

# PURBA BARDHAMAN ZILLA PARISHAD

Engineering Wing  
COURT COMPOUND, P.O.-BARDHAMAN  
DIST.-PURBA BARDHAMAN, PIN- 713101.

Phone : 0342-2665684/ Fax : 0342-2663327  
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Memo. No:- PBZP/DE/e-NIT/488

Date:- 06/02/2024

## ELECTRONIC NOTICE INVITING TENDER OFFER OF THE DISTRICT ENGINEER, PURBA

e-NIT No.-110 of 2023-2024

Purba Bardhaman Zilla Parishad invites item rate e-tender (Notice Inviting Tender Offer) for the **Supply, delivery & installation testing of press accessories** stated below from bonafied, reputed & resourceful manufacturers/ suppliers/ agency having experience in executing & requisite credential in similar type of Supply & Delivery by two cover system.

(Submission of Bid through online).

Sl No	Name of supply work	Amount of Earnest Money (Rs.)	Time of completion
Fresh Tender			
1	Supply delivery and installation of UPS, Battery, Printer etc accessories as per specification for smooth operation of Purba Bardhaman Zilla Parishad Press.	Rs. 45,000/-	10Days

1. In the event of e-filing intending bidder may download the document from the web-site directly by the help of digital signature certificate/e-Token.

### Earnest Money Deposit of e-Procurement

Online receipt and refund of Earnest Money Deposit of e-Procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD related to e-Procurement.

#### A) Login By bidder: -

- A bidder desirous of taking part in a tender shall logging to the e-Procurement portal of the Government of West Bengal:- <https://wbtenders.gov.in>, using his login ID and password.
- He will select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payments modes: -
  - Net Banking (any of the Banks listed in the ICICI Bank Payment-gateway) in case of payment through ICICI Bank Payment Gateway.
  - RTGS/NEFT in case of offline payment through bank account in any Bank.

#### B) Payment Procedure: -

- Payment by Net Banking (any listed Bank) through ICICI Bank Payment Gateway
  - On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through, he wants to do the transaction in Account No 026401013669, IFSC Code: ICIC0000264.
  - Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
  - Bidder will receive a confirmation message regarding success/ failure of the transaction.
  - If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling Account maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees.
  - If the transaction is failure the bidder will again try for payment by going back to the first step.
- Payment through RTGS/NEFT: -
  - On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
  - The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
  - Once payment is made, bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
  - If verification is successful, the fund will get credited to the respective Pooling account of the maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.
  - Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
  - But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.



**C) Refund/ Settlement Process: -**

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful/ unsuccessful which will be made available, along with details of the unsuccessful bidders to ICICI bank by the e-Procurement portal through web services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working days, where "T" will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii) Once the financial bid-evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where "T" will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting Authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank working days where "T" will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- v) All refunds will be made mandatorily to the any account from which the payment of EMD / (if any) were initiated.

