



**GOVERNMENT OF WEST BENGAL  
IRRIGATION AND WATERWAYS DIRECTORATE**

Office of the Sub-Divisional Officer  
Damodar Canal No-III Sub Division  
Court Compound, Purba Bardhaman, Pin- 713101  
Email:sdode3@gmail.com

**NOTICE INVITING TENDER**  
(For works of estimated cost upto Rs 1.00 lakh)

**NOTICE INVITING TENDER No. 05/D.C. NO-III SUB DIVISION/ 2023-24**

**1. Invitation.**

Separate sealed Tenders in printed forms are hereby invited by the Sub-Divisional Officer, Damodar Canal No-III Sub Division on behalf of the Governor of the State of West Bengal in West Bengal Form No. 2911 for the works as per list attached herewith, from the eligible bonafied, reliable & resourceful Contractors.

**2. Details of Work :-**

Sl. No	Name of work	Amount put to Tender (in Rs.)	Earnest Money Deposit (In Rs)	Cost of Tender Paper & Form No.	Time allowed for completion	Source of fund	Eligibility of contractor
1	2	3	4	5	6	7	8
1	Shifting of gate at Balgona Irrigation Section Office along with fixing of Glow sing board with painting under Balgona Irrigation Section of D.C No-III Sub-Division of Damodar Canal Division.	53950.00	1079.00	Nil 2911	15 Days	NON PLAN	Nil

**3. Time Schedule of Tender procedure:-**

i)	Last Date & Time for application for purchase of Tender Form	08.02.2024	Upto 14.00 hrs.
ii)	Last Date & Time for issue of Tender paper.	12.02.2024	Upto 15.00 hrs.
iii)	Last Date & Time for dropping Tender paper at the Office of the under signed.	16.02.2024	Upto 15.00 hrs.
iv)	Date & Time of opening of Tender in the office of the undersigned	16.02.2024	After 15.05 hrs..

**4.Tender documents:** - The Tender documents shall consist of the followings and other relevant particulars may be seen by the intending Tenders or by their duly authorized representatives during office hours between 10.00 AM and 5 PM on every working day, till the last date of issue of the Tender Forms in the office of the undersigned: -

- Notice Inviting Tender.
- W.B.F. No.2911
- Price schedule, Additional Terms & Conditions, Special Terms & Conditions, General Specification of the work and other relevant documents.
- Plans and Drawings where necessary (these will not be required to be submitted with the tenders but this will form part of the tender documents at the time of executing the agreement after acceptance)



