



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer: Urban Drainage Sub-Div.-I**  
**Jalasampad Bhawan (6<sup>th</sup> Floor), Kolkata-91**  
**Ph.: 033-23598079 ; E-mail: sdoudsd1@gmail.com**

**NOTICE INVITING TENDER No. 03/UDSD-I of 2021-22 Vide Memo. No. 92 Dated 18.02.2022**

1. Separate sealed Tenders in printed form [W.B.F. No. 2911/2911(i)/2911(ii)] are invited by the Sub-Divisional Officer, Urban Drainage Sub-Division No. I, on behalf of the Governor of West Bengal, for the works as per list and time schedule attached herewith, from eligible bonafide, reliable and resourceful outside Contractors having sufficient experience in execution of similar type 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 superscripting 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 AM and 3.00 PM on every working day, till 25.02.2022 in the Office of the Sub-Divisional Officer, Urban Drainage Sub-Division No. I.
4. a. Intending Tenderers should apply for Tender Papers addressing to the Sub-Divisional Officer, Urban Drainage Sub-Division No. I, 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. PTPC of current financial year, IT return and valid PAN 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.
  - ii. Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under relevant GST Act & Rules of State Govt.
  - iii. Completion Certificate along with Work Order and Schedule for one single similar nature of work worth at least 50% of the value of the work for which Tender Paper is desired, executed within last 5 (Five) years. (Considering the works during the current year & last five financial year)
  - iv. Completion Certificate(s) submitted by the tenderer should indicate the monetary value of the work executed within the last 5 (Five) years. Monetary value of the work will be further multiplied by the following factors to take care of the inflationary effects to arrive at the net notional amount.

Year	Description	Multiplying factor to arrive at net notional amount
Current	-	1.00
1st	1 year preceding the current financial year	1.08
2nd	2 years preceding the current financial year	1.16
3rd	3 years preceding the current financial year	1.26
4th	4 years preceding the current financial year	1.36
5th	5 years preceding the current financial year	1.47

- v. A Statement showing number and value of works presently under execution by the Tenderers under the Irrigation & Waterways Department and other Government Departments / Organizations as stated in paragraph 4(b) hereunder.
- vi. Declaration by the Applicant to the effect that there is no other application for Tender Paper for the 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.
- vii. Any contractor/bidder may submit bids for a maximum of 50% of the total number of works (rounded up to next higher integer) published in this NIT depending on his/her previous work credential. Normally separate Competition Certificate (CC) of 100% completed works is required to be submitted for participating in separate works under a particular NIT. However, CC for one particular NIT may be considered as eligibility for participation in maximum two Nos of serials of this NIT, provided requisite credential for two such works (to be added arithmetically) satisfies the requirement in all respects out of one such CC.

- b. Completion Certificates 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) Departments, Public Health Engineering Department, Sundarban Affairs Department & other State Government Departments, Zilla Parishads, WBHIDCO, WBSEDCL, 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 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.
5. Intending Tenderers 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 may be had from the office of the Sub-Divisional Officer, Urban Drainage Sub-Div. No.-I without any cost, 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 Tenderers 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 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 upto 03.03.2022 between 11.30 hours and 15.00 hours on any working day.
8. Earnest Money, as noted in the list of works, in the form other than those mentioned below, will not be accepted.  
a. Demand Draft, Banker's Cheque, Treasury Challan, Deposit Call Receipt (DCR) of schedules Banks guaranteed by the Reserve bank of India may be accepted as Earnest Money and/or Security Deposit.  
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.
9. Earnest Money for works in open tender, as noted in the list of work, will have to be deposited by the intending Tenderers.  
a. The Tenderer should quote the rate both in figures 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 and Schedule of Rates;  
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 tendered should also be written in the same language. In the case of illiterate Tenderer, 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 fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
15. Tax invoice(s) needs to be issued by the supplier for raising claims under the contract showing separately the Tax charged in accordance with the provisions of "GST Act, 2017"

