

# Bidhan Chandra Krishi Viswavidyalaya

## Works Department, Mohanpur, Nadia



From : DR. KALYAN JANA  
In Charge, Works Department

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Memo No. WD / BCKV / 729 / 2025

Dated : 14.06.2025

### NOTICE INVITING TENDER NO. 03(e) of 2025-2026 OF THE IN-CHARGE, WORKS DEPARTMENT, BCKV, MOHANPUR, NADIA

On behalf of the Technical Evaluation Committee, B.C.K.V. In-Charge, Works department invites e-Tender for the work detailed in the table below. (Submission of Bid through online).

Sl. No.	Name of the Work	Estimated Amount (Rs.)	Earnest Money (@ 2.5%)	Eligibility of Contractors	Time of Completion
1	Supply of electrical materials day to day maintenance in different places under BCKV, Mohanpur, Nadia	Item rate quoted	19,136.00	See Clause – 1	15 days

Date & Time Schedule of online through the website <https://etender.wb.nic.in>

Sl. No.	Particulars	Date & Time	
1	Date of Publishing of NIT	14.06.2025	
2	Date for downloading of Tender Documents	Start	14.06.2025 from 6.00 P.M.
		End	21.06.2025 from 11.00 A.M.
3	Date of Submission of Tender	Start	14.06.2025 from 6.00 P.M.
		End	21.06.2025 from 11.00 A.M.
4	Date, Time & Place of Opening of Technical Bid	24.06.2025 at 11.00 A.M. In the Office of the Works department, B.C.K.V., Mohanpur, Nadia. Financial bid will be open, immediately after completion of entire process of Technical Bid.	

#### 1. Eligibility criteria for participation of tender :

##### i) For First call of NIT

- Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the estimated amount put to tender during last 5(five) years prior to the date of issue of this tender notice; or,
- Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or,
- 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 is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the Certificate of satisfactory running work from the concerned Officer will be eligible for the tender.

##### ii) For 2<sup>nd</sup> Call of NIT

- Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or
- Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or
- Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the Certificate of satisfactory running work from the concerned Officer will be eligible for the tender.

- iii) For 3<sup>rd</sup> Call of NIT
    - Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 20% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or,
    - Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 70% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the Certificate of satisfactory running work from the Officer will be eligible for the tender.
  - iv) All eligible and intending tenderers are required to produce valid Vat Registration with up to date GST return, P/Tax challan, IT Return (Sarat), PAN card etc. along with the application for permission.
  - v) In case of Electrical work Electrical Contractor Licence, Supervisory License etc. to be produced.
  - vi) Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co.-Op. Societies are required to furnish valid Bye Law, Current Audit Report along with other relevant supporting papers. [Non Statutory Documents].
  - vii) A prospective bidder shall be allowed to participate in the particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.
  - viii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents].
2. The **FINANCIAL OFFER** of the prospective tenderers will be considered only if the tender qualifies in the Technical Bid. The decision of **Evaluation Committee / Local Tender Committee** will be final and binding on all concerned and no challenge against such decision will be entertained.
  3. All participated bidders are required to pay the requisite amount as EMD draft as specified against their quotation if available. Scanned copy of the demand draft must be uploaded as supporting document during submission of e-tender. Without EMD quotations bids will not be considered for technical or financial comparison. Draft must be in favour of '**Bidhan Chandra Krishi Viswavidyalaya**' payable at Kalyani (IFSC: SBIN0001082).
  4. Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <https://etender.wb.nic.in>. (Details of which has been narrated in 'Instruction to Bidders')
  5. The contractor whose tender is accepted will be required to furnish security for the due fulfilment of his contract consisting of deduction of ten percent of bill amount as security money.
  6. The successful tenderer should have to obey the rules, regulations, labour laws etc. of Labour Department, Government of West Bengal.
  7. The contractors shall quote in figures as well in words the rate in percentage below / above or at par of the total amount of the priced schedule of items with probable quantities.
  8. Tenderers who will sign in the tender on behalf of a Company or Firm must produce a registered documents in respect of their competency along with the tender failing which their tenders will not be considered.
  9. Bids shall remain valid for a period not less than 120 days (One hundred twenty) from the last date of submission of financial bid / sealed bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
  10. The acceptance of the tender will rest with the accepting authority who does not bind himself to accept the lowest or any tender and reserved to himself the right to reject in part or in full any or in full any or all the tender received or to split up the work in different groups without assigning any reasons thereof.
  11. The tenders which do not fulfil any of the above conditions or are incomplete in any respect liable to summarily rejection.
  12. If any contractor fails to start the work within 7 (Seven) days from issuing date of Work Order / Formal Tender the Work Order will be cancelled and relevant clauses of the contract shall deemed to have executed by the tendering authority. No litigation to this effect shall be entertained by the tender inviting authority, this is incorporated to deliver time bound public works.
  13. No departmental materials will be issued to the contractor and materials, tools and plants are to be supplied by the contractor.
  14. Constructional Labour Welfare Cess @ 1 (One)% of cost of construction will be deducted from every Bill of the selected agency, Vat, Royalty and all other Statutory levy / Cess will have to be borne by the contractor and the rate in the schedule of rates inclusive of all the taxes and cell stated above.
  15. No mobilization advance and secured advance will be allowed.
  16. All materials required for the proposed scheme as mentioned including bitumen (all grade), bitumen emulsion, cement and steel shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufacture accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of bitumen, bitumen emulsion, cement and steel are to be submitted along with challan and test certificate. In the event of further testing opted by the Engineer-In-Charge, then such testing from any Government approved testing laboratory shall have to be conducted by the agency at their own cost. Only 60/70 (VG 30) grade paving bitumen of I.O.C.L./ B.P.C.L./ H.P.C.L. (from nearest depot) will be permitted as straight run bitumen.
  17. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
  18. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, then that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.
  19. Before issuance of the work order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.

