

GOVERNMENT OF WEST BENGAL

IRRIGATION & WATERWAYS DIRECTORATE OFFICE OF THE EXECUTIVE ENGINEER

MAYURAKSHI HEAD QUARTERS DIVISION

SURI * BIRBHUM

email: emhq@gmail.com

Ph./Fax No. 03462255229

Memo No. ...83....

Dated :.....19.01.2021.....

Notice Inviting Tender No:-03/EE/MHQD of 2020-2021

1. Separate Sealed Tenders in printed form are invited by the **Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum** on behalf of the Governor of West Bengal, for the Works as per list attached herewith from eligible resourceful bonafide contractors having credential of execution of similar nature of work of value 50% of the amount put to Tender within the last 5 years.
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 Tenders or by their duly authorized representatives during office hours between **11.00 A.M to 4.00 P.M** on every working day, till **27/01/2021** in the Office of the Executive Engineer, Mayurakshi Head Quarters Division.
4.
 - a. Intending Tenders 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 Register Partnership (for Partnership farms) etc. are to be produced on demand, as well as during interview (if any).
 - i) **PTPC or PT deposit Challan ,Trade License ,valid PAN and valid 15- digit Goods and Services Tax Prayer Identification Number(GSTIN) under GST Act 2017** etc etc 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.
 - ii) Completion Certificate/ Payment Certificate (s) for the Single similar work at least 30% of the value of the work for which Tender Paper is desired, executed within last than 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) here under.
 - iv) Declaration by the Applicant to the effect that there is no other applications for Tender Paper for work in this 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.
 - b. Completion Certificate issued by Competent Authority will normally be considered as credential.

A part from credentials of works executed under Irrigation & Waterways Department, credentials of work executed under Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sundarban Affairs Department & other Stat Government Departments, Zilla Parishads, WBHIDCO, WBSIEDCL,

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 are to be countersigned by the Executive/ Divisional Engineers of the respective State / Central Government Departments, or Officer of the equivalent rank, if those are issued by some other authority.

Over and 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 Departments / Organizations 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. Intending Tender 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 is available on free of cost in the Office of the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum, I & W Directorate within the specified date and time as per attached list to the intending Tenders or to 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 expire of date and time mentioned in the Notice. Before submitting any Tender the intending Tenders should make themselves acquainted thoroughly
7. Before submitting any Tender the intending Tenders should make themselves acquainted thoroughly with the local conditions prevailing by actual inspection of the site and take into considerations all factors and difficult likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labours and market rate prevailing in the locality etc. as no claim what so ever will be entertained on these accounts afterwards. In this connection tenderers may contact the office of the undersigned **upto 27/01/2021 between 11.00 A.M and 2.00 P.M on any working day.**
8. Cost towards Earnest Money Deposit (EMD) must be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled bank of India in favour of Executive Engineer, Mayurakshi Head Quarters Division Payable at Suri, Birbhum. Payment in any other form e.g NSC, KVP, etc. will not be accepted.
9. Earnest Money for works in open tender, as noted in the list of work, will have to be deposited by the Contractors.
 - a. The Tendered should quote the rate both in figure and in words on the basis of Percentage above/ below or as per the Schedule of Rules 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 reject.
 - c. All corrections are to be attested under the dated signature of the Tenderer.
10. When the Tenderer sign his Tender in an Indian Language, the total amount tendered should also be written in the

same Language. In the Case of illiterate Tendered, the rates tendered should be attested by a witness.

11. 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.
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 qualifications, failing which the tender may be liable to rejection.
14. Conditional Tender, which does not fulfil any of the above conditions, and is in complete in any respect, is liable to summary rejection.
15. GST, Royalty, Building 7 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).

It may further be noted that if GST Registration Certificate is produce before receiving payment 2% deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made otherwise such deduction shall be 4% as per present norms, or as may be prescribed by the Finance Department.

