



Office of the Secretary / Principal / T. I. C.

# KALIACHAK COLLEGE

P.O. Sultanganj, P.S. Kaliachak, Dist. Malda  
(West Bengal), PIN – 732201.

☎ : (03512) 245309 (Principal); 244696 (Office)

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

## **NOTICE INVITING e-TENDER NO:- 01(e)/KCK of 2023-2024, Dated- 05.10.2023**

Separate electronic **Item RateTenders** in W.B. form No 2911(ii) or prescribed Tender Form of the Principal, Kaliachak College, Sultanganj, Malda, are invited by the **Principal, Kaliachak College, Sultanganj, Malda** on behalf of Governor of West Bengal 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	Amount put to Tender (In Rs.)	Amount of Earnest Money Deposit (In Rs.)	Amount of Credential/ Completion Certificate. (In Rs.)	Amount of Bank Solvency Certificate. (In Rs.)	Source of Fund	Time of Completion for the Work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Construction of first floor work at Kaliachak-I College cycle stand under Kaliachak-I Development Block, Malda.	Rs. 29,09,980.00	Rs. 58,200.00	Rs. 11,63,992.00	Rs. 11,63,992.00	Own Fund	90 Days
2.	Construction of Toilet Zone at Kaliachak College under Kaliachak-I Development Block, Malda	Rs. 11,20,712.00	Rs. 22,414.00	Rs. 4,48,285.00	Rs. 4,48,285.00	Own Fund	90 Days
3.	Incomplete Work of Kaliachak College Girls Hostel Building under Kaliachak-I Development Block, Malda.	Rs. 21,32,106.00	Rs. 42,642.00	Rs. 8,52,842.00	Rs. 8,52,842.00	Own Fund	90 Days
4.	Incomplete Work of Stair Portion at Kaliachak College under Kaliachak-I Development Block, Malda.	Rs. 3,00,358.00	Rs. 6,007.00	Rs. 1,20,143.00	Rs. 1,20,143.00	Own Fund	60 Days
5.	Repairing & Renovation of Painting at Kaliachak College under Kaliachak-I Dev. Block, Malda.(Part - I)	Rs. 11,41,493.00	Rs. 22,830.00	Rs. 4,56,597.00	Rs. 4,56,597.00	Own Fund	60 Days
6.	Repairing & Renovation of Painting at Kaliachak College under Kaliachak-I Dev. Block, Malda.(Part - II)	Rs. 11,46,287.00	Rs. 22,926.00	Rs. 4,58,515.00	Rs. 4,58,515.00	Own Fund	60 Days

### **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".)

2) (i) **Earnest Money to be deposited by the Tenderer / Bidder through Demand draft payable to Principal, Kaliachak College, Sultanganj, Malda amounting to Rupees mentioned in Column (4) of Clause 1 i.e Invitation. Earnest money in other form will not be accepted.**

**The entire amount of EMD shall be converted to initial Security Deposit, to be successful Tenderer / Bidder. EMD will be refunded to be unsuccessful Bidder(s) without any interest.**

ii) **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.**

iii) **Time of Completion:** Time of completion of the work as mentioned **in Column (8) of Clause 1 i.e Invitation** for the above work.

iv) Intending Agencies shall have to be submitting Bank Solvency Certificate from any Nationalized Bank approved by the Reserve Bank of India amounting to Rupees as mentioned **in Column (6) of Clause 1 i.e Invitation as** per format given.

### 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 Tax payer Identification Number (GSTIN) under GST Act. 2017 or GST Registration Certificate And Latest GST Return (Three Months)
- 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) Professional Tax deposit Challan for the year 2023-2024.
- e) Income Tax Return for last 3(Three) year i.e 2021-2022 to 2023-2024.
- f) Voter Card/ Adhar Card issued by competent Authority.
  - g) Agency shall have to submit credential in form a 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 Invitation** in single assignment in any one of the financial year during last five financial years i.e. from the financial year 2018-2019 & onwards. It is clarified that credential of **similar nature of works** means for works **Sl.No. 1 to 3** (Column 1 of Clause 1) i.e works mentioned in **Column (5) of Clause 1 i.e Invitation**, credential will be considered for works **Construction of Building & its allied works**.
  - h) The credential should be supported by **Work Order, Price Schedule or BOQ of Work and Completion Certificate** mentioning the **Date of Commencement and Date of Completion as per Work Order, Actual Date of Completion** issued by the competent authority in the office letter pad containing proper office **Address, Phone/Fax no. and email ID**. The **Completion Certificate** should indicate the value of the work (equal to the booked expenditure) [Non Statutory Documents].
  - i) **Payment Certificate will not be allowed as credential.**
  - j) Prospective bidders or any of their constituent partner(s) should not have **abandoned** more than one work. Not more than one of their contracts should have been **rescinded during** the last 3 (Three) years from the date of this NIT. Such abandonment or rescission will be considered as disqualification towards eligibility (a declaration in this respect through Affidavit will have to be furnished by the prospective bidders without which the technical bid will be treated as **non- responsive**).
  - k) **Prospective bidders or any of their constituent partner(s) shall not be participated more than 3 (Three) works**. If Bidder/Bidders participated more than 3 (Three) Tenders, their Bid will be treated as cancelled. It is also mentioned that, in this regard the decision of the Tender Committee will be final.
  - l) In case of Proprietorship and Partnership Firms and Company the **last 3(three)** years Tax Audited Report with Income Tax return are to be furnished along with 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 the applicant. [Non Statutory Documents]
  - m) Bidders should upload their documents from "**original copies**". Uploading photocopy & illegible copies will not accepted.