20. All Agencies are requested to submit the following documents in support of their Credential (Non-statutory Documents)
  - i) Work order and working schedule.
  - ii) Completion certificate showing date of completion.
  - iii) Payment certificate with the application in support of their credentials.
21. i) Conditional tender or incomplete tender will not be accepted in any case
  - ii) The accepting authority reserves the right to accept or reject the tender without assigning any reasons what so over.
  - iii) The applicant must inspect the site of work and get acquainted with site conditions, facilities available and problems to be faced during work and take into account all such factors before quoting rate.
22. Deduction of tax shall be made as per GST norms / any other, as per financial rule.
23. S & P Contractor should have valid contractor's Trade License of Corporation or Municipality.
24. In the event of non availability of fund, all tenders will be cancelled.
25. The earnest money of the unsuccessful Bidder(s) will be refunded from the office of the Works department concerned with the work, after he / she / they is / are to apply for the same, giving the reference to the work, NIT No., date of Tender, amount and mode of Earnest Money deposited – all in a complete form.
26. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
27. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. In-Charge, Works department, Works department reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
28. All intending bidders are requested to be present in the Chamber of the In-Charge, Works department, Works department, during opening of the Tender, to observe the tender opening procedure.
29. Tender inviting authority reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
30. Tender inviting authority reserves the right to issue corrigendum towards the estimated amount and eligibility of contractors in case of any revision. Three days in advance to the date of application under certain unavoidable circumstances.
31. Work order will be issued subject to placement of fund.
32. Payment of work will be Dependent on availability of fund. Intending tenderers may consider this criteria while submission of Tender and quoting their rates.
33. Additional clause

Payment terms :

- i) No advance payment will be made.
- ii) Onetime payment against final bill to be made after successful completion of work.
- iii) G.S.T. @ 18% is included with rate against individual item.

No. WD / BCKV / 729 / 1 ( 16 ) / 2025 Dated : 14.06.2025

Copy forwarded with a request to display in the notice board for wide circulation to:-

1. The In-Charge, Comptroller's Department, B.C.K.V, Mohanpur, Nadia.
2. The Director of Farms, B.C.K.V., Mohanpur, Nadia.
3. The Director of Research, B.C.K.V., Kalyani, Nadia.
4. The Director of Extension Education, B.C.K.V., Mohanpur, Nadia.
5. The Special Officer (Development), B.C.K.V., Kalyani, Nadia.
6. The Dean, Students' Welfare, B.C.K.V., Mohanpur, Nadia.
7. The Dean, Faculty of Agriculture, B.C.K.V., Mohanpur, Nadia.
8. The Dean, Faculty of Horticulture, B.C.K.V., Mohanpur, Nadia.
9. The Dean, Faculty of Agril. Engineering, B.C.K.V, Mohanpur, Nadia.
10. The Librarian, B.C.K.V, Mohanpur, Nadia with request to upload the tender notice in BCKV Website.
11. The Vice-Chancellor's Secretariat, B.C.K.V, Mohanpur, Nadia.
12. The Registrar's Secretariat, B.C.K.V, Mohanpur, Nadia.
13. The SAE (Civil), Works Department, B.C.K.V., Mohanpur, Nadia
14. The SAE (Electrical), Works Department, B.C.K.V., Mohanpur, Nadia
15. BCKV Website – www.bckv.edu.in

 14.06.25

**IN-CHARGE**  
**Works Department**  
**Bidhan Chandra Krishi Viswa Vidyalaya**  
**Mohanpur, Nadia**

 14.06.25

**IN-CHARGE**  
**Works Department**  
**Bidhan Chandra Krishi Viswa Vidyalaya**  
**Mohanpur, Nadia**

# INSTRUCTION TO BIDDERS

## SECTION – A

### 1. General guidance for e-Tendering

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

### 2. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

### 3. Digital Signature certificate (DSC)

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

### 4. Downloading of Tender Documents

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

### 5. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

### 6. Submission of Tenders.

General process of submission, Tenders are to be submitted through online the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### A. Technical proposal

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

##### A-1. Statutory Cover Containing

- i) Prequalification Application ( Form – I)
- ii) Demand Draft / bankers Cheque towards cost of tender documents and earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of B.C.K.V., Mohanpur, Nadia.
- iii) **Tender form No. 2911(ii) & NIT (Download and upload the same Digitally Signed, quoting rates, will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii) the tender liable to summarily rejected).**
- iv) Special Terms, condition & specification of works.

