



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER**  
**D.C. No.-II Sub-DIVISION**  
**RONDIA, PURBA BARDHAMAN.**

**N.I.T NO.-04 of 2017 – 18/ D.C. NO.-II SUB-DIVISION VIDE MEMO.NO. 516 DT. 13.09.2017**

1. Separate sealed Tender in printed form are invited by the Sub-Divisional Officer, D.C. No.-II Sub-Division on behalf of the Governor of West Bengal, for the works as per list attached herewith, from bonafide reliable and resourceful Contractors having sufficient experience in execution of similar type of works as per categorization, detailed herein under.
2. a. Separate Tender should be submitted for each work, as per attached List, in sealed cover super - scribing the name of the work on the envelope and addressed to the proper authority.  
b. Submission of Tender by Post is not allowed.
3. The Tender documents and other relevant particulars (if any) may be seen by the intending Tenderers or by their duly authorized representatives during office hours between 11.00 A.M and 4.00 P.M on every working day, till 20.09.2017 in the office of the Sub-Divisional Officer, D.C. No.-II Sub-Division.
4. a. Intending Tenderers should apply for Tender Papers in their respective Letter Heads enclosing self attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand, as well as during interview (if any).
  - i. A. Professional Tax Payment Certificate (PTPC) or the PT Payment Challan / receipt for current financial year / waiver order of Competent Authority in other State as applicable.  
B. Valid PAN Card, Trade Licence.  
C. Valid 15 Digit Good and Service Tax payer Identification Number (GSTIN) as per GST Act. 2017 & Rules made compulsory by Finance Department, Govt. of West Bengal irrespective of Financial Turnover of bidders.  
D. Latest authenticated Income Tax Return for current Financial Year or immediate preceding financial year of bidder.
  - ii. Completion Certificate/Payment Certificate (S) for one single similar work worth at least 30% of the value of the work for which Tender Paper is desired, executed within last 5 (five) years (to be determined from the actual year of completion, considering current financial year as Year-1)
  - iii. A Statement showing number and value of works presently under execution by the Tenderer under the Irrigation & Waterways Department and other Government Departments / Organizations as stated in paragraph 4 (b) hereunder.

iv. Completion Certificate(s) submitted by the tenderer should indicate the monetary value of the work executed within the last 5 (Five) years. Monetary value of the work will be further multiplied by the following factors to take care of the inflationary effects to arrive at the net notional amount.

b. Completion certificate of work executed in Irrigation & Waterways Department will be considered. Completion certificate of works executed in other Departments of State Government or Organisation like Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sundarban Affairs Department & other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW & SA), Kolkata Municipal Corporation (KMC), Other Municipal Authorities, Local Panchayat Bodies, Hooghly River Bridge Commissioner (HRBC); Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT); and Companies Owned and Managed by the State Government i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Ltd. & Britania Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive /Divisional Engineers/ District Engineer/Project Manager of the other State/ Central Government Departments/Organisations. Such certificates are further to be counter signed by immediate superior authority of the issuing authority for all cases other than Direct State/Central Government Departments and Railways.

Over and above the completion certificates from the competent authority regarding payment received so far for work (even if the full payment might not have been received), supported by Bank Statement showing that the corresponding amount of payment has actually been deposited in the Bank, will have to be produced in the cases of works executed under Departments/ Organisations other than Irrigation & Waterways Department, failing which credentials may not be considered.

c. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any Tender under the Division / Circle for at least 3 (three) years from the date of detection, in addition to such other penal action as the Government may deem proper.

5. a. Tender paper can be had without payment in the office of the Sub-Divisional Officer, D.C. No.-II Sub-Division within the specified date and time as per attached list by the intending Tenderers or by their duly authorized representatives.

b. No Tender Paper will be supplied by Post.

