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Jaigaon Development Authority
(A Statutory Organization of Govt. of West Bengal)
Jaigaon Bus Terminus, P.O. P.S.- Jaigaon * Dist- Alipurduar * Pin- 736182* West Bengal

Memo No. 433/ES/JDA

Dated-10-09-2015

Notice Inviting e-Tender No. 14/2015-16 of JDA

E-tenders are invited by the undersigned on behalf of Jaigaon Development Authority from the bonafied contractors/agencies for execution of the following work and as per terms and conditions as stated below.

Name of the works	Amount put to tender	Earnest Money	Cost of tender documents	Time period of completion of works	Eligibility of bidders to participate in the tender
Construction of Market Development Schemes at Jaigaon	Rs.229,74,733.00	Rs.4,60,000.00 (In Bank D.D. in favour of the undersigned payable at Jaigaon)	Rs.2500.00 (Through RTGS)	240 Days	Participating tenderers shall have credential of 40% value of amount put to tender of similar nature of completed works in single work during last five years.

1. In the event of e-filing, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Tender Notice can be viewed in the website-www.alipurduar.org Necessary cost of tender documents shall be deposited through RTGS on or before 01-10-2015 during banking hrs in favour of the undersigned in the A/C. No.50100075620288 of HDFC Bank, Jaigaon (IFS Code HDFC0002062). Scanned copies of RTGS/NEFT-payment and Bank D.D. for earnest money shall be submitted online. The hard copies of Bank D.D. for earnest money along with credential and other papers shall be submitted in sealed cover on or before 02-10-2015 to the office of the undersigned at Jaigaon.

2. Both **Technical bid and Financial Bid** are to be submitted concurrently duly signed digitally in the website <https://wbtenders.gov.in>

3. The Technical Bid and Financial Bid are to be submitted online on or before 01-10-2015 **upto 5.00 P.M.**

4. The **FINANCIAL OFFER** of the participating tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the tendering authority and the decision of the tendering authority will be final and absolute in this respect.

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5. Intending tenderers are required to submit online self-attested photocopies of valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, Trade License from the respective Municipality, Panchayet, Income Tax Acknowledgement Receipt for the latest Assessment year, VAT Registration certificate with return etc. are to be accompanied with the Technical Bid Documents [Non-statutory documents]. In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and address (es) of the partner / partners who is/are authorized to pledge the same as per valid partnership deed(s). Self-attested photocopies of documents of **credentials** showing satisfactory completion of a single work of value not less than **40%** of the Estimated Cost of the work applied for. 'Certificate of Registration' from the respective Assistant Registrar of Co-operative Societies, Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card must be submitted [Non statutory documents] **Registered Unemployed Engineers 'Co-operative Societies have to submit photocopy of certificates of Diploma or Degree Engineers (60% of Board of members) and original to be shown in the office of the undersigned whose rate stand lowest.** Registered Labour Co-operative Societies are required to furnish valid Bye Law, Audit Report(not earlier than 2012-13), Minutes of last A.G.M. valid certificate from A.R.C.S. along with other relevant supporting papers [Non-Statutory Documents].

6. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (*three*) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect in printed letter head pad of the bidders has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

7. A prospective bidder shall be allowed to participate in a particular job in the capacity of an individual. If found to have applied severally for a single job, all his applications will be rejected for that job, without assigning any reason thereof.

7. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. Also, the analysis of rate of the items of works may be viewed in the office of JDA during office hours. The cost of visiting the site shall be at his own expense.

8. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The ADM, Alipurduar & Executive Officer, JDA reserves the right to reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

9. a) In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and / or technically sanctioned estimate. The intending tenderer is required to quote the rate in figures as well as in words as percentage above / below than or at par with the relevant price schedule of rates. Conditional / incomplete tender will not be entertained. The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.

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b) If any tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting tender to this Department (JDA)) for minimum period of 1(one) year.

c) Deduction of Tax from the bills of the contractor shall be made as per rule in vogue.

d) Successful Tenderers will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.

e) As per present Govt. Norms, there is no provision for arbitration for resolution of disputes that may arise out of the contracts to be entered into by the Department with the contractors for the purpose of carrying out execution of public works.

f) Successful tenderers will be required to observe the following conditions strictly:

i) Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.

ii) Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of schedule deployments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.

iii) Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.

iv) All liabilities arising out of engagement of workers are duly met before submission of bills for payment.

v) The successful tenderers will not assign any or part of the work to any other contractor.

vi) The successful tenderers may, however authorize any person to supervise the day to day work, attend the measurement when taken by the authorized officer and record his signature on the work measurement books. The authority duly approved and accepted by the undersigned will be operative.

vii) The contractor shall have to take photography of the work just before commencement of the work and at different important stages and after completion of the work which shall have to be submitted to the authority and also a sign board shall have to be erected at the project site stating details of the work (to be furnished by the Deptt.) before commencement of the work. No extra payment will be made in this connection.

viii) In case of any dispute the decision of the tendering authority will be final.