##### A-2. Non statutory Cover Containing

- i) Professional Tax (PT), deposit receipt challan, Pan Card, ITR, VAT Registration Certificate.
- ii) Registration Certificate under Company Act. (If any)
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm/ Private Limited Company, If any)
- v) Tax Audited Report in 3 CD Form along with Balance Sheet & Profit & Loss A/c for the last five years (year just preceding the current Financial Year will be considered as year – 1) duly certified by the Chartered Accountants.
- vi) Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op (S) (ARCS) Bye Laws are to be submitted by the Registered labour Co-Op (S) Engineers' Co.- Opt.(S)
- vii) List of machineries possessed by own / taken on lease along with authenticated copy of invoice, challan & waybill according to this NIT (Section –B, Form IV).
- viii) List of Technical staffs along with structure & organization (Section – B, Form – III).
- ix) Credential for completion of at least one similar nature of work under the authority of state / central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/ state Govt. having a magnitude of 40 (Forty) percent of the Estimated amount put to tender during the last 5 (five) years prior to the date of issue of this NIT is to be furnished.(Ref. Cl. No. 6 (i) of this NIT. Scanned copy of Original Credential Certificate as stated in 3 (i) of NIT.
- x) Blank “**Letter Head**” of the Agency.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory Folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category	Sub-Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1) VAT Registration Certificate & Acknowledgement / upto date VAT return / GST return 2) PAN 3) P. Tax (Challan) 4) Income Tax return (upto date Saral)
B.	COMPANY DETAILS	COMPANY DETAILS 1	1) Proprietorship Firm (Trade Licence). 2) Partnership Firm (Partnership Deed, Trade Licence). 3) Ltd. Company (Incorporation certificate, Trade Licence). 4) Co-operative Society (Society Registration copy, Trade Licence). 5) Power of Attorney 6) Blank Letter Head Pad of the Agency
C.	FINANCIAL INFO	P/L AND BALANCE SHEET	1) P/L AND BALANCE SHEET 2020-21. 2) P/L AND BALANCE SHEET 2021-22. 3) P/L AND BALANCE SHEET 2022-23. 4) P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR.
D.	DECLARATION	DECLARATION – 1	1) Declaration
E.	CREDENTIAL	CREDENTIAL – 1 CREDENTIAL – 2	1) Similar nature of work done and completion certificate which is applicable for eligibility in this tender. 2) COMPLETION CERTIFICATES

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

Tender document will be opened by the In-Charge, Works department on behalf of Purchase Committee, B.C.K.V. electronically from the website using their Digital Signature Certificate.

- 1) Cover(folder) statutory document should be open first and if found order(folder) for non statutory documents will be open. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- 2) Uploading the summary list of qualified tenders.
- 3) Pursuant so scrutiny & decision of the Executive Engineer the summary list of the eligible tender & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

**C. Financial proposal**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the percentage rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

**8. Penalty for suppression / distortion of facts**

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**9. Rejection of Bid**

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

**10. Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance.

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

To,  
The In-Charge,  
Works department,  
Bidhan Chandra Krishi Viswavidyalaya,  
Mohanpur, Nadia.

Ref: - Tender for the work of \_\_\_\_\_  
\_\_\_\_\_ (Name of work) Against e-Tender  
No. NIT-03(e) / 2025 – 26 dated 14.06.2025 (Sl. No. \_\_\_\_\_) of In-Charge, Works department, B.C.K.V., Mohanpur, Nadia

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of \_\_\_\_\_ In the capacity \_\_\_\_\_ duly authorized to submit the order. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

- 1. Statutory Documents
- 2. Non Statutory Documents

**Name of Agency (In block capital) :**

**Full Address with PIN No. :**

**PAN NO. :**

**GST .NO. :**

**Mobile No. :**

Date: -

**Signature of applicant including title**  
and capacity in which application is made

## DECLARATION

(To be furnished in Company Letter Head Pad)

- 1) I \_\_\_\_\_, Son / Daughter of Sri \_\_\_\_\_, Proprietor / Partner / CEO / MD / Director / Authorized Signatory of M/S \_\_\_\_\_ am competent to sign this declaration and execute this tender document.
- 2) I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- 3) The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- 4) I / we / am are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 5) Each page of the tender document and papers submitted by my company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
- 6) I / our firm / company am / is not currently debarred or blacklisted in any officers (Govt. or Govt. Aided) / National Organization or Educational Institutes / Universities for any suppliers, products or services.

Signature of the Authorized Persons