

**OFFICE OF THE EXECUTIVE OFFICER**  
**DIGHA SANKARPUR DEVELOPMENT AUTHORITY**

(A Statutory Authority under Government of West Bengal)

Digha New Township :: Purba Medinipur :: Pin - 721463

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**NOTICE INVITING TENDER/NIQ/EOI/RFP NO. : 004/DSDA/ OF 2023 – 2024**

**Name of Scheme :** Supply, Installation, Testing and Commissioning of Air Conditioning at DSDA Administrative Building under DSDA.

Online (e-Tender) tenders through **Two Bid System** on behalf of the Digha Sankarpur Development Authority are hereby invited from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having financial capability and sufficient technical credential in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies /Local bodies for execution of the work as follows

- i) Intending tenderers should produce credentials of a similar nature (conforming to all major components of work as mentioned in the BOQ) of completed work of the minimum value of Rs. 8,26,996/- of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or
- ii) Intending tenderers should produce credentials of 2(two) similar nature (conforming to all major components of work as mentioned in the BOQ) of completed work of the minimum value of Rs. 6,20,247/- of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or
- iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which not less than the desired value at (i) above.

NOTE :- *In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or Equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency i.e., the tenderer.*

**2. Scope of work**

**2.1. Supply, Installation, Testing and Commissioning of Air Conditioning at DSDA Administrative Building under DSDA.**

- 2.1.1. Supply & delivery of Hi-Wall 1.0/1.1Tr Capacity 5 Star Inverter Split Air Conditioner.
- 2.1.2. Supply & delivery of Hi-Wall 1.5/1.6TR Capacity 5 Star Inverter Split Air Conditioner.
- 2.1.3. Supply & delivery of Hi-Wall 1.9/2.0TR Capacity 4/5 Star Inverter Split Air Conditioner.
- 2.1.4. Supply, Fixing of Copper Refrigeration pipe etc.
- 2.1.5. Supply, Laying of PVC drain Pipe.
- 2.1.6. Supply, Laying of 4 core 2.5 sqmm. Cu. Control cum communication cable.
- 2.1.7. Supply, Fabrication, installation of GI Angle frame.
- 2.1.8. Supply & fixing 240V, 25A Modular type socket, 25A, Modular type starter.
- 2.1.9. Supply & Fixing 240V, 25A, 3 pin Modular type plug socket.
- 2.1.10. Distribution wiring in 1.1 KV single core stranded "FR" PVC insulated & unsheathed copper wire.

2.1.11. Operation and maintenance for 02(Two) years defect Liability period.

2.1.12. Other works as per the drawings and as instructed by the authority.

### 3. Earnest Money

₹ 41,350.00 [Excess Amount if any as may be required to reach 2% of the quoted amount is to be deposited in the form of Bank Draft from any scheduled bank,(drawn in favour of Executive Officer, DSDA) while executing agreement by the selected bidder].

### 4. Schedule of Dates :


Sl. No.	Activity	Date & Time
1	Date of Issue of NIT	: <u>20.04.2023</u>
2	Document download start date	: 20.04.2023 at 6.00 P.M.
3	Document download end date & time	: 04.05.2023 upto 3.00 P.M.
4	Pre-bid meeting in the Office Room of the Executive Officer, DSDA, Digha	: 25.04.2023 at 2.00 P.M.
5	Bid submission start date	: 25.04.2023 at 4.00 P.M.
6	Last date of online submission of <b>Technical Bid and Financial Bid.</b>	: 04.05.2023 upto 3.00 P.M.
7	Opening of Tender <b>Technical Bid</b> at the office of the Executive Officer, DSDA	: <u>06.05.2023</u> at 3.00 P.M.
8	Opening of Tender <b>Financial Bid</b> at the office of the Executive Officer, DSDA	: Will be informed later.
9	Validity of bid	: 90 days w.e.f the date of publishing this NIT
10	Completion Period of the work	: <u>30(Thirty) days</u> w.e.f the date of issuing work order
11	Maintenance Period or the Defect Liability Period.	: <u>24 (Twenty-four) months from the date of completion of works.</u>
12	Financial Bid	: <u>Rate shall be quoted in Item rate against the each items.</u>