- c. No tender paper will be issued on the date of opening of tenders after expiry of date and time mentioned in the notice.
6. Before submitting any Tender, the intending Tenderers should make themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take into considerations all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterwards. In this connection the intending Tenderers may contact the office of the undersigned upto 20.09.2017 till 04:00 P.M. on any working day.
7. Demand Draft, Banker's Cheque, Treasury Challan, Deposit Call Receipts (DCR) of schedule Banks guaranteed by the Reserve Bank of India may be accepted as Earnest Money and / or Security Deposit in favour of the Executive Engineer, Damodar Headworks Division. Payment in any other form e.g. NSC, KVP etc. will not be accepted.
  - a. Earnest Money for works in open tender, as noted in the list of work, will have to be deposited by the Contractors.
  - b. The Tenderer should quote the rate both in figures and in words on the basis of percentage above/ below or At Par the Schedule of Rates attached with the Tender Form and also in the space provided in the Tender Form.
  - c. Any tender containing over writing is liable to be rejected.
  - d. All corrections are to be attested under the dated signature of the Tenderer.
8. When a Tenderer signs his Tender in an Indian Language, the total amount tendered should also be written in the same language. In the case of illiterate Tenderer, the rates tendered should be attested by an witness.
9. The Tenderer who will sign on behalf of a company or Firm, must produce the registered documents (within 3 days from the date of opening the tender) in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Tender will not be considered and the deposited Earnest Money will be forfeited.
10. Any letter or other instrument submitted separately in modification of the sealed tender may not be entertained.
11. The Tenderer should submit a statement at the time of submission of his tender showing the Technical staff to be maintained for the work, with their technical qualifications, failing which the tender may be liable to rejection.
12. Conditional Tender, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.

13. Royalty, Building & other Construction workers, Cess and all other statutory Levy/Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).  
Deduction for G.S.T will be made as per notification of Finance Department.  
In terms of G.O. NO. 946/SIW dated 28.11.06 of the Deputy Secretary to the Govt. of West Bengal Irrigation and Waterways Department deduction of cess @1% from the bill to be paid to the contractors under the building and construction works Welfare, Cessrules'2004.
14. The Tender Accepting Authority does not bind himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason whatsoever to the intending Tenderers and also reserves the right to distribute the work amongst more than one Tenderers.
15. The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him.
16. The Tenders will be opened, as specified in the list of works, in presence of the participating Tenderers or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the Tender opening Register.
17. The successful Tenderer will have to execute the duplicate / triplicate / quadruplicate copies of his tender which will have to be obtained in the office of the Sub-Divisional Officer, D.C. No.-II Sub-Division within 7 (seven) days from the date of receipt of the intimation of acceptance of his tender failing which the Earnest Money shall forthwith stand forfeited in favour of the Government and the communication of acceptance of the tender shall automatically stand cancelled.
18. If any Tenderer withdraws his tender before its acceptance or refuses / fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal / refusal / failure, he shall be disqualified for submitting any Tender in this Division / Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
19. The successful Tenderer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
20. Materials such as Cement, M.S. Rod, R.C.C. Hume Pipes, M.S. Sheet Piles, etc. if available in stock, will be issued by the Department to the Contractor for the work as per issue Rate fixed by the Engineer-in-Charge Site of issue of materials as mentioned in the list of materials to be supplied Departmentally to the Contractor is furnished with the tender documents for the work. Any other

materials not listed therein, if supplied by the Department, the issue Rate for such material will be fixed by the Engineer-in-Charge.

21. Hire Charges for Tools & Plants Machinery, if issued Departmentally, will be recovered from the Contractor at such rates as will be fixed by the Engineer-in-charge. The period of hire charges of all Tools & Plants Machinery issued from the Government godown will be counted from the date of their issuance from the God own and up to the date of return into the same godown and the hire charges will be recovered from the Contractor accordingly. All Tools & Plants Machinery issued to the Contractor must be returned in good condition. In the case of any damage, the cost of repair to such damage or replacement will be recovered from Contractor.
22. In the following cases a tender may be declared informal and unacceptable.
  - a. Correction, alterations, additions, etc. if not attested by the Tenderer,
  - b.
    - i. Earnest Money in for form of N.S.C. /Government Security etc. not held by the Tenderer and not properly pledged.
    - ii. Earnest Money in the form of T.R. challan, D.C.R. / Demand Draft, etc. which are short deposited and/or not deposited in favour of the Executive Engineer, Damodar Headworks Division
  - c. If the Tender Form is not properly filled in respect of the general description of the work, Estimated Cost, Rate of deduction of security Deposit etc. in page-2 and other pages as are required to be filled in.
  - d. If the specified pages of the Tender Document are not signed by the Tenderer.
  - e. If the Tender is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover
23. For the return of the Earnest Money of the unsuccessful Tenderer (S), he/they is/are to apply for the same to the Sub-Divisional Officer, D.C. No.-II Sub-Division giving the reference to the work, N.I.T. No. date of tender, amount and mode of Earnest Money deposited all in a complete form. The Earnest Money of all Tenderers other than the lowest Tenderer in each case, may be refunded, after acceptance of the rate in the comparative statement, as early as possible.
24. To verify the competency, capacity and financial stability of the intending Tenderer (s) the tender paper issuing Authority may demand to produce any necessary document (s) as it deemed fit.
25. Periodic Tax invoice /bills containing bidders GSTIN & other details need to be submitted by the the Supplier /Contractor/ Agency/ Bidder to the D.D.O for raising claims for receiving payments of work executed under the Contract upon achieving physical milestone clearly showing separately the tax charged in accordance with the provision of the GST Act. 2017.  
The Payment of Running Account bill as well as final bill for any work based on progress and performance will be made accordingly to availability of fund and no claim due to delay in payment will be entertained.

