

## Enclosure-I

(Latest modified NIT 'Standard Format' for works of 'Tender Value' (Amount Put to Tender) up to ₹ 5.0 lakh)



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## **NOTICE INVITING TENDER**

**N.I.T No - 08/SDO/KCSD-XII/2016-17**

Separate tenders are being invited by the **Sub-Divisional Officer, Kangsabati Canals Sub-Division No-XII**, on behalf of the Governor of West Bengal, through off line tender for the works mentioned in the list given in next page from eligible and resourceful contractors/bidders having sufficient credential and financial capability for execution of works of similar nature.

Intending contractors/bidders desirous of participating in the off line tender are to download and print the uploaded 2911 Form, NIT & Tender schedule of work ( BOQ), Drawings etc from website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) (the official website of Irrigation & Waterways Department) which is the only mode of free availability of tender documents.

Contractor/Bidder has to apply with credential along with 2911 Form, NIT, BOQ prepared on the basis of SOR etc for technical evaluation and issue of Tender Form within the due date & time published in the tender. No Tender without proper issue & signature of Tender Inviting authority will be entertained while opening the Tender. Only those Tenders will be considered which are duly issued & signed by the Tender Inviting Authority along with requisite Earnest Money. Date & Time for Application, Issue, Submission and Dropping of tender are enumerated in clause-16 of NIT. Schedule of works will be available in the Website.

The intending bidder/contractor must read the Terms & Conditions contained in the Notice Inviting Tender (NIT) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Contractors/bidders desirous of participating in the tender may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

All information consisting of NIT and related documents, WB Form 2911, Bill of Quantities (BOQ), corrigenda / addenda, drawings, SOR etc. if any, shall form the part of tender document.

## LIST OF WORKS

**NIT No: 08 /SDO/KCSD-XII/ /2016-17**

Sl. No.	Name of Work/Scheme/Project	Amount put to Tender (Tender Value) (₹)	Earnest Money Deposit (₹)	Time allowed for completion (in days)	Source of fund	Minimum eligibility of the contractor/bidder for participating in the tender
1	2	3	4	5	6	7
1	M/R to Electrical Installation work of SDO-XII's Quarter at Sekhpura Kangsabati Colony in Hd. Qtr. Section of K.C.Sub Division No-XII under K.C.Division No-IV during the year 2016-17.	26,000.00	520.00	7 Days		Bona fide contractors/bidders having credential of execution of similar nature of work of value 50% of the amount put to tender (tender value) within the last 5 years on the date of publishing of NIT

(General Terms & Conditions for tenders having 'Tender value' up to Rs 5.0 Lakh )

**1. Eligibility for participation**

Bona fide contractors/bidders, Registered Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors/bidders of equivalent grade or Class, registered with the Union Government / Military Engineering Services / Indian Railways for execution of civil works are eligible to participate depending on the criteria as laid down below in the subsequent para/clause. Joint venture firms are not eligible to participate in tenders.

**Note:** *In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each of the constituent must have at least some work credential. Individual constituents of a consortium cannot form another consortium.*

**2. Participation in more than one serial of work in a tender**

Any contractor/bidder may submit bids for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular NIT depending on his/her previous work credential and financial capability, details of which have been stated later.

**3. Submission of Tenders**

**3.1 General procedure for submission of tender**

Bids are to be submitted off-line as stated earlier. Contractors/bidders are required to download the entire set of tender documents along with other related documents as asked for in the tender notice(NIT) circulated through the above website within the stipulated date and time.

**3.2 Technical Proposal**

Technical Proposal should contain copies of documents and/or declarations in the following standardised format.

**A. Technical File containing:**

- i. Application for Tender (*vide Form-1*)
- ii. Tender Form No. 2911(i)/(ii)
- iii. Notice Inviting Tender (NIT)
- iv. Earnest Money Deposit (EMD) of the originals in the form as detailed under clause 4(ii) towards EMD as prescribed in the NIT against each serial of work
- v. Declaration of not having common interest in the same serial (*vide Form-2*).
- vi. Drawing/s if any.
- vii. Addenda/Corrigenda
- viii. Credential/ Payment Certificate/Completion Certificate/ST/IT/PT

**NOTES:** i. *Contractors/bidders are to keep track in the Department website/ Office Notice Board for all the Addenda and Corrigenda published for a particular tender and submission of application without Addendum/Corrigendum are liable to be treated as informal and thereby rejected.*

ii. *Tender will be summarily rejected if any item in the statutory cover is found missing.*