13	E-Tender registration and bidding	<p>: <b><u>ONLINE BIDS :</u></b>  The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below :</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders who are interested in participating DSDA's e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering.</li> <li>• Training on e-tender can also be availed from Office of the EO, DSDA if desired by the bidder during office hours.</li> <li>• Online Tenders can be submitted by logging in <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> or through the official website of DSDA i.e. <a href="http://www.dsda.org.in">www.dsda.org.in</a></li> </ul> <p><b><u>ONLINE BID SUBMISSION :</u></b>  The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
14	Training on E-Tender	: Training on e-tendering will be given to the bidders on request.
15	Engineer-in-Charge of the Work	: Assistant Engineer (Electrical), DSDA.
16	Tender Accepting & Payment Authority	: Executive Officer, DSDA

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## Important Instructions

- :
- Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website.
  - The financial bid documents of the technically qualified bidders will only be opened.
  - List of Financial comparison chart of bidders will be published on the next day after opening. EO DSDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever
  - All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.
  - To keep the **Project** in good condition during the **next 24 months** after the completion of the construction work if any additional/ excess work is required over the stipulated quantity in the schedule for routine maintenance work, the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost.
  - The intending bidders are requested to inspect the work site before quoting their rates.



Executive Officer

Digha Sankarpur Development Authority  
& Spl. Officer, U.D.&M.A. Deptt.

## INFORMATION TO THE BIDDERS(ITB)

### 1. Request for Tender

Request for tender paper is to be placed online only through the Website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

### 2. Submission of Tender

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid.**

### 3. Pre-bid Meeting :

It is expected for the sake of nature of the work that the willing bidder should remain present in the Pre-bid meeting.

### 4. Online Bid submission procedure :

- i) Registration of Contractor: Agencies/Bidders who are interested in participating DSDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> They are requested to contact to the toll free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.
- ii) Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii) The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website [www.wbtenders.gov](http://www.wbtenders.gov) in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv) Submission of Tenders: General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate(DSC). The documents are to be uploaded duly digitally Signed. The documents will get encrypted(transformed into non readable formats).

#### 4.1 TECHNICAL BID

##### **Technical Proposal :**

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

##### **(a). Technical Cover Containing the following documents**

- i) N.I.T. (download properly and upload the same Digitally Signed)
- ii) Bidders file (All Forms and Annexure)

##### **(b). My Document[OID Cover] Containing :**

All mandatory documents.

#### 4.1.1 Receiving documents :

Relevant tender documents must be uploaded online for participating in this tender. If the mandatory documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below :

##### **Mandatory Documents :**

- i) Name and address, registration in detail of Firm / Company / Agency with name of proprietor or partner etc.

- ii) Application Form with **Annexure -I**
- iii) Completion Certificate in **Form - I** and details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies, with requisite single tender value.
- iv) Income Tax return of last financial year.
- v) PAN Card.
- vi) Latest Professional Tax return.
- vii) GST registration certificate.
- viii) Latest GST return.
- ix) Completion Certificate alongwith Work Order & BOQ. It is noted that **Payment certificate will not be treated as credential.**
- x) List of similar nature of projects undertaken during last five years (Annexure - III).
- xi) Trade License.
- xii) The personnel to be provided by agency shall possess requisite valid supervisory certificate (SCC Part no 1,2,4 ,11) and valid appointment documents of supervisor of which the EIC may ask for verification at any time during the period of contract. Declaration of appointment shall be uploaded (Agreement allowed).
- xiii) Audited Balance Sheet of last three financial years(**authenticated by Chartered Accountant**) and **Form - II** for establishing average Annual Turnover in contractual business.
- xiv) Details of Technical Personnel with supporting papers available with the tenderer.
- xv) Bidder must be OEM/Authorised Integrator of the OEM and Tender specific Authorization letter (MAF), for major active and passive items in the BOQ, to be enclosed in specified format given in Annexure - IV, which is to be submitted online.
- xvi) The intending bidder must have registered office / service centre in Kolkata and address of such office are to be mentioned as Non-Statutory Document.
- xvii) Information regarding any litigation or arbitration during the last five years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter.
- xviii) No Joint Venture or Sub-Contractor will be entertained.