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 what so ever to the intending Tenders and also reserves the right to distribute the work amongst more than one Tenders.
17. The Tenderer 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 opened as specified in the list of works, in presence of the participating Tenders or their duly authorized representatives who may be present at time of opening and who may also put their signatures in the Tender Opening Register.
19. The successful Tendered will have to execute the duplicate copies of his tender which will have to be obtained in the office of **the Executive Engineer, Mayurakshi Head Quarters 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 its acceptance or refuses / falls to convert it into a reason 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 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 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 materials will be fixed by the Engineer-In-Charge.

23. Hire Charge 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 go down will be counted from the date of their issuance from the go down and upto the date of return into the same go down 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 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, alteration, additions etc. if not attested by the Tenderer.
- b. Earnest Money Deposit (EMD) in the format of Bank Draft (BD)/ Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any Schedule Bank of India in Favour of **Executive Engineer, Mayurakshi Head Quarters Division Payable at Suri, Birbhum** is not deposited.
- 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 Documents 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 Executive Engineer, Mayurakshi Head Quarters Division giving the reference to the work NIT No. date of Tender amount and mode of Earnest Money deposited - all in a complete form. The Earnest money of all Tenders other than lowest Tendered 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 Tender(s) the Tender Paper issuing Authority may demand production of any necessary documents 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 entreated.

28. As per G.O no. 1627(8)/1A, Dated- 26th November 2001 of Irrigation & Waterways Department, Government of West Bengal, Clauses 25 of Tender Form no. 2911 stands deleted in respect of contract Value less than Rs.- 100.00 Lakh.

29. Participation in more than one serial of work out of list of works published in the one NIT.

Any contractor/bidder may bid for any number of Serials of work in a particular NIT, if more than one work have been published in that NIT, subject to fulfilment of all of the following conditions:

a. There should be full compatibility matching between the technical credential submitted by the bidder in the form of Credential Certificate (CC) along with other relevant documents relating to any work successfully completed by the bidder and technical criteria specified in the NIT for any particular serial of works for which the bidder intends to bid. In other words, technical credential certificate along with relevant documents submitted for any work should at the minimum; satisfy the technical eligibility criteria specified for that work. Normally there should be separate CC along with relevant documents for each of the serial of works, the bidder intends to bid and the serial number relevant to the CC should be clearly written on the body of the CC and also on the other documents . However, the bidder will also reserve the right to submit one CC along with relevant documents for bidding in more than one serial of work, provided cumulative technical credential of all such serials should be fulfilled by one single CC. In such case also, serial numbers of the relevant works for which the CC is submitted should be clearly written on the body of the CC by the bidder. Omission of serial numbers on

the body of the CC and also on the other documents , in case of bidding for more than one serial will lead to rejection of all the bids.

b. Average of gross annual turnover of the individual bidder/Organization any three financial years within preceding five financial years, should not less than the summation of turnover requirements of the relevant individual serial of works for which the bidder intends to bid..

30. Deduction of Security Deposit from progressive bill of the contractor in respect of the tendered work will be made as per existing Govt. norms.

31. ADDITIONAL PERFORMANCE SECURITY FOR WORKS TENDERS IN THE IRRIGATION & WATERWAYS DEPTT.

The "Additional Performance Security " shall be obtained from successful L1 Bidder , if the accepted bid price is below by 20% or more than of the amount put to the 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 the selected L1 bidder after issuance of Letter of Acceptance / Letter of Invitation (LoA/LoI) within seven working days and before issuance of Award of Contract (AoC) in the form of "Bank Guarantee" of any Scheduled Bank approved by RBI, payable at Kolkata or / in West Bengal, as per specimen format. If the bidder fails to submit the said value of BG as Additional Performance Security within the seven working days, he may pray for extension of BG submission date within the prescribed 7 days period by another seven days with reasons to be recorded in writing (which is 14 working days from date of issuance of LoA). Else, its/their Earnest Money Deposit (EMD) will be forfeited without any prejudice by the Tender inviting authority and the defaulting bidder also debarred from further participation in all future I&WD tenders for a period of one year for committing the offence on the first occasion and for a period of two years for recurrence of the same offence.

