

**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub Divisional Officer**  
**Jhargram Irrigation Sub Division**  
**Jhargram, 721507.**

Memo No: 140<sup>E</sup>

Date: 26/06/2024

**NOTICE INVITING TENDER NO.- 01/SDO/JISD of 2024-25 OF JHARGRAM IRRIGATION SUB-DIVISION.**

1. Scaled and Separate tenders in specified tender forms are invited by the Sub-Divisional Officer, Jhargram Irrigation Sub-Division, I & W. Dte., Jhargram for the works mentioned in the annexed list, from the eligible Contractors of as mentioned in the said Annexure. The Contract Documents can be seen / collected at the office of the Sub-Divisional Officer, Jhargram Irrigation Sub-Division, I & W. Dte., Jhargram working hours on working days.
2. **Eligibility of Contractors:**  
The contractors will have to submit documentary evidences of technical credentials as to their eligibility to participate in the tender. The intending contractors should have completed within stipulated time at least 1 (one) similar type/nature of work with minimum credential of 30% (Thirty percent) of the amount put to tender in a single tender executed during any one of the proceeding 5 (five) years.
3. **Application for issue of Tender Form:**
  - A) Applications for issuing of tender forms are to be made to the Sub-Divisional Officer, Jhargram Irrigation Sub Division, I & W. Dte., Jhargram. Application is to be made in the Applicant's letter-head in prescribed proforma attached herewith, failing which application will be treated as incomplete and void.
  - B) Each application for Issue of tender form is to be accompanied by attested Xerox copies of the following: -
    - i) PAN Card, Income Tax and Professional Tax clearance certificate from appropriate authority valid beyond the date of opening of Tender.
    - ii) Technical Credential
    - iii) Trade License
    - iv) Partnership Deed in case of Partnership Firm
    - v) Registration papers, current audit report, (at least up to the 2nd last years proceeding the current one), copy of Bye-laws, No Objection Certificate of A.R.C.S. in case of Registered Engineers Co-operatives.
    - vi) Statement showing similar nature of works successfully completed during last five years.
    - vii) Valid 15-digit Goods and Services Taxpayer identification Number (GSTIN) under GST Act, 2017
  - C. Original documents, if desired, will have to be produced for verification.
  - D. Following cases will also be taken in to consideration in time of acceptance of application for issuance of tender paper
    - xiii) Tender Paper dropped without draft of EMD for instant case or one or more previous occasions by the same applicant contractor.
    - xiv) Work Order issued against any previous work in the name of applicant Contractor, but not started by the contractor in time or not completed the same within justified extended time allotted by the competent authority or any previous work of applicant Contractor terminated as per Memorandum of Clause of Contract.
4. **Effective Management of Work Site:**  
Being contractor he must attend site at the execution spot for holding progress and other problem on few occasion, whenever demanded by the Engineer-in-charge. If any agency depends solely on authorized agent and completely avoid personal appearance, his performance will not be considered eligible for accepting the application for issuance of tender Paper next time.
5. **Acceptance of Application for Tender Forms:**  
All the applications for issue of Tender Forms received by the Sub-Divisional Officer, Jhargram Irrigation Sub-Division Division, I & W. Dte., Jhargram, I & W. Dte., Jhargram will be considered subject to the fulfilment of criterions as per clause 2, 3 & 4 above. The decision of the Sub Divisional Officer, Jhargram Irrigation Sub Division, I & W. Dte., Jhargram will stand final. Final Evaluation will be done only for those applicants whose application for issue of tender form will be accepted by Sub-Divisional Officer, Jhargram Irrigation Sub-Division, I & W. Dte., Jhargram
6. **Dropping of Tenders:**
  - Tenders in sealed covers as mentioned herein below are to be dropped in the office of the Sub-Divisional Officer, Jhargram Irrigation Sub Division, I & W. Dte., Jhargram, on the date specified in the Annexure.
  - Tender documents for each work will be prepared in two sealed covers. In one cover there will be documents as mentioned in **Para 3 A & 3 B above and Earnest Money Draft**. This first sealed cover should be labelled as "**Application for Sl. No..... of NIT No.....**". The second sealed cover should contain NIT documents,



- **2911 and the schedule of work containing signature of the applicant in each page as a token of acceptance along with quoted rate at specified place and labeled as "Tender Documents of Sl. No..... of NIT No.....". Both the cover should be sealed in a big cover and labeled distinctly & correctly.**

**7. Opening of Tenders:**

The tenders will be opened as the manner stated herein below at the scheduled time as mentioned in Annexure, by the Sub-Divisional Officer, Jhargram Irrigation Sub-Division Division, I & W. Dte., Jhargram, in his office, in the presence of the tenderers or their duly authorized representatives. No subsequent objections whatsoever, raised by any participant, not present during the opening of tenders will be entertained. Big outer sealed cover will be opened and cover labeled "Application for Sl. No..... of NIT No....." will be opened first for evaluation of eligibility. If and only if the application for issuance of tender paper is accepted by the Sub-Divisional Officer, Jhargram Irrigation Sub-Division Division, I & W. Dte., Jhargram then only other sealed cover labelled "Tender Documents of Sl. No..... of NIT No....." will be opened and evaluated otherwise it will not be opened at all and EMD will be released.