**B. My Document containing:****My Document Format [OID]**

Sl. No.	Folder name	File description	Details	Remarks if any
<b>A</b>	<b>Certificates</b>	<i>Certificates .PT Certificates .PAN certificates. VAT certificates IT</i>	1. Professional Tax Challan 2. PAN Card 3. Value Added Tax (VAT) Registration Certificate 4. <i>Latest I.T Return Receipt</i>	
<b>B</b>	<b>Company Details</b>	<i>Company details. Company details.</i>	1. Proprietorship Firms (Trade Licence) 2. Partnership Firms (Partnership Deed, Trade-Licence, Form-VIII or Memorandum of Registration) 3. Limited Companies (Incorporation Certificate, Trade-Licence, Memorandum of Articles) 4. Registered Co-operative Societies (Society Registration Certificate, Trade Licence and By-laws, Documents showing latest office-bearers) 5. Consortiums (Form-VIII) or Memorandum and Undertaking.	
<b>C</b>	<b>Credential</b>	Credential Credential	1. BOQ duly authenticated by issuing authority and work order. 2. 100% completion certificate for completed work, or 3. Gross bill of 100% completed work including excess and supplementary items not covered in original BOQ.	
<b>D</b>	<b>Financial Info</b>	Payment certificate	Payment certificate of 100% completed work issued by competent authority or any other related financial information	

\* OID denotes Other Important Documents.

**C. i. Certificate/s: comprising the following:**

- Professional Tax (PT) deposit challan valid for the current financial year and PAN Card. Application for PAN addressed to the competent authority may also be considered.
- Value Added Tax (VAT) registration certificate. (Failure to upload this document will result in deduction of VAT as per prevailing rules)
- Latest Income Tax Return receipt.

**ii. Company Details :comprising the following:**

- Deed of Consortium/Partnership firm, and documents for their registration in the form of certified copy of 'Form No. VIII,' issued under the Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms, West Bengal having their registered office at P-15 India- Exchange Place, Todi-Mansion, 10th Floor, Kolkata 700001.

In case a contractor/bidder is yet to receive Form No. VIII, a "Memorandum" issued from the above office may also be accepted. However, consortiums submitting the Memorandum are also required to submit an undertaking in plain paper along with their application in Forms 1 & 2 and submit its Xerox copies pledging that "Copy of Form No. VIII would be submitted to the Tender Inviting Authority before receiving final payment, in case found to be the lowest bidder L1 and the work is awarded in its favour. Any change in the constituent of the Consortium/Partnership Firm should also be intimated to the office of the Registrar of Firms, Kolkata prior to submission of application in the tender and a certified copy of the revised Form No. VIII showing changes in its constituents are required to be submitted. If the Consortium is yet to receive a certified copy of the revised Form No. VIII, it would be required to submit the aforesaid undertaking off-line along with the application.

ii. Company Details (for Registered Co-op Societies only) :

- a. Society Registration certificate from ARCS and Bye-Laws for Cooperative Societies.
- b. Trade Licence for Proprietorship Firms/Partnership Firms.
- c. Memorandum of Articles for Limited Companies.
- d. Any other documents showing names and signatures of latest elected office bearers.

iii. Credential: Xerox copies of work credential issued in favour of the contractor/bidder as detailed under clause (5) later. Bill of Quantities (BOQ) duly authenticated by the competent authority along with work order is to be submitted under 'OID' cover. In case of execution of supplementary/substitute supplementary having value more than 30% of the BOQ, final gross value of bill (without contractual rate) including such supplementary/substitute supplementary may be considered in lieu of the original BOQ and scanned and authenticated copy of the Bill shall be submitted.

iv. Others: Any other document found necessary.