**ELIGIBILITY CRITERIA OF THE TENDERER PARTICIPATING IN THE TENDERS  
INCLUDING SOME TERMS AND CONDITIONS**

- 5) **Application for purchase of Tender forms:** - a) Intending Tenderers have to submit application duly enclosed with the self attested copies of the following documents addressed to the Sub-Divisional Officer, Damodar Canal No-III Sub Division.
- b) **Attested Copies of documents:** Trade License, Latest Professional Tax Payment Certificate (PTPC) or PT deposit challan for current financial year or Government Order for exemption in other States where ever applicable., PAN Card, Income Tax Return of current Assessment year or IT Return of immediate preceding Assessment year whichever is latest available, Valid GSTIN under GST Act & Rules, Partnership Deed and Firm Registration Certificate.
- 6) **Fulfillment of Criteria and issue of Tender Paper:**:-All the above as stated under Para 5(a),(b) are to be fulfilled properly, pending fulfillment of which Tender Forms may not be issued.
- 7) **Order for issue of Tender forms** :- The application of the intending tenderer along with the all documents so received by the office of the undersigned will be verified by the office of the undersigned and after the decision of the undersigned for issuance will be final & bindings.
- 8) **Purchase of Tender forms:**:- Tender documents etc. will however be available and be issued from the office as stated under 5 (a), above, where he/they have got permission on cash payment of requisite amount (non-refundable).The intending Tenderers are requested to present themselves personally or send their authorized representative to that office to receive the tender form within the time schedule.
- 9) **Inspection to Site by the intending Tenderer before submitting Tender:**:-Before submitting any Tender, the intending Tenderers should make himself/themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take in to considerations all factors and difficulties likely to be involved in the execution of work in all aspects 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 whatsoever will be entertained on these accounts afterward. In this connection the intending Tenderers may contact the office of the undersigned up to last date of issue of Tender Forms between 10.00 hours and 17.00 hours on any working day.
- 10) **Earnest Money: - Earnest Money & Security Deposit :** - In terms of Notification No. 03-W dated 18<sup>th</sup> January 2011 of the Secretary to the Govt. of West Bengal, Irrigation & Waterways Directorate communicated by the Deputy Secretary to the Govt. of West Bengal, Irrigation & Waterways Directorate vide Memo. No. 89(6)-IB/TW/O/1B-Misc-12/2007 dated 18<sup>th</sup> January 2011; the following provisions have been made in different para's and that should be abided by the tenderer.
- a) **DEPOSIT OF EARNEST MONEY** :- In para (5), an Earnest Money amounting to 2% of the estimated cost put to tender so long as the estimated cost put to Tender.
- b) **DEDUCTION OF SECURITY MONEY FROM THE PROGRESSIVE BILL**:- Security Deposit @ 8% will be deducted from the progressive bill.
- c) **SHAPE OF EARNEST MONEY**:- In para (11), Demand Draft of Scheduled Banks guaranteed by the Reserve Bank of India may be accepted as earnest money and/ or security Deposit. In terms of Memo. No. 108-IB/IW/O/IB-Misc-38/2011(Part) dated 16.11.2011 of Deputy Secretary to the Govt. of West Bengal, I&W.D,the original copies of the Demand Draft/Banker's Cheque/Deposit at Call Receipts (DCR), towards Earnest Money Deposit (EMD) in favour of **Executive Engineer - II, Damodar Canal Division, Court Compound, Purba Bardhaman**, issued from any of the following Schedule Banks Payable at Purba Bardhaman, should be dropped with the tender. EMD issued from any bank other than the schedule banks will liable to rejection of the Tender.



The list of Scheduled Banks in India (Public Sector & Private Sector) constitutes those banks which have been included in the Second Schedule of Reserve Bank of India (RBI) Act, 1934. RBI in turn includes only those banks in this schedule which satisfy the criteria laid down vide section 42 (6) (a) of the Act are appended below

**Scheduled Banks in India (Public Sector):**

1) State Bank of India 2) State Bank of Bikaner and Jaipur 3) State Bank of Hyderabad 4) State Bank of Indore 5) State Bank of Mysore 6) State Bank of Saurashtra 7) State Bank of Travancore 8) Andhra Bank 9) Allahabad Bank 10) Bank of Baroda 11) Bank of India 12) Bank of Maharashtra 13) Canara Bank 14) Central Bank of India 15) Corporation Bank 16) Dena Bank 17) Indian Overseas Bank 18) Indian Bank 19) Oriental Bank of Commerce 20) Punjab National Bank 21) Punjab and Sind Bank 22) Syndicate Bank 23) Union Bank of India 24) United Bank of India 25) UCO Bank 26) Vijaya Bank.

**Scheduled Banks in India (Private Sector):** ING Vysya Bank Ltd 2) Axis Bank Ltd 3) Indusind Bank Ltd 4) ICICI Bank Ltd 5) South Indian Bank 6) HDFC Bank Ltd 7) Centurion Bank Ltd 8) Bank of Punjab Ltd 9) IDBI Bank Ltd etc.

g) **ADJUSTMENT OF EARNEST MONEY** :-No earnest money previously deposited for other works will be considered. Tender without or improper earnest money will forthwith be treated as 'INFORMAL'

h) **EXEMPTION OF EARNEST MONEY AND LIMITATION OF SECURITY DEPOSIT:-** Provision contained in clause no 7.4.2(iv) will not be applicable for Mackintosh Burn Ltd. Westing house saxby Farmers Ltd, & Britannia Engineering Ltd. Which they previously enjoyed as per G.O No-10500-F dated 19.11.2004 and subsequently extended vide G.O. No. 1110-F dated 10<sup>th</sup> February 2006. They can participate in all the serials in a particular N.I.T, subjected to fulfillment of other credentials specified in 7.4.2.(i) to 7.4.2.(iii) vide memo no:-46(5)-IB dt-1<sup>st</sup> June-2012, of Deputy secretary to the Govt. of west Bengal.

