

Government of West Bengal

Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Trans Damodar Drainage Sub-Division
Amta, Howrah

NOTICE INVITING TENDER No. 01 / 2019-2020 of Sub-Divisional Officer T.D.D. Sub-Division

(Circulated vide Memo No. 327 Dated. 18.7.2019)

1. Separate sealed Tenders in printed form are invited by the Sub-Divisional Officer, **T.D.D. Sub-Division** on behalf of the Governor of West Bengal, for the works as per list attached herewith, from eligible and resourceful contractors/bidders having desired credential and financial capability for execution of works of similar nature of works as per categorization, detailed herein under.
2.
 - a) Tender should be submitted for 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 5 P.M. on every working day, till **24.7.2019**, in the office of the Sub-Divisional Officer, T.D.D. Sub-Division, Amta, Howrah.
4.
 - a) Intending Tenderers should apply for Tender papers in their respective Letter Heads enclosing 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 interviews (if any).
 - b) **Certificates:-**Professional Tax Payment Certificate (PTPC), Latest IT Return Receipt, PAN Card, GSTIN & Trade Licence Certificate should be valid up to the date of opening of the Tenders. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - c) **Company Details:-**
 - I) Proprietorship Firms(Trade Licence)
 - II) Partnership Firms(Partnership Deed, Trade- Licence, Form-VIII or Memorandum of Registration)
 - III) Limited Companies(Incorporation Certificate, Trade- Licence, Memorandum of Articles)
 - IV) Registered Co-operative Societies (Society Registration Certificate, Trade Licence and By-laws, Documents showing latest office- bearers)
 - V) Consortiums (Form-VIII) or Memorandum and Undertaking.
 - d) **Credentials of Works:** Completion Certificate/Payment Certificate(s) for one single similar work worth at least 30% of the value of the work for which Tender Papers is desired, executed within last 5 (five) years (to be determined from the actual year of completion, considering current financial year as Year-1). Completion Certificate must be submitted along with respective Work Order and Schedule of Works.
 - i) **Declaration by the applicant to the effect that there is no other application for Tender paper for work in the NIT in which he/she/they has/have common interests.**

Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of tender paper
5. Completion Certificate issued by Competent Authority will normally be considered as credential. Apart from Credentials of work executed under Irrigation & Waterways Department will be accepted. Credentials of works executed under Public Works Department/Public Works (Roads) Department/Public Health Department, Zilla Parishads, WBHIDCO, WBHDCL, KMDA, KMW & SA, KMC, HRBC, Engineering Departments of Central Government and Organizations like Railways, KOPT, and Mackintosh Burn Ltd., Westinghouse Saxby Farmer Ltd. & Britania Engineering Ltd. may also be considered. **Completion certificates, containing name of work, tender number, actual year of completion (as per MB) and gross final value of works, are to be issued by competent authority as per prevailing norms. Such certificates are to be countersigned by the Executive Engineers of the Irrigation & Waterways Department and various other State Government Departments, if those are issued by some other authority.**

Over above the completion certificates, certificate from the competent authority regarding payment received so far for the 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 Department / Organizations other than Irrigation & Waterways Department, failing which credentials may not be considered.

