



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
**B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT**  
**KALYANI, NADIA, PIN - 741235**  
**Phone No. 25828161, 25825975/5641**  
**Web site- <http://www.braiprd.org.in>**  
**Email: [siprdkalyani@gmail.com](mailto:siprdkalyani@gmail.com)**

**e-NIT No. -08 of 2024-25 (Consultant Engagement)**

The Director, B.R.A.I.P.R.D., Kalyani, Nadia, invites e-Tender in percentage rates for each of the following works by two cover system Resourceful and bonafied "Civil Engineering Consultant" firm for preparation of DPR (Detail Project Report)

Sl. No.	Nature of the work	EMD (Rs.)	Bid Validity Date	Time for Submission of DPR
1.	<b>DPR preparation for</b> (A) Renovation of library Building along with Architectural Draining, Structural Design for lift construction including soil test report. Internal /External, Retro fitting work if any required for strengthening, detail estimate preparation with quantity & cost estimate, proposed prospective view the building after renovation, detail drawing & working drawing preparation, All electrical Work related to renovation (B) Administrative Building & composite hostel building exterior architectural enhancement keeping in parity with to be new renovated library building including electrical works if any. (C) Third party structural vetting from reputed Technical institutions for new rehabilitation work.	5000.00	120 Days	30 Days

**B.R.A.I.P.R.D.,** does not take any responsibility for the delay caused due to non-availability of internet connection traffic jam etc. for the online bids. **Earnest Money** should be deposited by online banking service of ICICI Bank in e-Procurement System. The pre-qualification documents alone will be opened by the Director. BRAIPRD, Kalyani, Nadia in presence of bidders present.

The Financial bid will be opened after evaluation of technical bid and the bid documents of nonqualified bidders will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line. No individual intimation will be given.

The Director, BRAIPRD, Kalyani, Nadia reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason what so ever.

**\*GST and other taxes if any will be applicable as per notification issued by GST Council time to time.**

**1% cess under W.B building and other construction workers (Regulation of Employment & Conditions of service) Welfare cess Act, 1996 will be deducted from the running and final bills**



**A) Eligibility of Consultants:**

1. Consultants / Firms / Registered Unemployed Engineers' Co-operative Societies / Registered Unemployed Labour Co-operative Societies and bonafied outsider Consultants with sound financial status and having experience in timely completion of similar nature of work as mentioned above having value not less than Rs 80.00 Lakh of single work.
2. The credential should be in the same name & style of the intending bidder only, and not in the name and /or style of any of the Partner(s).

3. Duly attested photocopies of Authentic documents of experience, resource and financial solvency in the shape of payment certificates supported with relevant Work Orders and / or completion certificate issued by authority not below the rank of The Executive Engineer of works already executed during last 5 (five) years and details of technical personnel under his / her / their incumbency etc are to be uploaded online and manually to be produced at the time of opening of Tender. Tender without documentary evidence of having in possession of machinery and equipment may not be entertained. Relevant certificate from any Nationalized Bank in proof of financial solvency need also be submitted along with the tender with Technical Bid.

4. 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 concerned Executive Engineer or an Engineer of same rank or above of any Government / Government undertaking regarding satisfactory performance of such works are to be uploaded online and manually to be produced at the time of opening of Tender. In absence of the above details tender may not be accepted

5. All the related documents are to be produced **IN ORIGINAL** to this office as and when asked for.

6. Bidders who meet the minimum qualification criteria will be qualified only if their available bid capacity for construction work is equal to or more than the total bid value. The available bid capacity will be calculated as under:

$$\text{Assessed Available Bid capacity} = (A*N*M - B)$$

Where

A = Maximum value of civil engineering works executed in any one year during the last five years (updated to the price level of the last year at the rate of **8 percent simple interest a year**) taking into account the completed as well as works in progress.

N = 1

M = 3.0

B = Value, at the current price level, of existing commitments and on-going works to be completed during the period of completion of the works for which bids are invited.

**Note:** The statements showing the value of existing commitments and on-going works as well as the Stipulated period of completion remaining for each of the works listed should be countersigned by the Engineer in charge, not below the rank of The Director or equivalent.

**B) Application for getting Tender Document**

1. Intending Tenderers are requested to download the Tender Document from our website [wbtenders.gov.in](http://wbtenders.gov.in) & [www.braiprd.org.in](http://www.braiprd.org.in) within the stipulated time.

