

**SUKANTA MAHAVIDYALAYA**  
COLLEGE PARA, DHUPGURI, JALPAIGURI



**Notice Inviting E-Tender No. WBHED/SMV/Dev/Cons./001 of 2022-23**

Principal of Sukanta Mahavidyalaya, College Para, P.O. Dhupguri, Dist. Jalpaiguri invites e-Tender for the work detailed below (submission of bid through online)

Sl. No	Name of Work (Rs.)	Estimated Amount (Rs.)	Earnest Money (Rs.)	Time of completion
(1)	(2)	(3)	(4)	(5)
1.	"Construction of Proposed second floor of Three Storied Building at Sukanta Mahavidyalaya, Dhupguri, Jalpaiguri"	<b>1994219.00</b>	39884.00	270 DAYS From the date of work order
2.	"Repair & Renovation work of Court-yard in front of Administrative Block of Sukanta Mahavidyalaya at Dhupguri, Jalpaiguri"	<b>1233550.00</b>	24671.00	90 DAYS From the date of work order

1. Intending eligible bidder may download the tender document from the website <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate.
2. For all bidders required to submit the scanned copy of EMD electronically during submission of bid. Original copy to be submitted physically to the office of Principal, Sukanta Mahavidyalaya under sealed cover by the lowest bidder only after opening of financial bid. Technical & Financial Bid will be submitted concurrently duly digitally signed in the Website <http://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical /Financial Bid as per Schedule dates stated in serial no-12.

The documents submitted by the Bidders should be properly indexed, & self attested with seal.

The Technical Bid/Proposal is submitted in two parts. The two parts of the proposal are :-

3. (i) Part - 1 : Technical proposal  
Folder 1: Prequalification documents.  
Folder 2: Technical submission by bidder.  
(ii) Part - 2 : Financial proposal
4. **Eligibility criteria for participation in tender:**
  - i) The prospective bidders must fulfill the credential criterion as stated (category wise) in the "Instruction to the bidders".
  - ii) The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(Five) years from the date of issue of this Notice at least one work of similar nature having a magnitude of 50% (fifty percent) of the amount put to tender.  
[Non-statutory documents]
  - iii) Payment Certificate will not be treated as Credential.

N.B. Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

- iv) Income Tax Return Acknowledgement for the latest Assessment Year, P.T. Deposit Challan for the year 2021-22, Pan Card, GSTIN (Terms and Conditions apply), Current Trade License, Credential execution of similar type of work (50%) are to be accompanied with the Technical Bid Documents.

[Non Statutory Documents]

- v) The applicant's **Working Capital** shall not be less than **25 (Twenty five)** percent of the amount put to tender and the own resource should minimum be **10%** of the amount put to tender.
- vi) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD Form to be furnished along with balance sheet and profit and loss account and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant name, in such enclosure will be entertained.

[Non Statutory Documents]

- vii) The prospective bidders should have assured ownership/ lease (Details as mentioned in "Clause-7 of Instruction to the bidder") / [Non Statutory Documents.]
  - viii) 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.
  - ix) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]
5. Running payment for work will be made by the college to the Bank Account of executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill will be 30 (thirty) lac or 30% of the tendered amount whichever is less. Provisions in Clause(s) 7, 8, & 9 contained in W.B. Form No. 2911 (ii) so far as they relate to quantum and frequencies of payment are to be treated as superseded.
6. Constructional Labour Welfare Cess @ 1(one) %, TDS and GST ( as per Govt. Rate) of cost of construction will be deducted from every Bill of the selected agency. Vat, Royalty. All documents related to royalty payment for the materials and should be produced without which the payments will not be made. NOC for carried earth pit is also required. 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.
7. Agencies shall have to arrange necessary land for installation of Plant & Machineries, (specified for each awarded work) storing of material, labour shed, etc. at their own cost and responsibility.
8. Bids shall remain valid for a period not less than 90(ninety) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
10. All materials required for the proposed work including cement (ACC/ULTRATECH/AMBUJA), paint materials (Asian Paints/Berger Paints) and steel (SAIL/ELEGANT/SRMB) shall be of specified grade and approved band inconformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from a Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

For other fittings: HINDWARE/PARRYWARE/CERA/ESSCO/SOMANI may be used.





#### Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T & other Documents (online) (Publishing Date)	01.11.2022 at 10.00 hrs
2.	Documents download / sale start date (online)	01.11.2022 at 10.00 hrs
3.	Bid submission start date (online)	01.11.2022 at 10.00 hrs
4.	Bid submission closing date (online)	15.11.2022 upto 17.00 hrs(5.00 pm)
5.	Date & time of submission of supporting document for Earnest Money Deposit and other Technical Document to the office of Principal, Sukanta Mahavidyalaya, Dhupguri.	15.11.2022 upto 17.00 hrs(5.00 pm)
6.	Bid opening date for Technical proposal (Folder 1:Prequalification documents and Folder 2: Technical submission by bidder) (Online)	18.11.2022 at 11.00 hrs
7.	Date of uploading list for Qualified Bidder in Technical Proposal	After evaluation of Technical Proposal
8.	Date for opening of Financial Proposal (Online)	To be notified later on

### SECTION – A INSTRUCTION TO BIDDERS

#### A. General Guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for Assisting the contractors to participate in e-Tendering.