#### 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 three years i.e. **2020-2021 to 2022-2023**.
- 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 three years i.e. **2020-2021 to 2022-2023**.
- 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.	07/10/2023 after 17:00 hours.
02	Period of downloading Tender Documents from the e-procurement portal ( <b>Online</b> )	07/10/2023 from 17:00 hours to 30/10/2023 upto 11:00 hours.
03	Tender documents download <b>closing date &amp; time (Online)</b>	30/10/2023 at 11:00 hours.
04	Deadline for receiving of Tenders/Bids ( <b>Online</b> )	30/10/2023 upto 11:00 hours.
05	Deadline for receiving of Tenders/Bids (Offline) hard copy which is submitted online and the DD in sealed envelope.	01/11/2023 upto 15:00 hours.
06	Date, time & place for opening of Technical Bids ( <b>Online</b> )	01/11/2023 (Wednesday) after 16:00 hours at the Chamber of Principal, Kaliachak College, Sultanganj, Malda.
07	Tentative Date, time & place for opening of Financial Bid or Proposal ( <b>Online</b> )	<b>To be notified during uploading of Technical Evaluation Sheet.</b>
08	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 to be deposited by the Tenderer / Bidder through Demand draft payable to Principal, Kaliachak College, Sultanganj, Malda amounting to Rupees mentioned in Column (4) of Clause 1 i.e Invitation. Earnest money in other form will not be accepted.** 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:

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) after issuing AOC.

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

The rate should be quoted in **Item rate** 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. Item wise rate or amount of each item of work will not 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 Principal, Kaliachak College, Sultanganj,, 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 to 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) 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. 20/- 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: **Principal, Kaliachak College, Sultanganj, Malda.**

ii. Executing Authority : **Principal, Kaliachak College, Sultanganj, 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 Principal, Kaliachak College, Sultanganj, 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 Kaliachak-I Dev. Block or Panchayat Samity 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 three folders as per tender schedule, i.e. **Prequalification Proposal, 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 (**Online**) if they are technically qualified against the work in favour of the Principal, Kaliachak College, Sultanganj, 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) Bank Solvency Certificate. (Section-B, Form-IV)
- v) Work Experience (Section-B, Form-V)

**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. Latest GST Return (Three Months)</li> <li>3. Valid Trade License.</li> <li>4. Professional Tax deposit Challan for the year 2023-2024.</li> <li>5. Income Tax Return Acknowledgement Receipt of last three financial year.</li> <li>6. PAN Card issued by Income Tax Department.</li> <li>7. Voter ID card or Adhar Card.</li> <li>8. Bank Solvency Certificate (Section-B, Form-V).</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) (g) ,(h)
05	Declaration		All forms and Affidavit
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.
08	TAX AUDIT REPORTS	P/L AND BALANCE SHEET 2020-2021	Profit and Loss and Balance Sheet (with Income Tax Return and Profit & Loss Account).
		P/L AND BALANCE SHEET 2021-2022	Profit and Loss and Balance Sheet (with Income Tax Return and Profit & Loss Account).
		P/L AND BALANCE SHEET 2022-2023	Profit and Loss and Balance Sheet (with Income Tax Return and Profit & Loss Account).

**NOTICE INVITING ELECTRONIC TENDER OF PRINCIPAL, KALIACHAK COLLEGE,  
SULTANGANJ, MALDA FOR THE YEAR 2023-2024.**

**N.I.E.T No.: 01(e)/KCK of 2023-2024, Dated- 05.10.2023**

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

To  
**The Principal,  
Kaliachak College,  
Sultanganj, Malda**

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

**N.I.E.T No.: 01(e)/KCK of 2023-2024, Dated- 05.10.2023, SI.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 / Block Dev. Officer can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority / Block Dev. Officer reserve the right to reject any application without assigning any reason.