**C) Earnest Money** 1. Necessary Earnest Money may be deposited by the bidder as per Finance department order no.3975-F(Y), dated 28.07.2016, electronically either through Net Banking from the e-tendering portal. Intending bidders will get the beneficiary details from e-tendering portal with the help of their Digital Signature Certificate. Earnest Money Deposit (EMD) should be submitted electronically with effect from Bid Submission start date (online) to Bid Submission end date (online).

**D) Submission of Tender**

1. All intending Bidders are required to upload scanned copies of duly attested photocopies of all valid and



up-to-date Income Tax and Professional Tax clearance certificates and all relevant documents in support of proof of their eligibility together with a forwarding letter mentioning the list of enclosures submitted along with the Tender.

2. Intending Bidders may submit Tender for more than one work. But, in that case, uploading of all relevant documents to be done separately.

3. The Documents IN ORIGINAL are to be produced to this office as and when asked for.

i) To qualify for award of the Contract, each bidder should have in the last five years: Achieved in any one year during last five years in the same name and style (excluding current year) a **minimum financial turnover** as certified by chartered accountant and at least 50% of which is from civil engineering consultancy works equivalent to amount given below.

ii) **Required Turnover amount Rs.10,00,000.00**

iii) **The turnover will be indexed @ 8% for a year.**

#### **E. Working capital**

The bank credit facility of 25% (minimum) of value of work should be provided which will be treated as working capital.

#### **F) Documents to be enclosed along with the Tender**

1. Pan Card.
2. Professional Tax Clearance Certificates.
3. Income Tax Clearance Certificate.
4. Valid 15 digit Goods and Service Tax document ,GST Identification Number (GSTIN) under GST Act, 2017 as per Memo No. 4374-F(Y), Dated: 13<sup>th</sup> July 2017,[Audit Branch, Finance Department, Govt. of West Bengal].
5. Payment Certificate of the work which the tenderer intended to furnish as support of proof of experience.
6. Work Order of the works, against which the payment certificate is being submitted.
7. Credential Certificate from the employer (not below the rank of The Executive Engineer), under whom the work has been executed / under execution.
8. All the relevant documents in support of proof of having road construction machineries, Tools & Plants, laboratory equipment etc in possession of the Tenderer in case of road work.
11. In case of Partnership Firm / Registered Company, the intending Tenderers are requested to submit the copy of the DEED of Partnership / relevant document in support of proof of so.
12. The intending consultant firm should show sufficient technical manpower related to firm in the form for direct employee of the firm or in agreement with professional having requisite certificate for the purpose. The Technical personnel should include Architect, Structural Engineer, Geotechnical Engineer, and Electrical Engineer. These documents should be uploaded in the tender documents and will be a part of technical qualification.
13. The consultant is also to certify in his own letter head that if any other specific technical or other professional likely to be required during project preparation, the same should be engaged from his end with any further cost bearing.

#### **Opening of Tender**

1. The Tenders, so received up to the stipulated time as mentioned in the NIT, only Technical Bid will be opened on and after the date & time fixed by the authority.

#### **Rate Quote Guidance**

1. The quoted rate in e-tender will be treated as % of the total project cost
2. The rate quoted will be inclusive of all taxes. Deduction as per norms will be done from the bill in different heads. No extra amount will be paid beyond quoted rate. Hence the bidder should calculate all these parameter quote the rates accordingly.

#### **Terms of Payment:**

1. 25% of the consultant fee (the cost arrived at after final sanction of the project) will be paid after getting necessary administrative approved for the project.



2. 25% of the consultant fee will be paid after completion of 50% of the project.
3. 25% of the consultant fee will be paid after completion of 75% of the project.
4. 25% of the consultant fee will be paid after 100% completion of the project.
5. The Security deposit deducted from consultant bill will be paid after 06 (six) months from satisfactory completion of the construction project.
6. Revised Estimate if required during execution of the project will be prepared by the consultant in consultation with Engineer / Officers of BRAIPRD. No extra cost will be paid for such revised estimate.

