



**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Metropolitan Drainage Division No. II  
Jalagamapd Bhawan (7<sup>th</sup> floor),  
Salt Lake City, Kolkata – 700091  
Phone/Fax No-033-2359-7459**

**NOTICE INVITING TENDER No.- 05/EE/M.D.D-II of 2024-25**

**Dated.: 01.08.2024**

1. Separate sealed Tenders in printed form [W.B.F. No. 2911] are invited by the **Executive Engineer, Metropolitan Drainage Divn.No.-II**, 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 superscribing 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 4.00 PM on every working day, till **05.08.2024** in the Office of the Executive Engineer, Metropolitan Drainage Division No.II.
  - a. Intending Tenderers should apply for Tender Papers addressing Executive Engineer, Metropolitan Drainage Divn.No.II, 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) **Latest Professional Tax Payment Certificate (PTPC) or PT payment challan for current financial year Or Government Order for exemption in other States, if applicable. Valid PAN Card in the name of Bidder organisation Valid GST Identification number (GSTIN) document under the relevant GST Acts & Rules of State Govt. Income Tax Return under IT Act of immediate preceding financial year. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered. For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society, (Valid Trade License/acknowledgement/ Receipt of application for Trade License/Revalidation as applicable under the Rules) . For Partnership Firms (Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms, as applicable). For Companies (Incorporation Certificate, Memorandum of Articles of ROC, List of current owners/ Directors/Board Members) For State Registered Co-operative Societies:(Society Registration certificate from ARCS of the State, Society by-laws, latest available Auditor's Report of Directorate of Co-operative Audit within proceeding five years as per Societies Act & Rules)**
    - ii. Completion certificate / Payment certificate(s) for one single similar work worth at **least 30%** of the value of work for which tender paper is desired, executed within last 5 (five) years (to be determined from the actual year of completion, considering current financial year as Year I).
    - iii. A statement showing number and value of works presently under execution by the tenderers under Irrigation & Waterways Department and other Government Department / Organizations as stated in paragraph 3 (b) hereunder.

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

- iv. Declaration by the applicant to the effect that there is no other application for tender paper for work in this NIT 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.
- b. Completion certificates issued by competent authority will normally be considered as credential. Apart from credentials of works executed under Irrigation & Waterways Department, credential of works executed under Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affairs Department & other State Government Departments, Zilla Parishads, WBSEDCL, KMDA, KMW & SA, KMC, HRBC; Engineering Departments of Central Government and Organizations like Railway, KOPT; and Mackintosh Burn Ltd, Westinghouse Saxby Farmer Ltd and Britannia Engineering Ltd may also be considered. Completion certificate 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 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.
4. 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.
5. a. Tender paper may be had from the office of the Executive Engineer, Metropolitan Drainage Divn.No.II 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.
6. 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 **05.08.2024 between 11.30** hours and 16.00 hours on any working day.
7. **“Demand Draft, Banker’s Cheque, Treasury Challan, Deposit Call Receipts (DCR) and Fixed Deposit Receipts (FDR) of schedule Banks guaranteed by the Reserve Bank of India may be accepted as Earnest Money and / or Security Deposit” in favour of the Executive Engineer, Metropolitan Drainage Division No.-II.**
8. 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. 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.
9. 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 an witness.
10. 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.
11. Any letter or other instrument submitted separately in modification of the sealed tender may not be entertained.

12. 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.
13. Conditional tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
14. 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 final payment for the work). It may further be noted that if Valid GST Identification number (GSTIN) document under the relevant GST Acts & Rules of State Govt. is produced before receiving payments as per present norms, or as may be prescribed by the Finance Department time to time.
15. 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. Quoting bid price in financial bid stage below 20% of the estimated amount put to tender (Tender value) is not desirable, as it leads to a doubt regarding the intension of the bidder to deliver good quality work on due time. **Additional Performance Security** as Bank Guarantee shall be obtained in specimen Form-6 from any RBI approved Indian Bank located in West Bengal only, if the L1 bid is below 20% of the amount put to tender in addition to EMD and Security Deposit. (I&WD No. 09-W/2017-18 dated 20.07.2017 may be referred in the order link of wbiwd.gov.in) Authenticity of BG would be verified from the issuing bank during technical evaluation stage of tender.
16. The Tenderers will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him.
17. 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.
18. The successful Tenderer will have to execute the duplicate / triplicate / quadruplicate copies of his tender which will have to be obtained by additional cash payment in the office of the **Executive Engineer, Metropolitan Drainage Divn.No.-II** 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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 are short deposited and/or not deposited in favour of the **Executive Engineer, Metropolitan Drainage Divn.No.-II**.
  - d. 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.
  - e. If the specified pages of the tender document are not signed by the Tenderer;
  - f. If the tender is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.