**2. Eligibility criteria for participation in tender:**

- i) The intending Tenderers should furnish a list of works executed by them / him / her of similar nature and magnitude as mentioned above with necessary certificate from the Govt. Sector, Zilla Parishad, Panchayat Samiti and Municipally regarding satisfactory performance of such works to be submitted at the time of receiving tender. In absence of the above details tender may not be accepted.
  - ii) Copy of a) Valid PAN Card issued by Income Tax Department b) Current Professional Tax Receipt Challan c) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. d) Trade License. [Statutory Documents].
  - iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Govt. Deptt. during the last 5 (five) years prior to the date of this e-NIT. Such debar will be considered as disqualification towards eligibility.
  - iv) 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 applicants will be rejected for that job only.
  - v) The Partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents].
  - vi) Where there is a discrepancy between the rate in figures & words, the rate in words will govern.
  - vii) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.
  - viii) Any change of BOQ will not be accepted under any circumstances.
  - ix) Tax invoice(s) needs to be issued by the supplier /agency for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
  - x) Sales & Service: Manufacturer or the Bidder should have service center in the State.
  - xi) Authorization: Tenderers who may be the manufactures use on behalf of Manufacturer shall submit self- certified copy of the Letter of Authority of the concerned manufacturer, as per proforma at Annexure-F of the tender document, specifically authorizing the said supplier to make an offer in response to this tender.
3. GST, Royalty & all other Statutory levy/ Cess will have to be borne by the supplier /agency & the rate in the schedule of rates inclusive of all the taxes, cess & all other charges etc. necessary deduction will be made from the supplier /agency bills as per prevailing Govt. orders and rules towards security deposit & other taxes & charges etc.
  4. The Agency shall quote their amount (Both in figures as well as in words) in the given space of Financial Bid Documents only.
  5. a) No Mobilization Advance and Secured Advance will be allowed.  
b) No Price Variation will be allowed.
  6. Agency shall have to arrange land/store room for storing of materials, labour shed etc. at their own cost and responsibility.
  7. Bids shall remain valid for period not less than 90 (Ninety) days from the date of opening of Financial Bid. "Bid valid for a shorter period shall be rejected by the 'Purba Bardhaman Zilla Parishad' as non response".
  8. Payment is subject to available of necessary fund and deduction of GST, TDS, Income Tax, Security Deposit etc. , or any other deduction as applicable.



Priority 4


**Date & Time Schedule :-**

Sl. No.	Particulars	Date & Time
1	Date of Uploading of NIT, Tender Documents (online)	07.02.2024 at 11.00 IST
2	Date of start of downloading the documents etc.	07.02.2024 at 11.00 IST
3	Date of pre-Bid meeting with intending bidders to be held at Purba Bardhaman Zilla Parishad	15.02.2024 at 15.00 IST
4	Date of start of submission of Technical Bid & Financial Bid.	07.02.2024 at 11.00 IST
5	Date of closing of submission of Technical bid & Financial Bid.	21.02.2024 at 11.00 IST
6	Date of opening of Technical Bid	23.02.2024 at 11.00 IST
7	Date of opening of Financial Bid	To be intimated later through on line and office notice board.

10. There shall be no provision of Arbitration.
11. Cost of Earnest Money: Documents (Scanned copies of originals) of depositing EMD to be submitted along with the tender documents.
12. The Bidder, at the Bidder's 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 e-Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
13. The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. Purba Bardhaman Zilla Parishad reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of bidding.
14. Prospective applications are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
15. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
16. **No CONDITIONAL/INCOMPLETE TENDER** will be accepted under any circumstances.
17. The District Engineer, Purba Bardhaman Zilla Parishad reserves the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
18. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenders will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
19. 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 tenderer under any circumstances.
20. Bid from Joint Venture are not allowed.
21. The Defects Liabilities/ Warranty period for the supplied materials is one year from completion date.
22. In case of any change of date, corrigenda, addenda, due intimation will be given in web site/ Notice Board
23. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
  - i) e-NIT
  - ii) Technical Bid
  - iii) Financial Bid
  - iv) Tender Form -2911
24. No Departmental materials will be issued for the works from **Purba Bardhaman Zilla Parishad.**

*Mahab.*  
6.2.2024

District Engineer

 Purba Bardhaman Zilla Parishad

Date:-06/02/2024


Memo. No:-PBZP/DE/c-NIT/488

Copy of Tender Notice (Sl. No 110 of 2023-2024) forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:-

