

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

(A Statutory Authority under Government of West Bengal)

Digha :: Purba Medinipur :: Pin - 721428

Ph.: (03220) 266001, Fax-266273, e-mail : eodsda@gmail.com Web.: www.dsda.org.in

ONLINE NOTICE INVITING QUOTATION NO. : NIQ- 005/DSDA/2018 – 2019(3rd Call)

Name of Scheme : Supply and installation of different office furniture for Administrative Building of Digha Sankarpur Development Authority.

Online Quotation through **Double 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 of Rs. 12.00 lakh at least for a single order within last 5 years in a single contract from the date of NIQ. The details are given below.

1.	Name of work	:	Supply and installation of different office furniture for Administrative Building of Digha Sankarpur Development Authority.
2.	Detail & Location of work	:	Administrative Building of DSDA.
3.	Scope of Work and Specification	:	<ul style="list-style-type: none">• Supply and installation of office furniture.• All works as detailed in BOQ.• Any other work as per this NIQ terms and condition and as instructed by the authority.

2. Earnest Money :

₹80,000.00 (Rupees Eighteen thousand) only.

3. Schedule of Dates :

Sl. No.	Activity	:	Date & Time
1	Date of Issue of NIQ	:	<u>24.08.2018</u>
2	Document download start date	:	24.08.2018 at 6.00 P.M.
3	Document download end date & time	:	07.09.2018 upto 3.00 P.M.
4	Pre-bid meeting in the Office Room of the Executive Officer, DSDA, Digha	:	29.08.2018 at 2.00 P.M.
5	Bid submission start date	:	29.08.2018 at 4.00 P.M.
6	Last date of online submission of Technical Bid and Financial Bid .	:	07.09.2018 upto 3.00 P.M.
7	Opening of Quotation Technical Bid at the office of the Executive Officer, DSDA	:	<u>10.09.2018</u> at 3.00 P.M.
8	Opening of Quotation Financial Bid at the office of the Executive Officer, DSDA	:	Will be informed later.
9	Validity of bid	:	120 days w.e.f the date of publishing this NIT

10	Completion Period of the work	: <u>01(One) month</u> w.e.f the date of issuing work order
11	Maintenance Period or the Defect Liability Period.	: <u>01(One) year from the date of completion of works.</u>
12	Financial Bid	: <u>Rate shall be quoted including all taxes etc. in a single Item Rate Bid in numeric figure against the quotation.</u>
13	E-Tender registration and bidding	<p>: <u>ONLINE BIDS :</u> 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"> • 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. • Training on e-tender can also be availed from Office of the EO, DSDA if desired by the bidder during office hours. • Online quotation can be submitted by log in www.wbtenders.gov.in or through the official website of DSDA i.e. www.dsda.org.in <p><u>ONLINE BID SUBMISSION :</u> 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	Important Instructions	<p>:</p> <ul style="list-style-type: none"> • 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 but excluding 1 % Cess under W.B. Road 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 but excluding 1 % Cess under W.B. Road and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills. • To keep the <u>Furniture</u> in good condition during the <u>next 1(One) year</u> after the completion of the 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.
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*Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, Urban Dev.(T&CP)Deptt.*

INFORMATION TO THE BIDDERS(ITB)

1. Request for Quotation

Request for quotation paper is to be placed online only through the Website www.wbtenders.gov.in

2. Submission of Quotation

The quotation 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 www.wbtenders.gov . 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 NIQ & Quotation Documents electronically from computer once he logs on to the website 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, Quotations 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). Statutory Cover Containing the following documents

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

(b). Non - Statutory Cover(Mandatory Documents) :

All the documents as given under TECHNICAL BID.

4.1.1 Receiving of documents :

Relevant quotation documents must be uploaded online for participating in this quotation. 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 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. It is noted that **Payment certificate will not be treated as credential.**
- x) List of similar nature of projects undertaken during last five years.
- xi) Trade License.
- xii) Audited Balance Sheet of last three financial years(**authenticated by Chartered Accountant**) and **Form - II** for establishing average Annual Turnover in contractual business.
- xiii) Undertaking for correctness of the documents submitted along with this quotation as per **Annexure - II**.

Note: The quotation 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) Documents of proof of ownership or hire of the machineries/equipments.
- iv) 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 ₹ 20.00 lakh.

4.1.5 CREDENTIAL

4.1.5.1 Technical :

The agency should have successfully completed (100%) similar nature of work having financial capability and sufficient technical credential of Rs. 12.00 lakh at least for a single order within last 5 years in a single contract from the date of NIT. The work completion certificate (100 %) 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 of the similar nature of**

work shall have to be submitted along-with the Completion Certificate, in the technical bid for verification of the credential. Payment certificate may also be submitted for successfully completed work along with the said certificate. **Completion Certificate regarding part completion of tendered/quotation work shall not be accepted.**

4.1.5.2 Form - I for fully (100 %) completed works during the last 5 (five) years from the date of NIQ will only be accepted. The bidder should attach the said certificate under their signature along with the quotation 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 quotation.

4.1.5.3 The Completion Certificate should be pertaining to the work specified in the NIQ. 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 quotation including the work specified in this NIQ, then the value of the work as specified in this NIQ 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 ₹ **20.00 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 quotation document.

4.1.7 Penalty for suppression / distortion of facts :

If any bidder 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 bidder will be suspended from participating in the quotations on e-quotation platform for a 2 (two) years.

4.2 FINANCIAL BID :

- 1.** Single rate (**Item Rates**) 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 bidder shall be inclusive of all elements of taxes and duties, demands, etc.
- 4.** The bidder 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.