26. Clause 25 substituted and modified in accordance with the prevailing Government Order.
27. Earnest money already deposited during the tender shall be converted as a part of security money and additional security shall be deducted from the progressive bills @8% or such amount from each such bill, so that the total deduction together with the 2% EMD constitutes 10% of the tendered value of work as actually done.
- Additional performance security as Bank Guarantee shall be obtained in specimen Form-6 from any R.B.I approved Indian Bank located in West Bengal, if the L1 bid is below 20% of the amount put to tender in addition to EMD & Security Deposit. (I & W.D. No. 09 – W/2017-18 Dtd. 20.07.2017 may be referred).
- Such tenderers may also be permitted to deposit further security so as to make total 10% of the tendered amount to avail the facility of no further deduction from the progressive bills subject to the condition laid down in 231(c) contained in the notification no. 03W dated. 18<sup>th</sup> January 2011 and sub- rule 229(iii) of I & W Department Code.
28. Tender paper issuing authority may issue tender paper for any serial even though it may not be preferred by applicant.
29. Bid / Tender evaluation committee (TEC) for the bids invited by the Executive Engineer upto ₹ 45.00 Lakhs will be comprising of (i) Concerned Executive Engineer as Chair Person & Convenor. (ii) Concerned Assistant Engineer as member. (iii) Estimator / J.E of the Office of the Executive Engineer of the Division as member. Bid / Tender evaluation committee for the bids below ₹ 3.0 Lakhs value invited by the Assistant Engineer will be comprising of (i) Concerned Assistant Engineer as Chairperson & Convenor (ii) Concerned Sectional Officer/J.E will be member or any other evaluation committee constituted by the Department from time to time.
30. The contractor shall be bound to comply with all the Central & State Pollution Control Acts & Rules during entire construction period.

### **31. Categorization of Works :-**

1. Earthwork : Earthwork in excavation / filling for embankment, canal, drainage channels executed under Irrigation & Waterways Department.
2. Protection Works : All kinds of river / channel bank / embankment protection works (with boulder, CC blocks, revetment works, sausages, brick blocks, dry brick pitching etc.).
3. Lining Work : All kinds of water face lining / brick block pitching / dry brick pitching, in irrigation canal / drainage channel, etc.
4. Hydraulic Structures : Aqueducts, Regulators, Syphons, Bridges across Waterways, Sluices, Dams, Barrages, etc.
5. M.S. Structural Works : Gates of all kinds, electrical installations, pumps and allied etc. machinery.
6. Building Works : All type of building construction & renovation

The above list is only indicative and not exhaustive.

**32. Submission of application : - 20.09.2017 upto 04:00 P.M. to the Sub-Divisional Office, D.C. No.-II Sub-Division, Rondia, Purba Bardhaman**

**33. Issue of Tender : - 21.09.2017 upto 04:00 P.M. from the office of the Sub-Divisional Office, D.C. No.-II Sub-Division, Rondia, Purba Bardhaman**

**34. Dropping Tender : - 22.09.2017 upto 03:00 P.M. to the office of the Sub-Divisional Office, D.C. No.-II Sub-Division, Rondia, Purba Bardhaman**

Details of work :-

Sl. No.	Name of work	Estimated Cost (Value of Work put to tender)	Earnest Money	Cost of Schedule and other necessary papers	Time of completion of work
AS PER LIST ATTACHED					