11) **Dropping of Tenders:-** Tender that should always be submitted in sealed cover with the name of work clearly written on the body of the W.B.F. No.2911 stated above as well as on the envelope will be dropped in the Office of the Sub-Divisional Officer, Sub-Divisional Officer, Damodar Canal No-III Sub Division on the schedule Date & Time as stated in Para (3) above and or the changing schedule made vide issuing necessary CORRIGENDUM.

12) **Opening of Tenders:-** i) After dropping of Tenders, the box will be closed and the said box will be opened in the same day as per schedule time at all the dropping centre and the Tender so received at the dropping centres to be sent to the concern Engineer, for opening the Tender on the date and time as specified in the N.I.T. and or in the Corrigendum.

ii) In terms of Para 221(1), once the tenders are opened, no tenderer should be allowed to offer fresh quotations unless each of the tenderer is given equal opportunity. In case where the later steps taken, if time permits, fresh tenders may be invited so as to leave no room for any compliant or grievance whatsoever and,

iii) In terms of Para 221(2), when the rates quoted in response to invitation of competitive tenders are considered high and fresh invitation of tenders cannot be taken recourse to either for want of time or because of no likelihood of getting more favourable rates and negotiations with contractors are considered necessary for obtaining rates lower than those received in response to the invitation of competitive tenders, negotiations should be made with all the contractors who quoted rates in response to the invitation of tenders, and not with the lowest tenderer alone

13) **Acceptance of Tender :-** in terms of NOTIFICATION No. 01/IW dated 19/07/2012 of Secretary to the Govt. of West Bengal, acceptance of the tender will rest with the undersigned who does not bind himself to accept the lowest tender and reserves the right to reject in any or all the tenders received and to distribute work between two or more than two Tenderers without assigning any reason thereof.



## OTHER TERMS & CONDITIONS

- 4) In terms of vide memo no-46(5)-IB dt. 11<sup>th</sup> June -2012, of Deputy Secretary to the Govt. of West Bengal, Mackintosh Burn Ltd. Britannia Engineers Ltd. And Warehouse Saxby Farmer Ltd. Will not enjoy 10% preference in rate for the purpose of selection.
- 15) Any suppression/misrepresentation of fact will automatically debar the applicant for 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.
- 16) Intending Tenderers should be equipped with plants, machinery equipment and well point pumping machinery complete with all accessories as required for the work as the department may not be in a position to issue such plants & machinery. They must submit a list of such plants; machinery and equipments in their possession for necessary documentary evidence are to be produced.
- 17) If required, the intending Tenderers have to be produced Bank solvency certificate of an amount equal to 30% of the estimated amount of the work.
- 18) Documents submitted along with the application should invariably be in the name of the applicant firm/ Individuals. In terms of Memo. No. 185/JS(W)/IA-11C-9(75)/09 dated 09.06.09 of the Secretary to the Govt. of West Bengal, I&W.D. Joint venture of Firms constituted and duly registered with the appropriate authority will be considered for issuance of Tender Papers.
- 19) All pages of the documents submitted with the application shall be signed with signature by the applicant and also be serially numbered as 1/10,2/10,3/10.....10/10
- 20) Copies of Partnership Deed and Firm Registration duly self-attested shall invariably be submitted with the application by a partnership firm.
- 21) Tenderers should quote their rates both figures and words in terms of overall percentage, "below" or "above" or "at par" with the price schedule both in the 2<sup>nd</sup> page of W.B.F 2911 (ii) and the last page of price schedule.
- 22) Any tender containing over writing is liable to be rejected.
- 23) All corrections are to be attested under the dated signature of the tenderer.
- 24) When a Tenderer signs his Tender in an Indian Language, the Total amount tendered should also be written in the same language. In case of illiterate Tenderer, the rates tendered should be attested by an witness.
- 25) The Tenderer who will sign on behalf of a Company or Firm, must produce the registered documents within 3(Three) days from the date of opening the tender, if not submitted with the tender application or with the Tender documents) in support of his competency to enter in to an Agreement on behalf of the Company or the Firm under the Indian Companies or Partnership Act, failing which the tender will not be considered and the deposited Earnest Money will be forfeited.
- 26) The rate quoted by in the tender form will be final and no subsequent modification in the rates will be entertained even if is done with any letter or other instrument submitted before sealing/closing the Tender box.
- 27) Any superfluous conditional tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be rejected.
- 28) The engaged Contractors need to get registered under BOCW (RECS) Act and shall have to contribute towards a fund namely "The West Bengal Building & other Construction worker's Welfare Fund" @1.00%(one point



