



**N.I.T.-01/SDO/CHAMP/ 2021-2022.**

Memo. No:-228/T-3

Dated:-03.05.2021

1) **Sealed Tenders in printed form W.B.F. No. 2911(i)/(ii) are invited by the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly.** on behalf of the Governor of West Bengal, for the works as per list attached here with, from bonafide outside contractors having experiences, credentials and resources for executing similar nature of single work in a year for a sum equivalent to at least 50% (fifty percent) of estimated value put to tender and the validity of said credentials should be within last 03 (Three) years.

a) Details of Work:- **As per enclosed List.**

b) Time Schedule of Tender procedure:-

i)	Last date & time for Application in Letter head	10.05.2021	Upto 3.00 pm
ii)	Last date & Time for issue Tender form	11.05.2021	Upto 4.00 pm
iii)	Last date of dropping at tender box of Undersigned	13.05.2021	Upto 2.30 pm
iv)	Date & Time for opening Tender form in the office of the S.D.O./ Champadanga Irrigation Sub-Division	13.05.2021	At 3.00 pm

2) The intending tenderers should apply for tender paper in the Office of the addressing to the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga; Hooghly.

3) Tender Documents to be submitted in the Tender Box of the Office of the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly as per scheduled time & date of original N.I.T.

4.)a) Separate Tender should be submitted for each Work, as per attached List, in sealed cover inscribing the NIT No., Sl. No. and Name of the Work on the envelope and addressing to the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly.

4.)b) Submission of Tenders by Post or FAX or through Internet is not allowed.

5) The Tender Document and other relevant Particulars (if any) may be seen by the intending Tenderers or by their duly authorised representative during office hours between 11.00 A.M. And 4.00 P.M. on every working day, till the date of issue of tender papers in the office of the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly.. Any tenderer may send his authorized representative to attend interview, bid or any other purpose allowed by tender accepting authority. Such authorization must be submitted in stamped paper in presence of 1<sup>st</sup> class Judicial Magistrate or Notary Public.

6) a) Intending Tenderers should apply for Tender Papers in their respective Letter Heads enclosing self attested copies of 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.. and Completion Certificate, and Work order with Work Schedule Documents for similar nature of single completed. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.

b) Applicants are required to produce, on demand as well as during the interview (if any), the originals of the following Documents.

i. **P.A.N., GSTIN & P.T. Clearance Certificates** valid at least up to the date of opening of the Tenders.

ii. **Completion Certificates** for similar nature of single work worth at least 50% of the value of the Work for which Tender Paper is desired, executed within last 5 (five) years from the actual year of completion.

iii. **Eligibility Certificate** issued by the A.R.C.S. (for Engineers' Co- operatives and Labour Co-operatives.)

iv. **Partnership Deed** (for Partnership Firms) and Registration from the Registrar of firms.

v. Declaration by the Applicant to the effect that there is no other application for Tender Paper for work in this N.I.T. in which he / she / they has / have common interest.

Failure to produce any of the above Documents may be considered good and sufficient reason for non- issuance of Tender Paper. Any suppression or misrepresentation of Fact will automatically debar the applicant from participating in any Tender under the Division for at least 3 (three) years from date of Detection in addition to such other penal action as the Government may deem proper.

c) i. Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.

ii. Completion Certificate of work executed in Irrigation & Waterways Department will be considered. Completion Certificate of works executed in other Departments of State Government or organizations, like **Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affairs Department** and various **other State Government Departments, ZillaParishads, Panchayet Samity, West Bengal Housing Infra-structure Development Corporation Limited (WBHIDCO),**



West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMWSA), Kolkata Municipal Corporation (KMC), 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 or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organisations. Such certificates are further to be countersigned by immediate superior authority of the Issuing Authority for all cases other than direct State / Central Government Departments and Railways.

iii. Eligibility criteria for participating in more than one tender in a NIT: Normally separate Completion Certificate (CC) of 100% completed works is to be provided for participation in separate works in a particular NIT. However, CC for one particular work may be considered as eligible for participation in maximum two numbers of serials, provided required credential for two such works (to be arithmetically added for identical major works) satisfies the requirement in all respect from one such completion certificate.

d) Intending Tenderers having not satisfied with the decision of the Tender Paper Issuing Authority may prefer an appeal to the next superior Officer. The communication in this regard must be brought to the notice of the Tender Paper Issuing Authority at least before the last date of issue of Tender Paper failing which no such Appeal will be entertained.

