

W.B.F. No. – 2914

**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Executive Engineer**  
**Mayurakshi Head Quarters Division**  
**Suri, Birbhum**

Memo :1627

**SHORT NOTICE INVITING TENDER**

Date : 07.10.2024

(For works of estimated cost up to Rs. 20.00 lakhs vide I & W. Dept.'s No. 11-(W)/2023-24 Dt. 30-06-2023)

**SHORT NOTICE INVITING TENDER NO:- WBIW/EE/MHQD/SNIT-02/2024-2025**

**1. Invitation.**

Separate sealed Tenders in printed forms are hereby invited by the **Executive Engineer, Mayurakshi Head Quarters 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 bonafide, reliable resourceful Contractors having sufficient experiences in execution of similar type of works.

**2. Details of Work :-AS PER LIST ATTACHED IN PAGE 9 OF THIS SNIT****3. Time Schedule of Tender procedure:-**

Sl. No	Activity	Date & Time
1	Date of publishing of NIT in the Newspaper	08-10-2024
2	Last Date & Time for receiving of application for issuing of Tender Form	08-10-2024 upto 15.00 hrs.
3	Date and Time for verification of Original documents for bidders in the office of the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum	08-10-2024 upto 16.00 hrs.
4	Last Date & Time for issue of Tender paper	09-10-2024 upto 11.30 hrs.
5	<b>Last Date &amp; Time for dropping of Tender paper:-</b> At the office of the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum	09-10-2024 upto 16.00 hrs.
6	Date & Time of opening of Tender at the office Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.	09-10-2024 after 16.30 hrs.

**4. Tender documents:** - The Tender documents shall consist of the followings and other relevant particulars may be seen by the intending Tenderers or by their duly authorized representatives during office hours between 11.00 AM and 4 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.
- Corrigendum, if any.

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

**5. Eligibility for participation**

Bonafide outside Contractors, Registered Engineers Cooperative Societies, Consortiums and Partnership Firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate. **Joint venture firms are not eligible to participate.**

(In case of consortiums, maximum number of constituents shall be restricted to 5 (Five) and each constituent must have at least some credential towards contracting business. Individual constituent of a consortium cannot be another consortium.)

**6. Participation in more than one work**

Any contractor can submit tenders for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular NIT, depending on his credential and financial capability, details of which are given later.

**7. Application for purchase of Tender forms**

a) Intending Tenderers have to be submitted application duly enclosed with the self-attested copies of the following documents addressed to **the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.**

**b) Copies of documents:**

V.A.T /G.S.T., P.T. (Professional Tax) Clearance Certificate and IT PAN valid at least up to the date of opening of Tenders should be considered, Registration of Partnership Deed (in case of Partnership Firm), Power of Attorney, Registration of Firm, By-Laws (in case of Engineers Co-Operative), Profit & Loss Account & Audited Balance Sheet of any 3 (three) Financial years within zone of preceding 5 (five) years duly authenticated by Licensed Auditor regarding annual Turnover. Properly filled up Form-1 (Application for Tender) to be submitted in plain paper or in letterhead pad, Form-2 (Declaration against Common Interest), Form-3 (Power of Attorney), if applicable, Form-4 (Declaration of antecedents and performance).