**Note: The tender will be summarily rejected if any of these documents are not submitted online. The Lowest Bidder shall produce hard copies of the requisite documents after opening the Financial Bid. Original documents shall have to be shown if required by the authority.**

#### **4.1.2 Additional Documents :**

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Relevant documents of important Projects in hand/projects completed in the last 5 years.
- iii) Any other information to indicate Technical management competence.

#### 4.1.3 Earnest Money Deposit (EMD) :

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay- order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government , w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

##### **A) Login by bidder :**

- a) A bidder desirous of taking part in a e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- b) He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes :
  - i) Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
  - ii) Off-line payment through bank accounts in any Bank approved by RBI in India by generating NEFT/RTGS challan from the e-tendering portal.

##### **B) EMD payment procedure :**

##### **a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :**

- i) 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/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank for collection of EMD against unique codes for identification of the tendering authority.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

##### **b) Payment through RTGS/NEFT :**

- i) 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.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii) Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv) If verification is successful, the funds get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank for collection of EMD.

- v) Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.
- vi) If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

Note : EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission.

Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

**C) Refund/Settlement Process for EMD :**

- i) After opening of his/her 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 bid as successful or unsuccessful which will be made available along with the 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 on-line EMD 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/her bank account from which he/she had 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) As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer credit to Government Receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.
- vi) All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.



- vii) If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.

#### 4.1.4 Average Annual Turnover :

Average Annual Turnover during last 3 (three) years should be more than ₹ 10.50 lakh.

#### 4.1.5 CREDENTIAL

##### 4.1.5.1 Technical :

- iv) Intending tenderers should produce credentials of a similar nature (conforming to all major components of work as mentioned in the BOQ) of completed work of the minimum value of Rs. 8,26,996/- of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or
- i) Intending tenderers should produce credentials of 2(two) similar nature (conforming to all major components of work as mentioned in the BOQ) of completed work of the minimum value of Rs. 6,20,247/- of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or
- ii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which not less than the desired value at (i) above.

*NOTE :- In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or Equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency i.e., the tenderer.*

The work credential certificate shall specify detailed similar nature of job completed, value of job done, date of commencement of work and the date of completion of the work. Copy of the **Work Order and Work Schedule/ BOQ of the similar nature of work shall have to be submitted** in the technical bid for verification of the credential. Payment certificate may also be submitted.

**4.1.5.2 Form-I :** The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work has been mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

**4.1.5.3** The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

##### 4.1.5.4 Financial

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than ₹ 10.50 lakh of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

**4.1.6** If the applicant is an authorized signatory he should submit document of

authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

#### **4.1.7 Penalty for suppression / distortion of facts :**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years.

#### **4.2 FINANCIAL BID :**

1. Item rate (**Item rate BOQ**) shall be quoted in the Financial bid.
2. The rate is to be quoted both in words and figures clearly in the specified space of the BOQ Sheet.
3. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc.
4. The tenderer shall include income tax, GST, cess etc. as applicable if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
5. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.
6. Additional performance Security will be taken when the bid rate is 80% or less of the Estimate value put to Tender as per Finance Deptt. Memo No. 4608-F(Y) dt. 18.07.2018.

#### **4.3 Taxes & duties to be borne by the Contractor :**

It may again be reiterated that Income Tax, GST, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / Cess etc. will have to be borne by the contractor while executing the work.

#### **4.4 Site inspection before submission of tender :**

Before submitting any tender, the intending tenderer 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.

