

**HARISHCHAK PALLIMANGAL  
SAMABAY KRISHI UNNAYAN SAMITY LTD.**

Regd. No. -40 H.G. ♦ Date-25-08-1966

HARISHCHAK ♦ KHANAKUL ♦ HOOGHLY ♦ PIN-712416

Ref. No.: .....  
TO

The C.EO

Hooghly District Central Co-operative Bank Ltd.

Chinsurah , Hooghly



Date: ...12/03/2025...

**Sub:-E-Tender Procedure**

মাননীয় মহাশয়,

এতদ্বারা হরিশ্চক পল্লীমঙ্গল সমবায় কৃষি উন্নয়ন সমিতি লিমিটেড এর মিটিং এর সর্বসম্মতিতে সিদ্ধান্ত গৃহীত হয় যে Memo No 2359/Pacs as Msc/2022-2023,Agriculture Infrastructure Fund এ GROUND NUT PROCESSING MACHINE INSTALLATION GODOWN টি করার জন্য Hooghly District Central Co-operative Bank Ltd. Head office Full uploads open the E-Tender accordingly Procedure করার জন্য অনুরোধ জানানো হচ্ছে ।

তাই মহাশয়ের কাছে একান্তভাবে অনুরোধ E-Tender Procedure করিয়া কাজটি যাহাতে সুসম্পূর্ণ করা হয় তার সুব্যবস্থা করিয়া দেবেন ।

বিনীত

Amuk unnesghok

Signature

12/03/2025

স্বাক্ষরিত: ১২/০৩/২০২৫



**OFFICE OF THE  
HARISCHAK PALLIMONGAL .SKUS. LTD  
HARISCHAK PALLIMONGAL SAMITY::KHANAKUL-II :: HOOGHLY::**

**NOTICE INVITING PRE-QUALIFICATION-CUM- TENDER  
(TWO COVER SYSTEM)**

**Tender Reference no.:- WB/HOOG/KHANAKUL-II/50/2025-26**

**No: 550/ H.P.SKUS/2024**

**Dated: 12/03/2025**

The Secretary HARISCHAK PALLIMONGAL SKUS LTD, invites sealed percentage rate tenders for each of the following works by two cover system up to **12/03/2025** Pre- qualification documents in a separate sealed cover comprising of technical document along with scanned copy of Challan for cost of Bid document and that of Earnest Money in a separate file. The financial Bid document with Bill of Quantity in another sealed cover are to be uploaded by the qualified contractors viz. Contractors registered in appropriate class with CPWD/MES/NHAI/Railways /KHANAKUL-II Block Development Office and bonafide outsiders who satisfy the terms and conditions set out in pre- qualification document and having registration in e- procurement portal. **The Tenders shall be available for viewing in website ([hooghlydccb@gmail.com](mailto:hooghlydccb@gmail.com)) on 12/03/2025 TIME-10.00 am to 4.00 pm**

Sl No	Name of the Work	Fund Name	Estimated Cost	Amount Put to Tender (Rs.)	Cost of bidding document	Security Money (Rs.)3%	Completion Time
1	PROPOSED CONSTRUCTION GODOWN NUT MACHINE INSTALLATION GODOWN OF HARISCHAK PALLIMONGAL SAMABYA KRISHI UNNAYAN SAMITI LTD.	PACS & MSC	1456615.00	1456615.00	2000.00	43698.00	6 MONTH
2							

Intending bidders may download tender documents from e-Procurement portal **from 12/03/2025 at 27/03/2025 Hours 10.00 am to 4.00pm** The pre-qualification and bid documents duly filled in all respect should be submitted on-line through e-portal Hooghly district central co-operative bank LTD, does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. during on-line bidding.

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	12/03/2025
2	Documents download/sell start date (Online)	13/03/2025
3	Documents download/sell end date (Online)	27/03/2025
4	Bid submission start date (On line)	13/03/2025
5	Last Date of submission of original copies for the cost of Tender Documents and Earnest Money Deposit (Off line)	27/03/2025
6	Bid Submission closing (On line)	27/03/2025
7	Bid opening date for Technical Proposals (Online)	27/03/2025



### INSTRUCTION TO THE INTENDING TENDERERS

1. Please Quote your Rate on percentage basis (Less/At Par/Above) at appropriate places in the prescribe format.
2. Please enclose valid up-to-date copies of requisite tax clearance certificates such as IT/P.TAX/PAN etc and Trade License from appropriate authorities. In case of non- inclusion of the same, please enclose the copies of relevant orders in that effect. All the documents in proof of their eligibility IN ORIGINAL need to be produced as and when asked and required.
3. Please note that, Completion Certificate within the last 3 financial years will only be entertained as CREDENTIAL.
4. Please submit details of running and completed works under **Secretary in SKUS**, executed in the same name during last 3(Three) years with the copy of the Work Order. The information should be as per following Proforma.