**Required Documents :**

Sl. No.	Category	Sub-Category(self attested photos copies)	Sub-category description
I	Certificates	1. Certificates 2. GST_registration_ certificates	1. Latest Professional Tax Payment Certificate (PTPC) or, PT deposits challan for current financial year or Government Order for exemption in other States where ever applicable. 2. Valid PAN Card in the name of bidder/organization 3. Income Tax Return of current Assessment year or, IT Return of immediate preceding Assessment year whichever latest available. 4. Valid GSTIN under GST Act & Rules
II	Company Details	Company details. Company details.	1. For Proprietorship Firms, Partnership Firms, Registered Companies, Registered Co-operative Societies, valid Joint Venture or Consortiums Valid Trade License/ acknowledgement or Receipt of application for Trade License/ Revalidation OTHER REQUIREMENTS:- 2. For Partnership Firms: Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms 3. For Companies: Incorporation Certificate, Memorandum of Articles of ROC, List of current owners/ Directors/Board Members 4. 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 5. For legally constituted Consortiums/ Joint Venture of Firms/ Companies: Registered MoU or Agreement for Consortium /JV, Registration under ACRS/ROC in addition to satisfying requirements stated earlier for individual constituent Firms/Companies forming the Consortium/JV
III	Credential of work	Credential Credential	1. BOQ/SoR and Work Order/ Award of Contract of LOA/LOI duly authenticated by issuing authority. 2. Pre-Qualification (PQ) Work credential of one 100% completed work as desired in the NIT as the Credential Certificate (CC) duly authenticated by competent authority.
IV	Financial Information	1.P/L and audited Balance sheet for year -1. 2.P/L and audited Balance sheet for year-2. 3.P/L and audited Balance sheet for year-3.	1-3 Profit & Loss accounts and audited balance sheets along with relevant annexures containing the designated Forms 3CA/ 3CB/3CD, as applicable under IT Act, in the name of the bidder for any three financial years within the zone of preceding five financial years from date of publication of NIT

**c) Credentials**

- i) Completion certificate/Payment certificate(s) for one single similar work as per categorization of works appended in list of works to an extent of **at least 30%** of the value of the work for which tender is desired, executed within last 5 (five) financial years (to be determined from the actual year of completion, considering current financial year as year -1).
- ii) Credential as per C.C. of similar in nature will be multiplied by the following factors to take care of the inflationary effects to arrive at the gross notional amount. Furnishing defective credential may lead to rejection of application for tender paper.

Year	Description	Multiplying factor to arrive at gross notional amount
Current	The financial year of floating of S-NIT	1.00
1 <sup>st</sup>	1 year preceding the current financial year	1.08
2 <sup>nd</sup>	2 years preceding the current financial year	1.16
3 <sup>rd</sup>	3 years preceding the current financial year	1.26
4 <sup>th</sup>	4 years preceding the current financial year	1.36
5 <sup>th</sup>	5 years preceding the current financial year	1.47

- iii) List of Tools & Plants, Machinery, and Equipment etc. in possession.
- iv) List of Technical & Non-Technical staff.
- v) List of works in progress with their respective value.
- vi) Eligibility certificate/N.O.C. issued by the A.R.C.S.(for Engineer's Co-operative only)
- vii) A Statement showing number and value of works presently under execution by the Tenderer under the Irrigation & Waterways Department and other Govt. Department/Organizations.
- vii) Declaration by the applicant to the effect that there is no other applications for Tender Paper for work in the S- N.I.T. in which he/she/they has/have common interests and in that case intending Tenderer has to disclose his/her name(s) and style of another firm/individuals (where he is also officiating) in the application for issuing Tender forms failing which the decision of the committee regarding the matter will be final and binding upon all.
- viii) Declaration by the contractor to the effect that he/they has/have no near relative is posted in any offices under the Division which intends to submit tender. In case of near relative posted in any offices under the circle, he/they will not be permitted to Tender for works in the Division of the Executive Engineer.
- ix) Completion Certificate of work executed in other Departments of State Government or organizations, like Public Works & Public Works(Roads) Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Govt. Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner (HRBC) Engineering Departments of Central Government and Organization, like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KPT), and companies owned or managed by the State Government, i.e Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. May also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer/Divisional Engineer/District Engineer/Project Manager of other state/Central Govt. Departments/Organizations. Such certificates are further to be countersigned by immediate superior authority of the issuing Authority for all cases other than direct/State/Central Govt. Department and Railways.

**8. Annual Turnover**

Average of Annual Turnover from business of any 3 (three) financial year with the zone of immediate preceding financial year should be **at least 30%** of the amount put to tender of the work.

**9. Scope of disqualification for issuing Tender Forms: -**

- i) Delay submission of application (after expiry of the schedule Time)
- ii) Insufficient and improper documents submitted with the applications.

