



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
**B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT**  
**KALYANI, NADIA, PIN: 741235.**

Gandhi Bhawan:  
☎(033) 2582-8161/5975  
Fax & ☎: (033) 2582-8257

Benoy Bhawan:  
☎(033) 2582-9641/9642  
Fax & ☎: (033) 2582-9640

e-mail : [dir.braiprd-wb@gov.in](mailto:dir.braiprd-wb@gov.in)

**Date :- 01.03.2024**

**NOTICE INVITING TENDER NO.: 7 of 2023-2024 (Stationary)**

E-tenders are invited from bonafied and reputed supplier(s) for unit rates of the enlisted items valid for one year from the date of quotation. Rates will be quoted in Letter Head for the above articles to the office of the Director, B. R. Ambedkar Institute of Panchayats & Rural Development, Kalyani, Nadia by **“two cover E-TENDERING system”**.

The prequalification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents along with scanned copy of Challan of cost of Performance Security Money. Financial Bids are to be uploaded in another folder.

Sl. No.	Name of the Work	Performance Security (Rs.)	Bid Validity Date	Time of Contract from the date of work Order
1	Supply the stationery item for store of BRAIPRD, Kalyani, Nadia as required.	10,000/-	90 Days	One year

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.siprd.org](http://www.siprd.org) from the date as mentioned in the Table below [See the Table Date and Time for Tender Flow]

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. **Performance Security 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 and the authority does not bind himself to accept the lowest rate only on the basis of financial offer.

**Only per unit rate should be quoted on BOQ.** Actual Quantity required of the items to be supplied will have to be determined on actual basis by the successful bidder after finalization of the selection procedure. After completion of the total work, the bill in duplicate may be submitted but the bill will not be paid if the above supply does not satisfy the competent authority.

\*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.

1. Payment of bill will be made as per availability of fund. Claim for delay in payment will not be entertained.
2. All the Intending Bidders are requested to visit the sites of works prior to the submission of Tender at their own effort and interest.
3. This Notice Inviting Tender will be treated as part of the Tender Document.
4. No preconditioned tender will be accepted.
5. All the rates of item are inclusive of all taxes, cess, levy, octroi, royalties, transportation, loading, unloading, stacking, etc. including all other incidental charges therein.
6. The Successful Bidder, will have to execute an agreement on Non Judicial Stamp Paper worth Rs. 100/- (rupees one hundred only) within 7 working days from and after receiving of work order, and, will purchase two additional copies of Tender Document from this office, duly signed and submit to this Institute which will be treated as part of the Agreement. All the Bidders have to deposit Rs. 10,000/- (Rupees Ten thousand only) as "Performance Security" at the time of application through online banking service. All the Bidders except the successful one will get back the Performance Security Money within 10 working days after completion of the Agreement process with the successful Bidder. The Successful Bidder will get back the performance security money, as will be decided by the Authority, after completion of one year.
7. Necessary deduction towards GST, Income Tax and Welfare Cess etc. will be made as per Government norms.
8. 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. The pre-qualification documents alone will be opened by the Tender Inviting Committee, BRAIPRD, Kalyani, Nadia in presence of the bidders present.

**A) Application for getting Tender Document :**

1. Intending Bidders are requested to download the Tender Document from <https://wbtenders.gov.in> and [www.wbprd.nic.in](http://www.wbprd.nic.in) and [www.braiprd.org.in](http://www.braiprd.org.in) within the stipulated time.
2. The Documents IN ORIGINAL are to be produced to this office as and when asked for.

**B) 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 Taxpaper 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 equipments etc in possession of the Tenderer in case of road work.
9. 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.
10. The intending tenderer in the same name and style should have achieved annual turnover of the Year for 100% of proposed contract.



