



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER**  
**LOWER DAMODAR CONSTRUCTION SUB-DIVISION NO- III**  
**ULUGHATA :: ULBERIA:: HOWRAH**

**NOTICE INVITING TENDER No. 01 / SDO/LDCS-III OF 2020 – 2021 of Sub- Divisional Officer,**  
**Lower Damodar Construction Sub-Division No-III (Circulated vide Memo No. 122 Dated,**  
**22/07/2020)**

1. Separate sealed Tenders in printed form are invited by the Sub-Divisional Officer, **Lower Damodar Construction Sub-Division No-III, Ulughata, Uluberia, Howrah** 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) 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 **30.07.2020**, in the office of the Sub-Divisional Officer, Lower Damodar Construction Sub-Division No-III, Ulughata, Uluberia, 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:-** Latest Professional Tax Payment Certificate (PTPC) or, PT deposit challan for current financial year, 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:-**  
D) 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 nature of work 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) Mackintosh Burn Ltd., Britania Engineering Ltd. and Westinghouse Saxby Farmer Ltd. will enjoy 10% price preference for the purpose of evaluation of tenders, in terms of G.O.No. 1110/1(500)-F dated 10.02.06 of the Finance Department.
  - b) 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 two working days 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 of the Sub- Divisional Officer Lower Damodar Construction Sub-Division No-III 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 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 up to **30.07.2020** between 11:00 hours and 16:00 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 (both enlisted as well as outsiders), Unemployed Engineers' Cooperatives & Labour Cooperatives. 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 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 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, Lower Damodar Construction Sub-division No-III 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) Materials such as Cement, Steel materials, 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, value of which shall be recovered by the department.
- p) 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 Godown 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 the contractor.
- q) 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.**
- r) 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.
- s) 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.
- t) 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.
- u) 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.

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

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

1. **Earthwork** : Earthwork in excavation/filling for embankment, canal, drainage channels executed under Irrigation and 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 etc.:** Gates of all kinds, electrical installations, pumps and allied machinery.

Sd/-

**Sub-Divisional Officer**  
**Lower Damodar Construction Sub Division No-III**  
**Ulughata, Uluberia, , Howrah**

**Irrigation & Waterways Directorate  
Office of the Sub-Divisional Officer  
Lower Damodar Construction Sub-Division No-III  
Ulughata, Uluberia, Howrah  
Govt. of West Bengal**

**Salient points regarding NOTICE INVITING TENDER No. 01/SDO/LDCS-III. of 2020 -2021 of Sub- Divisional Officer,  
Lower Damodar Construction Sub-Division No-III at a glance (Circulated vide Memo No. 122 Dated. 22/07/2020)**

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 : Sub-Divisional Officer, Lower Damodar Construction Sub-Division No.- III,
9. Last date of receiving application : **30.07.2020. Up to 4-00 p.m.**
10. Last date of issuance Tender Form etc. : **31.07.2020. From 2-30 to 4-30 p.m.**
11. Date & time of dropping Tender : **04.08.2020. Up to 3-00 p.m.**
12. Date & time of opening Tender : **04.08.2020. At 4-00 p.m.**
13. Application for collect of Tender Form. : To be addressed to the Sub-Divisional Officer Lower Damodar Construction Sub-Division No-III
14. Authority of issuance of Tender Form : Sub-Divisional Officer, Lower Damodar Construction Sub-Division No-III
15. Tender Form to be issued from : Office of the Sub-Divisional Officer, Lower Damodar Construction Sub-Division No-III
16. Dropping of Tender Form : Office of the Sub-Divisional Officer, Lower Damodar Construction Sub-Division No-III Ulughata, Uluberia, Howrah.
17. Opening of Tender : By the Sub-Divisional Officer, Lower Damodar Construction Sub-Division No-III Ulughata, Uluberia, Howrah.

**Sub-Divisional Officer  
Lower Damodar Construction Sub Division No-III  
Ulughata, Uluberia, , Howrah**

**Memo. No. 122(5)**

**Dated. 22/07/2020**

Copy forwarded for information & necessary action to:-

- 1) The Additional Project Directorate-IV, DPMU-II, Jalasampad Bhavan 9<sup>th</sup> floor, Salt Lake city, Kolkata-91.
- 2) The Executive Engineer, Howrah Irrigation Division,. Onkarmal Jetia Road, P.O.- Botanical Garden  
P.S.- Shibpur, Howrah- 711 103.
- 3) The Sub-Divisional Officers, Lower Damodar Sub-Division No.- I, Mahisrekha , Howrah.
- 4) The Sub-Divisional Officers, Trans Damodar Drainage Sub- Division, Amta, Howrah.
- 5) Notice Board/ Lower Damodar Construction Sub-Division No.- III.

Sd/-

**Sub-Divisional Officer**  
**Lower Damodar Construction Sub Division No-III**  
**Ulughata, Uluberia, , Howrah**

**Govt. of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer**  
**Lower Damodar Construction Sub-Division No-III**  
**Ulughata, Uluberia, Howrah.**

**List of work in N.I.T. No. 01/SDO/LDCS-III of 2020-21 (Circulated vide Memo No. 122 Dated. 22.07.2020 )**

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	Annual Maintenance & repair of all Computers, Printers & Copier Machine including peripherals installed at the office of the Sub-Divisional Officer, Lower Damodar Construction Sub-Division No-III under Howrah Irrigation Division.	80330.00	1607.00	2911	0.00	12 Months	Sub-Divisional Officer, Lower Damodar Construction Sub-Division No-III	Open bonafide contractors having experience in similar nature of work in a single tender during the last five years for at least 30% of amount put to tender.	

Sd/-  
**Sub-Divisional Officer**  
**Lower Damodar Construction Sub Division No-III**  
**Ulughata, Uluberia, , Howrah**