#### A.1. 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 the <https://wbtennders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.

#### A.2. 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 approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site stated in Clause A.1 above DSC is given as a USB e-Token.

A.3. The contractor can search and download N.I.T., Tender Document(s) and addenda & Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### A.4 Participation in more than one work:

A prospective bidder 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 all his applications will be rejected for that job.

A prospective bidder (including his participation in partnership) shall be allowed to participate in single building or repairing work as mentioned in the list of schemes.



#### A.5. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work , one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate(DSC) Virus free scanned copy of the documents are to be uploaded duly Digital Signed. The documents will get encrypted (transformed into non readable (formats).

#### A.5.1. Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

#### A.5.1.1: Technical Cover containing the following documents:

- i) NIT (Download from the e-Tender)
- ii) Online money transfer of NEFT/RTGS for Earnest Money (EMD) as prescribed in the N.I.T against the work and any other Documents.

#### 5.1.2: Financial Cover containing the following documents:

- i) BOQ

#### A.5.1.2: Non statutory Cover containing the following documents

- i) Professional Tax (PT) deposit receipt challan for the financial year 2021-22, PAN Card, ITR Acknowledgement for the Assessment year 2021-22, GSTIN with last Acknowledgement.
- ii) Registration Certificate under Company Act. Trade License as the case may be.
- iii) Registered Deed of partnership Firm/Article of Association & Memorandum
- iv) Power of Attorney (For Partnership Firm/Private Limited Company).
- v) Valid by laws, current Audit Report, Minutes of last AGM are to be submitted by the Registered Labour Co-operative Society/Engineers' Co-operative Society.
- vii) Credential for completion of at least one similar nature of work having a magnitude of 50% of the Estimated amount put to tender during the last 5(five) prior to the date of issue of this N.I.T is to be furnished. Scanned copy of Original Credential Certificate as stated in N.I.T.

The above stated Non-statutory/Technical Documents should be arranged in the following manner:-  
Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.  
Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl.No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. GST & Service Tax Registration Certificate & Acknowledgement. 2. PAN 3. P Tax(Challan)(2021-22) 4. Latest IT Receipt. 5. IT-Saral for A.Y. 2021-22
B	Company Detail(s)	Company Detail-1	1. Proprietorship Firm (Trade License) Section - B From-II[Structure & Org]. 2. Partnership Firm (Partnership Deed, Trade License) 3. Ltd. Company(Incorporation Certificate, Trade License) 4. Power of Attorney, Memorandum of Association and Articles of Association of the Company.

C	Credential	Credential-1	1. Similar nature of work(having a magnitude of 50% (fifty percent) of the Estimated amount) done & completion certificate which is applicable for eligible in this tender.
D	Financial info		1. Audited Balance Sheet & Profit & Loss A/C. for the last year just preceding the current Financial Year.

#### A.5.2 Tender Evaluation Committee (TEC)

A.5.2.1 Members of the Finance & Purchase sub-committee will act as Evaluation Committee for selection of technically qualified contractors.

##### A.5.2.2 Opening & evaluation of tender:

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

##### A.5.2.3: Opening of Technical Proposal:

Technical proposal will be opened by the Members of the Finance & Purchase sub-committee electronically from the Website using their Digital Signature Certificate (DSC).

A.5.2.4: Intending tenderers may remain present if they so desire.

A.5.2.5: Cover(folder) for Statutory Documents will be opened first and if found in order, cover(folder) for Non-Statutory Documents will be opened.

A.5.2.6: Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

A.5.2.7: Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

A.5.2.8: During evaluation the committee may summon of the tenderer& seek clarification/information 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.

#### A.5.3: Financial Proposal:

A.5.3.1: The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities(BOQ). The contractor is to quote the rate (Presenting above/Below/At per) online through computer in the space marked for quoting rate in the BOQ.

A.5.3.2: Only downloaded copies of the above documents are to be uploaded after Virus scan & Digitally signed by the contractor.

A.6. Financial capacity of a bidder will be judged on the basis of working Financial Statement. If an applicant feels that his/their Working Capital from own resource may be insufficient, he/they may include with the application letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-charge/Employer.

The audited Balance sheet for the last year, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

A.7: Penalty for suppression/distortion of facts:



any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and Audited Balance Sheets) 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, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**A.8: Rejection of Bid:**

Employer Reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**A.9: Award of Contract:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance.

The notification of award will constitute the formation of the Contract:

The Agreement in West Bengal Form No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T & B.O.Q will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite of the concerned work within time limit to be set in the letter of acceptance.

*AM*  
01.11.22

**Principal**

Sukanta Mahavidyalaya,  
Dhupguri, Jalpaiguri

**Principal**  
**Sukanta Mahavidyalaya**  
**Dhupguri, Jalpaiguri**

