



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
Office of the the Sub- Divisional Officer  
Kangsabati Mechanical Sub-Division No-II  
Khatra, Bankura.

Memo no :- **567**

Date:- **24.12.2019.**

**Notice Inviting Tender No : NIT No-02 of 2019-20 of Assistant Engineer/ Sub- Divisional Officer, Kangsabati Mechanical Sub-Division No-II, Khatra ,Bankura**

1. Separate sealed tenders in printed form are invited by the Assistant Engineer/Sub- Divisional Officer, Kangsabati Mechanical Sub-Division No-II, on behalf of the Governor of West Bengal, for the works of Engagement of Casual carriage Hire Vehicle( including Fuel, Lubricant and over time) charges, Contract Carriage in connection with the transportation of materials and staff for repairing and maintenance purpose at different sites of Fabrication of gate and Workshop section under jurisdiction of Kangsabati Mechanical Division, Khatra , Bankura, through out the year .

As per list attached herewith from Bona fide contractors/bidders, are eligible to participate depending on the criteria as laid down in the subsequent para/clause. Joint Venture Firms are not eligible to participate in tenders.

2. a) Separate Tender should be submitted for each work as per attached list, in sealed cover Superscribing 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.to 4:00 P.M. on every working day, till 06/01/2020 in the office of the Sub- Divisional Officer, Kangsabati Mechanical Sub-Division No-II, Khatra, Bankura.

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) The casual carriage hire vehicle should have valid Road tax token, valid insurance coverage, pollution permit, commercial permit, fitness certificate latest IT, PAN valid at least 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.

5. Intending tenders 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 two working days after the date of issue of tender paper, and 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.

6. a. Tender paper ( Free of cost) available in the office of the Sub- Divisional Officer, Kangsabati Mechanical Sub-Division No-II, 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.

7. Before submitting any tender, the intending 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 condition 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 intender tenders may contact the office of the undersigned up to 13/01/2020 between 11:30 hours to 16:30 hours on any working day.

8. Earnest money as noted in the list of works, in the form of other than those mentioned below, will not be accepted. The tenderer in open tender, whose tender is approved for Acceptance, shall make an agreement with the tender accepting authority within 30 days of the receipt of an intimation to the effect sent to him .Deposited earnest money of the works shall be converted as a part of security money & additional security shall be deducted from progressive bill from each such bill so that the total deduction together with the 2% EMD constitutes 10% of tendered value of work as actually done.

a. Receipted challan of Reserve Bank of India or Treasury showing the deposit to be credited under the Head P. W. Deposit in favour of the Executive Engineer, Kangsabati Mechanical Division, khatra, Bankura.

b. Government security / NSC / KVPs duly pledged to the Executive Engineer, Kangsabati Mechanical Division, khatra, Bankura..

c. Crossed Bank Draft/Deposit at call Receipt, Banker's cheque of any scheduled Bank in the locality in favour of the Executive Engineer, Kangsabati Mechanical Division, khatra, Bankura. 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.

9. Earnest money for works in open tender, as noted in the list of work, will have to be deposited by the contractors (both enlisted as well as outsiders), unemployed Engineers co-operatives and Labour co-operative. Any body desirous of exemption from depositing earnest money, is to furnish along with his tenders, self attested copy of documents exempting him from depositing earnest money for the tender.

a. The tenders should quote the rate both in figures and in words on the basis of percentage above /below or at par the schedule of rate attached with the tender form and also in the space provided in the tender form.

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.

10. When a tenderer signs his tender in an Indian language, the total amount tender should also be written in the same language. In the case of illiterate tenderer, the rates tendered should be attested by an witness.

11. The tenderer who will sign on behalf of a company or firm, must produce the registered documents (within 3days from the date of opening of 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.

12. Any letter or other instrument submitted separately in modification of the sealed tender may not be entertained.


13. 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 qualification, failing which the tender may be liable to rejection.