**Note : Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejection.**

### 3.3 Financial Proposal

The financial bid should contain the following documents:

- i. Bill of Quantities (BOQ): The contractor/bidder is required to quote the rate as percentage above or below tender value ( BOQ) off-line in the space marked for quoting rate in the 2911 Form. and BOQ (*only downloaded copy of the above documents are required to be submitted by the contractor/bidder which shall be duly issued and signed by the Tender Inviting Authority*)

**Notes:**

- a. *BOQ without a valid numeric rate at the designated space provided in the BOQ will be rejected outright. Contractors/bidders willing to quote "at-par" rate shall need to write at-par in the 'space' provided for rates in the BOQ.*
- b. *In cases where BOQ has been changed by the Tender Inviting Authority by way of addendum/corrigendum, contractors/bidders are required to submit the revised BOQ.*

### 4. Tender Fee and Earnest Money Deposit (EMD)

- i. **Tender Fees**: Entire set of Tender document is made available free of any cost through the State Government Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) . In case of off-line tenders having tender value below ₹ 5.00 lakh, tender documents are available free of cost and also made available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) . Cost of tender documents shall not be charged even during execution of formal tender agreements. However, the contractors/bidders may wherever necessary be charged suitably for asking additional multiple copies of drawings, specifications, Schedule of Rates of the Circle/PWD (SoR) etc. and such fee may be suitably determined by the Tender Inviting Authority as per norms. PWD SOR are available in PWD Website.
- ii. **Earnest Money Deposit (EMD)**: Earnest Money Deposit (EMD) must presently be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the Executive Engineer Kangsabati Canals Division-IV payable at MIDNAPORE

Payment in any other forms viz. NSC, KVP, cheques etc will not be accepted.

EMD shall be collected only in original copy for instruments like Bankers Cheque/Bank Draft/Deposit Call Receipt etc.

Labour Co-operative Societies and State Government Enterprises viz. Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited and Britannia Engineering Limited are fully exempted from payment of EMD against tenders of the State Government. These societies/Enterprises, if selected through open offline tenders will however have to furnish requisite Security Deposits (SD) 5% for performance of the work.

- iii. The EMD will be submitted to the Government Revenue Receipt head “8443-00-108-004-07” ( 67) through TR-7, once the EMD of the L1 bidder is considered and EMD of unsuccessful bidders will be refunded by Tender Inviting Authority.

## 5. Credential Certificate

- i. Completion Certificates (CC) for 100% completed works during the current year and within last five financial years will only be accepted as valid credential.
- ii. CC should clearly show the name, postal address, (contact Tel. No. and FAX or e-mail ID if issued outside the jurisdiction of the State) of the office and designation of the officer/ authority issuing the CC for the work along with the name of work and amount put to tender (Tender Value). Illegible certificates and those having incomplete information may be rejected.
- iii. CC of works executed in the Irrigation & Waterways Directorate will be considered. CC of works executed in other Departments of the State Government/ organizations viz. Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affair Department and other State Government Departments, Zilla Parishads & Panchayat Samities only within the jurisdiction of the State of West Bengal, WBHIDCO, WBSEDCL, WBSETCL, KMDA, KMW&SA, KMC, Other Municipal Authorities and Bodies, HRBC, Engineering Departments of Union Government and Organizations like Farakka Barrage Project (FBP) Authority, Indian Railways, KoPT and companies owned or managed by the Government of West Bengal, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such CC are to be issued by an officer/authority not below the rank of Executive Engineer / Divisional Engineer / District Engineer/Project Manager of the State/Union Government Departments/ Organisations; authorised signatories of CC for Panchayat Samities and Municipalities shall be BDO & Ex-officio Executive Officer and Secretary or equivalent administrative officers respectively. It is desirable to have contact telephone and FAX or e-mail address of the signatory of the CC for all offices outside West Bengal.

Such CC is required to be further countersigned by the immediate superior authority of the issuing authority for all cases other than direct Union Government Departments /Ministries outside the State of West Bengal. Also such certificates when issued in all other States other than those directly of State / Union Government Departments/Ministries and Indian Railways should contain a declaration that the work has been executed to the satisfaction of the concerned Government Organisation and has been declared 100% complete in all respect by the competent authority in the concerned Organisation.

## 6. Eligibility criteria

- i. Monetary value (Amount put to tender without considering contractual rate) of the 100% completed work or gross final bill value (excluding contractual rate) including supplementary/substitute supplementary, as the case may be, thus submitted will be further multiplied by the following factors to take care of the inflationary effect to arrive at the net notional amount.