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 respects and shall be renewed within validity period 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 the contract period after serving suitable notice to the contractor/bidder agency. Necessary provisions regarding deduction of security deposit from progressive bills of the contractor in respect of the tendered work shall be governed as per relevant clauses of the tender contract/Agreement which will in no way be affected / altered due to this

Additional Performance Security.

Categorization Works:-

1. **Earthwork** :- Earthwork in excavation / filling for embankment canal, drainage channels executed under Irrigation & Waterways Department.
2. **Protection Work** :- All kinds of river / channel Bank/ embankment protection works (with boulder, C.C blocks, revetment works, Sausage, Brick Blocks, Dry Brick Pitching, etc.).
3. **Lining Work** :- All kinds of water lining / brick block pitching / dry brick pitching in Irrigation Canal / Drainage Channel, etc
4. **Hydraulic Structures** :- Aqueducts, Regulators, Syphons, Bridges across Waterways , Sluice, Dams, Barrages, etc.
5. **M.S Structural Works etc. :-** Gates of all kinds, electrical installation, pumps, and machinery. The above list only indicative and not exhaustive.

Time schedule

1. **Submission of Application** :- **27/01/2021 upto 04:00 P.M.** to the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.
2. **Purchase of Tender** :- **29/01/2021 upto 04:00 P.M** from the Office of the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.
3. **Dropping of Tender** :- **01/02/2021 upto 02:00 P.M.** in the office of the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.
4. **Opening of Tender** :- **On 01/02/2021 after 03:00 P.M.** in the office of Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum



Executive Engineer
Mayurakshi Head Quarters Division
Suri, Birbhum

Memo No. : ...83/1(16)

Dated : ...19.01.2021....

Copy forwarded for information and necessary action to the -

- 1) Chief Engineer- North, I & W. Dte, Netaji More Market Complex, 5rd Floor, Saraju Prasad Road, Dist. Malda, Pin- 732101
- 2) Superintending Engineer, Mayurakshi Canal Circle, Suri, Birbhum.
- 3) District Magistrate, Birbhum, Suri, Birbhum.
- 4) Executive Engineer, Mayurakshi South Canals Division, Bolpur, Birbhum
- 5) Executive Engineer, Mayurakshi North Canals Division, Rampurhat, Birbhum.
- 6) Chairman, Suri Municipality, Suri, Birbhum.
- 7) To (10) Sub. Divisional Officer, Sainthia / Massanjore / Mayureswar / Tilpara Barrage Sub - Division.
- 11) To (12) Divisional Accountant / Divisional Estimator, MHQ Division.
- 13) The Director of Information and Ex-Officio Special Secretary, Information & Cultural Affairs Department, Govt. of West Bengal, 325, Sharat Chatterjee Road, Shivpur Mondirtala, Howrah-711102.
- 14) District Information and Cultural Officer, Birbhum, Suri, Birbhum with the request for vide Circulation.
- 15) Cash Section, M.H.Q. Division, Suri, Birbhum
- 16) Notice Board, M.H.Q. Division, Suri, Birbhum.



Executive Engineer
Mayurakshi Head Quarters Division
Suri, Birbhum

List of work in connection with Notice Inviting Tender No.03 / EE /MHQD Of 2020-2021

Sl. No	Name of work.	Amount put to tender. (Rs.)	Earnest Money to be deposited. (Rs.)	Time allowed for completion of work.	Source of Fund	Printed W.B. Tender Form No.	Contractor eligible to submit tender.
(1)	(2)	(3)	(4)	(5)		(6)	(10)
1	Annual Maintenance of all Desktop Computers / Laptops, Printers, Copier Machines, Networks including all peripherals installed at the Office of the Superintending Engineer, Mayurakshi Canal Circle, Executive Engineer, Mayurakshi Head Quarters Division and all Sub Division Offices under Mayurakshi Head Quarters Division.	448235.00	8965.00	365 days	NON PLAN	2911	Resourceful bonafide Contractor having credential for 50% for similar type of work in a single job for preceding last 5 (five) years. Documentary evidence in original supported by timely completion certificate and payment certificate from the competent authority not below the rank of Executive Engineer to be produced during application and self attested Xerox copy in respect of credential to be enclosed with the application.
2	Refilling of cartidges of all Printers and Copier machines installed at the Office of the Superintending Engineer, Mayurakshi Canal Circle, Executive Engineer, Mayurakshi Head Quarters Division and all Sub Division Offices under Mayurakshi Head Quarters Division	484109.00	9682.00	365 days	NON PLAN	2911	Do
3	M/R to outlet structure at ch 555.00 of MBMC (L/B) under Tilpara Barrage Sub Division of Mayurakshi Head Quarters Division in Block Suri I, Dist Birbhum	440821.00	8816.00	30days	NON PLAN	2911	Do