- iii) Non-submission of completion, payment certificate and schedule of work properly.
- iv) Invalid( i.e beyond the stipulated period) completion certificate and payment certificate.
- v) Submitted documents along with application for tender paper without signature of the applicant.
- vi) Non-submission of copies of valid Partnership Deed and respective Firm Registration Certificate from the Registrar of Firms, West Bengal. Submitting amended Partnership deed, if any without submitting original Partnership deed with the application of tender form.
- vii) Non-submission of certified documents for State registered Co-operative Societies stating the name of the latest Society members along with Society registration certificate by A.R.C.S. & Bye-laws with latest Audit report.
- viii) Submission of loose documents with application paper for tender.
- ix) Any other discrepancies found in the application for issuing of tender papers.
- x) Verification of original documents not done / improperly done.
- xi) Mismatch in original documents with submitted documents.
- xii) Mismatch in name & surname by spelling in all relevant documents.
- xiii) Submission of invalid documents.
- xiv) Furnishing defective credential.
- xv) Incomplete submission of any of the Form-1, Form-2 & Form-4 as stated in the NIT along with application for tender paper Any other causes if found in the application which may lead to rejection for issuing tender paper including the clauses mentioned in the NIT.

**10. Fulfillment of Criteria and issue of Tender Paper**:-All the above as stated under Para-9 are to be fulfilled properly, pending fulfillment of which Tender Forms may not be issued.

**11. 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.

**12. Not satisfied with the decision of the committee for issuing Tender Paper**: - Within 24 hours of publishing the list of qualified bidders, any of the aggrieved bidder, may seek clarification / redressal / review from the TIA, in writing/through e-mail with supporting facts / figures / documents.

**13. Issue of Tender forms**: - Tender documents etc. will however be available and be issued from the office as stated above. 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.

**14. 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 laborers 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 11.30 hours and 16.30 hours on any working day.

**15. Earnest Money & Security Deposit** : - In partial modification of Notification No. 03-W dated 18<sup>th</sup> January 2015 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/IW/O/1B-Misc-12/2007 dated 18<sup>th</sup> January 2011; sub rule229 (iii) vide memo no: - 08/1(6)-IB dt.30.04.2013 the following provisions have been made in different para's and that should be abided by the tenderer.

- a) **DEPOSIT OF EARNEST MONEY**:- An Earnest Money amounting to 2% of the estimated cost put to tender so long as the estimated cost put to Tender is up to Rs. 25.00 Crore and amounting to Rs. 50.00 lakh plus 1% of the excess of estimated cost over Rs. 25.00 Crore.
- b) **DEPOSIT OF EARNEST MONEY & SECURITY DEPOSIT IN CASE OF UNEMPLOYED ENGINEERS CO-OPERATIVE SOCIETIES**:- The above Co-operative Societies will have to be deposited the earnest money and Security Deposit as per the Notification No. 03-W dated 18<sup>th</sup> January 2015 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.
- c) **DEDUCTION OF SECURITY MONEY FROM THE PROGRESSIVE BILL**:  
Earnest money already deposited 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 such bill, so that the total deduction together with the 2% E.M.D constitutes 10% of the tendered value of work as actually done.
- d) **NO FURTHER DEDUCTION SECURITY MONEY FROM THE PROGRESSIVE BILL**:- In partial modification of sub rule 231(b) enumerated in this Departmental Notification No-03-W Dt. 18<sup>th</sup> Jan 2011, such Tenderers may also be permitted to deposit further security so as to make total 10% of

the Tendered amount to avail the facility of no further deduction from the progressive bills, subject to the condition laid down in 231(c) contained in the above said notification.

- e) **SHAPE OF EARNEST MONEY:-** In para (11), **Demand Draft, Banker's Cheque, and Treasury Challan, Deposit at Call Receipt (D.C.R.)** 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-38/201(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) issued from any of the following Schedule Banks in favour of the **Executive Engineer, Mayurakshi Head Quarters Division Payable at Suri** should be dropped with the tender. If, Earnest Money Deposited (EMD) with the tender found 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):**

- 1) 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.

- f) **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'.

16. **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 following offices on the schedule Date & Time as stated in Para (3) above and or the changing schedule made vide issuing necessary CORRIGENDUM.