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 quotation :

Before submitting any quotation, the intending bidder 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 quotation :

Conditional and incomplete quotations shall be summarily rejected.

5. Acceptance of quotation :

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 quotations, without assigning any reason and also reserves the right to split the work amongst more than one bidders.

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. It is also mentioned here that **No mobilisation advance and secured advance will be allowed in any circumstances.**

7. Security Deposit :

7.1 The bidder shall be required to properly maintain the work including all its components for a period of **01(One) year** from the date of completion of the whole work recorded in the MB. 10% will be deducted 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 01(one) year after completion of the maintenance period.

8. Withdrawal of quotation :

A quotation once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the quotation. If a bidder withdraws his quotation within this period without any valid reason, the EMD shall be forfeited.

9. Other Terms & Conditions :

9.1 E-Tendering/Quotation :

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- quotation are requested to contact to the Executive Officer, DSDA for registration, computer setting and other clarification on e-quotation. The agencies/bidders can visit the office and get assistance.

Online Quotation can be submitted by logging in 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.

- 9.2 Bidders are requested to be present in person during the opening of technical and financial bids.
- 9.3 The quotation accepting authority may ask any bidder to submit analysis to justify the rate quoted by the bidder.
- 9.4 In any Questionnaire arise it will be forwarded to this office on or before **29.08.2018**.
- 9.5 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.
- 9.6 The successful bidder 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.
- 9.7 Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para - 6(b) of 1700/EMP dated 03.08.1989.
- 9.8 DSDA takes no responsibility for any delay/loss/non-submit of quotation.
- 9.9 Bidder can approach only the Assistant Engineer (Civil), DSDA for any clarification with respect to this quotation.
- 9.10 The decision of authority with respect to this quotation is final and binding.
- 9.11 All corrections in the quotation should be signed with date by the Bidder. Each of the quotation document and drawings must be signed by the Bidder.

- 9.12** The Contractor, whose quotation 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 LOA 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 quotation will be liable to be cancelled and the earnest money will be forfeited.
- 9.13** Bidders who will sign on quotation on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their quotation will not be considered.
- 9.14** After receipt of the Work Order, the successful Bidder shall submit the work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers. He shall also maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assist DSDA Engineers to carry out necessary checking and supervision of the work.
- 9.15** 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.
- 9.16** The successful Bidder shall have to start the work at site within 7 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.
- 9.17** Sub-letting of the job is not permissible and the Bidder 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.
- 9.18** All materials & workmanship shall be as per the approved quality and methodology.
- 9.19** It may be noted that an amount equal to 1% of the contract amount will be deducted from the RA 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.
- 9.20** 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.
- 9.21** 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 quotation of DSDA.

- 9.22** Defect liability period starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the date of completion of the work.
- 9.23** 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.
- 9.24** **Royalty:** The successful bidder 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.
- 9.25** **Site Inspection and Complain Monitoring Register:** All emergency maintenance/breakdown calls over telephone/mail/mobile shall be recorded in the complain register with complain attendance and disposal details. The agency must submit the registers along the prayer for security deposit release. Payment shall not be made if the registers are not properly maintained and submitted to the authority
- 9.26** Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of DSDA.
- 9.27** **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.
- 9.28** 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.
- 9.29** 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.
- 9.30** 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.
- 9.31** 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 quotation. Decision of the authority is final and binding on the concerned agency.
- 9.32** 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.

- 9.33 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.
- 9.34 DSDA reserves the right not to allow the agency to participate in future quotations under the following circumstances.
- i) Delay in completion of job.
 - ii) Performance in terms of either quality of materials and workmanship.
- 9.35 In case of any modification in drawings & estimate etc., if shall be notified to the vendors during pre- bid meeting or through corrigendum.
- 9.36 **Termination of Contract/ Work Order** : The authority may terminate the contract/work order due to the following reasons.
- i) Poor Progress of work.
 - ii) Poor Quality of work.
 - iii) Adoption of any unfair means during execution of work.
 - iv) 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.

- 9.37 **Discretion of the authority inviting quotation** - The quotation 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.
- 9.38 The Change of dates and any other amendment in this regard shall be informed on website i.e. www.wbtenders.gov.in



Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, Urban Dev.(T&CP)Deptt.

Copy forwarded for information to :-

1. The Hon'ble Chairman, Digha Sankarpur Development Authority.
2. The Hon'ble Vice-Chairman, Digha Sankarpur Development Authority.
3. The District Magistrate, Purba Medinipur.
4. The Additional District Magistrate & Additional Executive Officer, Purba Medinipur Zilla Parishad, Tamluk, Purba Medinipur.
5. The Sub-Divisional Officer, Contai, Purba Medinipur.
6. The Block Development Officer, **Ramnagar-I & II** & Executive Officer, **Ramnagar - I & II** Panchayet Samity.
7. The District Information & Cultural Officer, Purba Medinipur
8. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
9. Reception / Notice Board.



Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, Urban Dev.(T&CP)Deptt.

FORM - I
CREDENTIAL CERTIFICATE
(100 % physical completion)

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to quotation / tender	:	
4	Contractual amount against the quotation / 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 - Supply & installation of Office furniture	:	
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	2015-2016		
2	2016-2017		
3	2017-2018		
Total			
Average Turnover			

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.Q.No. : _____ (Sl. No. ____)/DSDA/ 2018-2019.

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 _____ 201_____

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 and installation of different office furniture for Administrative Building of Digha Sankarpur
Development Authority" 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) 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

Name: 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 AVALUE OF 125.00 LAKH PUT TO 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.