Sl. No.	Name of work	Tender Reference no.	Work order no. & date	Tendered amount	Time allowed for completion	Date of completion	Date of commencement	Actual date of completion	Delay, if any

Please deposit requisite Earnest Money and Participation charge (non refundable ) and the amount should be deposited in two separate Demand Draft/ Bankers Cheque of Nationalized Bank in favour of " **Secretary in SKUS** "in the specified tender box at the Chamber of the **undersigned**. However, **bidder must upload the scanned copy of Demand Draft/Bankers Cheque of Nationalized Bank during the tender submission.**

5. Bids from joint venture are not allowed,
6. Bid shall be digitally signed by a person or persons duly authorized to sign on behalf of the Bidder,
7. Tender will be of two separate parts, Part-I will be for "Technical Bid" containing mainly pre-qualification documents and Part-II "Financial Bid.

#### **A) STATUTORY**

**Part-I "Technical Bid" will contain the following documents and should be :**

- I) NIT : NIT Document to be downloaded and uploaded by the digital sign in this folder
  - II) Cost of Tender Form & EMD :
- Scanned copy of Demand Draft/ Bankers Cheque for Earnest Money & Tender Fee

#### **Part-II : BOQ**

**"Financial Bid" will contain the following documents and should be :** a) Properly filled up Bill of Quantity (BOQ) containing offer on the basis of percentage (Less/At Par/ Above) as space provided in the format.

#### **B) NON-STATUTORY**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	Valid Trade License from Appropriate Authorities. (20-21) PAN. P Tax (Challan) (2020-21) Last 3 years IT Receipt.
B.	Credential	Credential – 1	Similar nature of work done within last 3 financial years. AS PER <b>Annexure-I</b>
C.	Declaration	Declaration - 1	Authorized address and contact details of the bidder having the following information to be submitted in letter head:- Address of communication, Telephone No(s) of Office, Mobile No, Facsimile (FAX) No, Electronic Mail Identification (E-mail ID)



## OPENING AND RECEIVING OF TENDER:

The Tenders, so received on Dated as prescribed above, **"Technical Bid" & "Financial Bid" will be opened at 25/25/2024 & closing 10/01/2025** in this office. Intending tenderers may remain present during opening of bids.

Only "Financial Bid" of the participated- tenderers will be opened, if they qualify in "Technical Bid". Otherwise, the financial bid shall be considered as informal.

In case, the last date of Opening of tender happens to be a holiday, or for any unforeseen reason the tender cannot be opened, as the case may be, the Tenders shall be opened on the next working day at the same hour of the day and at the same venue.

The financial bid document of the technically qualified bidders will be opened for evaluation and the other bid documents will be unopened, No individual intimation will be given separately. Name of the qualified bidders will be displayed in the office notice board.

**The Secretary in H.P. SKUS reserves the right to reject or cancel any or all pre- qualification documents and bid document without assigning any reason whatsoever.**

### TERMS AND CONDITIONS:

1. Before submission of the tender, the intending tenderers must visit the work site to judge the local condition from all corners and should thoroughly acquaintance himself with the proposed work and should take into consideration the difficulties that are likely to be involved in the execution of the work. No plea/complain about the work site and claim what so ever will be entertained afterwards for communication difficulties, climatic condition, non-availability of materials, labour etc. It will be presumed that the agency offered the tender after reviewing entire position of the work site.
2. Intending bidders may obtain detailed information about General & detailed technical information, specification, other conditions, procedure guidelines etc. and other Terms & Conditions related with the work but not incorporated in this Tender, in any, from the Engineering Cell of Block Development Officer, Goghat-I Development Block on all working days during office hours and also available at **"e- procurement"** link under **(hooghlydcccb@gmail.com) Website.**
3. While submitting rate, the intending tenderer should keep in account that the rate so quoted should be inclusive of all taxes. Cess, levy, royalty and all other incidental charges related with the material and labour, plants and machineries, any other charges payable to other statutory bodies etc. weather it is inclusive in the price schedule or not. No extra payment over the scheduled items will be allowed.
4. Due to any reason, any bid being uploaded after the Specified date and time will not be considered as valid and will automatically rejected as mention on Para-B.
5. The successful tenderer shall be required to execute formal agreement in duplicate within seven days from the date of receipt of letter of acceptance failing which his tender will automatically stand rejected.  
**Earnest money deposit (E.M.D.) consisting of 2% of the tender amount must be accompanied with the tender by way of Bankers' Cheque/Demand Draft from any nationalized Bank in favour of the 'Secretary in H.P SKUS' , must be enclosed with the tender and the same will be converted to Security Money deposited for the Successful Tenderer.**
- Further 8% (Eight percent) will be retained from the gross value of the work done Bills of successful contractors towards Security deposit which will be refunded to him after expiry of the security period as per norms or after completion of works as directed by the authority.
6. The contractor shall not be allowed to sub-contract to any part or the works or whole of the works.
7. Successful Tenderers are to get his establishment registered under the Act "The Building and Others construction works welfare on Act 1996" and rules made there under .The Regional Labour Officers and follow various provision of the Act.
8. All risks or lose or damage to public property and or personal injury or death which arise during and in consequences of the performance of the contract are the full responsibility of the contractor.
9. The contractor shall be responsible for the safety of all activities on the site.