24. 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, Metropolitan Drainage Divn. No.-II**, 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.
25. 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.
26. 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.
27. 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 stands deleted in respect of contract of value less than Rs. 100.00 lakh.
28. Periodic Tax invoice/bills containing bidders GSTIN & other details needs to be submitted by the supplier/contractor/Agency/bidder to the DDO for raising claims for receiving payments of work executed under this contract /upon achieving physical Milestones clearly showing separately the Tax charged in accordance with the provisions of the GST Act, 2017.  
The payment of Running Accounts well as final bill for any work based on progress and Performance will be made according to availability of fund and no claim due to delay in payment will be entertained.
29. **Participation in more than one serial of work out of list of works published in one NIT.**  
Any contractor/bidder may bid for any number of Serials of work in a particular NIT, if more than one work have been published in that NIT, subject to fulfillment of all of the following conditions:
- There should be full compatibility (matching between the credential submitted by the bidder in the form of Credential Certificate (CC) along with other relevant documents as stated under Clause 3.b) relating to any work successfully completed by the bidder and criteria specified in the NIT for any particular serial of works for which the bidder intends to bid. In other words, credential certificate along with relevant documents submitted for any work should at the minimum; satisfy the eligibility criteria specified for that work. Normally there should be separate CC along with relevant documents for each of the serial of works, the bidder intends to bid and the serial number relevant to the CC should be clearly written on the body of the CC and also on the other documents stated under Clause 3.b) However, the bidder will also reserve the right to submit one CC along with relevant documents for bidding in more than one serial of work, provided cumulative credential of all such serials should be fulfilled by one single CC. In such case also, serial numbers of the relevant works for which the CC is submitted should be clearly written on the body of the CC by the bidder. Omission of serial numbers on the body of the CC and also on the other documents stated under Clause 3.b), in case of bidding for more than one serial will lead to rejection of all the bids.
  - Average of gross annual turnover of the individual bidder/Organization/consortium or Joint Venture for any three financial years within preceding five financial years, should not less than the summation of turnover requirements of the relevant individual serial of works for which the bidder intends to bid.
30. **MATERIALS TO BE SUPPLIED by the contractor/bidder at his Own Cost.**  
**NOTE: - Clause No.21,22 are not applicable for this NIT.**
31. **SPECIAL CLAUSE: -** The Engineer-in-charge reserves the right to terminate the work with giving 7 days notice at any stage if the execution of the work not found proper and satisfactory.

Fixtures of N.I.T. is as follows:

1.	Date of N.I.T.- 5/EE/M.D. D-II of 2024-25	01.08.2024
2.	Last date of application for Tender paper	05.08.2024 upto 4.00 p.m. at the office of the Executive Engineer, MDD-II.
3.	Date for issue of Tender paper	08.08.2024 upto 5.00 p.m. from the office of the Executive Engineer, MDD-II.
4.	Date and time for dropping of sealed tender paper	12.08.2024 upto 3.00 p.m. at the office of the Executive Engineer, MDD-II.
5.	Date and time of opening of sealed tender paper	12.08.2024 after 3.15 p.m. at the office of the Executive Engineer, MDD-II.

LIST OF WORKS: As per list attached.

18/8/24  
Executive Engineer  
Metropolitan Drainage Divn. No.II

Memo No.: **1139 (10) / (17-2)**

Dated :**01.08.2024**

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

1. Sabhadhipati, South 24 Parganas Zilla Parishad, Alipore, Kolkata – 700 027.
2. The Chief Engineer (South), I. & W. Dte., Jalsampad Bhawan, Bidhannagar, Kolkata – 700 091.
3. The Superintending Engineer, Metropolitan Drainage Circle, Jalsampad Bhawan, Bidhannagar, Kolkata – 700 091.
4. The Director , Information & Cultural Affairs Department, Govt. of West Bengal, Writers' building Block-I (5<sup>th</sup> floor), Kolkata -700001, With the request to upload the said N.I.T. in the state portal [www.banglarmukh.gov.in](http://www.banglarmukh.gov.in)(encl. Soft copy)
5. The Executive Engineer, Metropolitan Drainage Division No.I, Jalsampad Bhawan (4<sup>th</sup>floor), Bidhannagar, Kolkata – 700 091.
6. The Executive Engineer, Suburban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata – 700 091.
7. The Executive Engineer, D.V.C. Study Cell for Uploading in the I.&W. Deptt., Jalsampad Bhawan, Bidhannagar, Kolkata – 700 091. He is requested to upload the said NIT in the website of I. & W. Deptt. (encl. Soft copy).
8. Estimating Section, Metropolitan Drainage Division No.-II, Jalsampad Bhawan, Bidhannagar, Kolkata – 700 091.
9. Accounts Section, Metropolitan Drainage Division No.-II, Jalsampad Bhawan, Bidhannagar, Kolkata – 700 091.
10. NOTICE BOARD, Metropolitan Drainage Division No.-II, Jalsampad Bhawan, Bidhannagar, Kolkata – 700 091.