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

**FORMAT FOR BANK SOLVENCY CERTIFICATE**

**BANK CERTIFICATE**

This is to certify that M\s \_\_\_\_\_ is a reputed company with a good financial standing.

If the contract for the work, namely \_\_\_\_\_ is awarded to the above firm; we shall be able to provide overdraft \credit facilities to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) to meet their working capital requirements for executing the above contract.

(Signature of Bank Manager with Seal)  
Name of Bank –  
Address of Bank:  
Contact No.

**SECTION – B**

FORM – V

***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 Principal, Kaliachak College, Sultanganj,

#### **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 to be deposited by the Tenderer / Bidder through Demand draft payable to Principal, Kaliachak College, Sultanganj, Malda amounting to Rupees mentioned in Column (4) of Clause 1 i.e Invitation. Earnest money in other form will not be accepted.**

**The entire amount of EMD shall be converted to initial Security Deposit, to be successful Tenderer / Bidder. EMD will be refunded to be unsuccessful Bidder(s) without any interest.**

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

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

- i) Prequalification proposal will be opened by the Principal, Kaliachak College, Sultanganj, 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 Principal, Kaliachak College, Sultanganj, 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 Principal, Kaliachak College, Sultanganj, 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. Principal, Kaliachak College, Sultanganj, 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 **Principal, Kaliachak College, Sultanganj, 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 Principal, Kaliachak College, Sultanganj, 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. Item wise rate or amount of each item of work will not 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 Principal, Kaliachak College, Sultanganj, Malda, 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.

*Md*  
*05.10.23*  
Principal,  
Kaliachak College,  
Sultanganj, Malda.

**Memo No: - 0353/KCK/C-23,**

**Dated: - 05.10.2023**

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

- 1) The District Magistrate, Malda
- 2) The Sub-Divisional Officer, Malda Sadar, Malda
- 3) The B.D.O, Kaliachak-I Dev. Block, Malda
- 4) The President of Governing Body, Kaliachak College, Malda
- 5) Kaliachak College Website
- 6) Office Notice Board

*Md*  
*05.10.23*  
Principal,  
Kaliachak College,  
Sultanganj, Malda.  
Principal  
KALIACHAK COLLEGE  
SULTANGANJ MALDA, W.B.



Office of the Secretary / Principal / T. I. C.

# KALIACHAK COLLEGE

P.O. Sultanganj, P.S. Kaliachak, Dist. Malda  
(West Bengal), PIN - 732201.

☎ : (03512) 245309 (Principal); 244696 (Office)

## TERMS AND CONDITION FOR TENDER WORK

The following Terms & conditions will have to be strictly followed by the Tenderer.

1. Participating Contractor or their authorized representatives are requested to remain present during opening of the tenders. If no Contractor is present during opening, the Tenders will be opened in his/her absence.  
The amount of earnest money will have to be deposited at the time of dropping of tender as stated in **Clause-5 of N.I.E.T. No:- 01(e)/KCK of 2023-2024, Dated- 05.10.2023**
2. The said amount will be adjusted towards **SECURITY DEPOSIT** of the successful Tenderer and balance 8% Security Deposit should be deducted from the progressive bills to constitute the 10% of the total value of the work actually done. The Bank Draft of the unsuccessful Tenderers will be released in due time.
3. In case of unwillingness of the successful Tenderer(s) to accept the work order at his/their tendered rate the earnest money will be forfeited & penal action will be taken as per existing norms.
4. Tenderers will have to quote their rate **ITEM WISE**. If this form is not filled up properly the tender may be cancelled. **If any item of work or items of work needed to be done beyond the BOQ items, the rate or rates will be finalized as per current PWD (W.B.) Schedules of Rates i.e. Sanitary & Plumbing/ Electrical/ Building/ Roads & Bridge Schedule of PWD, Govt. of West Bengal.**
5. All pages of the Tender Documents (NIT, Terms & Conditions, Schedule of work/BOQ, Drawing) is to be duly signed by the Contractor, otherwise tender may be cancelled.
6. No Conditional Tender will be accepted.
7. The Successful Tenderer shall have to start the work within 7 (Seven) Days from the date of issue of the work order from this office.
8. All works are to be carried out in accordance with the general conditions & specifications of P.W.D Building /Sanitary Plumbing/ Road Schedule in force at the time of acceptance of the Tender.
9. The specifications for work not covered by the specifications laid down in P.W.D. Building/ Sanitary Plumbing/ Road Schedule shall be governed by I.S. code of practice & as per practice according to the Engineer-In-Charge.
10. All rates to be quoted by the Contractor shall be inclusive of all incidental fees and charges, royalties, factory tax of materials, Electricity Charge, water & other charges of statutory bodies, CESS, Sales Tax, Income tax, carriage etc. Nothing extra will be paid on any account.
11. No claim for idle labour will be entertained under any circumstances.
12. The contractor will have to clear the site after completion of work as per the direction of Engineer-In-charge.
13. No running account Bill will be paid before completion of 50% of the work.
14. GST, Cess etc. and security money must be deducted at the time of every payment as per existing Govt. rule, Govt. of West Bengal.
15. The work must be completed in all respect within the schedule time, failing to which **PENALTY** will be strictly imposed as per rule.