Year	Description	Multiplying factor to arrive at net notional amount
Current	-	1.00
1st	1 year preceding the current financial year	1.08
2nd	2 years preceding the current financial year	1.16
3rd	3 years preceding the current financial year	1.26
4th	4 years preceding the current financial year	1.36
5th	5 years preceding the current financial year	1.47

## 7. Eligibility criteria for participating in more than one tender in a NIT

- i. Submission of tenders by one single contractor/bidder in excess of 50% of the number of works in any particular NIT will not be considered.
- ii. Normally separate Completion Certificates (CC) of 100% completed works is required to be submitted for participating in separate works under a particular NIT. However CC for one

particular work may be considered as eligibility for participation in maximum two numbers of serials of a NIT, provided requisite credential for two such works (to be added arithmetically) satisfies the requirement in all respects out of one such CC.

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

If any contractor/bidder fails to produce all the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other document on demand by the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the corresponding original copies or if there is any suppression / distortion / falsification noticed/detected/pointed out at any stage of tender process prior to the issue of work order, the Tender Inviting Authority will immediately bring the matter to the notice of the Executive Engineer who upon recommending suitable punitive actions against the bidder will place the matter before the concerned Chief Engineer within 15 days of receipt of the complaint from the Tender Inviting Authority and the contractor/bidder may be suspended from participating in all future tenders on the Tender platform of I&WD as per approval of the Chief Engineer for a maximum period of 3 (Three) years. In addition, his/her EMD will stand forfeited by the Government. The concerned Chief Engineer then will issue the necessary suspension order in writing with intimation to the defaulting contractor/bidder, other Chief Engineers, Central Tendering Cell and also the Department. Copy of such suspension order should invariably be communicated to the Nodal Officer, e-Governance Cell of the Department with a request to upload the order in the Departmental website. Besides, the Irrigation & Waterways Department may also take appropriate legal actions including blacklisting of the defaulting contractor/bidder and debarring him/her from participating in any State Govt. tender for a period up to three years. For tenders where such suppression / distortion / falsification is detected at an advanced stage of tender processing, the concerned Chief Engineer will be the deciding authority as to what further necessary actions are to be taken regarding the fate of the tender.

## **9. Taxes & duties to be borne by the bidder**

Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / Cess will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges.

## **10. Site inspection before submission of tender**

Before submitting a tender, the intending contractor/bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable likely factors and difficulties to be involved in execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards. The contractor/bidder may also contact the office of the Tender Inviting Authority in between 11.30 hours to 16.30 hours on any working day, prior to the date of actual submission of bid of tender.

## **11. Conditional & incomplete tenders**

Conditional and incomplete tenders are liable to be summarily rejected. Tender submitted through Fax/ e-mail/ by post are liable to be rejected.

## **12. Opening & evaluation of tenders**

### **12.1 Opening of Tender Proposal**

All works up to tender value of Rs 5.00 lakh shall be awarded through open tenders without reservation for any particular class of contractors/bidders. Notices for open off-line tenders for each tender value below Rs 5.00 lakh shall include such clauses as is notified by the Department from time to time.

Tender will be opened by the Tender Inviting Authority or his authorised representative on due date and time in presence of intending Tenderer.

Intending contractors/bidders may remain present if they so desire.

#### **12.4 Tender Accepting Authority (TAA)**

Authority to which the power has been delegated to accept tenders as per latest Departmental Notification will function as the Tender Accepting Authority (TAA) for evaluation of technical and financial proposals of works having tender value within his/her range of acceptance. As per present delegation, TAA for different tenders within the range above Rs 0.10 Lakh upto Rs 5.00 Lakh would be as follows:

- ii. For off-line tenders of value from Rs 3.0 Lakh up to Rs 5.0 Lakh is to be tendered in a single bid system in off-line mode to be accepted by Executive Engineer Kangsabati Canals Division-IV, I&W Directorate.
- iii. For tenders of value up to Rs 3.0 Lakh relating to works only, is to be tendered in a single bid system in off-line mode to be accepted by Assistant Engineer, K. C. Sub-Division No-XII, I&W Directorate.

#### **12.5 Procedure to be followed for acceptance of tender**

- i. Selection of contractor/bidder should be made on the basis of at least three valid tenders, which shall be opened in presence of their willing agents, if present. If the number of tenders received is less than three, tender would be cancelled and invited afresh.
- iii. The lowest tender for all works is accepted as a rule. If for any reason the lowest tender is not accepted, reference is to be made to the appropriate Government for orders as to which of the contractor /bidder the work should be awarded.