14. Conditional tender, which does not full fill any of the above condition, and is incomplete in any respect, is liable to rejection.
15. VAT, Sales Tax, Royalty, Building working Cess, and all other statutory levy or cess etc. will have to be born by the contractors (he will have to produce necessary documentary evidence of his having done so at the time of receiving of the final payment for the work).
16. 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 tenderer(s) and also reserves the right to distribute the work amongst more than one tenderer.
17. The tender will have to, if so desired by the tender accepting authority, submit his analysis to justify the rate quoted by him.
18. The tenders will be open, as specified in the list of work, in presence of the participating tenderers or their authorized representatives, who may be presence at the time of opening and who may also put their signatures in the tender opening register.
19. The successful tenderer will have to execute the duplicate / Triplicate / quadruplicate copies of his tender which will have to be obtained free of cost from the office of the Executive Engineer, Kangsabati Mechanical 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.
20. If any tenderer withdraws his tender before it 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.
21. 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.
22. 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 works 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.
23. 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 for tools & plants machinery, issued from the Government godown will be counted from the date of their issuance from the go down 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.
24. 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, Kangsabati Mechanical 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.
25. 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, Kangsabati Mechanical Division, khatra, Bankura., giving the reference to the work, N.I.T. No. 02 of 2019-20 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.
26. To verify the competence, 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.
27. 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.
28. As per G.O. No. 1627(8)/1A dated 26<sup>th</sup>. November' 2001 of Irrigation & Waterways Department, Government of West Bengal, clause 25 of tender form No. 2911 stands deleted in respect of contract of value les than Rs. 100.00 Lakh.
29. Normally, tender paper for not more than one work in any one NIT will be issued to an applicant, who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIT, Tender paper issuing Authority may issue tender paper for any serial even though it may not be preferred by the applicant.
30. The successful tenderer engagement of casual carriage hire vehicle ( fuel, Lubricant ) including Driver as and when basis for the period I (one) year w.e.f the issue of the Work Order.
31. A suitable vehicle should be placed forthwith if the casual carriage hire vehicle is withdrawn for any short of repairing work / break-down with prior intimation to the office so that in no case GOVT. work is hampered.
32. The driver of the vehicle should have proper Driving license issued by appropriate authority. The tenderer should have valid Copy of all the documents are to be submitted along with the quotation, failing which the quotation is liable to be rejected.
33. The owner should have his garage with **mobile connection** within 5 K.M. from the Sub-Division Office.
34. The casual carriage hire vehicle will be required to ply in the district of Bankura of West Bengal.
35. The driver of the casual carriage hire vehicle should be efficient, well experienced in driving in big towns, villages as well as canal site, polite in nature, and should posses his own license, blue book, tax token certificate and other documents of the vehicle are to be kept along with the vehicle.
36. The owner will be bound to obey the instruction of the concerning officer using the vehicle for placement of the casual carriage hire vehicle at any time and any place irrespective of weekday and holiday.
37. While under the use of the office of the Executive Engineer, Kangsabati Mechanical Division and its subordinate office will not bear any liability for any losses, damages or accident sustained by the casual carriage hire vehicle and the cost of penalty may be imposed by the police or any other authority for violating traffic or other rules should be borne by the owner.
38. The lowest tenderer, at his own cost will make necessary arrangement for auto emission testing (Smoke testing) at an interval of six months and will keep the auto emission check certificate ready with the driver to be produced if required.



39. The Speedo meter and fuel meter should always be in perfect working condition.
40. Owner of the casual carriage hire vehicle has to be maintained 02 (two) nos LOG BOOK (As per proforma given by the Department). One is to be submitted alternatively along with the bills (to be submitted in triplicate) on every occasion.
41. The successful tenderer will have to abide by the provision of West Bengal Transport department notification vide 3564-WT/3M/-81/98 dated - 24.11.2008 (Sl No-4(4))
42. casual carriage hire vehicle will be hired for 1 (one) year only and prayer for enhancement of any rate will not be entertained at any stage.
43. **Application of tender:-** The intending tenderers should apply for tender papers addressed to the Sub- Divisional Officer, Kangsabati Mechanical Sub-Division No-II, khatra, Bankura.
44. The Tenderers will have to furnish attested Xerox copies of valid I.T. (PAN Card), VAT registration no. if registered, Professional Tax clearance certificate, credential (as mentioned above) etc along with application. No document other than original will be returned.
45. **Purchase of tender form:-** Tender documents etc will be available and be issued from the office of the Sub- Divisional Officer, Kangsabati Mechanical Sub-Division NoII, khatra, Bankura. in the schedule date and time stated before.
46. **Dropping of the tender paper:-** Tender should always be submitted in sealed cover with the name of work clearly written only on the body of the envelope which will be dropped in the office of the Sub- Divisional Officer, Kangsabati Mechanical Sub-Division No-II, khatra, Bankura in the schedule date and time, stated before.
47. **Opening of tender:-** Tender will be open by the Sub- Divisional Officer, Kangsabati Mechanical Sub-Division No-II, khatra, Bankura. or by his authorized representative in presence of participating tenderer or his authorized representative on Schedule date and time, stated before.
48. **Additional Performance Security shall be obtained from the successful L1 bidder, if the accepted bid value is below 20% of the estimated amount put to tender. This**


