



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
MATHURAPUR - I DEVELOPMENT BLOCK**

Vill-Ramnagar, P.O.: Mathurapur R.S., Dist: South 24 Parganas
Ph No 03218244-537 Fax 03218-244-537 Email:- bdomathurapur1@gmail.com



URGENT
General Elections to the
House of People 2024

Memo No. : 533/ BDO-Math-I/Elec./24 - 11/Elec.

Dated: 22.03.2024

NOTICE INVITING e - TENDER
NIEt No. : 213 /B.D.O./(M.Pur-I)

e-Tender for the work named as stated below invited by the Block Development Officer, Mathurapur-I Development, from bonafide, resourceful experienced contractors, having experience in same type of work. **(Submission of Bid through online):**

A. WORKS :

Sl. No.	Name of Work	Estimated Cost	Earnest Money (Rs.)	Fund	Time of Completion	Cost of Online Tender Processing fees (in Rs.)	Accepting Authority
1.	Works of Civil items at the Counting venue of 20-PC Mathurapur (SC) for General Election to the house of People 2024 for Krishnachandrapur High School, Block-Mathurapur-I Dev. Block, Dist-South 24 Parganas.	9,22,540/-	18,451/-	PGE 2024	30 days	3,000/-	BDO, Mathurapur-I

B. DATE & TIME SCHEDULE :

Sl. No.	Particulars	Date	Time
i.	Date of uploading of e-NIT Tender Documents (online) (Publishing date)*	: 22/03/2024	at 05:00 PM
ii.	Document download to participate in e-Tender start date (online)	: 22/03/2024	at 05:30 PM
iii.	Both Technical and financial bid submission starting date (online)*	: 22/03/2024	at 05:30 PM
iv.	Both Technical and financial bid submission closing date (online)	: 05/04/2024	at 05:30 PM
v.	Submission of Earnest Money (Online) [Through ICICI Payment Gateway]	: 05/04/2024	at 05:30 PM
vi.	Submission of Online Tender Processing fees (Online) [Through ICICI Payment Gateway]	: 05/04/2024	at 05:30 PM
vii.	Date of opening of technical Proposals (Online)*	: 08/04/2024	at 10:00 AM
viii.	Date of opening of financial bid (Online)	: To be declared after technical evaluation	

C. GENERAL TERMS & CONDITION :

- 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.**
- During online submission, both technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the Website (<https://wbtenders.gov.in>) at the date & time stated in the time schedule.
- Pan Card, VAT registration with vat clearance, GST registration Certificate & Clearance up to date for financial year (2021-2022) and to be accompanied with the Technical Bid document. Income Tax Acknowledgement Receipt for Assessment year (2021-2022) to be submitted. [Non Statutory Documents].
- The bonafide contractors must declare in his/her/their applications if there is any other Proprietor / Partner / Director and have no common for or identical interest. For partnership firm partnership deed must be submitted at the time of permission.
- Working Experience:** Bidder should have experience in similar nature and magnitude in one work. The intending Bidder while applying for tender shall have to furnish a list of work of similar nature during the last 5

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(Five) years (Completion certificate / Payment certificate).

6. **Earnest Money** as per the given amount for a particular Group / Sl. No. as stated in this NleT to be submitted in **Online through ICICI Payment Gateway** in favour of "**Block Development Officer, Mathurapur-I Development Block**".
7. **Cost of Online Tender processing fees (which is non-refundable)** as per the given amount for a particular Group / Sl. No. as stated in this NleT to be submitted in **Online through ICICI Payment Gateway** in favour of "**Block Development Officer, Mathurapur-I Development Block**" on the Account details as stated below.
No Demand Draft or Cheque or any other offline means will be accepted.
8. Balance amount of security deposit @ 8% (Eight percent) will be deducted from each and every progressive bill to make 10% security deposit as per terms of the contract and **Additional Performance Security @ 3% of the Tended Amount has to be submitted by the successful bidder if accepted bid value is 80 % or 20% less of the estimate put to tender.**
The additional Performance Security shall be submitted in the form of Bank Guarantee from any schedule bank before accept the work Order. If bidder fail to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance. His Earnest money will be forfeited & other necessary action may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period & shall be renewed accordingly, if required.
The Bank Guarantee will be returned after successfully completion of the work as per Schedule specification. If the bidder fail to complete the work successfully within specified time The Additional Performance Security shall be forfeited.
9. The acceptance of the tender will rest with the **Block Development Officer, Mathurapur-I Development Block**, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assignment of any reason. He further reserves the right to distribute the work among more than one contractor.
10. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers submitted are found incorrect / manufactured / fabricated, that bidder will not be allowed to participate in the Tender and that application will be out rightly rejected without any prejudice.
11. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest bidder. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false in that case, work order will not be issued in favour of the bidder under any circumstances. In such case 2nd lowest bidder may be invited for the work.
12. **The rates are to be quoted in percentage rate basis in the attached BOQ.**
13. The total value of civil works, preferably similar nature of work physically completed in a single tender within last 5 (Five) years, which must not be less than 40% of the amount put to tender in each serial will only be considered in evaluating the eligibility criteria.
14. Estimated cost or estimated cost put to tender excluding tender stipulation (percentage above / below /At Per) of similar nature of works will not be considered for determination of eligibility criteria.
15. Bidder has to upload supporting documents/certificates from the employer / client with whom they have worked, audited balance sheet duly certified by the competent authority and valid Payment certificate issued by Govt. Organization / PSU / Semi Govt. Organization.
16. Certificates from the private individual and organization for whom such work are executed shall not be accepted.
17. Canvassing in connection with the tender is strictly prohibited and the tender submitted by any canvassing contractor will be rejected.
18. The detailed estimate with drawing as uploaded by Tender inviting Authority, may be examined by the participants.
19. No claim would be entertained for any increase in Railway freight and market price and no arbitration will be allowed.
20. Those of purely extra item not covered by any of the above schedule the rates will be arrived at the market rate of labour and materials. The rate of all extra item must however be settled prior to the taking of such work and the decision of the Executive Officer, in this matter must be final and the binding on the successful tenderers. Any subsequent claims will not be entertained for any such work done without setting the rates.
21. If any tenderer withdraws his tender its acceptance or refusal to work or wait for work within a month's time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for making any tender to this deptt. for such minimum period of one year, and his case will be reported to Govt. for orders as to what further action will be taken against him.
22. Tender who do not fulfill the above condition or are incomplete in any respect will be liable to rejection.
23. Payment of work done will be made to the contractors concerned on availability of fund and after deduction of VAT, IT & cess as per current Government norms.
24. Claim for idle labour from contractors will not be entertained for any circumstances. No claim would be