zero zero percent) of the total amount of the work value which will be deducted directly from the bill value and remitted as per requirement of the said Act as per Finance Department Notification No. 853-F dated 01.02.06.

29) Canvassing in connection with the tenders is strictly prohibited and the tenders submitted by a tenderer who take resort to canvassing will be liable to rejection.

30) Incomplete and illegible tender will be invalidated. All corrections in the tender should be signed with dated initial by the contractors before submission of tender and each page of the tender should also be signed and dated by the contractor.

31) The contractor has to obtain the Labour license from the office of the Joint Labour Commissioner of the concerned District in which the location/site of the work falls, under the provision of W.B.Contract Labour (Regulation & Abolition) rules, 1972 and a copy of the license has to be submitted to this office for information & record, failing which the undersigned will in no case be hold responsible for any action taken by the Labour Department. The undersigned being the '**Principal Employer**' for the work, will however issue a certificate in specified pro-forma of Labour Department in form V for doing the needful by the authority of labour Department.

32) As per rule, the intending tenderer has to disclosed his/their name (s) & style of another firm /individuals (where he is also officiating) in the application for issuing tender forms failing which the decision of the undersigned regarding the matter will be final & binding upon all.

33) The Tenderer should submit a statement at the time of submission of his tender showing the Technical Staff to be engaged for the work, with their Technical qualifications, failing which the tender may be liable to rejection.

34) The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him/them.

35) 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.

36) The successful Tenderer will have to execute the duplicate/triplicate/quadruplicate(Plain Paper )copies of his /their tender which will have to be obtained by additional cash payment in the office of the Sub-Divisional Officer, Damodar Canal No-III 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.

37) If any Tenderer withdraws his tender before its acceptance or refuses/fails to convert it in to 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 period of 1(one) year and his/their case will be referred to the Government for order as to what further action will be taken against him/them.

38) 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. Price of issue materials as mentioned in Page 11 of W.B.F. -2911(ii) or in a separate sheet attached with the Tender documents 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.



39) Hire charges for Tools & Plants Machinery, if issued departmentally, will be recovered from the contractor at such rate 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 in to 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 the case of any damages, the cost of repair to such damage or replacement will be recovered from the contractor.

40) In the following case a tender may be declared 'INFORMAL' and unacceptable.

a) Correction, alterations, additions, etc. if not attested by the tenderer.

b) (i) Earnest money in form of N.S.C./Government Security etc. not held by the Tenderer and not properly pledged.

(ii) Earnest Money in the form of T.R. Challan, D.C.R/Demand Draft, etc. which are short deposited with interest bearing and/or not deposited in favour of the Executive Engineer- II, Damodar Canal Division, Court Compound, Purba Bardhaman, proper shape.

c) If, the all pages of the Tender documents are not signed by the Tenderer.

d) (i) If, the Tender is not submitted in a cover properly sealed.

(ii) If, the name of the work with N.I.T. No. & Serial No. of the work and the name of the addressee with the name of the Senders (Tenderers) are not exactly written on the envelope.