#### **13. Execution of Formal agreement after acceptance of Tender**

The contractor/bidder, whose bid is approved for acceptance shall within 15 days of issuance of Letter of Invitation (LOI) to him/her, needs to execute a 'Formal Agreement' in quadruplicate in W.B.F No 2911 and other tender documents by down loading the documents from website.

#### **14. Payment against bills raised by the contractor**

The payment of Running Account as well as final bill for any work based on progress and performance will be made according to availability of fund and no claim due to delay in payment will be entertained.

#### **15. Withdrawal of bid**

Withdrawal of tender/bid once the bid has been submitted offline and after passing of end date for submission and has been accepted for further processing, is not allowed. EMD will be forfeited by the Government and the bidder/contractor penalised in terms of Clause 4(ii) and clause 8 referred earlier would be applicable.

#### **16. Schedule of dates for Tendering**

Sl. No.	Activity		Remarks
1.	Last Date & Time of Application	24/08/2016	
2.	Last Date & Time for Issue of Tender Paper	26/08/2016	
3.	Last Date & Time of Dropping of Tender Paper	29/08/2016	

#### **Terms & Conditions**

1. Executive Engineer of the concerned Division is the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended by the Engineer-in-Charge. If any correspondence of above tender is made with officers other than the Engineer-in-charge for speedy execution of work, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Section Officer/Junior Engineer on behalf of the Engineer-in-Charge shall also be valid (who have



been authorised to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of any dispute, the decision of Engineer-in-Charge shall be final and binding.

2. Acceptance of the tender including the right to distribute the total work between two or amongst more than two contractors/bidders will rest with the Engineer-in-Charge without assigning reason to the contractors/bidders thereof. The Tender Inviting Authority as the accepting authority reserves the right to reject any or all tenders without assigning any reason thereof.
3. The contractors/bidders shall have to comply with the provisions of (a) Contract labour (Regulation & Abolition) Rules, 1970 and its revision (b) Minimum Wages Act 1948 and its amendments, or the modifications thereof or any other laws relating thereto enforced by the appropriate Government from time to time.
4. Engineer -in-Charge shall not entertain any claim whatsoever from the contractors/bidders regarding payment of compensation on account of idle labour on such grounds including non-possession of land in the working zone.
5. Engineer-in-Charge shall not be held liable by the contractor/bidder for any compensation claim due to machines becoming idle, for any circumstances including untimely rains, other natural calamities, strikes etc.
6. Any duty / tax / royalty etc. whatsoever is imposed by the appropriate Government after issuance of work order / commencement and completion of the work, is to be borne by the contractor/bidder. Original challan of materials, which are procured by the contractor/bidder, may be asked to be submitted for verification by the Engineer-in-Charge.
7. Cess @ 1% of the cost of construction work or otherwise as per relevant order of appropriate Government shall be deducted from the gross value of all works bill. Also, it is instructed to register his/her establishment under the relevant Act with the competent registering authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region.
8. No mobilization / secured advance will be allowed unless specified otherwise in the contract.
9. VAT/Sales Tax, Cess, Royalty of sand, stone chips, stone metal/ gravels, boulders, forest products, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any, are to be paid by the contractor/bidder. No extra payment will be made as re-imbursement or compensation for the above. The rates of supply of finished work items are inclusive of these taxes and charges.
10. All working tools & plants, scaffolding, construction of vats & platforms arrangement of Labour camps shall have to be arranged by the contractor at his/her own cost.
11. The contractor shall arrange for supply of mazdoors, bamboo, ropes, pegs, flags etc. for taking/ layout for the work and for giving and checking measurements by the Engineer-in-Charge or any other Department officer assigned by him / her for which no extra payment claim will be entertained.
12. The contractor should thoroughly scrutinise the site of work and relevant tender documents, drawings etc. before submitting the e-tender and satisfy himself/herself regarding the conditions and nature of works and ascertain the difficulties that might be encountered during execution of the work, carrying of materials to the site of work, availability of drinking water and other human requirements including safety and security etc. Works on river banks may be interrupted due to various unforeseen reasons e.g. sudden rise in water level, inundation of site caused by flood, inaccessibility of working site for carriage and transportation of materials. Engineer-in Charge may instruct the contractor to suspend work that may be subjected to damage due to extremely adverse weather/climatic conditions and no claim will be entertained on this account. There may be variations in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of topography, river conditions and local requirements etc. from the approved work estimate during actual execution of the scheme. For all such modifications or alterations, the tendered rate and contract will remain valid. The contractor will not be entitled to any additional financial claims or extra rates on any of these accounts.
13. A machine page numbered Site Order book (with triplicate copy of every page) will have to be maintained at site by the contractor and the same has to be issued by the Engineer-in-Charge before commencement of work at site. Instructions issued by the inspecting engineer officers not below the

rank of Assistant Engineer will be recorded in this site order book and the contractor must note down and comply the same at the earliest.