##### **4.4.1 Conditional and incomplete tender :**

Conditional and incomplete tenders shall be summarily rejected.

#### **5. Acceptance of Tender :**

Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one tenderer.

#### **6. Payment :**

The payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

## 7. Security Deposit :

7.1 The bidder shall be required to properly maintain the work including all its components for a period of **24 months** from the date of completion of the whole work recorded in the MB. 3% will be deducted (As per Govt. order No. 796-(FY) dt. 25.02.2022) from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will **lead to forfeiture of the security deposit.**

7.2 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) month prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.

7.3 The security deposit will be released 02(Two) years after completion of the project.

## 8. Other Terms & Conditions :

### 8.1 E-Tendering:

#### ONLINE BIDS :

The bidders interested to submit the bid Online shall get registered and obtain a digital signature as per the procedure prescribed below :

Agencies/Bidders who are interested in participating DSDA's e-tenders are requested to contact to the Executive Officer, DSDA for registration, computer setting and other clarification on e-tendering. The agencies/bidders can visit the office and get assistance.

Online Tenders can be submitted by logging in [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

#### ONLINE BID SUBMISSION :

The Bidders are required to submit the Technical and Financial Bid documents ONLINE by following the Online Bid Submission procedure.

8.2 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

8.3 In any Questionnaire arise it will be forwarded to this office on or before pre-bid meeting.

8.4 The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, DSDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.

8.5 The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Contai, Purba Medinipur under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.

8.6 DSDA takes no responsibility for any delay/loss/non-receipt of tender document or any other letter sent by post either way.

8.7 Tenderer can approach only the Assistant Engineer (Electric), DSDA for any clarification with respect to this tender.

8.8 The decision of authority with respect to this tender is final and binding.

- 8.9** All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 8.10** The Contractor, whose tender is accepted shall within 15 (fifteen) days of issue of an intimation to that effect by this office obtain additional one set of contract documents on production of proof of payment of tender papers in favour of Executive Officer, Digha Sankarpur Development Authority in Nationalized Bank and submit the same duly signed by him to this office for formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.
- 8.11** Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.
- 8.12** After receipt of the Work Order, the successful Tenderer shall submit the back to back guaranty from the respective OEM alongwith work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers. He shall also maintain daily work done report, Drawings, schedule of work and tools to assists DSDA Engineers to carry out necessary checking and supervision of the work.
- 8.13** The successful bidder shall ensure that qualified engineers are deployed to carry out quality works. If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, check the qualification of engineers and supervisors, penalize the agency etc.
- 8.14** The successful Tenderer shall have to start the work at site in same days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with DSDA without assigning any reason.
- 8.15** Sub-letting of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- 8.16** All materials & workmanship shall be as per the approved quality and methodology.
- 8.17** It may be noted that an amount equal to 1% of the contract amount will be deducted from the R/A bill / final bill on account of "the building and other construction work (regulation of employment and condition of service) Act, 1996" and "The building and other construction work welfare cess Act, 1996" apart from other statutory deductions from bills/ payment due.
- 8.18** No advance will be paid to the contractor. The contractor will pay minimum wages to his workmen in the presence of DSDA engineers and only after certification by DSDA engineers that the minimum wages have been paid the bill will be processed.
- 8.19** Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender of DSDA.