### **C) 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.

### **Location & Address of Supply :-**

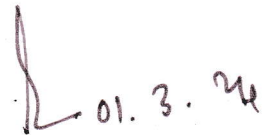
**B. R. Ambedkar Institute of Panchayats & Rural Development, Gandhi Bhavan, Kalyani, Nadia.  
PIN -741235. West Bengal.**

### **Terms and Conditions of the above supply as follows:-**

- 1) All bidders have to deposit Rs. 10,000/- (Rupees Ten Thousand only) as a performance security money at the time of dropping of tender paper.
- 2) 3% Money will be deducted from all bill as a security money; and the performance security money and the security money. As a whole will be refund after 6 month from the date of supply of materials.
- 3) The intending Bidders must have supply experience of similar nature of items, amounting Rs. 1 Lakh (Rupees One Lakh) in a single year within last five years. Payment certificate / Supply Order with related payment voucher amounting to minimum of Re. 1 Lakh (Rupees One Lakh) to be attached.
- 4) The tenderers who offered lowest price may be called for negotiation at the discretion of the tendering authority. The offer rate should remain valid for 1 (One) year from the date of quotation. The order of supply may be placed by the Authority in phase-by-phase manner within 1 (One) year from the date of acceptance.
- 5) As per the BOQ the Tentative Annual requirement will vary upto 2.5%. No rate escalation will be consider by the authority for the variable quantity of the materials.
- 6) The quoted rate shall be inclusive of all materials, labour required for carrying out the work, loading- unloading, transportation, and scaffolding etc. And shall also include those items which are not specified but required for completion of the works.
- 7) The agency must submit his Bank Account details with IFSC with the tender.
- 8) No advance payment will be made. However payment will be made after supply of each order and satisfactory performance of the said item, on submission of the bill in triplicate.
- 9) The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
- 10) The undersigned reserves the right to demand from the tenderers the classification and justification against their offer, if required.
- 11) Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.
- 12) Payment shall be released after satisfactory completion of works in all respect. Necessary statutory deduction as applicable shall be made form the amount payable to the party.
- 13) In the event of any dispute, the same shall be referred to the sole arbitration of the Tender Committee, BRAIPRD, or such officer as the Director may appoint to be the arbitrator. There would be no objection that the arbitrator is an employee of the Institute, or that he / she had to deal with the matter to which this tender relates or that in the course of his duties as an employee of the Director, he has expressed his views on all or any of the matters in dispute or difference. The decision taken by him or the officer so appointed by him in this case shall be final and binding on the Tenderers.

**Date and Time for Tender Flow :**

SL No	Particulars	Date and Time
1	Date for Publish of Tender [Online]	04.03.2024 at 18:00 Hrs
2	Document Download Start Date[Online]	05.03.2024 at 10:00 Hrs
3	Bid Submission Start Date[Online]	05.03.2024 at 10:00 Hrs
4	Bid Submission End Date[Online]	20.03.2024 at 12:00 Hrs
5	Date of Opening for Technical Bid[Online]	22.03.2024 at 12:00 Hrs
6	Date of Opening of Financial Bid[Online]	To be notified later.

  
OSD & Ex-officio Joint Secretary,  
BRAIPRD, Kalyani, Nadia.

Memo No : 488/ (16) / 11-17/2017

Dated : 01.03.2024

Copy forwarded for information and necessary action to :-

1. The Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, 9th floor, Block- HC7, Sector-III, Kolkata-700106
2. The Commissioner to the Government of West Bengal, Panchayats & Rural Development Department, Mittika Bhaban, 3rd Floor DD-18/9, Sector-1, Bidhannagar, Kolkata-700064.
3. 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.
4. The District Magistrate, Nadia.
5. The Additional Executive Officer, Nadia Zilla Parishad.
6. The Superintending Engineer, BRAIPRD, Kalyani, Nadia.
7. The District Information & Cultural Affairs Officer, Krishnagar, Nadia.
8. The Sub-Divisional Officer, Kalyani, Nadia.
9. The Chairman, Kalyani Municipality, Kalyani, Nadia.
10. The Sub-Divisional Information & Cultural Affairs 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. P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.
15. The Cashier, B.R.A.I.P.R.D., Kalyani, Nadia.
16. Office Notice Board, B.R.A.I.P.R.D., Kalyani, Nadia.

  
OSD & Ex-officio Joint Secretary,  
BRAIPRD, Kalyani, Nadia.