



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Champadanga Irrigation Sub Division
Champadanga : Hooghly

Memo No. 337/T-3

Date: 02.07.2021

Notice Inviting Tender No. 02 of 2021-22 of SDO, Champadanga Irrigation Sub-Division

1. Separate Sealed Tenders in printed form invited by the **Sub-Divisional Officer, Champadanga Irrigation Sub Division** on behalf of the Governor of West Bengal, for the Works as per list attached herewith from eligible bonafied outsiders having credential of execution similar nature of work of Value 40% 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 Tenderer or by their duly authorized representative during office hours between **11.00 A.M to 4 P.M** on every working day, **Up to 09.07.2021** in the Office of the **Sub-Divisional Officer, Champadanga Irrigation Sub Division**.

4. a. Intending Tenderers should apply for Tender papers in their respective Letter Heads enclosing self attested copies of the following documents, original of which and documents like Registration with Partnership deed (for Partnership farms)

- i. Valid licence issued by the Home PAR Department/Police Authority of the State under the Private Security (Regulation) Act.
- ii. GST/Service Tax Registration Certificate as issued under the Central Excise Act.
- iii. Valid updated Trade License.
- iv. Professional Tax Clearance Certificate.
- v. Employer's Code No. as issued by the ESIC.
- vi. EPF Code No. of the employer as allotted by the Regional Provident Fund Commissioner.
- vii. PAN Card as allotted by the Income Tax Department.
- viii. Completion Certificate/Payment Certificate (s) for the Single similar work at least 40% 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).

- b. Completion Certificate issued by Competent Authority will normally be considered as credential.

Apart from credentials of works executed under Irrigation & Waterways Department, credentials of works executed under Public Works & Public Works (Roads) Department, public Health Engineering Department, Sundarban Affairs Department & other state Government Department, Zilla Parishads, WBHIDCO, WBSEDCL, KMDA, KMW & SA, KMC, HRBC, Engineering Department 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 Department, or Office of the equivalent rank, if those are issued by some other authority.

Over and above the Completion 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 Sub Div/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 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 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 the **Sub-Divisional Officer, Champadanga Irrigation Sub Division**, Champadanga, Hooghly, I & W Directorate within the specified date and time as per attached list by the intending tenderer 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 Tenderer 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 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 up to **09.07.2021 between 11.00 A. M and 4.00 P.M**

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 having a branch in West Bengal in favour of Executive Engineer-I, Lower Damodar Irrigation Division payable at Hooghly District or Kolkata **validity for which will be 80 (Eighty) days from the date of submission of tender**, Payment in any other form e.g. NSC, KVP, etc. will not be accepted.

9. The Tenderer should quote the rate both in figure and in words on the basis of Percentage above/ below or at par the Schedule of Rates attached with the Tender Form and also in the space provided in the Tender Form.

10. Any Tender containing over writing is liable to be rejected.

11. All corrections are to be attested under the dated signature of the tenderer.

12. 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 tenderer the rates tendered should be attested by an witness.

13. 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.

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

15. 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.

16. Conditional Tender, which does not fulfill any of the above condition, and is incomplete in any respect, is liable to summarily rejection.

17. GST, Royalty, Building & 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 payment for the work).

It may further be noted that GST Registration Certificate will have to produce before receiving payment, necessary deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made.

18. 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 the intending tenderers and also reserves the right to distribute the work amongst more than one tenderers.

19. The Tender will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him.

20. The Tender will be opened as specified in the list of works, in presence of the participating tenderers 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.

20. The successful Tenderer will have to execute the duplicate copies of his tender which will have to be obtained by free of cost in the office of the **Sub-Divisional Officer, Champadanga Irrigation 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.

22. If any tenderer withdraws his tender before its acceptance or refuses / fails 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.

23. 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.

24. 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.

25. 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 up to 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.

26. 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 form of Bank Draft (BD)/ Bankers Cheque (BC)/ Deposit Call Receipt (DCR) of any Schedule Bank of India in favour of Executive Engineer-I, Lower Damodar Irrigation Division, payable at Kolkata if 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 Deposited, 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 Serial No. of work is not indicated on the cover.