- 8.20 Defect liability period starts from the date of completion of the work and release of Security Money will be done as per the date of completion of the work.
- 8.21 In the case of earth work in formation/ development filling the contractor will take up such filling in layers not exceeding 250 mm in each layer. The necessary compaction test will be carried out and the report will be submitted to the department before payment of bill similarly for each sequence of repairing work the contractor will take clearance in writing from the department, failing which action as deem fit will be taken against him.
- 8.22 No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
- 8.23 **Royalty:** The successful tenderer should deposit royalty to the competent authority against embankment/filling/land development work with earth. In that case, copy of the money receipt/challan for deposition of royalty charge should be submitted to DSDA and original shall also be produced for verification of the same.
- 8.24 Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of DSDA.
- 8.25 **Penalty :** Time is the essence of any contract and any deviations from completion time will attract penalty @ ½% per week delay and maximum of 10% for the non execution portion of the work.
- 8.26 The agency should possess the requisite and relevant equipments and machineries for the work. If equipments and machineries are not deployed as per the undertaking given by the Contractor, the Engineer in charge is authorized to stop the work and direct the contract to deploy them immediately. If the contractor fails to carry out the direction, then the authority may take appropriate action including forfeiture of EMD and cancellation of the work order.
- 8.27 Work shall be carried out without hampering the harvesting of the crops for which water is collected from this canal, however authority shall be consulted every time.
- 8.28 Registration of all workers engaged in Road, building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
- 8.29 Credibility of the agency engaged for more than two works in DSDA will be evaluated by the tender committee to allow him to participate in the next tender. Decision of the authority is final and binding on the concerned agency.
- 8.30 The agency shall erect "**Citizen Information Board**" which shall be placed on both ends of the work site or any suitable location approved by the Engineer. The details of board are to be provided by DSDA.
- 8.31 The contractor shall collect photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work. Those photographs should be submitted at the time of submission claim for payment. No separate payment will be made to the contractor for this purpose. Payment shall not be

- made without submitting the photographs/video photographs.
- 8.32 DSDA reserves the right not to allow the agency to participate in future tenders under the following circumstances.
- Delay in completion of job.
  - Performance in terms of either quality of materials and workmanship.
- 8.33 In case of any modification in drawings & estimate etc., it shall be notified to the vendors during pre- bid meeting or through corrigendum.
- 8.34 **Termination of Contract/ Work Order** : The authority may terminate the contract/work order due to the following reasons.
- Poor Progress of work.
  - Poor Quality of work.
  - Adoption of any unfair means during execution of work.
  - Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

- 8.35 **Discretion of the authority inviting tender** - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated above is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Executive Officer, DSDA. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.
- 8.36 The Change of dates and any other amendment in this regard shall be informed on website of DSDA i.e. [www.dsd.org.in](http://www.dsd.org.in) and [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

  
Executive Officer

Digha Sankarpur Development Authority  
& Spl. Officer, U.D.& M.A. Deptt.

Dated : 20.04.2023

Memo No.: 741/DSDA/2023-24

Copy forwarded for information to:-

- The Hon'ble Chairman, DSDA & District Magistrate, Purba Medinipur.
- The A.D.M & A.E.O, Purba Medinipur Zilla Parishad, Tamruk, Purba Medinipur.
- The Hon'ble Vice-Chairman, DSDA & S.D.O., Contai, Purba Medinipur.
- The B.D.O., Ramnagar-I & II & E.O., Ramnagar - I & II Panchayet Samity.
- The District Informatics Officer, NIC, Purba Medinipur, Tamruk with a request to publish it in the official website of Purba Medinipur District.
- I.T. Section, U.D.&M.A. Deptt. for uploading the same in Departmental' website.
- Reception / Notice Board.

  
Executive Officer

Digha Sankarpur Development Authority  
& Spl. Officer, U.D.& M.A. Deptt.

**FORM - I**  
**CREDENTIAL CERTIFICATE**

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill for - SITC of Air Condition works.	:	

**Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.**

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

*(Signature of the bidder)*

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub- items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BoQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

**FORM - II**

**STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS**

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of ..... for the three consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2019-2020		
2	2020-2021		
3	2021-2022		
<b>Total</b>			
<b>Average Turnover</b>			

**Note**

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

**Signature of the Bidder**



**ANNEXURE-I**

**APPLICATION FOR e-TENDER**

To  
The Executive Officer,  
Digha Sankarpur Development Authority,  
Digha :: Purba Medinipur.