**8. Earnest Money:**

Each Tenderer will have to deposit earnest money (EMD) of the amount specified in the annexure list of works in the following forms: -

- xxxvii) Earnest money deposited in S.B.I or any Nationalized Bank in the shape of Bank Draft / D.C.R. in favour of the Executive Engineer, Jhargram FMP Division, payable at Jhargram will be valid for the purpose. The original document must be affixed with the Application.
- xxxviii) No cheque or cash money will be accepted as Earnest Money.
- xxxix) Earnest Money in the shape of N.S.C, K.V.P, and N.S.S. will not be accepted.
- xl) Adjustment of Earnest money with previous deposit if any cannot be entertained in any case.
- xli) Contractors should have to deposit 2.00% (Two point zero percent) of amount put to tender as stated in the list of works during dropping of tender forms and additional security shall be deducted from the progressive bills at 8% or such amount from each such bill, so that the total deduction together with the 2% EMD constitutes 10% of the tendered value of work as actually done.
- xliii) In respect of successful tenders, the deposited earnest money 2.00% (Two point zero percent) of the amount put to tender will be converted as a part of Security Deposit and an additional security @ 8% (eight percent) of the work value as per Accepted rate will be deducted from the progressive bills. All Contractors will be treated as outsider Contractor and deduction of security deposit will be followed as above.
9. "Additional Performance Security" shall have to be submitted by the successful 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 Lowest bid (L1) price. Its submission, validity and release etc will be governed as per IWD GO No 223-IB dated 20.07.2017.
10. The Tenderer should quote his rates both in figures as well as in words in terms of overall percentage ABOVE / BELOW /AT PAR the schedule of rates shown in the schedule of items of works.
11. The Tenderer should sign in each page of the tender documents and should write his name and full address in the blank space of last page of the tender forms.
12. The tender with overwriting, illegible writing, erasing and incomplete one are liable to rejection.
13. In the event of tender being submitted by a Partnership Firm it must be signed by each of the partners of the firm or a Power of Attorney holder, as stipulated in the Indian Partnership Act
14. All the tenders in which any one of the prescribed conditions is not fulfilled will be rejected.
15. All the working tools and plants are to be arranged and supplied by the contractor entrusted with the work.
16. Acceptance of the tender will rest with the Sub-Divisional Officer, Jhargram Irrigation Sub-Division Division, I & W. Dte., Jhargram, who does not bind himself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason.
17. In case of any nonscheduled Holiday/ Bundh/Strike in the aforesaid dates the next working will be treated as the scheduled date for that purpose.


