

SREE CHAITANYA MAHAVIDYALAYA

Habra - Prafullanagar, North 24 Parganas, Pin Code - 743268, West Bengal.

Phone: 03216-237189/237086

<http://www.sreechaitanyamahavidyalaya.ac.in/>

E-mail: srchma@gmail.com.

Memo No.- Scm/e-ten/27(01)/25

Date: 12-07-2025

Detailed Tender Notice

Tender Notice No: Scm/e-ten/27(01)/25

Date: 12-07-2025

E-Tender are invited from **eligible licensed Vendors** with adequate reputation and financial capabilities. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in/nicgep/app> directly.

Submission of Tender: - a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in/nicgep/app> as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained

A.) **Name of Work:** - Repairing & Renovation of the Roof-Shed (2nd Floor) at Sree Chaitanya Mahavidyalaya, Habra

TABLE – I

Sl. No.	Name of Work	Estimated value of Work put to Tender including 18% GST and Cess @ 1%	Earnest Money (2% of Amount put to Tender)	Date of Completion of work	Location of Work
1	Replacement of tin and asbestos shed for the roof of second floor at Sree Chaitanya Mahavidyalaya, P.O. Habra-Prafullanagar, Dist. North 24 Parganas, West Bengal, PIN-743268. including 18% GST and Cess @ 1%	3,51,000.00	7020.00	30 Days	Sree Chaitanya Mahavidyalaya

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Note : **TENDER FEES RS. 1000/- ONLY (FOR L1 BIDDER)**

SCHEDULE OF e-TENDERING

1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date: 18.07.2025
2.	Starting date of Documents download (Online)	Date: 18.07.2025
3.	End date of Documents download (Online)	Date: 26.07.2025 up to 02:00 PM
4..	Starting date & time of Online Bid Submission	Date: 18.07.2025
5.	Last date & time of Online Bid Submission	Date: 26.07.2025 up to 02:00 PM
6.	(Intending Bidders are requested to generate NEFT / RTGS challan from the website https://wbtenders.gov.in and make the EMD payment in his bank before 3 Banking Working Days earlier from the Last Date of Bid Submission.)	
	TECHNICAL OPENING OF TENDER (Online)	Date: 28.07.2025 After 2.00 PM

	Completion Period	30 days
	Eligibility Criteria	Tender papers may be downloaded from https://wbenders.gov.in/nicgep/app_web site by the eligible vendors who successfully supplied similar type of goods having credentials Certificate in Government/Semi- Government Organization/ Autonomous Body.
	Eligibility Criteria	<p>Tenderer should submit the scanned copies in the electronic format at proper place of the following documents:-</p> <ol style="list-style-type: none"> 1.GST registration certificate. 2. Having valid PAN Card. 3. Having upto date P-Tax deposit Challan. 4. Having valid up to date Trade License. 5. Scanned copy of online submitted EMD receipt 6. Income tax return for last 3 years. 7. The credential with work order / experienced certificate of supplying similar nature of goods (amount not less than 50% of Estimated Amount) shall be submitted.

N.B. – 1. No joint venture, consortium etc will be accepted. Work completed as sub-contractor will also not be accepted as credential.

2. Bidder intending to participate in more than one work shall have to furnish credential for summation of work value considered for the tender for those works of cumulative work value. The Bank Solvency should also be cumulative for multiple works.

The intending tenderer shall submit only one application as Annexure-I Available in our web site with copies of the following documents which will be verified with the original. Authority reserves the right not to allow the agency to participate in the tender under the following circumstances:-

- a) Delay in delivery completion of job in any previous cases
- b) Performance in terms of either quality of materials and workmanship.
- c) Litigation and court cases.

General information to the Agencies:-

1. In the event of e-procurement, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Earnest Money may be remitted through NEFT/RTGS or Net-Banking as per Order No 3975 – F(Y) Dated: 28th July, 2016 of Finance Department Government of West Bengal and also to be documented through e-procurement portal.(Intending Bidders are requested to generate NEFT / RTGS challan from the website <https://wbtenders.gov.in> and make the EMD payment in his bank before 3 banking working days earlier from the Last Date of Bid Submission.
2. 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 documents.
3. Earnest money will be refunded to unsuccessful tenderer after issuance of work order to the successful tenderer.
4. Authority takes no responsibility for any delay/ loss/ non-receipt of tender document or any other letter sent by post either way.
5. Authority reserves the right to reject or accept or split any or all tenders / bids without assigning any reasons what so ever.
6. The successful tenderer shall comply with the provision of contract labour (Regulation & Abolition) Act 1970 other statutory relevant Act such as educational cess etc and subsequent amendment there of produce the same before the authority.
7. Submission of tender will signify the acceptance of all terms and conditions of the contract as mentioned herewith.
8. Any request for extension of time for submission of tender will not accepted
9. Agencies can contact the authority for any clarification.

Withdrawal of Tender paper:-

A tender once submitted shall not be withdrawn under any circumstances. If a tenderer withdraws his tender without any valid reason, tenderer may be barred from submitting any tender in authority for period of one year or more which will be decided by the competent authority

The Financial Bid:-

- a) The rate quoted by the tenderer shall be inclusive of all elements of taxes include Income Taxes, GST, P-Tax etc and duties, demands etc.
- b) All other charges like insurance charges, Freight etc. as would be required for completion of the work shall also be considered in the rates quoted above or less of estimated amount. No claim what so ever on this account will be entertained.
- d) Escalation cost will not be allowed under any circumstances.**

Earnest Money may be remitted through NEFT/RTGS or Net-Banking as per Order No 3975 – F(Y) Dated: 28th July, 2016 of Finance Department Government of West Bengal and also to be documented through e-procurement portal.