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- entertained for any increase in Railway freight and market price.
25. In respect of any work, if lowest rates offered by the different contractors / firms happen to be identical. The employer may select only one lowest tenderer for the entire job taking into consideration various pertinent factors.
 26. Any type of payment will be made as per work done measurement by the Engineer in-charge of the respective scheme and subject to approval of the Panchayat Samiti and Payment Authority also.
 27. All other contract which are not mentioned in this notice will remain same as per existing tender rules.
 28. Before receive the work order an Agreement to be signed on non judicial stamp paper @ Rs.10.00 (Rupees ten) for tender value upto Rs.200000/- and @ Rs.50.00 (Rupees fifty) for tender value above 200000/- and onwards within seven days after receiving of AOC
 29. If the work is not started within the stipulated time as per work order then the work order will be treated as cancelled without assigning any reason & the earnest money will be forfeited thereof.
 30. Bidders would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the Clause(s), conditions etc. of the tender documents before the Tender Inviting Authority in writing within a period of 3 (three) days from the date of publication of tender documents and beyond such period no representation in that behalf will be entertained by the Tender Inviting Authority.
 31. Tender inviting authority reserves the right to include or alter or modify any of the items or ingredients of the set of the tender documents before acceptance and also reserves the right to relax the minimum qualification criteria for the work if necessary. The Tender Inviting & Accepting Authority through an 'Evaluation Committee' will determine the eligibility of each bidder, considering the following criteria.
 - a) Financial Capacity.
 - b) Technical Capability comprising of personnel & equipment capability.
 - c) Experience.

INSTRUCTION TO BIDDERS

1. **The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned using the Digital Signature Certificate. This is the only mode of collection of Tender Document.**
2. Tenders are to be submitted online through the website (<https://wbtenders.gov.in>) 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 duly Digitally Signed wherever necessary.

Intending Bidders should upload Non-Statutory documents as per following folders in My Document:

Sl. No.	Category Name	Details	Remarks
A	CERTIFICATES	1. West Bengal VAT/GST Registration, PAN 2. Income Tax Acknowledgement Receipt	
B	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License). 3. Ltd. Company (Incorporation Certificate, Trade License) 4. Society (Society Registration copy, Trade License)	
C	CREDENTIAL	1. At least 40% of civil works, preferably similar nature of work Done & Completion Certificate of last five financial year.	

Note :- Failure of submission of any of the above mentioned documents (as stated in A to C) will render the tender liable to summarily rejected for both statutory & non statutory cover.

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WORK EXPERIENCE DETAILS



1. Name of Applicant :

2. List of similar type of work Completed / Ongoing :

Note : Copy of Work Order or Completion Certificate from the employer to be attached.

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Memo No. : 533/1(21)/ BDO-Math-I/Elec./24 – 11/1(21)/Elec.

Copy forwarded for information and necessary action to: -

1. The District Magistrate & District Election officer, South 24- Parganas.
2. The Additional District Magistrate (ZP) & Returning Officer, Parliamentary Constituency: 20-Mathurapur(SC)
3. The Sub Divisional Officer, Diamond Harbour Sub-Division, South 24 Pgs.
4. The Sub Divisional Officer, Kakdwip Sub-Division, South 24 Pgs.
5. The Assistant Returning Officer (all), Parliamentary Constituency: 20-Mathurapur(SC)
6. The District Education Officer, SSA, South 24 Parganas.
7. The B.L & L.R.O, Mathurapur-I .South 24-Parganas
8. HM/TIC _____ School under Mathurapur-I Block.
9. The Station Master , Mathurapur R/S.
10. The Post Master ,Mathurapur Post Office.
11. The DIO, NIC,South 24 Parganas, with request to upload to the ZP web page.
12. Member _____ of the Tender Committee.
13. The Officer-in-Charge, Mathurapur Police Station.
14. The J.E of this office.
15. The AHC of this Office.
16. The Cashier-cum-Store Keeper, Mathurapur-I Block.
17. Office Notice Board.

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