27. Additional Performance Security for works tenders in the Irrigation & waterways Department.

The “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 the selected bidder after issuance of Letter of Acceptance/Letter of Invitation (LoA/LoI) and before Award of Contract (AoC) in the form of “Bank Guarantee” of any Schedule Bank, payable at Kolkata or /in West Bengal, as per specific format of I & W.Deptt. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of LoA/LoI, 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 respects and 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 immediately 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.

28. For the return of the earnest money of the unsuccessful tenderer (S) he/they is/are to apply to the Executive Engineer-I, Lower Damodar Irrigation 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 tenderer in each case may be refunded, after acceptance of the rate in the comparative statement, as early as possible.

29. To verify the competent capacity and financial stability of the intending tenderer(s) the Tender Paper Issuing Authority may demand production of any necessary documents as it may deem necessary.

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. 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 entrained.

32. 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.

33. Categorization of Works:-

- a. Earthwork : Earthwork in excavation / filling for embankment canal, drainage channels executed under Irrigation & Waterways Department.
- b. 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.
- c. Lining Work : All kinds of water face lining / brick block pitching / dry brick pitching in irrigation canal / drainage channels etc.
- d. Hydraulic Structures: Aqueducts, Regulators, Syphons, Bridges across Waterways, Sluice, Dams, Barrages etc.
- e. M.S. Structural Works etc. : Gates of all kinds, electrical installation, pumps and allied machinery.

34. Schedule of important dates in the offline Tender

- (I) Last date of Application: **09.07.2021 up to 16.00 Hrs. to the S.D.O,**
Champadanga Irrigation Sub Division.
- (II) Purchase of Tender : **13.07.2021 after 16.00 Hrs. from the Office of the S.D.O,**
Champadanga Irrigation Sub Division.
- (III) Dropping of Tender: **16.07.2021 up to 16.30 Hrs. In the office of The Office of the S.D.O,**
Champadanga Irrigation Sub Division.
- (IV) Opening of Tender: **16.07.2021 after 16.30 Hrs. In the office of The Office of the S.D.O,**
Champadanga Irrigation Sub Division.

(Kartik Das)
Sub-Divisional Officer
Champadanga Irrigation Sub Division

Memo. No. : **337/1(12)/T-(3)**

Dated : **02.07.2021**

Copy forwarded for information and wide circulation to:

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
2. The District Magistrate, Hooghly.
3. The Sabhadhipati, Zilla Parishad, Hooghly.
4. The Executive Engineer-I, Lower Damodar Irrigation Division, Singur, Hooghly.
5. The Executive Engineer-II, Lower Damodar Irrigation Division, Singur, Hooghly.
6. The Deputy Secretary Vigilance Commission, Kolkata- 700 091.
- 7-9. The Sub-Divisional Officer, Jamalpur /Memari /Arambagh Irrigation Sub-Division.
10. Office Notice Board, Champadanga Irrigation Sub Division, Champadanga, Hooghly.
11. The Accounts Section of Lower Damodar Irrigation Division, Singur, Hooghly.
12. The Estimating Section of Lower Damodar Irrigation Division, Singur, Hooghly.

(Kartik Das)
Sub-Divisional Officer
Champadanga Irrigation Sub Division

LIST OF WORKS OF N.I.T NO. 02 OF 2021-22 OF SUB DIVISIONAL OFFICER, CHAMPADANGA IRRIGATION SUB DIVISION.

Circulated vide this office Memo No. 337/1(12)/T-(3) Dated-02.07.2021

Cost of Tender Paper & Form No.: Nil & WBF2911

Accepting Authority : Executive Engineer-I, Lower Damodar (I) Divn.

Sl. No	Name of Work	Amount put to tender (Rs.)	Earnest Money (Rs.)	Time allowed for completion	Source of Fund	Eligibility of Contractor
1	Providing and deploying 5 nos. Security Guards (unskilled) round the clock (Roster basis) every day for guarding of Champadanga Irrigation Colony including Sub-Division Office & inspection Bunglow.	3,66,993.00	7,340.00	180 Days	Non Plan	Outside bonafide Contractor having 40% credential of similar nature of single work within last (Five) years.