7. a) Tender Paper can be had on Cash Payment of requisite amount (non refundable) in the office of the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly. under I & W. Dept. within the specified Date & Time as per attached list by the Intending Tenders or by their duly authorized Representatives.

b) No Tender Paper will be supplied by Post.

c) No Tender Paper will be issued after expiry of date & time mentioned in the notice.

d) 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 consideration 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 Labours and Rates prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterwards.

e) Earnest money, for each work as noted in the List of Works, in the form other than those mentioned below, will not be accepted.

i. 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-I, Lower Damodar Irrigation Division, Singur; Hooghly.

ii. Crossed Bank Draft / Deposit at call Receipt of any scheduled Bank payable at Kolkata in favour of Executive Engineer-I, Lower Damodar Irrigation Division, Singur; Hooghly. No adjustment of any sort of above mentioned Earnest Money previously

iii. Deposited for other works will be considered. Tender without earnest money will be treated as informal.

f) Earnest money as noted in the list of works will have to be deposited by the contractors. Anybody desirous of exemption from depositing earnest money, is to furnish along with his tender, attested copy of document testifying to his having Exemption on justified grounds.

a. The Tenderer should quote the rate both in figures & in words on the basis of percentage above / below / at par the scheduled of rates 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.

g) 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 a Witness.

h) The Tenderer who will sign on behalf of a Company or a Firm, must produce the registered documents 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.

i) Any letter or other instrument submitted separately in modification of the sealed Tender will not be entertained.



- j) The Tenderer should submit a statement (if desired) 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.
- k) Conditional Tender, which does not full fill any of the above conditions, and is incomplete in any respect, is liable to summarily rejection.
- l) Sales Tax, Royalty 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 that time of receiving the final payment for the work) if applicable.
- m) The Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly. is the accepting authority of Tender and The Tender Accepting Authority dose 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 and also reserves the right to distribute the work amongst more than one Tenderers on technical feasibility.
- n) The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his analysis of rate to justify the rate quoted by him.
- o) The Tenders will be opened, as specified in the List of works in the Chamber of the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly. in presence of the participating Tenderers or their duly Authorized Representative who may be present at the time of Opening and who may also put their signature in the Tender Opening Register.
- p) The successful Tenderer will have to execute the formal agreement in Duplicate in W.B. Form No.2911(i)/(ii) which will have to be obtained from the office of the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly, failing which the Earnest Money shall forthwith stand forfeited in the favour of the Government and the communication of acceptance of the tender/ Formal work order shall automatically stand cancelled.
- q).The Earnest money 02% of tender amount will be converted to as a part of Security deposit and remained security deposit @ 08% shall be deducted from the Progressive bills so that total deduction together with 2% constitute 10% of tendered value of work.
- r) 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.
- s) The successful Tenderer will have to abide by the provisions for 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.
- t) Materials such as Cement, M.S./Tor Rod, R.C.C. Hume Pipes 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 Document for the work. Any other material not listed therein, if supplied by the Department, the Issue Rate for such material will be fixed by the Engineer-In-Charge.
- u) Hire charge for Tools & Plants machinery, if issued departmentally, will be recovered from 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 Govt. 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 Contractors 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 of such damage or replacement will be recovered from Contractor.
- v) In the following cases a Tender may be declared informal and unacceptable.**
- Correction, alterations, additions etc. if not attested by the Tenderer.
  - Earnest Money in the form of T. R. Challan, D.C.R. / Demand Draft etc which are short deposited and / or not deposited in the favour of the Executive Engineer-I, Lower Damodar Irrigation Division, Singur, Hooghly.
  - 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.
  - 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 name of the work is not indicated on the cover with N.I.T No.

w) For the refund of the Earnest Money of the unsuccessful Tenderer(s), he / they is / are to apply for the same to the Executive Engineer-I, Lower Damodar Irrigation Division, Singur, Hooghly through the Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly. 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 Tenderer other than the 1<sup>st</sup>, 2<sup>nd</sup> and the 3<sup>rd</sup> lowest Tenderers in each case, may be refunded as early as possible.

x) To verify the Competency, Capacity and Financial Stability of the intending Tenderer(s) the Issuing Authority may demand production of any necessary Document(s) as it may deem necessary.

y) The payment of R/A as well as Final Bill for any work will be made according to the availability of specific Fund and no claim whatsoever for delayed payment will be entertained.

z) As per Memo No.1627(8)-IA dt.26.11.2001 of Secretary of I & W. Dept., Government of West Bengal, Clause-25 of Tender Form No.2911/2911(i)/2911(ii) stands deleted in respect of contract value less than Rs.100 lakh (Rupees hundred lakh only).

aa) The concerned Sub-Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga ; Hooghly., may conduct an interview of the applicants for the tender for verification of original documents for confirmation of the eligibility criteria before issue of tender form.

**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.

**Sub-Divisional Officer**  
**Champadanga Irrigation Sub-Division**  
**Champadanga, Hooghly**

**Memo no:-**

**Dated:-**

**Copy forwarded for favor of information and wide circulation to the:-**

1. The Superintending Engineer, Damodar Irrigation Circle, Purba Bardhaman.
2. The Executive Engineer /DVC Study Cell & Public Relation & Static Cell, I&WD. With a request to upload the Matter in our Department website.
3. The Executive Engineer-I / Lower Damodar Irrigation Division Singur, Hooghly.
4. The Divisional Accounts officer, Lower Damodar Irrigation Division Singur, Hooghly.
- 5-7. The Sub-Divisional officer, Jamalpur/ Memari/ Arambag Irrigation Sub-Division, Jamalpur , Purba Bardhaman.
8. Notice Board of the Office of the Sub Divisional Officer, Champadanga Irrigation Sub-Division, Champadanga; Hooghly

**Sub-Divisional Officer**  
**Champadanga Irrigation Sub-Division**  
**Champadanga, Hooghly**