10. Anything of historical or other interest or of significant value unexpectedly discovered on the site shall be the property of the **Secretary in H.P. SKUS**. The contractor shall notify the Engineer-in-Charge of their project of such discoveries and came out of the interaction of Engineer-in-Charge for dealing with them.

11. The contractor should have sufficient technical manpower, tools and plants to complete the work.

12. To Keep the Work done in good conditions during the next 06 (Six) months after the completion of the construction i.e.: any additional/excess work is required over the stipulated quantity in the schedule, the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost.

13. No Mobilization Advance and Advance against purchase of equipments will be paid for the work.

14. No Secured Advance will be paid for the work under any circumstances.

15. No Price / Cost escalation over the rate specified in the price schedule will be allowed.

16. Income Tax and GST will be deducted from the Gross value of the Bill(s)

@ 2% each towards tax deduction at source and building & other construction workers welfare Cess @ 1% from the gross value of the bill as per Govt. Rules .

17. The Undersigned shall be the sole judge as to whether the work has been satisfactorily completed or not.

18. The tenderers should please note that no claims for compensation for loss or damage that it may be sustained by them due to reason beyond Control of the undersigned, will not be entertained and no such compensation for loss or losses will be paid to the Contractor.

19. Before starting the work, the work site must be dressed and cleared by cutting all sorts of jungle shrubs etc. for which no extra payment will be made.

20. Tenderers should note that the work must be started within Seven days from the date of issue of work order to commence work. The time of completion of the work as shown in the schedule must be maintained by the tenderer in the tender form.

21. The work order will be issued subject to availabilities of fund and workable condition at the site of the work.

22. All works will have to be done according to specification approved by the authority. This shall form part of terms and conditions of tender and tenderers shall be bound to abide by them.

23. All materials to be used in the works shall be the best of the kind and to be approved by the Engineer-In – Charge. Bricks shall be of 1<sup>st</sup> class quality, well burnt in kiln, sound, hard, true to shape and of the standard dimension. Cement shall be used of ISI marked like ACC / Ultra-Tech/ Dalmia / Lafarge - Concreto etc. quality. Steel shall be used of ISI marked like Tata / SAIL /SRMB/ Elegant / Captain etc. quality. All sand shall be clean, sharp and free from clay, loam, organic or any other foreign materials. Sand for all cement concrete works must be Bishnupur quality. Medium sand may be used in cement mortar for masonry, plaster etc. Doors, windows etc shall be as per design and direction of the Engineer-in-Charge. All fitting shall be of the best quality of the type and must be to the prior approval of the Engineer-in-Charge. Paint used in the works shall be of the best quality of ready mixed paint of ISI marked like BERGER/ASIAN PAINTS etc. quality.

24. The work shall have to be completed within the stipulated time by maintaining actual specification and direction of Engineer in-Charge. If the work is not being completed within the stipulated time, penal action, as decided by the authority of H.P. SKUS Block will be imposed as per Standard Bidding Documents.

25. The **Secretary in H.P SKUS** reserves the right to accept or reject any or all the Tenders without assigning any reason. The said authority will not be bound to accept the lowest tender.

26. Payment will be made by the **Secretary in H.P. SKUS** on the availability of fund.

27. In case of Departmental Supply of Materials, Tool & Plants, the relevant clause or rules of West Bengal Financial Rules as amended from time to time will be applicable and for any ambiguity/ clarification' on an; corresponding part of schedule of Road Works/Building Works/ Sanitary & Plumbing Works / Electrical Works etc., P.W. Deptt. Govt. of West Bengal, Schedule sections will be taken into consideration and binding to the tenderer and this decision of Block Development Officer, Goghat-I Block Development Office will be final and bindings to all.

28. Contractors who have sound financial status and having experiences in timely completion of similar nature of work as mentioned above and also who have satisfactorily completed during the last three financial years at least one work of similar nature and having a credential as per Annexure –I of below noted table of the value of work for which application are invited or they/he should be satisfactorily executing currently at least one work



of similar nature and having completed billing not less than 30% of the value of work for which the application is sought for. Authentic documents of experiences, resources and financial solvency in the shape of payment certificates of works already executed during the last years are to be produced in original at the time of application. In Case of H.P.Samity **Secretary** Credential certificate must be signed by **Secretary** & any others (Technical Person) official staff in Samity.

### Annexure-I

#### Requirement of Credential against estimated cost:

Value of Work	Credential required
Upto 5.00 Lakh	60%
5.00 Lakh to 10 Lakh	50%
Above 10 Lakh	40%

No: 550/ H.P.SKUS/2024

Copy to the following Address with a request to put up a wide publicity:-



*Amruteshan*  
12/03/2025

SECRETARY /S.O/ MANAGER  
HARISCHAK PALLIMONGAL  
SAMABYA KRISHI  
UNNAYAN SAMITI LTD  
DATE:-12/03/2025