- a) **Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any tender under the Sub-Division/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.**
6. Intending tenderer not satisfied with the decision of the Tender Paper Issuing Authority may prefer an appeal to the next Superior Officer. Concerned Chief Engineer will be the Appellate Authority for High Value Tenders. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such Authority within one working day after the date of issue of tender paper, a copy of such communication should also be submitted to the Tender Paper Issuing Authority within the same period, failing which no such appeal will be entertained.
7. a) Tender paper will be issued free cost from the office the office of the Sub-Divisional Officer, T.D.D. Sub-Division as shown in the broad sheet published by the tender issuing authority against the name of each intending tenderer within the specified date and time as per attached list by the intending tenderers or by their duly authorised 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.
8. 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 aspects including transportation of materials, communicating facilities, climate conditions, nature of work 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 up to 24.7.2019 between 11.00 hours and 17.00 hours on any working day.
9. a) Earnest Money Deposit (EMD) must be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipts (DCR) of any scheduled Bank of India in favour of **Executive Engineer, Howrah Irrigation Division Payable at Kolkata**. Payment in any other form eg. NSC,KVP etc. will not be accepted.
- b) **No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Tender without the specified earnest money will be treated as informal.**
10. **Earnest Money for works in open tender, as noted in the list of work, will have to be deposited by the contractors. Anybody desirous of exemption from depositing Earnest Money, is to furnish along with his Tender, self attested copy of document exempting him from depositing Earnest Money for the tender.**
11. a) The tenderer should quote the rate both in figures and in words on the basis of percentage above/below or At Par on the Schedule of Rates attached with the Tender Form and also in the space provided in the Tender Form. **The rate should be quoted in one single handwriting and preferably with the same ink. Rates quoted in different handwriting shall be treated as informal.**
- b) **Any tender containing over writing is liable to be rejected.**
- c) **All corrections are to be attested under the dated signature of the Tenderer without which tender may be informal.**
- d) 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 should by a witness.
- e) The tenderer who will sign on behalf of a Company or Firm, must produce the registered documents (within 1 day 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 Ear nest Money will be forfeited.
- f) **Any letter or other instrument submitted, separately, in modification of the sealed tender may not be entertained.**

- g) The Tenderer should submit 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 be rejected.
- h) Conditional Tender, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summarily rejected.
- i) 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.
- j) The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him.
- k) The Tenders will be opened, as specified in the list of works, in presence of the participating tenderers or their duly authorised representatives, who may be present at the time of opening and who may also put their signatures in the Tender Opening Register.
- l) The successful tenderer will have to execute the duplicate/triplicate/quadruplicate copies of his tender which will have to be obtained free of cost in the office of the Executive Engineer, Howrah Irrigation Division/ Sub divisional Officer, T.D.D. 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.
- m) 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 Sub-Division/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.
- n) 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.
- o) In the following cases a tender may be declared informal and unacceptable.**
 - a) Correction, alterations, additions, etc. if not attested by the Tenderer.**
 - b) D.C.R/Demand Draft, etc. which are short deposited and/or not deposited in favour of the Executive Engineer, Howrah Irrigation 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.**
- p) For the return of the Earnest Money of the unsuccessful Tenderer(s), he/they is/are to apply for the same to the Executive Engineer, Howrah Irrigation 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.
- q) To verify the competency, capacity and financial stability of the intending tenderer(s), the Tender Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.
- r) The payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim due to delay in payment will be entertained.

N.B.: i) During Tender process any paper if found fraudulent the candidature may be summarily cancelled.

ii) All intending tenderers must produce GSTIN Certificate issued by appropriate authority along with their application

iii) B.o.Q. Item no 2.13 is inclusive of expenditure to be incurred for dismantling of masonry and plaster work at the old address and re-building of the same at the new address.

iv) Contractor should be careful of not imparting any damage of existing infrastructure to the old and new address as well as office records, furniture and tools & plants of the office of the Executive Engineer, Howrah Irrigation Division transported by him. If there be any such damage, the contractor will remain sole responsible for this and appropriate cost of damage, as determined by the Engineer –in-Charge will be recovered from his/her bill and/or as per laws of land.

v) The contractor will remain sole responsible for any loss of office records, furniture and tools & plants of the office of the Executive Engineer, Howrah Irrigation Division during execution of the contract. If there be any such loss, appropriate cost of loss as determined by the Engineer –in-Charge will be recovered from his/her bill and/or as per laws of land.

Categorization of works: (The list below is only indicative and not exhaustive)

Loading, unloading and transportation of office records furniture and tools & plants of the office of the Executive Engineer, Howrah Irrigation Division.

Sd/-
Sub-Divisional Officer
T.D.D. Sub-Division,
Amta, Howrah

**Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Trans Damodar Drainage Sub-Division
Amta, Howrah
Govt. of West Bengal**

NOTICE INVITING TENDER No. 01 / 2019-2020 of Sub-Divisional Officer T.D.D. Sub-Division
(Circulated vide Memo No. 327, Dated. 18.7.2019)