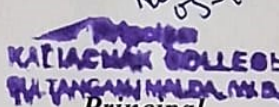
Signature of contractor

Nil  
05.10.23  
Principal  
KALIACHAK COLLEGE  
SULTANGANJ, MALDA (W.B.)  
Principal

Kaliachak College, Malda

16. The item of work not occurring in the specific priced schedule will be considered as supplementary items (non tendered items.) as per present P.W.D Schedule of rates.  
The items of non tendered items of work will be determined in order of precedence as given below not with standing what has been stated in clause no. of 2911(I)/(II).
17. The rates will be delivered where possible from the scheduled rate of plus / minus contractual percentage.
18. The Measurement of the materials will be followed as per P.W.D. terms & conditions. Payment will be made on profiteith due allowance of shrinkage of the P.W.D. terms & conditions.
19. **The security money will be released after Six months** from the date of actual completion of work, if no defect is detected in the meantime.
20. The undersigned reserves every right to accept or reject any or all TENDERS without assigning any reason thereof.
21. Any point not covered here, will be followed by the general terms and conditions as laid down in P.W.D., P.W.D (roads) schedule and guidance.
22. The mixing of cement is to be done in Mixture machines/Manually to be approved by the Junior Engineer. Hand mixed concrete will be allowed unless specifically permitted by the J.E.-In-Charge. In case such hand mixing is permitted by the J.E-in-Charge 10% extra cement shall have to be used by the contractor & he / she shall have no claim for any extra payment on this account.
23. During execution of the work the contractor shall make and maintain lighting arrangement, barricading, etc. at his own cost as directed by this office.
24. No compensation for any damage by rain or traffic during the execution of the work will be made.
25. The Contractor must maintain a **Site Order Book** duly authenticated by the undersigned.
26. The Contractor shall have his own arrangement for carriage of materials.
27. Recovery of Cost of Cement/ Bitumen will be made as per P.W.D. Rule.
28. Contractor will make his arrangement of carrying for the materials supplied by the department from the store.
29. The Contractor must submit a **Programme chart for execution** at the time of agreement. Date of Commencement of work must be reported in writing to the undersigned through Engineer-in-Charge.
30. The quantity may vary according to the position of fund and as per site condition & requirement.
31. Any misuse and loss of men & materials before completion of work will be liability of the Agencies.
32. **No payment will be made to the successful Contractor for display Board, taking photograph etc.**

Signature of contractor

Nil  
 05-10-23  
  
**KALIACHAK COLLEGE**  
 KALIACHAK, MALDA, M.D.  
 Principal  
 Kaliachak College, Malda

**AFFIDAVIT**

**(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)**

**N.I.E.T No.: 01(e)/KCK of 2023-2024, Dated- 05.10.2023**

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false, incorrect or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

2. The under-signed also hereby certifies that neither our firm \_\_\_\_\_ nor any of its constituent partners had been debarred to participate in tender by any offices during the last 3(Three) years prior to the date of this NIT.

3. The under-signed also hereby certifies that neither our firm \_\_\_\_\_ nor any of its constituent partners have failed to executed more than one works contract under any offices of Govt. of West Bengal and that neither our firm \_\_\_\_\_ nor any of its constituent partners was terminated under any clause of standard Bidding Documents by the Employer during last 3(three) years.

4. Certified that I have access to or have available liquid assets (aggregate of working capital, cash-in-hand, uncommitted Bank Guarantees) and/or credit facilities not less than 10% of the estimated cost put to tender. In this respect, I have attached necessary documents with this application. The under-signed 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.

5. The under-signed understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

6. Certified that I have applied in the tender vide N.I.E.T No.: 01(e)/KCK of 2023-2024, Dated- 05.10.2023, Sl. no. \_\_\_\_\_ in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.

7. The under-signed also hereby certifies that the Bid shall remain valid for a period not less than 03 (Three) Months, after the dead line date for Bid submission.

8. I, the under-signed do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc. N.I.E.T No.: 01(e)/KCK of 2023-2024, Dated- 05.10.2023 accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section-71 & section-73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date:

Signature, name and designation of Authorised  
Signatory  
For and on behalf of  
(Name of the Applicant)