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10. Earnest money of unsuccessful tenderers will be refunded after acceptance of L1, L2 and L3 bidders.

11. Payment will be made to the contractor against the bill to be submitted by them as and when fund is available. The agency should be liable to maintain the work upto two years from the date of completion of works.

12. Before issuance of 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 manufacture or false, in that case, work order will not be issued in favour of the tenderer under any circumstances.

13. There will be an agreement between the bidder whose bid will be accepted and the tender accepting authority, i.e. the undersigned with all the terms and conditions of tender documents/form of JDA. Also, conditions of this Notice shall be treated as part & parcel of the contract/agreement.

14. INSTRUCTION TO BIDDERS

General guidance for e-Tendering

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

i). 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://etender.wb.nic.in> (the web portal of public works department). The contractor is to click on the link for e-Tendering site as given on the web portal.

ii). Digital Signature certificate (DSC):

Each contractor is required to obtain a (class -I, class-II , Class-III and bonafide resourceful outsiders) Digital Signature Certificate(DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.

iii). The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv). 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.

15. Submission of Tenders:

General process of submission: Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other in 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. The documents will get encrypted (transformed into non-readable formats). **The hard copies of Bank D.D. for earnest money along with credential and other papers those will be submitted online shall also be submitted to the tender accepting authority in a sealed cover on or before 23-09-2015 at JDA office, Jaigaon.**

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A. Technical proposal:

The Technical proposal should contain scanned copies (self attested) of the following in further two covers (folders) in order to keep the uploaded file size minimum.

A-1. Statutory/Technical file Cover file Containing

- i. Self attested Copy of document against Earnest Money Deposit (Bank D.D.) and cost of tender form to be paid through RTGS in favour of the undersigned.
- ii. Tender form of JDA (Properly uploaded and digitally signed).
- iii. NIET Notice along with corrigendum, if any.
- iv. Declaration of the tenderer in their printed letter head pad stating all the documents submitted by them are true and authenticated.
- v. A declaration as per clause-6 of this notice.

A-2. Non statutory / Technical Documents

- i. Latest Professional Tax Clearance Certificate / Professional Tax (PT) deposit receipt challan, PAN Card, VAT Registration Certificate with latest return.
- ii. Registered Deed of partnership Firm. Company Registration certificate (For companies/Ltd./Pvt. Ltd.)
- iii. Trade License from the respective Municipality/Panchayet.
- iv. 'Certificate of Registration' from the respective Assistant Registrar of Co – operative Societies (for Regd. Unemployed Engineer's Co – Operative Society Ltd.)
- v. Requisite Credential Certificate for completion of at least one similar nature of work in any Govt. Department having a magnitude of at least 40(Forty) percent of the Estimated amount of the work put to tender during last five financial years.)
- vi) All bonafide & resourceful agencies must have to be furnished Audit Report not earlier than 2012-13 along with other documents.

Note: - i) Failure of submission of any of the above mentioned documents will render the tender liable to be rejected for both statutory & non statutory cover.

ii) Opening of Technical proposal: - Technical proposals will be opened by the Tender authority of JDA, electronically from the website stated using their Digital Signature Certificate.

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.

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SL. No.	CATEGORY NAME	SUB-CATEGORY NAME	SUB-CATEGORY DESCRIPTION	FORMAT/ FILE NAME
A.	CERTIFICATES	A1 CERTIFICATES	1. PAN CARD 2. LATEST P.TAX (CHALLAN) /P.TAX CLEARANCE CERTIFICATE 3. IT-ACKNOWLEDGEMENT RECEIPT FOR THE LATEST ASSESMENT YEAR 4.LATEST IT-RETURN 4. VAT REGISTRATION CERTIFICATE WITH RETURN OF CURRENT FINANCIAL YEAR.	PDF
B.	COMPANY DETAILS	B1 COMPANY DETAILS-I (PROPRIETORSHIP FIRM)	I) TRADE LICENSE ISSUED BY MUNICIPALITY/PANCHAYET. II) PROPRIETORSHIP FIRM, IF NAME OF THE FIRM NOT IDENTICAL WITH THE LEGAL-NAME OF THE OWNER/PROPRIETOR, HAVE TO ELUCIDATE THE SOVEREIGNTY OF THE FIRM IN TERMS OF AN AFFIDAVIT BEFORE A 1 ST CLASS MAGISTRATE.	
	COMPANY DETAILS	B2 COMPANY DETAILS (PARTNERSHIP FIRM)	I) VALID TRADE LICENSE ISSUED BY MUNICIPALITY/PANCHAYET II) REGISTERED DEED OF PARTNERSHIP FIRM III) REGISTERED POWER OF ATTORNEY FOR USING DSC & SIGN. ALL TENDER DOCUMENTS	PDF
		B3 COMPANY DETAILS (COMPANY/LTD./PVT.LTD. FIRM))	I) TRADE LICENSE ISSUED BY MUNICIPALITY/PANCHAYET. II) REGISTRATION CERTIFICATE UNDER COMPANY ACT./INCORPORATION CERTIFICATE (IF ANY)/ARTICLE OF ASSOCIATION & MEMORANDUM III) REGISTERED POWER OF ATTORNEY FOR USING DSC & SIGN. ALL TENDER DOCUMENTS	
		B4 COMPANY DETAILS (CO-OPERATIVE FIRM)	I) TRADE LICENSE ISSUED BY MUNICIPALITY/PANCHAYET. II) REGISTRATION CERTIFICATE / BYE LAWS ISSUED BY THE CO-OPERATIVE DEPARTMENT TO THE RESPECTIVE SOCIETIES	
C	CREDENTIAL	C1 CREDENTIAL	COMPLETION CERTIFICATE OF SIMILAR NATURE OF WORK OR AS STATED ABOVE.	PDF
D.	DECLARATION	D1 DECLARATION	DECLARATION, IF ANY.	PDF
E.	FINANCIAL INFORMATION	E1 P/L AND BALANCE SHEET/AUDIT REPORT (NOT EARLIER THAN 2012-13)	P/L AND BALANCE SHEET AND /OR TAX AUDIT REPORT (NOT EARLIER THAN 2012-13) ALONG WITH OTHER DOCUMENTS IN PROPER FORMAT.	PDF