Intending bidders may download tender documents **from e-procurement portal of our website: <https://wbtenders.gov.in> and [www.wbprdnic.in](http://www.wbprdnic.in) and [www.braiprd.org.in](http://www.braiprd.org.in)** from the date as mentioned in the Table bellow [See the Table Date and Time for Tender Flow]

**Date and Time for Tender Flow :**

SL No	Particulars	Date and Time
1	Date for Publish of Tender [Online]	13.09.2024 at 18:00 Hrs
2	Document Download Start Date[Online]	14.09.2024 at 10:00 Hrs
3	Bid Submission Start Date[Online]	14.09.2024 at 12:00 Hrs
4	Prebid Meeting (Offline)	20 .09.2024 at 12:00 Hrs
5	Bid Submission End Date[Online]	01.10.2024 at 14:00 Hrs
6	Date of Opening for Technical Bid[Online]	03.10.2024 at 14:00 Hrs
7	Date of Opening of Financial Bid[Online]	To be notified later.

OSD & E.O. Joint Secretary  
BRAIPRD, Kalyani, Nadia.

Memo No.- 21470/13/I-171/2024


Dated: 12.09.2024

**Copy forwarded, for information and taking necessary action, to:**

1. The Special Secretary & Commissioner to the Government of West Bengal, Panchayats & Rural Development Department, Mittika Bhaban, 3rd Floor DD-18/9, Sector-1, Bidhannagar, Kolkata-700064.
2. The Additional Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, Block – HC 7, Sector - III, Salt Lake, Kolkata – 700106 with the request to upload the notice in the Department Website.
3. The District Magistrate, Nadia.
4. The Additional Executive Officer, Nadia Zilla Parishad.
5. The Superintending Engineer, BRAIPRD, Kalyani, Nadia.
6. The District Information & Cultural Affairs Officer, Krishnagar, Nadia.
7. The OSD & E.O. Deputy Secretary B.R.A.I.P.R.D., Kalyani, Nadia.
8. The Sub-Divisional Officer, Kalyani, Nadia.
9. The Chairman, Kalyani Municipality, Kalyani, Nadia.
10. The Sub-Divisional Information & Cultural Officer, Kalyani, Nadia.
11. The Deputy Director (Finance), B.R.A.I.P.R.D., Kalyani, Nadia.
12. Shri Ashis Chowdhury, Librarian, B.R.A.I.P.R.D., Kalyani, Nadia. with the request to upload the notice in the Office Website
13. The Office Superintendent, Director, B.R.A.I.P.R.D., Kalyani, Nadia.



14. Sr. P.A. to Secretary 6<sup>th</sup> Floor, , Joint Administrative Building, 9th floor, Block- HC7, Sector-III, Kolkata-700106 - for kind information of Secretary to Govt of West Bengal, P & RD Dept.
15. P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.- for kind information of Director BRAIPRD
16. The Cashier, B.R.A.I.P.R.D., Kalyani, Nadia
17. Office Notice Board, B.R.A.I.P.R.D., Kalyani, Nadia.

  
OSD & E.O. Joint Secretary  
BRAIPRD, Kalyani, Nadia.

### **Terms and Conditions**

1. All the Intending Tenderers are requested to visit the sites of works prior to the submission of Tender at their own effort and interest.
2. This Notice Inviting Tender will be treated as part of the Tender Document.
3. In case of any day, meant for this tender, appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.
4. No materials, Tools & Plants etc. will be issued by BRAIPRD, Kalyani, Nadia..
5. No preconditioned tender will be accepted.
6. 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.
7. The Successful bidder, herein after called the Consultant, will have to execute an agreement on agreement form worth Rs. 10/- only (Non judicial stamp paper), and, will collect two additional copies of bidr Document from this office, duly signed and submit to this office which will be treated as part of the Agreement.
8. Both, the Consultant and the employer have agreed that it is not feasible to precisely estimate the amount of losses due to delay in completion of works and the losses to the public and the economy, therefore, both the parties have agreed that the Consultant shall pay liquidated damages to the Employer and not by way of penalty, at the rate per week or part thereof stated in the Contract Data for the period that the Completion Date is later than the Intended Completion Date. Liquidated damages at the same rates shall be withheld if the Consultant fails to achieve the milestones prescribed in the Contract Data. However, in case the Consultant achieves the next milestone the amount of the liquidated damages already withheld shall be restored to the Consultant by adjustment in the next payment certificate. The employer and the Consultant have agreed that is a reasonable agreed amount of liquidated damages and the total amount of liquidated damages shall not exceed 10% of the contract price. The employer may deduct liquidated damages from payments due to the Consultants. Payment of liquidated damages shall not affect the Consultant's other liabilities. If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer shall correct any overpayment of liquidated damages by the Consultant by adjusting the next payment certificate.
9. Necessary deduction towards GST, Income Tax and Welfare Cess etc. will be made as per Govt. Norms, and Security Deposit @ 8% of the value of work will be deducted from each progressive Bill. The Earnest Money will form part of the Security Deposit.
- 10. The Consultant is to render performance guarantee of the works for a period of 06 (six) Months from the date of completion of the work. A retention towards performance guarantee / security amounting to 10% of the billed amount shall be made by in the first and following interim payments, until the amount so retained reaches a limit of retention money towards performance guarantee / security equal to 8% (10% including earnest money deposit) of contract price.**
11. The performance security will be repaid to the Consultant after six months provided that the consultant has advised for rectification / substitution of work due to design fault/ non availability of material component / architectural enhancement as per recommendation of authority if any to the satisfaction of Engineer-in-charge or Employer.