14. The work will have to be completed within the time period as mentioned in the NIT/e-NIT. A suitable work programme based on time period allowed for completion of work as per tender is required to be submitted by the contractor within 7(seven) days from the date of receipt of work order which should satisfy the time limit assigned for completion. Contractor should inform in writing the name of his authorized representative/s who are to remain present at site daily during work execution to receive instructions relating to the work, sign measurement book & bills and other Govt. papers etc on the basis of Power of Attorney conferred within 7 (seven) days from the date of receipt of work order, if not done earlier.
15. No compensation is payable for idle labour, contractor's establishment charges or on account of reasons such as variations in price indices/escalation cost etc.
16. All sort of precautions should be taken for the safety of the work force deployed by the contractor and also others at worksite as per safety rules as is enforced by appropriate authority. The contractor will remain liable towards payment of compensation in accordance with the Workman's' Compensation Act etc for the labourers engaged and should deal to settle such cases promptly. Proper road signs as per P.W.D. practice will have to be erected by the contractor at his own cost while operating on or near public thoroughfares.
17. The contractor will have to maintain technically qualified employees and/or apprentices at site as per prevailing Apprentice Act or as stipulated in the contract.
18. The contractor will have to accept the work programme as per modification and priority of work as fixed by the Engineer-in-Charge so that most vulnerable reach and/or critical items are completed before the due date for arrival of monsoon or rise of water level or for any other suitable reason/s.
19. Quantity of various items of work mentioned in the tender schedule or in work order is only tentative. During actual execution, these tendered items may vary, even substantially. Payment will be made on the basis of quantum of work actually done in different items and as per specification and no claim will be entertained for reduction of quantities in some items or due to omission of some tendered items. For execution of quantitative excess in any item beyond 10% or supplementary works, approval of the Superintending Engineer / Chief Engineer Government in the Irrigation & Waterways Department would be required depending on who ever is the Tender Accepting Authority and financial involvement thereof, before making any excess and /or supplementary item work payment.
20. In order to cope up with the present system of e-billing, supply of departmental materials is not encouraged. However, such materials may be issued to the contractor/agency to the extent of requirement, subject to availability, as assessed and following the Treasury system of accounting procedures and in instalments as may be suitably decided by the Engineer-in-Charge. Issuance of materials may be of three categories.
  - a) Materials issued directly to the work subject to its recovery from bills.
  - b) Materials issued from departmental Godown subject to its recovery from bills.
  - c) Materials issued free of cost.
21. Any construction materials brought to work site by the contractor must be approved by the Engineer-in-Charge. Materials rejected must be removed by the contractor from work site at his own cost within 24 hrs of issue of the order to that effect. The rates in the schedule are inclusive of cost and carriage of all materials to worksite. The materials will have to be supplied in phases with due intimation to the Sub-Divisional Officer/Assistant Engineer concerned, in conformity with the progress of the work. For special type of materials, i.e. Geo Synthetic Bags, HDPE Bags, Geo-Textile Filters, Geo-jute Filters etc. if any, relevant data sheets containing the name of the manufacturers, test report etc. are also to be submitted on each occasion. Engineer-in-Charge may conduct independent tests of all construction materials on the samples drawn randomly before accordance of approval for using these materials for the work. In this regard decision of Engineer-in-Charge is final and binding.
22. For materials under category 20 (a), (b) & (c), the contractor will act as the custodian thereof. The construction materials will have to be carried from the departmental godown to the worksite by the contractor at his own cost. The contractor shall remain responsible for proper storage & safety of the

materials. Suitable godowns/ Stores shall have to be made by the contractor at his/her own cost. Penalty charges shall be levied at higher rates for loss, wastage, misuse. Surplus departmentally issued materials if any, shall have to be returned in the godown or store maintained by the Engineer-in-charge at the contractor's cost within the time frame as fixed by Engineer-in-Charge. Otherwise, the cost at penal rates will be recovered from the bill. Indent for departmental materials shall be submitted by the contractor to the S.D.O/AE at least 7 days in advance of actual requirement. No claim will be entertained for non-issuance of such materials on time, but reasonable extension of time will be granted. All materials, whatever be its category thereof, shall be properly stored by the contractor in suitably maintained godowns near the site of work at his own cost & under no circumstances whatsoever shall any material be removed from the site of work without prior written permission of the Engineer-in-Charge. The contractor shall be responsible for any damage or loss of such materials.