This order will be applicable to all tenders invited for (a) procurement of goods and services and (b) work-related contract involving supply of goods and services by contractors, including procurement under Rule 47C 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 whatsoever to the intending Tenderers and also reserves the right to distribute the work amongst more than one Tenderers.
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 Tenderers or their duly authorized representatives, who may be present 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 at free of cost from the office of the Sub-Divisional Officer, Urban Drainage Sub-Division No. 1 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 / 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.
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 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. If such materials are unavailable in stock, local purchase may be considered on permission from 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 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 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 other than as mentioned in Sl. No. 8 above.  
ii. Earnest Money as mentioned in Sl. No. 8 above which is short deposited and/or not deposited in favour of the Executive Engineer, Urban Drainage 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, Urban Drainage 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.
26. 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.
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. Clause 25 substituted and modified in accordance with the enclosed Government order.
29. Earnest Money deposited by the successful Tenderer(s) during the tender shall be converted as a part of security money and additional Security shall be deducted from the progressive bills at 8% or such amount from each bill, so that the total deduction together with the 2% EMD constitutes 10% of the Tendered value of work as actually done.
30. GST as per Govt. rules.
31. While quoting their rate(s), Bidders are requested to consider all taxes, Cess and other expenses including other ensuing notification of Central/ State Govt. Taxes if any.
32. The bidder must have to comply with the provision of (a) the contract labour (Regulation Abolition) Act, 1967, (b) Apprentice Act, 1961 and (c) Minimum wages Act, 1948 of the notification thereof or any other law relating thereto and the rules made and order issued there under from time to time. The bidders have to submit documents of registration along with Last three months Challan for EPF, ESIC, Contract Labour etc.
33. All possible precautions should be taken for the safety of the people and work force deployed at the tendered zones as per safety rule in force. Contractor will remain responsible for his staffs in respect of his liabilities under the workman's compensation Act. etc. He must deal with such cases as promptly as possible.
34. To ensure the payment to the Up keeping and Care taking & Security personnel with the minimum wages rate including EPF & MP Act 1952 & ESI as per rule, no compromise would be allowed regarding the payment of minimum wage rate and EPF & ESI.
35. The Engineer-in-charge of the work/DDO may ask to submit the documentary evidences in support of payment **minimum wages, EPF & ESI** which is statutory obligation of the employer of the Up keeping and Caretaking & Security personnel at any time/before making payment of bills.

**Categorization of Works for determination of credential:**

- |     |   |   |  |
|-----|---|---|--|
| 1.  | Clearing & maintenance of Drainage channel            | : | Clearing & removing solid/ semisolid compact mass, weeds, floating water hyacinth and cutting jungles etc.   |
| 2.  | Earthwork   | : | Earthwork in excavation/ filling for embankment, canal, and drainage channels executed under Irrigation & Waterways Department.                            |
| 3.  | Protection Works                                      | : | All kinds of river/ channel bank/ embankment protection works (with boulder, CC blocks, revetment works, saudades, brick blocks, dry brick pitching etc.). |
| 4.  | Lining Work   | : | All kinds of water face lining/ brick block pitching/ dry brick pitching, in irrigation canal/ drainage channel, etc.                                      |
| 5.  | Hydraulic Structures                                  | : | Aqueducts, Regulators, Syphons, Bridges across Waterways, Sluices, Dams, Barrages, etc.  |
| 6.  | M.S. Structural Works etc.                            | : | Gates of all kinds, electrical installations, pumps and allied machinery.  |
| 7.  | Bridge Work   | : | All kind of bridge construction in R.C.C. or Wooden/steel/jetty.   |
| 8.  | Building Works  | : | All type of building construction & renovation   |
| 9.  | Survey Works  | : | All type of Survey Works.  |
| 10. | AMC of office computers, printers, photo-copiers etc. | : | All kinds of maintenance and repairing works of computers, printers and photo-copiers etc.   |
| 11. | Upkeeping, caretaking, Security/ Night Guard etc.     | : | Engagement of personnel for upkeeping/ caretaking job, security of office campus/buildings etc.  |

The above list is only indicative and not exhaustive.

  
 Sub-Divisional Officer/ A.E.  
 Urban Drainage Sub-Division No. 1

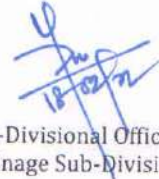
**Memo No. 92(12)**

**Dated: 18.02.2022**

Copy forwarded for information and having displayed in the NOTICE BOARD.