Note: Failure of submission of any one of the above mentioned documents will render the Tender liable to reject.

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15.B. Financial proposal-

- i) 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 (Offering Above/ Below/ At par) online through Computer in the space marked for quoting rate in the BOQ. The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in any other place of the tender other than the BOQ is liable to be summarily rejected.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

16. Opening and evaluation of tender:

A. Opening of Technical proposal-

- i) Technical proposals will be opened by the tendering authority or his authorized representatives electronically from the web portal using their Digital signature certificate on the date & venue as mentioned below.
- ii) Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory & Non-statutory Documents, the tender will summarily be rejected.
- iii) Decrypted (transformed into readable formats) documents of the Non-statutory cover will be downloaded and evaluated for eligibility.
- iv) Pursuant to scrutiny & decision after evaluation, the summary list of eligible tenderers will be uploaded in the web portal.
- v) While evaluation, the tender inviting authority may summon the bidders & 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.

B. Opening and evaluation of Financial proposal-

- i) Financial proposal of the bidders found technically eligible, will be opened electronically from the web portal.
- ii) The encrypted copies will be decrypted and the rates will be noted down.
- iii) After evaluation of Financial proposal by the tendering authority, the final result containing inter-alia, name of the contractors and the rates quoted by them against the work will be uploaded provided the tendering authority is satisfied that the rates are fair and reasonable and there is no scope of further lowering down of rate.

17. Important Information
DATE AND TIME SCHEDULE:

SL. No.	Particulars	Date & time
1.	Date of Publishing of N.I.T. Documents (Online)	10/09/2015
2.	Documents download start date (Online)	10/09/2015 from 9.00 A.M.
3.	Documents download end date (Online)	01/10/2015 at 4.00 P.M.
4.	Bid proposal Submission end date (Online)	01/10/2015 upto 5.00 P.M.
5.	Last Date & time of submission of cost of Tender Documents as well as Earnest Money Deposit through RTGS	01/10/2015 upto Banking hrs.
6.	Date and time of opening of Technical Proposals (online).	05/10/2015 at 1.00 P.M.
7.	Date of uploading list for Technically Qualified Bidder(Online)	06/10/2015 at 3.30P.M.
8.	Date & Place for opening of Financial Proposal (Online)	07/10/2015 at 12.30 P.M.
9.	Date of uploading of list of bidders along with their rates through (Online), also if necessary for further negotiation through offline for final rate.	08/10/2015 at 3.00 P.M.
10.	Bid Opening →	Through online in the e-procurement system of Govt. of West Bengal

Sd/-
ADM, Alipurduar &
Executive Officer, JDA

Memo No. 433/1(10)/ES/JDA

Dated-10-09-2015

Copy forwarded for information to the-

- 1) Chairman, JDA
- 2) Principal Secretary to the Govt. of West Bengal, Urban Dev. Department, DF-8, NAGARAYAN, Salt lake, Kolkata- 70 0069
- 3) District Magistrate, Alipurduar
- 4) Addl. District Magistrate, Alipurduar
- 5) Sub-Divisional Officer, Alipurduar
- 6) Executive Engineer, PWD, Alipurduar Construction Division
- 7) Executive Engineer, PWD (ROADS), Alipurduar
- 8) Executive Engineer, Irrigation Division, Alipurduar
- 9) BDO, Kalchini
- 10) Office Notice Board

Sd/-
ADM, Alipurduar &
Executive Officer, JDA