41) a) In terms of the provision in Para 230 Page of I&W.D. Code Volume- 1 and at the same time provided in Para 150(3) of W.B. Works Departmental Manual, the Earnest Money of all the Tenderers other than the three lowest Tenderer should be refunded after the comparative statement has been prepared and checked and.

(b) In terms of the provision laid down in Para 5 of the 1<sup>st</sup> page of W.B.F. 2911. In case of rejected Tender it should be refunded within 10(ten) days from the date of decision.

42) To verify the competency, capacity and financial stability of the intending Tenderers the Tender paper issuing authority may demand production of any necessary documents as it may deem necessary.

43) As per G.O. No: 1627(8)/IA dated 26<sup>th</sup> November 2001 of Irrigation & Waterways Department, Government of West Bengal, Clause 25 of Tender Form No. 2911(ii) stand deleted in respect of contract of value less than 100.00 lakh.

44) Normally Tender Paper for not more than one work in any one N.I.T. will be issued to an applicant, who may indicate the Serial No.s. of the work in the order of priority. However, depending on response to various serials in the N.I.T., Tender Paper issuing Authority may issue Tender Paper for any serial even though it may not be preferred by the applicant.

45) Applicants permitted to purchase Tender form will have to be participated in the tender failing which he/they may be suspended to participate in the next Tender.

46) Tender may be cancelled in any stage without assigning any reason.

47) Any discrepancies if found, in the documents/statement the tender shall be cancelled in the subsequent stage with imposition of lawful action for this act of submission of documents.


48) Apart from all the above conditions and criteria the 'Past and Present' performance of the agencies will be considered while issuing tender papers.

49) The payment of R/A as well as Final Bill for the work will be made according to the availability of fund and claim due to delay in payment will not be entertained.

50) Subletting of work is strictly prohibited & will be viewed seriously & disqualify the agency to participate in the next Tender.



- 51) Canvassing in connection with Tender is strictly prohibited and the Tenders submitted by a Tenderer who will resort to canvassing will be liable to rejection.
- 52) All specifications, Terms and conditions etc. of the printed schedule of rates of I & WD., P.W.D., & P.W.D. (Roads), will be applicable, unless otherwise specified.
- 53) Apart from all the above, only in the interest of the Government, the committee may allow purchasing Tender Forms to such agency/agencies who/they will fulfill the other criteria and his/their Past or Present performance is/are satisfactory but his/their credentials in regards to completion and Payment certificates stand less than the requirement.
- 54) All applicants willing to participate in the Tender must have to be appeared before a Tender document scrutiny committee for verification of original of the submitted documents. In case, the applicant or his authorized person not appeared before the tender documents scrutiny committee with the original documents in the schedule date and time as stated under para-3 (ii), the application will be disqualified for issuing tender form.
- 55) Tender forms will not be issued after due date and no tender forms will be sent by post.


  
Sub-Divisional Officer  
Damodar Canal No-III Sub-Division  
Court Compound, Purba Bardhaman.

**Memo No :-55/(9)**

**Dated – 01.02.2024**

Copy submitted for kind information and wide circulation to :-

1. Executive Engineer-I, Damodar Canal Division, Court Compound, Purba Bardhaman.
2. Executive Engineer-II, Damodar Canal Division, Court Compound, Purba Bardhaman.
3. The Sub Division Office Damodar Canal Hd. Qtr. Sub Division, Kanainatsal, Purba Bardhaman.
4. The Sub Division Office Damodar Canal No - I Sub Division, Court Compound, Purba Bardhaman.
5. The Sub Division Office Edilpur (I) Sub Division, Edilpur, Purba Bardhaman.
6. Account Section, Damodar Canal Division, Court Compound, Purba Bardhaman.
7. Estimating Section, Damodar Canal Division, Court Compound, Purba Bardhaman.
8. Office Notice Board, D.C. No - III Sub Division
9. Public Relation Cell for Uploading in the I. & W. Department Website.

  
Sub Divisional Officer  
Damodar Canal No- III Sub Division  
Court Compound, Purba Bardhaman