Schedule of important dates in the offline Tender

1. Last date and time of receipt of application for tender papers : 09.07.2021 up to 16.00 Hrs.
2. Last date and time of issuance of tender documents : 13.07.2021 after to 16.00 Hrs.
3. Date and time of receipt of tenders : 16.07.2021 Up to 16.00 Hrs
4. Date and time of opening tenders : 16.07.2021 after 16.30Hrs.
5. Place of opening tenders : In the office of the Office of the S.D.O.
Champadanga Irrigation Sub Division, Champadanga.

(Kartik Das)

Sub-Divisional Officer
Champadanga Irrigation Sub Division

ADDITIONAL TERMS AND CONDITIONS RELATING TO DEPLOYMENT OF SECURITY GUARDS.
(NIT NO-02 OF 2021-22 OF SUB-DIVISIONAL OFFICER CHAMPADANGA IRRIGATION SUB-DIVISION

- 1.** The selected agency will have to furnish a list of employees mentioning their name and address, Photo id number, to be deployed as Security Guard, to the Office authority at the very beginning and changes, to be made therein, if any, should be intimated forthwith, to the Office authority.
- 2.** The Security Agency shall have to ensure the presence of requisite number of security personnel round the clock on all the days of the contractual period.
- 3.** The Security Agency must provide weekly day-off to the security personnel as per prevalent rule.
- 4.** Duty Roster of the security guards and scavenger should be placed to the Office authority at the beginning of every week and changes to be made therein, if any, should also be intimated to the Office authority quite well ahead of date of change. The security guards (as the case may be) will have to give their full signature in lieu of short signature in the duty register / Attendance Register.
- 5.** The Security Agency shall ensure about the integrity of the personnel to be deployed by them for security. Misconduct on the part of any security guard damaging and polluting the premises atmosphere and creating a sense of insecurity renders him / her disqualified for the job. Such persons engaged for security (as the case may be) purpose and those found involved in any sort of criminal activity or implicated in any Court of law should be removed from the job and replaced by the agency.
- 6.** The security agency should ensure that the security guards as deployed are physically fit and mentally alert in all respect. In other words, any infirm person or anybody found crippled with serious ailment is not fit for security service. The agency being aware of the same, must replace such persons without any delay.
- 7.** Each security guard should be issued individual Photo Identity Card by the Security Agency which should be visibly displayed by the Security Guards at the time of duty. A photocopy of the same will have to be submitted to the Office authority, concerned.
- 8.** The selected agency will have to supply 'uniform' (including pair of black leather shoes with socks, black leather belt, cap) in two sets (with warm cloth for winter) to the security guards deployed, for every year of contractual service, embossing therein name of the Security Agency. Attending duty without uniform, will be considered absent and claim of the security agency for such days and for such security guards attending duty without uniform, will be deducted from its claim on pro-rata basis.
- 9.** If any accident happens to security personnel during duty hours, the Security Agency shall be solely responsible for providing necessary treatment and compensation to the affected security personnel or his / her affected dependent family members the I & WD Office , concerned, owes no liability for the same.
- 10.** The Security Agency shall make proper arrangement and bear all responsibilities for giving effective protection of the office / premises / Government properties, etc.
- 11.** The Security Agency shall have to compensate any loss caused to the office / premises / Government properties due to laxity on the part of the duty of the Security personnel so deployed.
- 12.** The Security Agency as employer of the security guards should make their monthly payment of wages within seven days after closure of the month at the first instance and submit its claim to the Executive Engineer-I, Lower Damodar Irrigation Division.

13. Violation of any condition as couched in the contract will render the contract liable to be terminated at any point of time with forfeiture of EMD / SD and any punitive measure as the authority deems fit.

14. The Executive Engineer-I, Lower Damodar Irrigation Division reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any or all the Tender without giving any notice or assigning any reason.

15. The Executive Engineer-I, Lower Damodar Irrigation Division reserves the right to terminate the contract before schedule date of the completion of the contract giving one month notice without assigning any reason for such termination.

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