**Office of the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.**

17. **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 and the Tender so received only at office of the **Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.** for opening the Tender on the date and time as specified in the S.N.I.T. and or in the Corrigendum if any.
- 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 favorable 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.

18. **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 Competent Authority 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.

19. **Additional Performance Security:** 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 the tender. The 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/Lol) and before award of contractor (AoC) in the form of "Bank Guarantee" of any Scheduled Bank, payable at Kolkata or / in West Bengal, as per enclosed format (Annexure). If the bidder fails to submit the additional performance security within seven working days from the date of issuance of LoA/LoL, its earnest money deposit (EMD) will be summarily forfeited.

20. **All the Bidders are requested to mention their valid Mobile number and e-Mail ID in the application form.**

**The process from Bid evaluation upto the acceptance of Tender will be done in accordance with the direction of I & W. Department's memorandum vide no. 08-W/2021-22 dated 14.09.2021, 9-W/2021-22 dated 07.10.2021 & 10-W/2021-22 dated 07.10.2021.**

#### **21. General guidelines for acceptance of Tender**

a) It may be noted where ever more than one L1 bids are received in any tender the same has to be cancelled and re-tendered afresh.

b) Splitting of projects prior to tendering is debarred in terms of Finance Department guidelines.

**[As per I & W. Dept.'s memo no. 243(8)-1B dated 27.11.2020].**

#### **22. Guidelines for ascertaining works of similar in nature**

Following major items/conglomeration of items having weight age of 25% or more in terms of monetary values in respect of amount put to tender for a work are to be identified and the monetary value of each of the major item is to be calculated by the Tender Inviting Authority for any particular serial of work listed in the S-NIT by summing up the associated items of the BOQ coming up under any of the major items as described below:

**Protection work:** All types of river/ canal / pond / embankment / road / coastal protection works using PCC / RCC / Bricks / Boulders / Bats / Polythene / Polypropylene / HDPE / Nylon / Jute / geo-jute / Bullah / MS sheet piles / Bamboos.

#### **OTHER TERMS & CONDITIONS.**

23. 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 Engineering Ltd. And Warehouse Saxby Farmer Ltd. Will not enjoy 10% preference in rate for the purpose of selection.
24. 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.
25. 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 equipment in their possession for necessary documentary evidence are to be produced.
26. 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.
27. 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.
28. **All pages of the documents submitted with the application shall be signed with signature by the applicant or by his authorized signatory and also be serially numbered as 1/10, 2/10, 3/10.....10/10**
29. Copies of Partnership Deed and Firm Registration duly self-attested shall invariably be submitted with the application by a partnership firm.
30. 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.
31. Any tender document containing over writing is liable to be rejected.
32. All corrections are to be attested under the dated signature of the tenderer.
33. 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 a witness.
34. 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.
35. The rate quoted by in the tender form will be final and no subsequent modification in the rates will be entertained even it is done with any letter or other instrument submitted before sealing/closing the Tender box.
36. Any superfluous conditional tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be rejected.
37. VAT, Royalty,GST and all other statutory Levy/Cess etc. will have to borne by the Contractor. 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 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.

38. 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.
39. 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.
40. 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.
41. 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.
42. 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.
43. The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him/them.
44. 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.
45. The successful Tenderer will have to execute the tender agreement in quadruplicate of his /their tender which will have to be obtained by free of cost from the office of the **concerned Executive Engineer, within 3(Three) 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.
46. 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.
47. 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. Place 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.
48. 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.
49. In the following case a tender may be declared '**INFORMAL**' and unacceptable.
  - a) Correction, alterations, additions and overwriting etc. if not attested by the tenderer.
  - b) (i) Earnest money in form of N.S.C.  
(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 have not deposited in favour of the **Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.**, in 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.
50. 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.