1-2)	Sabbhadhipati/Sahakari-Sabbhadhipati, Purba Bardhaman Zilla Parishad.
3)	District Magistrate, Purba Bardhaman & Executive Officer, Bardhaman.
4-6)	Additional Executive Officer /Financial Controller & Chief Accounts Officer/Secretary, Purba Bardhaman Zilla Parishad.
7)	Adhyaksha, District Council/ Karmadhakshya (All), Purba Bardhaman Zilla Parishad.
8)	D.I.O. & T.D., NIC, Purba Bardhaman is requested to arrange publication in Web Site <a href="http://www.bardhaman.nic.in">http://www.bardhaman.nic.in</a>
9)	Dy. Secretary/D.I.A., Purba Bardhaman Zilla Parishad is requested to arrange publication in Web Site <a href="http://www.burdwanzp.org">http://www.burdwanzp.org</a>
10-11)	Assistant Engineer (All)/ Assistant Engineer (Estimate Section), Purba Bardhaman Zilla Parishad
12-19)	Sub-Assistant Engineer (All) /Sub-Assistant Engineer, Estimate Section/ H.C./ Acctt., Purba Bardhaman Zilla Parishad
20-21)	Notice Board, Engineering Wing, Purba Bardhaman Zilla Parishad./One Extra Copy to District Engineer, Purba Bardhaman Zilla Parishad.

*Mahab.*  
6.2.2024

District Engineer

 Purba Bardhaman Zilla Parishad



# INSTRUCTION TO BIDDERS

## SECTION – A

### 1. 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.

### 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://etender.wb.nic.in>. (the web portal of P & R.D. Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

### 3. Digital Signature certificate (DSC)/e-Token

Each contractor is required to obtain a Digital Signature Certificate (DSC)/ e-Token for submission of tenders from the approved service provider of the National Information Centre(NIC) on payment of requisite amount, details are available at the Web Site.

4. The Contractor can search & download e-NIT & Tender Documents electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate/ e-Token. This is the only mode of collection of Tender Documents.

### 5. Participation in more than one work

A prospective bidder shall be allowed to participate maximum in two works in e- NIT 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 only.

### 6. Submission of Tenders.

General process of submission: - Tenders are to be submitted online through online the website 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). The documents are to be uploaded virus scanned copy duly Digitally signed. The documents will get encrypted (transformed into non readable formats)

#### A. Technical Bid

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

##### A-1. Statutory cover containing documents

- i. Prequalification Application (Section-B, Form-I)
- ii. Photo copy of EMD as prescribed in the e-NIT, against each of the serial of work in favour of Purba Bardhaman Zilla Parishad.
- iii. Copy of PAN Card & Copy of Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017
- iv. STRUCTURE AND ORGANISATION (Section-B, Form-II). **Valid e-mail & mobile no to be mentioned.**
- v. Tender Form- 2911 & e-NIT (*properly filled in & upload the same Digitally signed except quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in any other documents, the tender is liable to summarily rejected*).

##### A-2. Non statutory cover containing documents

- i. a) Current Professional Tax Receipt Challan) Current Income Tax acknowledgement Receipt. c) Trade Licence.
- ii. Registration Certificate under Company Act(if any)
- iii. Registered Deed to Partnership Firm/Article of Association & Memorandum (if applicable)
- iv. Power of Attorney (For Partnership Firm /Private Limited Company( if any)
- v. Registered Unemployed Engineers' Co-operative Societies /Unemployed Labour Co- operative Societies are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report , Annual General Meeting along with relevant supporting papers.

Sl No	Category Name	Sub-Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017 2. Valid Pan issued by IT Department Govt. of India. 3. Current Professional Tax Receipt Challan 4. Latest ITR Return Acknowledgement .
B	Company Details	Company Details	1. Proprietorship firm (Trade License) 2. Partnership firm (Partnership deed, Trade license) 3. LTD. Company (Incorporation certificate , Trade license ) 4. Society (Trade License) 5. Power of Attorney 6. Valid Bye Law



			7. Valid Registration Certificate issued by the Co-operative Department. 8. Current Audit Report 9. Annual General Meeting.
C	Credential	Credential	The intending Tenderers should furnish a list of works executed by them / him / her of similar nature and magnitude as mentioned above with necessary certificate from the Government Sector, Zilla Parishad, Panchayet Samiti, Municipality and Public Sector undertaking regarding satisfactory performance of such works to be submitted at the time of receiving tender. In absence of the above details tender may not be accepted.