Additional Performance Security shall be equal to 10% of the tendered amount i.e the L1 bid price. The Additional Performance Security shall have to be submitted by selected bidder after issuance of Letter of Acceptance/Letter of Invitation (LoA/Lol) and before award of Contract (AoC) in the form of "Bank Guarantee" of any Schedule bank, Payable at Khatra, as per enclosed format ( Annexure). If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of LoA/Lol, its Earnest Money Deposit (EMD) will be summarily forfeited. The said Bank Guarantee (BG) shall have to be valid up till the end of the contract-Agreement period including extended time period till 100% physical completion of work in all respect ans shall be renewed accordingly if required. The said Bank Guarantee shall remain in custody of the DDO & Executive Engineer in—charge of the work, which shall be returned to the bidder/ contractor after successful physical completion of the work as per contract. If the bidder fails to complete the work successfully, this Additional Performance Security shall be forfeited at any time during the pendency of contract period after serving suitable notice to the contractor / bidder agency.

  
 Assistant Engineer  
 (Sub- Divisional Officer)  
 Kangsabati Mechanical Sub-Division No-II,  
 Khatra, Bankura.

Dated 24.12.2019.

Memo No 587/2  
Copy submitted to the :-


01. Superintending Engineer, Mechanical & Electrical Circle, Jalasampad Bhawan, Salt Lake city, for his kind information.
02. Executive Engineer , Kangsabati Mechanical Division, Khatra, Bankura, for his kind information & wide circulation.

  
 Assistant Engineer  
 (Sub- Divisional Officer)  
 Kangsabati Mechanical Sub-Division No-II,  
 Khatra, Bankura.

Dated 24.12.19

Memo No 587/2/4  
Copy to the :

01. Sub-Divisional Officer, Kang. Mech. Sub-Divn.No. I / IV/Electrical Sub-division. for his information & wide circulation.
02. Divisional Accountant for his information & necessary action.
03. Estimate section , Kngsabati Mechanical Division for information & necessary action.
- 04 Notice Board, Kangsabati Mechanical Sub-Division No-II.

  
 Assistant Engineer  
 (Sub- Divisional Officer)  
 Kangsabati Mechanical Sub-Division No-II,  
 Khatra, Bankura.



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
Office of the Sub- Divisional Officer  
Kangsabati Mechanical Sub-Division No-II  
Khatra, Bankura.

Memo No.- 527

Dated.- 24.12.2019.

List of work / works as per : NIT No-02 of 2019-20 of Assistant Engineer/ Sub- Divisional Officer, Kangsabati Mechanical Sub-Division No-II, Khatra, Bankura

1. Last date of application of tender paper:- 07/01/2020 up to 4:00 P.M.
2. Last date of tender paper issue: 09/01/2020 up to 4.00 P.M
3. Last date of submission of tender paper: 14/01/2020 up to 3.00 p.m.
4. Date of tender opening: 14/01/2020 at 3.30 PM

Sl. No.	Name of work.	Amount put to tender. (Rs.)	Earnest money. (Rs.)	Cost of schedule and other papers.	Time allowed.	Eligibility	Remarks.
1.	Engagement of Casual carriage Hire Vehicle( including Fuel, Lubricant and over time) charges, Contract Carriage in connection with the transportation of materials and staff for repairing and maintenance purpose at different sites of Fabrication of gate and Workshop section under jurisdiction of Kangsabati Mechanical Division , Khatra , Bankura, through out the year	66,235.00	1325.00	Free of cost	365 days	Similar type of work	

  
Sub- Divisional Officer,  
Kangsabati Mechanical Sub-Division No-II  
Khatra, Bankura.