51. 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.
52. As per G.O. No. 1627(8)/1A 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.
53. 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 Nos. 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.
54. Tender may be cancelled in any stage without assigning any reason.
55. 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.
56. Apart from all the above conditions and criteria the 'Past and Present' performance of the agencies will be considered while issuing tender papers.
57. 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.
58. Subletting of work is strictly prohibited & will be viewed seriously & disqualify the agency to participate in the next Tender.
59. 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.
60. All specifications, Terms and conditions etc. of the printed schedule of rates (USoR) of Irrigation & Waterways Department, P.W.D., P.W.D. (Roads), will be applicable, unless otherwise specified.
61. Contractor(s) should have to ensure the mandatory engagement of job card holders as unskilled workers for execution of awarded work, in order to implement the "Karmashree" Scheme launched by the State Government. They also have to submit periodic statement on such engagement to the Engineer-In-Charge in the prescribed format. ." in the Tender document vide UO NO: Group T/2024-2025/0279 dated - 01107/2024 & vide No. 1140-PRD33011112024- MGNREGASEC dated- 07.03.2024. They also have to submit periodic statement on such engagement in the manner stated in the aforesaid order."
62. **Tender forms will not be issued after due date and no tender forms will be sent by post.**

**Sd/- S. Das**  
**Executive Engineer**  
**Mayurakshi Head Quarters Division**  
**Suri, Birbhum**



**LIST OF WORKS**  
**Annexure "A"**

**SHORT NOTICE INVITING TENDER NO:- WBIW/EE/MHQD/SNIT-02/2024-2025**

Circulated vide T.O. memo no.-1627 , dated:- 07-10-2024

Sl No	Name of Work	Estimated Cost (Value of work put to tender) (Rs.)	Earnest money (2% of the estimated cost put to tender) (Rs.)	Eligibility of Contractors		Source of Funding	Time of completion of the work
				Credential	Turnover		
1	Emergent repair work of Right Bank of River Dwarka at Village Paschim Gamini, G.P. & Mouza-Talowan, Block - Mayureswar-I, P.S – Mallarpur of Mayureswar (I) Sub-Division under Mayurakshi Head Quarters Division"	9,16,292.00	18,326.00 (EMD in the form of DD/BC may be drawn in favour of Executive Engineer / MHQD, payable at Suri.	Bonafide outsiders having credential of execution of similar nature of work of value 30% of the amount put to tender within the last 5 year i.e. <b>Rs. 2.75 lakhs.</b>	Average of Gross Annual Turnover of the bidder except for Consortiums and JVs are not allowed to participate any three FYs within immediate preceding five FY on the date of publishing of NIT should be at least Rs. <b>2.75 lakhs (30% of the Amount put to Tender)</b>	SDS (Plan Maintenance)	15 (Fifteen) Days

**Sd/- S. Das**  
**Executive Engineer**  
**Mayurakshi Head Quarters Division**  
**Suri, Birbhum**

Memo no:- 1627 /1 (15)

Dated – 07-10-2024

Copy submitted for favour of kind information and taking necessary action for wide circulation to the:-

01.	The Chief Engineer (North), Irrigation & Waterways Directorate, Green Park Irrigation Campus, Green Park, Mokdampur, Malda-732103.
02.	The Superintending Engineer, Mayurakshi Canal Circle, Suri, Birbhum
03.	The Superintending Engineer, North Irrigation Circle I, Malda, Dist - Malda.
04.	The Superintending Engineer, North Irrigation Circle II, Berhampore, Dist - Murshidabad.
05.	The Nodal officer of e-Tendering. Irrigation & Waterways Department Jalasampad Bhawan, 7th Floor, Salt Lake City, Kolkata-700091.
06	The District Magistrate, Suri, Birbhum.
07	The Sabhadhipati, Birbhum Zilla Parishad, Birbhum.
08	The Executive Engineer, Mayurakshi South Canals Division, Bolpur, Birbhum.
09	The Executive Engineer, Mayurakshi North Canals Division, Rampurhat, Birbhum.
10 to 13	The Sub-Divisional Officer, Tilpara Barrage/Massanjore Dam/Sainthia(I) /Mayureswar (I) Sub-Division.
14.	Notice Board, Mayurakshi Head Quarters Division, Suri, Birbhum.
15.	Guard file / Mayurakshi Head Quarters Division

**Sd/- S. Das**  
**Executive Engineer**  
**Mayurakshi Head Quarters Division**  
**Suri, Birbhum**

### Certificate regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of \_\_\_\_\_

\_\_\_\_\_ for the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl.No.	Financial		Remarks
	Year	Turnover rounded up to Rs. In lakh (two digit after decimal)	
1.			
2.			
3.			
Total			

Average Turnover: `.....