### Tender Evaluation Committee (TEC)

- i) Opening & Evaluation of Tender :-
- ii) Opening of Technical proposal:  
Technical proposals will be opened by the District Engineer, Purba Bardhaman Zilla Parishad or his authorized representative electronically from the web site.
- iii) Decrypted (transformed in to readable formats) documents of the statutory/ non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- iv) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible tenders will be uploaded in the web portals/ Notice Board before opening of financial bid.
- v) While evaluation the Committee may summon of 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.
- vi) Intending tenderers may remain present, if they so desire.

### B. Financial Bid

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). **The Bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.**
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- iii. Intending tenderer may remain present, if they so desire.

### 7. **Penalty for suppression/distortion of facts**

Submission of false document by tenderer is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act in vogue.

### 8. **Rejection of Bid**

The Purba Bardhaman Zilla Parishad reserves the right to accept or reject any bid and to cancel the bid process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Zilla Parishad's action.

### 9. **Award of Contract**

The Bidder whose bid has been accepted will be notified by Purba Bardhaman Zilla Parishad through LOI.

The Letter of Intent will be constitute the formation of the Contract.

The Agreement in Form No.-2911 will incorporate all agreements between Purba Bardhaman Zilla Parishad and the successful Bidder. All the tender documents including e-NIT & BOQ will be the part of the contract document.

### 10. **Additional terms and conditions**

- a) Name, numbers & others as directed to be clearly mentioned/ embossed in the supplied items.
- b) The Agency should have the service set up at least at district head quarter where materials will be delivered. Sample & factory visit is mandatory to inspect as per the requisite.
- c) Any item having specific complain to be replaced immediately.
- d) Agency/Bidder must have to submit a sample of one unit after opening of technical bid for qualification in Technical Evaluation.
- e) Offered rate should include all applicable taxes including GST as applicable.
- f) No claim for any additional charges, if any, shall be entertained.
- g) Rates will be valid upto six months from the date of opening of financial bid.
- h) Bidder shall furnish and under taking for providing comprehensive warranty for any manufacturing defect for a period of one year for the supply items from the date of installation. Successful bidder should arranged for electrical plug point, switch board, cable etc. for necessary electrical connection at his own cost at delivery point.
- i) Successful bidder should provide free maintenance on spot for 1 year from the date of installation.
- j) Bidder should upload supporting documents/undertaking as manufacturer/dealer or supplier.



- k) All the Intending Tenderers are requested to visit the sites of works prior to the submission of Tender at their own effort and interest.
- l) This Notice Inviting Tender will be treated as part of the Tender Document.
- m) No materials, Tools & Plants etc. will be issued by Purba Bardhaman Zilla Parishad.
- n) No preconditioned tender will be accepted.
- o) All the rates of works are inclusive of all taxes, cess, levy, octroi, royalties, transportation, loading, unloading, stacking, etc including all other incidental charges therein.
- p) The Successful Tenderer, herein after called the Contractor, will have to execute an agreement on a Non Judicial Stamp worth Rs. 10/- only.

*Mahabadi*  
6.2.2024  
District Engineer

Purba Bardhaman Zilla Parishad

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

To  
The District Engineer  
Purba Bardhaman Zilla Parishad  
(Name of Supply Work )-----

Reference Memo :- PBZP/e-NIT/ -.....dated.....

Dear Sir,

Having examined the e-NIT documents, I/we hereby submit all 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 order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the service given in Enclosure to this letter.

We understand that:

- (a) Bid Inviting & Accepting Authority can amend the scope & value of the contract bid under this service.  
(b) Bid Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

Encl : e-Filling :-

1. As per Technical Bid Documents.

Date :- .....

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made.

**PURBA BARDHAMAN ZILLA PARISHAD**

**Bidding Document**

e-NIT No.-110 of 2023-24

(Memo.No. PBZP/DE/e-NIT/ 488 Dated- 06/02/2024 )

**END OF TECHNICAL BID**

PURBA BARDHAMAN ZILLA PARISHAD

ENGINEERING WING

Court Compound, P.O.-Bardhaman

Dist.-Purba Bardhaman

PIN- 713101