12. In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and /or technically sanctioned estimate.

13. The registered cooperative should submit the registration certificate, current renewal certificate of their cooperative from competent authority with Technical bid.

14. Escalation claimed by the Consultant will not be entertained by Authority.

15. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof and the right to add, alter or delete any of the conditions & terms, laid above, is also reserved.

16. Any bill (running account /final) payment of proposed executed work will be made as and when fund will be available from the concern source. No claim whatsoever for it delay in payment, if any will be entertained.

**17.**

i) No Mobilization Advance and Advance against purchase of equipment will be paid for the work.

ii) No Secured Advance will be paid for the work under any circumstances. Under no circumstances Escalation in prices in materials, labour charges, cost of P.O.L. will be entertained.

iii) 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 Consultant 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.**

**18. Preparation of Bids/Tender Documents**

a) Language of the Bid / Tender documents will be in English.

b) Documents Comprising the Bid/ Tender documents.

i) The Bid submitted by the Bidder shall be in two separate parts:

Part I This shall be named Technical Bid and shall comprise of.

1) Bidding documents (Technical Bid) and Earnest money.

[Tender with all other documents along with BOQs, brief description, rates, schedule of works, drawings etc. of work including Tender documents can also be downloaded from

Govt. of West Bengal e-tendering Web site: [wbtenders.gov.in](http://wbtenders.gov.in)

2) Schedule of Quantities

3) Bidding Document

4) Bid Validity - Undertaking that the bid shall remain valid for a period of 120 (one hundred twenty) days after the deadline for financial bid date for bid submission. A bid valid for a shorter period shall be rejected by the under signed as non responsible bidder.

Part II. It shall be named Financial Bid and shall comprise of:

(i) Bill of Quantity [The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.]

5) Content of Bidding Documents

The set of bidding documents comprises the documents listed below

1) Notice Inviting Tender

2) Conditions of Contract

3) Specifications (Schedule of Quantity)

4) Bill of Quantities

**FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF  
CREDIT FACILITIES BANK CERTIFICATE**

This is to certify that M/s ----- is a reputed company with a good financial standing. If the contract for the work, namely, \_\_\_\_\_ is awarded to the above firm, we shall be able to provide overdraft / credit facilities to the extent of Rs. \_\_\_\_\_ (Minimum 25% of value of work) to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager \_\_\_\_\_

Name of the senior Bank Manager \_\_\_\_\_

Address of the Bank \_\_\_\_\_

Stamp of the Bank \_\_\_\_\_

Note: Certificate should be on the letterhead of the bank.



## FORMAT FOR AFFIDAVIT

( In Non Judicial Stamp Paper of Rs . 10.00)

I, Sri.....S/o Sri.....aged...Years, Residing  
at....., Proprietor/Partner/Director of.....  
do hereby solemnly affirm and declare in connection with .....  
.....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. That the undersigned also hereby certifies that neither any near relations of DE/EE/SE/AE/JE of the Department nor any retired gazetted officers are in our Employment
3. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and or as requested by the authority to verify this statement.
4. The undersigned understands and agrees that the bid shall remain open for Acceptance 120 days from the date of opening of financial bid.
5. The undersigned agrees to invest 25% of the contract price of works by cash during the Implementation of the works.
6. The undersigned agrees to authorize the authority to seek references from the Bankers of the Undersigned.
7. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
8. 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.
9. The undersigned agreed to engage sufficient technical personnel viz: Architect, Structural Engineer, and Geotechnical Engineer, Electrical Engineer required for project preparation and facilitate the Technical Sanction from competent authority and presentation of the project at different levels as required by the authority from time to time during the sanction process.

Signature of the Consultant  
Name of the Proprietor/ Firm