Note :

1. Year preceding the current financial year is to be considered as Year-1
2. Average turnover is to be expressed in lakh of rupees, founded upto digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

\_\_\_\_\_  
Signature of the bidder

**This certificate should be accompanied with back up documents as stated in NIT clause No. 7(b) IV.**

**FORM 1****APPLICATION FOR TENDER**

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

**To,  
The Executive Engineer  
Mayurakshi Head Quarters Division, I&W Directorate  
Tender No:- WBIW/EE/MHQD/SNIT-01/2023-24**

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

Dear Sir,

Having examined the S-N.I.T., Corrigendum (\*optional) & other S-NIT documents, I/we hereby would like to state that I/we willfully accept all your conditions and offer to execute the work as per the tenders rules in NIT, terms & conditions, specifications, bill of quantities and corrigenda/addenda, SoR, and Agreement (WB Form No. 2911(i)/(ii) involving the Tender and Serial no of work stated above. I/We acknowledge that the making of our bid shall be regarded as an unconditional and absolute acceptance of the terms & conditions of the S- NIT. I/We also agree to remedy the defects during execution and upto end of security period of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda/corrigenda.

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

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: \_\_\_\_\_

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

(SIGNATURE OF BIDDER WITH OFFICE SEAL)

**FORM – 2**

**Declaration against Common Interest**

(To be submitted in plain paper/letter head paper as per specimen, duly filled with signature, which shall be treated as the self declaration of the bidder)

To,  
The Executive Engineer  
Mayurakshi Head Quarters Division, I&W Directorate  
Tender No:- WBIW/EE/MHQD/SNIT-01/2023-24

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of  
..... do hereby affirm that I/We/any of the  
member of..... bidding against S NIT No. .... 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.

(SIGNATURE OF BIDDER WITH OFFICE SEAL)

**FORM – 3**

**Power of Attorney for signing of Contract/Tender Agreement \***

(May be submitted if the bidder is a Company, Autonomous Body, Undertaking, Corporation, and NGO, in plain paper or otherwise in any legally acceptable format which shall be treated as the self declaration of the bidder)

Know all men by these presents, I/We, ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms (Name).....son/daughter of ..... and presently residing at....., who is presently employed with us/ the Lead Member of our Consortium/Joint Venture and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the \*\*\*\*\* Project proposed or being developed by the Governor of the State of West Bengal represented by the Superintending Engineer, North Irrigation Circle-II, Irrigation & Waterways Directorate, Government of West Bengal, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the 'Authority' in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority; AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPALS HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....For.....

(Signature Name date designation and address of the bidder/(s) & Contact No. & e-mail ID)

Witnesses: (Full Name with permanent addresses and contact nos.)

- 1.
- 2.

Signed & accepted

Notarized

**Notes:**

- 1 *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law in India and the charter documents of the executants and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- 2 *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- 3 *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostile certificate.*

**• This is only a specimen format and the bidder may submit any other legally valid format by bidder organization except Proprietorship Firms.**

**FORM – 4**

**Declaration on antecedents and performance**

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

**To,  
The Executive Engineer  
Mayurakshi Head Quarters Division, I&W Directorate  
Tender No:- WBIW/EE/MHQD/SNIT-01/2023-24**

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of  
..... do hereby affirm that I/We/any of the member  
of..... bidding against S NIT No. .... are not black listed  
suspended or debarred from participation in State Government procurements and tenders in the Irrigation & Waterways  
Directorate, Government of West Bengal, other Departments of the State Government and Government of India on the  
date of publication of this Notice Inviting Tender (S-NIT).

If at a later stage this submission (undertaking) is found incorrect, the bidder company along with all its constituent  
members/owners/partners would be liable to penal actions as decided by the Government under the law.

(SIGNATURE OF BIDDER WITH OFFICE SEAL)