*1-8-24*  
Executive Engineer  
Metropolitan Drainage Divn. No.II

*A.2*  
*1/8/24*



## FORM – 2

### **Declaration against Common Interest**

(To be submitted in plain paper as per specimen, duly filled up, with Tender Paper which shall be treated as the self declaration of the bidder)

**Ref: - NIT No.: 5/ EE/MDD-II of 2024-25,**

**Sl. No. of work ..... (in the list of work in the NIT)**

To,  
Executive Engineer  
Metropolitan Drainage Division No.-II  
Irrigation & Waterways Directorate

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of ..... do hereby affirm that I/We/any of the member of..... bidding against NIT No. **5/EE/MDD-II of 2024- 25** SL No. .... do not have any common interest either as a partner in any other partnership firm /consortium/Joint Venture or as Proprietor / Principal Share Holder of any other Firm/Company in the same serial for the work I / we want to participate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024\_\_

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

Authorised Signatory: \_\_\_\_\_

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

Duly authorized to sign bid

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

(In block Capital letters or typed)

Office address with seal: .....

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

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

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

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

\*In case of Joint Venture & Consortium the Lead Member to submit this format.

(SIGNATURE OF BIDDER WITH SEAL)





## **\*SPECIAL CLAUSE**

[NIT No. : 5/ EE/MDD-II of 2024-25]

- 1) 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.
- 2) As per existing Rules and provisions, Performance Security/Security Deposit is obtained from the successful bidder at the rate of three percent of the value of the contract to ensure due performance of the contract vide G.O. No.: 201-F(Y) dated 18<sup>th</sup> January, 2021 Finance Department, audit Branch (Group T) Government of west Bengal.
- 3) Payment will be released as per availability of funds.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

Name in full of Signatory/s\*: \_\_\_\_\_

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

Duly authorized to sign bid

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

(In block Capital letters or typed)

Office address with seal:

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

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

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

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

**\*In special clause to be submitted by the agency.**

(SIGNATURE OF BIDDER WITH SEAL)



**LIST OF WORKS**

**NIT No.:- 5/EE/M.D. D-II of 2024-25**

**Dated: 01/08/2024**

Sl. No.	Name of work	Amount put to tender	Earnest Money	Cost of tender paper & schedule	Time allowed for completion of work	Eligibility of contractor	Accepting Authority	Source of fund
1	Annual maintenance & repair of IRD Cannon 3320, Photocopier including peripherals installed office of the Executive Engineer, Metropolitan Drainage Division No.-II, Jalasampad Bhawan During the year 2024-25.	97235.00	1,945.00	NIL	365 (Three Sixty Five) Days	Bonafide reliable outsider having experience in similar nature of single work with minimum 30% value within last 5 (five) years.	Executive Engineer Metropolitan Drainage Division No. II	Administrative Expenditure (A.E.)

*1.8.24*

Executive Engineer

Metropolitan Drainage Division No. II

*11/08/24*



Schedule for the work : "Annual maintenance & repair of IRD Cannon 3320, Photocopier including peripherals installed office of the Executive Engineer, Metropolitan Drainage Division No.-II, Jalasampad Bhawan During the year 2024-25."

N. I. T. No. 05 of EE / MDD-II of 2024-2025 (Sl. No.-1)

Amount put to Quotation		Earnest Money		Time allowed	
Rs. 97,235.00		Rs. 1945.00		365 (Three Hundred Sixty Five) Days	
Sl.No.	Description of item	Quantity	Unit	Rate (including GST 18 % & CESS 1%)	Amount
1	<b>Maintenance</b> Maintenance of Copier Machine.	1	Each/Yr.	12500.00	12500.00
2	<b>Supply</b> Supply of key Board (TVS Champ) in exchange of existing key board including cost of installation and cost of technical person as per direction of the Engineer-in- charge.	2	Each	455.00	910.00
3	Supply of optical scroll mouse (Logitech / Dell) in exchange of existing mouse including cost of installation and cost of technical person as per direction of the Engineer-in- charge.	3	Each	365.00	1095.00
4	Supply of SSD 480 GB	3	Each	6000.00	18000.00
5	Supply of Cannon NPG 67 Black Laser Toner	3	Each	5450.00	16350.00
6	Supply of Cannon NPG 67 Colour Laser Toner	4	Each	6480.00	25920.00
7	Supply of Cannon NPG 59 Black Laser Toner	2	Each	2750.00	5500.00
8	Supply Cannon GI 790 Black Ink Bottle (GT 3010 Printer)	2	Each	650.00	1300.00
9	Supply Cannon GI 790 Colour Ink Bottle (GT 3010 Printer)	3	Each	620.00	1860.00
10	Supply of HP 680 Black Cartridge	4	Each	680.00	2720.00
11	Supply of HP 680 Colour Cartridge	4	Each	690.00	2760.00
12	Supply of HP GT51 Black Cartridge	3	Each	720.00	2160.00
13	Supply of HP GT51 Colour Ink Bottle	3	Each	720.00	2160.00
14	Refill HP 88A Toner (including Drum/Blade)	5	Each	800.00	4000.00
<b>Total Amount=</b>					<b>97235.00</b>
<b>(Ninety Seven Thousand Two Hundred Thirty Five) Only</b>					

I/We do hereby agree to execute the work@.....%  
(..... percent ) at par/  
Above/below than this schedule of rates.

Signature of contractor with Address

*18.8.24*  
Executive Engineer  
Metropolitan Drainage Divn.No.II  
*11/8/24*