Time schedule of Tender Procedure :-

- i. Last date and time for application for issue of Tender Form on 20.09.2017 upto 04:00P.M
- ii. Last date and time for issue of tender form :- 21.09.2017 upto 04:00 P.M.
- iii. Last date and time for dropping tender form :- 22.09.2017 upto 03:00 P.M.
- iv. Date and time of opening of tender box at the dropping centre :- 22.09.2017 after 03:00P.M

Sub-Divisional Officer  
D.C. No.-II Sub-Division,  
Rondia, Purba Bardhaman

Memo. No. 516/1(8)

Dated. 13.09.2017

Copy forwarded for information and wide circulation to the

1. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan
2. Nodal Officer , e-Governance Cell & Executive Engineer,D.V.C Study Cell, I& W Dte. 7<sup>th</sup> Fl. JalasampadBhaban, Saltlake, Kolkata-91. He is kindly requested to upload the notification in the Departmental website for wide circulation.
3. Executive Engineer, Damodar Head Works Division.
4. Sub-Divisional Officer ,Guskara Irrigation Sub- Division.
- 5.Sub-Divisional Officer, Damodar Headworks Sub-Division, Durgpaur.
6. Office Notice Board, D.C.No.II Sub- Division.
7. Estimating Branch, D.H.W Division.
8. Accounts Section of D.H.W Division

Sub-Divisional Officer  
D.C. No.-II Sub-Division,  
Rondia, Purba Bardhaman

**GOVT. OF WEST BENGAL  
I & W DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
D.C. No.-II Sub-DIVISION  
RONDIA, PURBA BARDHAMAN.**

LIST OF WORK

N.I.T NO.-04 of 2017 – 18/ D.C. NO.-II SUB-DIVISION VIDE MEMO.NO. 516 DT. 13.09.2017

1. Last date of application of tender form : - 20.09.2017 upto 04.00 P.M.
2. Last date of issue of tender form : - 21.09.2017 upto 04.00 P.M.
3. Last date of submission of tender form : - 22.09.2017 upto 03.00 P.M.
4. Date & time of opening tender form : - 22.09.2017 after 03.00 P.M.

Sl. No.	Name of Work	Amount Put to tender	Earnest money deposit	Cost of tender paper	Time Allowed for completion	Source of fund	Eligibility of Contractor
01.	Supplying labour for Gardening of Rondia Bunglowfor winter seasons & maintaining Bunglowpremises , water supply at Rondia (I) colony & Bunglow for the period of Oct 2017 to December 2017 under Headworks section of D.C. No.-II Sub-Division.	Rs.257545.00	5151.00		01.10.2017 to 31.12 2017	NP	Bonafide outsiders having credential of execution of similar nature of work of value 30% of the amount put to tender within the last 5 years.
02.	Supplying labour for gardening of Satkahania Bunglow under Satkahania Section of D.C. No.-II Sub-Division	Rs.174267.00	3485.00		01.10.2017 to 31.01 2018	Do	-Do-

Sub-Divisional Officer  
D.C. No.-II Sub-Division  
Rondia, Purba Bardhaman



## **Special terms and conditions.**

01. Self Attested Xerox copy of the current **TRADE LICENSE, AVAILABLE I.T RETURN, G.S.T.I.N, PAN, P.TAX, PARTNERSHIP DEED IN CASE OF PARTNERSHIP FIRM** valid up-to the date of opening of the tender of the contractor should accompany with the application which is non-refundable and the original have to be produced for verification.
02. Earnest money is to be deposited in favour of the Executive Engineer, Damodar Headworks Division in the form of Bank draft of any Scheduled Bank.
03. Payment will be made according to the availability of the FUND.
04. The **Engineers Co-op. Socy. Ltd.** are to submit self attested **Xerox copy of valid Registration from A.R.C.S** which is non-refundable and original are to be shown during the submission of application for verification.
05. The **SELF ATTESTED XEROX COPY OF WORK ORDER ALONGWITH SCHEDULE OF WORK AND WORK COMPLETION CERTIFICATE AS CREDENTIAL** in each have to be produced during the submission of application for issuance of tender documents and original are to be shown during the submission of application for verification.

Sub-Divisional Officer  
D.C. No.-II Sub-Division  
Rondia, Purba Bardhaman