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

**N.I.O.T.No. : \_\_\_\_\_ (Sl. No. \_\_\_\_)/DSDA/ 2023-2024.**

Amount put to Tender : Rs .....  
(Tender Value)

**Dear Sir,**

Having examined the Technical cover, OID cover & all other e-NIT documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per e-Tender no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

Full name of Bidder / Contractor : \_\_\_\_\_

Signature : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Duly authorized to sign bids  
for & on behalf of (Name of Firm) : \_\_\_\_\_

Office address with seal if any : \_\_\_\_\_

Telephone no(s) (office): \_\_\_\_\_

Mobile No : \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

**ANNEXURE-II**

**SAMPLE FORMAT FOR AFFIDAVIT**

I, Sri ....., S/o Sri .....,  
aged..... Years, Residing at....., Proprietor/Partner/Director of  
....., do hereby solemnly affirm and declare in  
connection with “Supply, Installation, Testing and Commissioning of Air  
Conditioning at DSDA Administrative Building under DSDA” as follows :

- 1) That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
- 2) If the contract is awarded to us, I/We should have service centre equipped with requisite instruments according to the requirements of works to be executed.
- 3) If the contract is awarded to us, we will deploy at site all necessary Technical Personnel as listed below for efficient contract management and supervision of works with a view to achieving best quality of works at site.

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. of Persons
1.	Site Engineer	B.E. in Electrical	3 years	
2.	Site Supervisor	Diploma in Electrical (Minimum)	3 years	

- 4) The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

**Signature of the Contractor**

**Place:**

**Date:**

**ANNEXURE-III**

**EXPERIENCE PROFILE**

**Name of the Firm :**

**LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO A VALUE OF NOT LESS THAN THE DESIRED VALUE OF THE TENDER**

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Work Order Date	Date of completion of work as per work order	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

*Signature of the Contractor/company/agency*

- Note :** (a) Certificate from the Employers to be attached.  
(b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.  
(c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information's that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.  
(d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.  
(e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

## ANNEXURE-IV

### Manufacturer's Authorization Form (MAF)

Dated: \_\_\_\_\_

**Tender Reference No. & Tender ID.** \_\_\_\_\_

Dear Sir,

We \_\_\_\_\_ (OEM) who are established and reputed manufacturers of \_\_\_\_\_ (Equipments) having Factories at \_\_\_\_\_ and \_\_\_\_\_ confirms that, M/s. \_\_\_\_\_ (Name and address of Bidder herein after called as partner) wishes to participate the Bid or Project stated above and enter into agreement for the purchase and resale of \_\_\_\_\_ (OEM) Products and, Service. The Partner is entitled and authorised to the following.

- (a) Resale, and/or distribute \_\_\_\_\_ (OEM) products and/or services in India to end users within that Territory.
- (b) Bid, negotiate and conclude a contract with \_\_\_\_\_ for the above products/ services manufactured or supplied by \_\_\_\_\_ (OEM).

\_\_\_\_\_ (OEM) will, within the scope of its agreement with its authorized channels, provide product warranty services and technical support for \_\_\_\_\_ (OEM) products obtained through its authorized channels for a defect liability period mentioned in the Tender document referred above, from the date of installation at \_\_\_\_\_ (Work-site name).

\_\_\_\_\_ (OEM) certify that, the equipments being sold would not be declared End of Sale (EoS) within defect liability period and that \_\_\_\_\_ (OEM) shall supply suitable substitute in case EoS of equipments. Also \_\_\_\_\_ (OEM) certifies that the products being sold would be covered under Warranty/Technical Support and technical support will be available for defect liability period from the date of installation at \_\_\_\_\_ (Work-site name).

If you need any additional information, please contact Mr./Ms. \_\_\_\_\_ at \_\_\_\_\_ (Mobile No.) or \_\_\_\_\_ (E-mail ID).

Yours faithfully,

Name of the person:  
For and on behalf of M/s.

Designation:

Contact Details:

Date:

Place:

(Name of Original Equipment Manufacture-OEM) (Seal of OEM)