The Agencies shall carefully read the Tender Paper, terms and conditions as mentioned shall have to be accepted by them.

Principal reserves the right to refuse permission to any applicant without assigning any reason whatsoever.

Copy forwarded for information to: -

- 1) One daily News Papers & college website
- 2) Notice Board

INSTRUCTION TO BIDDERS

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

- 1. Registration of Vendor:** - Any vendor 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://wbtennders.gov.in/nicgep/app>. The vendor is to click on the link for e – Tendering site as given on the web portal.
- 2. Digital Signature Certificate (DSC):**- Each vendor 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 -1 of Guideline to Bidder. DSC is given as a USB e – Token.
- 3. Collection of Tender documents:** - The vendor can search & download NIT & Tender documents electronically from computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

4. Submission of Tenders:-

- a) General process of submission:** - Tenders are to be submitted through online to the website stated in Cl. – 1 in two folders at a time for each work, one is technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
- b) Technical Bid:** - Technical Bid contain scanned copies of the followings further in two covers (folder).

A-1. Statutory Cover Containing

- i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT (Download the NIT and upload the same by digitally sign).
- iii) **ANNEXURE I** (Scan Copies of duly fill-up (including manual Signature of the contractor with seal and date) Declaration as per prescribed format and All Other Form

N.B: Bidder must download NIT & all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web and must go through carefully before quoting his rate.

A-2. Non Statutory/Technical documents Cover containing-

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.

Note: Failure of submission of any of the above mentioned documents (as stated in A-1 &

A-2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

c) Financial Bid:-

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line 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.

5. Opening & Evaluation of Tender:- Opening of Technical Bid:

- i) Technical bid will be opened by the Principal along with the member of the tender committee, Sree Chaitanya mahavidyalaya. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified tenderers would be uploaded.

NB: While evaluation, the committee may summon any of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be liable for rejection.

Opening and evaluation of Financial Bid:

- i) Financial bid of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

6. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited

**Principal
Sree Chaitanya Mahavidyalaya**

**ANNEXURE-I
DECLARATION**

a) I / We hereby declare that I/We shall treat the tender documents; item specification and other records connected with the work as secret/ confidential documents and shall not communicate the same or use the information in any matter prejudicial to the safety of the country.

b) I / We hereby declare that I/We have gone through and understood the various terms and conditions/clauses of the contract documents/booklet of the Institute regarding details of the safety norms/ regulations/procedure, etc to be followed at the work site and agree to abide by the same. I/We hereby intend to tender for the subject work.

c) I/We hereby declare that the signature in all the pages of the tender documents is signed by me.

Signature of the **Bidder** with seal and date

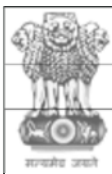
Full Name of the **Bidder**

:

Full Address

:

Phone No.

**West Bengal
Tenders****eProcurement System of Government of West Bengal****Tender Details**

Date : 17-Jul-2025 02:26 PM

Print

Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION SREE CHAITANYA MAHAVIDYALAYA		
Tender Reference Number	Scm/e-ten/27(01)/25		
Tender ID	2025_DHE_877698_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Percentage
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Online Bankers	S.No	Bank Name
	1	ICICI BANK
	2	ICICI NEFT/RTGS

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	NIT
		.pdf	EMD
		.pdf	ANNEXURE I
2	Finance	.xls	BOQ

Other Important Documents

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX,LABOUR LICENCE	
2	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
3	CERTIFICATES	Permanent Account Number	Permanent Account Number	
4	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE	
5	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
6	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
7	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
8	FINANCIAL INFO	P/L AND BALANCE SHEET 2022-23	P/L AND BALANCE SHEET 2022-23	
9	FINANCIAL INFO	P/L. AND BALANCE SHEET 2023-24	P/L. AND BALANCE SHEET 2023-24	
10	FINANCIAL INFO	P/L AND BALANCE SHEET 2024-25	P/L AND BALANCE SHEET 2024-25	

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	7,020	EMD Exemption Allowed	No
EMD Fee Type	percentage	EMD Percentage	2.0%
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)

Work / Item(s)					
Title	Scm/e-ten/27(01)/25				
Work Description	Repairing and Renovation of the Roof-Shed 2nd Floor at SREE CHAITANYA MAHAVIDYALAYA				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	3,51,000	Product Category	CIVIL WORKS	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	30
Location	Sree Chaitanya Mahavidyalaya,PIN-743268	Pincode	743268	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Sree Chaitanya Mahavidyalaya
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	18-Jul-2025 10:00 AM	Bid Opening Date	28-Jul-2025 02:00 PM
Document Download / Sale Start Date	18-Jul-2025 10:00 AM	Document Download / Sale End Date	26-Jul-2025 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	18-Jul-2025 10:00 AM	Bid Submission End Date	26-Jul-2025 02:00 PM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	220.37
Work Item Documents	S.No	Document Type	Document Name	Document Size (in KB)
	1	BOQ	BOQ_1977146.xls	347.50

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	reach4gb@gmail.com	Sanjib Talukdar	SUBRATA CHATTERJEE
2.	sukumarpal28@gmail.com	Sukumar Pal	SUKUMAR PAL
3.	subrata.socio1973@gmail.com	SUBRATA CHATTERJEE	SANJIB TALUKDAR

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2

BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
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<u>Tender Inviting Authority</u>	
Name	Principal,Sree Chaitanya Mahavidyalaya
Address	P.O.- Habra,Prafullanagar, Dist. North 24 Parganas, West Bengal, PIN-743268

<u>Tender Creator Details</u>	
Created By	SUBRATA CHATTERJEE
Designation	PRINCIPAL
Created Date	11-Jul-2025 09:07 PM