23. The contractor shall also have to satisfy the Engineer-in-Charge regarding proper utilization of materials which have been issued departmentally.
24. Value of the materials, under category (a) & (b) of clause 20, will be recovered from the progressive bills of the contractor in one or successive instalments as may be decided by the Engineer-in-Charge.
25. Requisite quantity of cement as may be required for the work will be supplied from the nearest departmental godown, if stock permits. The issue rate of cement is shown in the Schedule of materials attached with the tender. Excess consumption of cement by more than 5% over the final consumption statement drawn up as per consumption rate specified in the Schedule included in the tender will be recovered at a penal rate shown in schedule. Contractor has to procure branded Cement from local market in case of non availability of the same in the Departmental Stock.
26. Steel reinforcement rods will be issued if stock permits from the nearest Departmental godown where such material is available in marketable length. While issuing the same, for any particular work, the quantity actually required as per approved drawing shall only be issued. It will be responsibility of the Contractor as well as the Engineer-in-Charge to get this quantity properly utilized in the work. Cut pieces, if any, will not be taken back by the Department. Recovery for the total quantum of steel rods issued will be made at the issue rate shown in the Schedule. In case of use over +10%, deduction will be made at a penal rate shown in the Schedule. This whole principle shall apply in case of other M.S materials like sheet piles and structural steel members as well.
27. Contractor has to procure branded Steel from local market in case of non availability of the same in the Departmental Stock.
28. All quarries and disputes arising out of the works tender contract is to be brought to the notice of Chairman of the Departmental Dispute Redressal Committee in writing for decision within 15 days.

**SCHEDULE OF MATERIALS TO BE SUPPLIED DEPARTMENTALLY AND THEIR CORRESPONDING RECOVERY RATES**

Sl. No	Name of material Issued departmentally	Issue rate (in Rs)	Unit	Penal recovery rate for loss / misuse / wastage if not mentioned otherwise in the SoR of the Circle	Place of delivery
01	Cement	As per SOR	MT	2 (Two) times issue rate	Departmental godown
02	Steel reinforcement rods/structural steel members/M.S piles	As per SOR	MT	2 (Two) times issue rate	-do-

[ A. K. Pal]  
Sub-Divisional Officer  
Kangsabati Canals Sub-Division-XII,  
Bidhannagar Midnapore

**FORM 1 (Modified)**

**APPLICATION FOR TENDER**

**To**  
**Sub-Divisional Officer**  
**Kangsabati Canals Sub-Division –XII**  
**Bidhannagar, Midnapore, Paschim Medinipore**

**NIT No:-----/KCS-D-XII/2016-17**

**Serial No of Work applied for :- .....**

**Amount put to Tender : Rs .....  
(Tender Value)**

Dear Sir,

Having examined the Statutory, OID & all other NIT documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the works as per Tender no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda, SOR etc.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

Full name of Bidder / Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids  
for & on behalf of (Name of Firm): \_\_\_\_\_  
(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

**FORM – 2**

**Declaration against Common Interest**

*(To be typed in company letter pad, scanned and uploaded)*

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on  
behalf of ..... do hereby affirm that  
I/We/any of the member of ..... bidding against NIT No.  
..... Sl. No. .... do not have any common  
interest either as a partner on any partnership firm / consortium as a Proprietor / Owner of any other  
firm in the same serial for the work I / we want to participate.

Date:

\_\_\_\_\_  
Signature of contractor/bidder

**FORM – 4**

**Declaration against Common Interest**

**Ref:- e-NIT No. ....**

**e-Tender ID No. ....**

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of \_\_\_\_\_ do hereby affirm that I/We/any of the member of \_\_\_\_\_ bidding against e-NIT No. \_\_\_\_\_ do not have any common interest either as a partner or any Partnership Firm / Consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date & Place:

Signature of contractor/bidder  
with official seal if any