1. Name of work : As per list attached
2. Amount put to Tender : -Do-
3. Earnest Money : -Do-
4. Tender Form No . : -Do-
5. Cost of Tender Form etc. : -Do-
6. Time allowed for completion of work : -Do-
7. Contractors entitled : -Do-
8. Accepting Authority : **Executive Engineer, Howrah Irrigation Division.**
9. Last date of receiving application : **24.7.2019. Up to 2.30 p.m.**
10. Last date of issuance
Tender Form etc. : **24.7.2019. Up to 4.30 p.m.**
11. Date & time of dropping Tender : **25.7.2019. Up to 4.30 p.m.**
12. Date & time of opening Tender : **25.7.2019. At 5.00 p.m.**
13. Application for purchase of
Tender Form. : To be addressed to the Sub-Divisional Officer
T.D.D. Sub-Division
14. Authority of issuance of
Tender Form : Sub-Divisional Officer,
T.D.D. Sub-Division
15. Tender Form to be issued
from : Office of the Sub-Divisional Officer,
T.D.D. Sub-Division
16. Dropping of Tender Form : Office of the Sub-Divisional Officer,
T.D.D. Sub-Division
Amta, Howrah
17. Opening of Tender : By the Sub-Divisional Officer,
T.D.D. Sub-Division
Amta, Howrah.

Sd/-
**Sub-Divisional Officer
T.D.D. Sub-Division,
Amta, Howrah**

Memo. No 327/(12)

Dated. 18.7.2019

Copy forwarded for favour of information and wide circulation through the Office Notice Board of the :--

- 1) Project Directorate SPMU, WBMIFMP, I & W. Dte. Govt. of West Bengal, 9th Floor Jalsampad Bhavan Salt Lake Kol-91
- 2) Addition Project Directorate –IV. DPMU-II, WBMIFMP I & W. Dte. Govt. of West Bengal 9th Floor, Jalsampad Bhawan, Bidhannagar, Kolkata – 700091
- 3) Savadhipati, Howrah Zilla Parisad, Howrah;
- 4) Executive Engineer, Howrah Irrigation Division; Ref. Memo. No. 1071E dt. 18.7.2019
- 5) Executive Engineer, Hooghly Irrigation Division
- 6) Executive Engineer, Lower Damodar Construction Division, Uluberia
- 7) Sub-Divisional Officer, Howrah Drainage Sub-Division;
- 8) Sub-Divisional Officer, Lower Damodar Sub-Division No-I Mahisrakha, Howrah
- 9) Sub-Divisional Officer, L.D.C. Sub Division no-III, Ulaghata, Howrah.
- 10) Accounts Branch, Howrah Irrigation Division;
- 11) Estimating Branch, Howrah Irrigation Division;
- 12) Notice Board, of **T.D.D. Sub-Division, Amta, Howrah**

Sd/-

Sub-Divisional Officer
T.D.D. Sub-Division,
Amta, Howrah

**Govt. of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Trans Damodar Drainage Sub-Division
Amta, Howrah**

**List of work in N.I.T No.-01 /2019-2020 of Sub-Divisional Officer, Trans Damodar Drainage Sub-Division. Circulated
Memo No. 327 Dated. 18.7.2019**

Sl. No.	Name of Work	Amount put to Tender Rs. P.	Earnest Money Rs. P.	Tender Form No.	Cost of Tender Form, Schedule etc. Rs.	Time allowed for completion of work	Accepting Authority	Contractor eligible to participate in this Tender	Remarks
1	2	3	4	5	6	7	8	9	10
1	Loading, unloading and transportation of office record, furniture and tools & plants of the office of the Executive Engineer, Howrah Irrigation Division due to shifting of the office from its premises located at Jalasampad Bhawan (9 th Floor), Salt lake City, Kolkata -7000 91 to New office building at Onkarmal, Jatia Road, Near Nabanna Bus Stand, P.S-Shibpur, Howrah-711103 and few Almirah and Tools & plants shifted to L.D. Sub- Division No. I, Mahisrekha, T.D.D. Sub Division, Amta and LDC Sub Division No III, Ulughata,	3,14,150 .00	6283.00	2911(ii)	Free of cost	7 (seven) Days	Executive Engineer Howrah Irrigation Division	Open bonafide contractors having experience in similar nature of work in a single tender during the last five years for atleast 30% of amount put to tender.	

**Sub-Divisional Officer
T.D.D. Sub-Division,
Amta, Howrah**