Executive Engineer
Mayurakshi Head Quarters Division
Suri, Birbhum

ADDITIONAL TERMS AND CONDITIONS

Agencies intending to purchase the Tender Form will have to enclose the following papers along with their application.

- 1) Detailed postal address of the contractor must be written in the page of quoting rates on the schedule of rates in the tender.
- 2) Clause - 25 must bear full signature of the concerned contractor on the other hand tender will be rejected or declared informal.(attached separate sheet)
- 3) Self attested photo copy of current PAN , GSTIN, P.T. challan should accompany with the application which is non returnable and the original have to be produced for verification and return.
- 4) Rate should be quoted with both figures and words, any erase, corrections should be attested with date and initial of the concerned contractor on the other hand the tender will be rejected and declared informal.
- 5) Tender should be made will acquainted with the proposed works site before quoting their rates in the tender.
- 6) Payment will be made subject to availability of fund & no communications will be entertained for delayed payment by the undersigned
- 7) ISI Marked branded Cement like (Aumbuja , Ultrtech, ACC ,Lafarge, JSW) will have to be purchased & used by the contractor at his own cost according to the specification, quality as per terms and condition of the Superintending Engineer, Mayurakshi Canal Circle.
- 8) In conformity with the Sub-Rule 3 of Rule 4 of the Building and other construction work welfare Cess Rules, 1998 (Herein after referred to as the said rules) Cess payable @ 1% of cost of construction works shall be deducted from the gross bill value of the contractor's bill for all sorts of woks excluding supply of materials.
- 9) No postal documents will be pledged as earnest money with the tender.
- 10) In case of office remains closed or declared holiday or cannot function due to any reason the date stated above should be treated as the next working day.
- 11) Earnest Money to be deposited in the shape of Demand Draft / Banker's Cheque / Deposit Call Receipts as prescribed in NIT, separately against each work, in favour of the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum otherwise tender will be cancelled.
- 12) As per memo No. 1626(8) 1A dated 23rd November 2001 of I & W Deptt. Govt. of West Bengal, Clause-25 of Tender Form No. 2911 is deleted in respect of Contract of value less than 100 (one hundred) lakhs.



Executive Engineer
Mayurakshi Head Quarters Division
Suri, Birbhum

“Clause 25-Except where otherwise provided in the contract all question and disputes relating to the meaning of the specifications, designs, drawings and instructions hereinbefore mentioned and as to the quality of workmanship of materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contractors, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same, whether arising during progress of the works, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter.

If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer-in-charge or any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Chairman of the **Dispute Redressal Committee** in writing for written instruction or decision. Thereupon, the **Dispute Redressal Committee** shall give its written instructions or decision within a period of three months from the date of receipt of the contractor’s letter.

The **Dispute Redressal Committee** in the Irrigation & Waterways Department is hereby constituted with the following officials as members.

1	Secretary, Irrigation & Waterways Department	Chairman
2	Chief Engineer-I, Irrigation & Waterways Directorate.	Member
3	Chief Engineer concerned with the work	Member-Secretary & Convenor
4	Special/ Additional/ Joint Secretary of the Finance Department	Member

Note: In case Chief Engineer-I is concerned with the work, he will function as Member-Secretary & Convenor.

This provision will be applicable irrespective of the value of the works to which the dispute may relate”



Executive Engineer
Mayurakshi Head Quarters Division
Suri, Birbhum