*[Handwritten Signature]*  
26/06/24

Sub-Divisional Officer  
Jhargram Irrigation Sub-Division  
Jhargram



**ADDITIONAL TERMS & CONDITIONS**  
**(TO FORM A PART OF THE TENDER DOCUMENT)**

1. a) The works are to be executed as per specification stipulated in the schedule of Rates of the PWDSOR (Building Work) & USOR, I. & W. Dte., & P.W. (Roads) etc. as the case may be. However provisions in the relevant Indian standard will be followed for items which are not covered by any of the above schedules of rates. b) Measurement of works will be taken as per mode of the measurement stipulated in the schedule of rates mentioned in 1 (a) above.
2. a) Intending tenderers should thoroughly read the tender documents including the relevant drawings so as to acquire clear & accurate idea about the works to be done. The tender documents & the drawings can be seen in the concerned Division / Sub-Divisional Officer office.  
b) Before tendering the tenderer should acquaint himself about the site of the works. Particular attention should be given to the following: -  
i) Approach facility to the site. ii) Land for labour camp stack yard for materials & machinery. iii) Availability of water  
iv) General site condition Rate should be quoted taking into consideration of all the above aspects. No claim whatsoever on account of above factors will be entertained.
3. Every page of the Tender form (Tender documents) is to be signed by the Tenderer as a token acceptance of all the terms & conditions contained therein. Full signature on the second page of the tender form must be affixed.
4. Transport of all materials including those issued by the Deptt. From Departmental godown shall be arranged by the Contractor or himself. All expenses in this connection shall be borne by the contractor.
5. All construction materials except those to be supplied by the Deptt. labour, tools & Plants, machinery & equipments required for execution of the work shall be arranged & supplied by the contractor at his own cost.
6. The tenderer shall quote his rate inclusive of all statutory taxes, cess, levies etc. including royalty on minor mineral, sales tax etc.
7. Royalty & cess payment documents from appropriate authority in respect of minor minerals consumed in the work must be submitted to the Deptt. As & when called for. In the event of failure to produce these documents sums due on this account as per rule shall be deducted from the Contractor's bill. 1% (One percent) Cess will be deducted from the Contractor's Bill under West Bengal Building & Other worker Welfare as per (REC & S) Rule - 2004.
8. No claim for idle labour on any account under any circumstances shall be entertained.
9. The contractor shall maintain Site Instruction Book at site for noting instructions by the Inspecting officers of the Dept. This book shall have machine numbered pages in triplicate & shall be got duly authenticated by the Engineer - in - charge or his representative. The site instruction book shall be deposited to the Deptt. On the completion of the work.
10. Tenders incomplete in any respect shall be liable to outright rejection.
11. Tenderer, whose tender is accepted, shall execute formal agreement for execution of the work within 7 (seven) days from the date of communication of acceptance of his tender failing which the Tender will be liable to rejection without any further intimation.
12. a) The contractor will have to arrange at his own cost for land for his labour camp, stack yard, go-down for materials & yard for machinery & equipments required for the work. Departmental land if available at or near vicinity of the work site may be spared to the Contractor of the aforesaid purposes on rent. b) The Contractor will have to arrange at his own cost for approach road to the work site for carriage of construction materials, machinery & equipment required for the work if necessary. Existing roads are to be repaired & arrangements for crossing channels are also to be made at his own cost. Regarding damage caused to existing lines of communication are to be made good after completion of the work.
13. All tenders in which any of the prescribed conditions are not fulfilled will be rejected.
14. Works under the programme are required to be completed within a fixed time period with very high standard of quality. Hence, prayer for extension of time is normally discouraged.
15. Payment will be made as per availability of fund on appropriate head.
16. Bid may be invited from the participants to lower down the rate further, if necessary, for which no separate notice will be issued.

  
26/06/24


Sub-Divisional Officer  
Jhargram Irrigation Sub-Division  
Jhargram

Memo No. - 140/1(3)

Date:-26/06/2024

**Copy for information & wide Circulation to the:-**

1. Executive Engineer Jhargram FMP Division, I & W Dte. Jhargram.
2. Office Notice Board of Jhargram Irrigation Sub Division, Jhargram.
3. Divisional Accounts Officer, JFMPD.

  
26/06/24

Sub-Divisional Officer  
Jhargram Irrigation Sub-Division  
Jhargram



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**Jhargram Irrigation Sub Division**  
**Jhargram, 721507.**

Memo No. **140<sup>E</sup>**


DATE: 26/06/2024

**TIME SCHEDULE OF NOTICE INVITING TENDER NO - 01/SDO/JISD OF 2024-25 OF Jhargram Irrigation Sub Division, Jhargram**

Last Date & Time for application (with 2911(ii), NIT, BOQ & all others 5 relevant papers download from departmental website wbiwd.in )	03/07/2024	Up to 02.00 P.M.
Last Date & Time for issue of Tender paper.	03/07/2024	Upto 5.00P.M.
Last Date & Time for dropping Tender paper at the office of the Sub Divisional Officer, Jhargram Irrigation Sub-Division, Jhargram.	05/07/2024	Up to 2:30 P.M.
Date & Time of opening of Tender in the office of the Undersigned	05/07/2024	After 2.30 P.M.

**LIST OF WORKS FOR NOTICE INVITING TENDER NO - 01/SDO/JISD OF 2024-25 OF JHARGRAM IRRIGATION SUB DIVISION( I W Dtc.) WITH ADDITIONAL TERMS AND CONDITIONS (TO FORM A PART OF THE TENDER DOCUMENTS).**

Sl no	Name of Work	Amount put to Tender( in Rs.)	Earnest Money	Time Allowed	Contractors eligibility
01.	<b>"Maintenance of office campus and jungle cutting under Jhargram Irrigation Sub Division and JFMP Division for the month of June - December , 2024 under Jhargram Flood management and Planning Division."</b>	90862.00	1817.00	12 months	Bonafied outsider having similar credential.

 26/06/24

**Sub-Divisional Officer**  
**Jhargram Irrigation Sub-Division**  
**Jhargram**

**APPLICATION FOR TENDER**

To

**The Sub Divisional Officer  
Jhargram Irrigation Sub Division  
Jhargram.**

**Tender No:- 01/SDO/JISD of 2024-25**

**Serial No of Work applied for :- .....**

**Amount put to Tender :Rs.....**

**(Tender Value)**

Dear Sir,

Having examined the NIT documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per Tender no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Full name of Bidder / Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_