1. The Superintending Engineer, Metropolitan Drainage Circle, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
2. The Executive Engineer, Urban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
3. The Executive Engineer, Metropolitan Drainage Division No.-I, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
4. The Executive Engineer, Metropolitan Drainage Division No.-II, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
5. The Executive Engineer, Calcutta Drainage Outfall Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
6. The Executive Engineer, Suburban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
7. The Executive Engineer, Public Relation-cum-Statistical Cell, I & W Deptt., Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091. He is requested to upload the said NIT in the website of I & W Deptt. (enclo. Soft copy).
8. The Sub-Divisional Officer, Urban Drainage Sub-Division No.-II, Madhyamgram, North 24 Parganas.
9. The Sub-Divisional Officer, Urban Drainage Sub-Division No.-III, Khardah, North 24 Parganas.
10. Estimating Section, Urban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 700091.
11. Accounts Section, Urban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 700091.
12. NOTICE BOARD, Urban Drainage Sub-Division No.-I, Jalsampad Bhawan, Bidhannagar, Kolkata - 700091.

Enclo. List of Work(s).



Sub-Divisional Officer/ A.E.  
Urban Drainage Sub-Division No. I



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer: Urban Drainage Sub-Div.-I**  
**Jalasampad Bhawan (6<sup>th</sup> Floor), Kolkata-91**  
**Ph.: 033-23598079 ; E-mail: sdoudsd1@gmail.com**

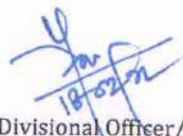
**Notice Inviting Tender No. 03/UDSD-I of 2021-22 Vide Memo. No. 92 dated 18.02.2022**

Sealed Tender in W.B.F. No. 2911/2911(i)/2911(ii) is invited by the Sub Divisional Officer, Urban Drainage Sub-Division No.-I from the agencies as mentioned in the eligibility column for the list of work as given below: -

- 1) Date of N.I.T. : 18.02.2022
- 2) Last date of Application : 25.02.2022 upto 4.00P.M.
- 3) Last date issuing of Tender paper : 02.03.2022 upto 4.00P.M.
- 4) Date of dropping of Tender paper : 04.03.2022 upto 2.00P.M.
- 5) Date & Time of opening Tender Box : 04.03.2022 at 3.00P.M.

Fund Allotment: Non-Plan

Sl. No	Name of work	Amount put to Tender Rs.	Earnest Money Rs.	Time of Completion (in months)	Cost of Tender Paper Rs.	To whom application to be submitted	Office where documents are to be dropped	Eligible contractors to purchase the Tender
1	"Supply and Engagement of 01 (one) number of upkeeping and caretaking person for 12 (Twelve) months at the Office of the Executive Engineer, Urban Drainage Division, 4th Floor, Jalsampad Bhawan, Saltlake, Kolkata - 700 091."	162621.00 (One Lakh Sixty Two Thousand Six Hundred Twenty One only)	3252/-	12 Months	Nil	Office of the S.D.O./A.E., U.D.S.D.- I, 6 <sup>th</sup> floor, Jalsampad Bhawan, Saltlake, Kolkata-91	Office of the S.D.O./A.E., U.D.S.D.- I, 6 <sup>th</sup> floor, Jalsampad Bhawan, Saltlake, Kolkata-91	Bonafide resourceful outsiders Agency having 50% credential of single similar nature of work within current year & last five financial year.

  
Sub-Divisional Officer/ A.E.  
Urban Drainage Sub-Division-I  
Jalsampad Bhawan, Kol-91

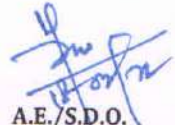
**Schedule of rates for the work** - "Supply and Engagement of 01 (one) number of upkeeping and caretaking person for 12 (Twelve) months at the Office of the Executive Engineer, Urban Drainage Division, 4th Floor, Jalsampad Bhawan, Saltlake, Kolkata - 700 091."

**(Vide N.I.T. No. 03/UDSD-I of 2021-22. Sl. No. 01)**

- (i) Amount put to tender : Rs. 162621.00  
(ii) Earnest money : Rs. 3252.00  
(iii) Time allowed for completion : 12 Months

Sl. No.	Description of item	Quantity	Unit	Rate	Amount (Rs.)
1	Supplying of upkeeping and care taking staff	312	Mandays	Rs. 521.22	Rs. 1,62,621.00
				<b>TOTAL :</b>	<b>Rs. 1,62,621.00</b>

I do hereby agree to execute the work @ \_\_\_\_\_ %  
( \_\_\_\_\_ ) percent  
LESS / ABOVE / AT PAR than the attached schedule of rates.

  
A.E./S.D.O.  
Urban Drainage Sub-Div-I  
Jalsampad Bhawan