Dev. Block**

Dated: 02.11.2020

Memo No.: 2124 /(26)/ HNG

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

1. District Magistrate , North 24 Parganas
2. Sub-Divisional Officer,Basirhat,North 24 Parganas.
- 3-11.The \_\_\_\_\_Block Development Officer under Basirhat Sub-Division.
12. Savapati, Hingalganj Panchayat Samity.
13. Saha Savapati, Hingalganj Panchayat Samity.
14. AHC, Hingalganj Dev. Block.
15. Purta Karmadhakshya - O -Paribahan Sthayee Samity, Hingalganj Panchayat Samity.
- 16-24 he Prodhan \_\_\_\_\_ G.P. under Hingalganj Block Jurisdiction.
25. Office Notice Board.
26. Guard File

**Block Development Officer**  
**Hingalganj Dev. Block**

Digitally signed by OM PRAKASH GUPTA  
Date: 2020.11.02 13:08:22 IST  
Location: West Bengal-WB