

**W.B.F. No. – 2914**



Government of West Bengal  
No.-II& Waterways Directorate  
Office of the Sub-Divisional Officer  
DAMODAR HEAD WORKS SUB - DIVISION  
DVC New Colony, Durgapur-02, Paschim Bardhaman

**NOTICE INVITING TENDER**

**(For works of estimated cost up to Rs.5.00 lakh)**

Memo no:- 713

Dated - 28-07-2025

**NOTICE INVITING TENDER NO. - WBIW/SDO/DHW/NIT-04 of 2025-26.**

**1. Invitation.**

Separate sealed Tenders in printed forms are hereby invited by the Sub-Divisional Officer, Damodar Headworks Sub-Division on behalf of the Governor of the State of West Bengal in West Bengal Form No. 2911 (i)/(ii) 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 08 OF THIS NIT**

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

i)	Last Date & Time for application for purchase of Tender Form	31.07.2025	up to 15:00hrs.
ii)	Date, Time and Venue for Scrutiny Committee (in the chamber of the undersigned)	31.07.2025	From 12:00hrs. & up to 16:00hrs.
iii)	Last Date & Time for issue of Tender paper.	04.08.2025	up to 16:00hrs.
iv)	Last Date & Time for dropping Tender paper at the office of the S.D.O, Damodar Headworks Sub-Division..	08.08.2025	up to 15:00hrs.
v)	Date & Time of opening of Tender in the office of the undersigned.	08.08.2025	After 16:00hrs.

**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 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 (ii)/2911 (i)
- 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 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 Sub-Divisional Officer, Damodar Headworks Sub-Division.**

**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.

### 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 50%** 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) List of Tools & Plants, Machinery, and Equipment's etc. in possession.
- iii) List of Technical & Non-Technical staff.
- iv) List of works in progress with their respective value.
- v) Eligibility certificate/N.O.C. issued by the A.R.C.S.(for Engineer's Co-operative only)
- vi) 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 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 circle 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 circle of the Superintending Engineer.
- x) 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, ZillaParishads, 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 (KMWSA), 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.Scope of disqualification for issuing Tender Forms: -**

Due to any one of the followings, the Tender Paper may not be issued to the applicant (Contractors)

- 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 properly.
- iv) Old completion certificate and payment certificate.
- v) Without signature of the applicant and serially numbered of the submitted documents.
- vi) Non-submission of copies of Partnership Deed and Firm Registration Certificate from the Registrar of Firms, West Bengal.
- vii) Valid N.O.C. issued by A.R.C.S. of the concern District (In case of un-employed Engineers Co-operative Societies Ltd.)
- viii) Bank Solvency Certificate valid during a year up to 30% of the value of the work
- ix) Submission of loose application with the documents excepting booklet or constrict stitching.

**9.Fulfillment of Criteria and issue of Tender Paper :-**All the above as stated under Para 5(a),(b),& (c) and Para (6) (i) to (ix) are to be fulfilled properly, pending fulfillment of which Tender Forms may not be issued.

**10.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.

**11.Not satisfied with the decision of the committee for issuing Tender Paper: -**Intending Tenderers not satisfied with the decision of the Tender paper issuing authority may prefer an appeal to the next superior officer. Concerned Executive Engineer will be the Appellate authority for the disputed 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.

**12. Purchase of Tender forms:-** Tender documents etc. will however be available and be issued from the office as stated under 5© (i), 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.

**13. 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.

**14. Earnest Money: - 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 rule 229(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) i) **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, in case where such estimated put to tender is beyond Rs. 25.00 Crore, will have to be deposited by all the Tenderers, where they are (a) enlisted contractors quoting for open tenders individually or as a combined unit, (b) outside bonafide agencies, and (c) Unemployed Engineer's Co-operative or Labour Co-operatives..
- b) Henceforth the successful tenderers in open Tenders and also enlisted contractors not having fixed security deposited with the Govt. in case of Tenders within their limits, need not deposit this additional 3% sum during making agreement with the Tender accepting authority.

ii) **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) **SECURITY DEPOSIT FOR EXCESS WORK:-** In para (9), in case of excess works over the tendered amount, additional security is to be deposited for the amount of such excess beyond the tendered amount as per prescribed rate, before payment of final bill in case contractors opting for paying advance security and receiving payment against progressive bills without any deduction.
- f) **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) in favour of **Executive Engineer, Damodar Headworks Division** issued from any of the following Schedule Banks Payable at **Executive Engineer, Damodar Headworks Division, Durgapur-02** 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):**

- 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.

- 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., Westinghouse 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, subject to fulfilment of other credential criteria specified in 7.4.2(i) to 7.4.2(iii) vide memo no:-46(5)-IB dt. 11<sup>th</sup> june-2012,of Deputy Secretary to the Govt. of west Bengal

**15. 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(ii) stated above as well as on the envelope will be dropped in the office of the undersigned on the schedule Date & Time as stated in Para (3) above and or the changing schedule made vide issuing necessary CORRIGENDUM.

a) **Office of the Sub-Divisional Officer, Damodar Headworks Sub-Division.**

**16. 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 center and the Tender so received at the dropping centers to be sent to the concern **Sub-Divisional Officer**,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 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.

**17. 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.

**OTHER TERMS & CONDITIONS.**

**18.** 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.

**19.** 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.

**20.**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's in their possession for necessary documentary evidence are to be produced.

**21.**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.

**22.**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.

**23.**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

24. Copies of Partnership Deed and Firm Registration duly self-attested shall invariably be submitted with the application by a partnership firm.

25. 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.

26. Any tender containing over writing is liable to be rejected.

27. All corrections are to be attested under the dated signature of the tenderer.

28. 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.

29. 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.

30. 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.

31. Any superfluous conditional tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be rejected.

32. VAT, Sales Tax, Royalty, 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 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.

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

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

39. 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.

40. 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 Headworks 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.

41. 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.

**42.** 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.

**43.** 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.

**44.** 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, Damodar Headworks Division** 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.

**45. 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.

**46.** 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.

**47.** 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.

**48.** 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.

**49.** Tender may be cancelled in any stage without assigning any reason.

**50.** 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.

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

**52.** 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.

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

**54.** 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.

**55.** All specifications, Terms and conditions etc. of the printed schedule of rates of North Irrigation Circle No.-II, P.W.D., P.W.D. (Roads), will be applicable, unless otherwise specified.

**56.** 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 fulfilled 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.

57. 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.

58. Tender forms will not be issued after due date and no tender forms will be sent by post.

Sd/-  
Sub-Divisional Officer  
Damodar Headworks Sub-Division  
DVC New Colony, Durgapur-02

LIST OF WORKS

Annexure "A"

<b>NOTICE INVITING TENDER NO. - WBIW/SDO/DHW/NIT-04 of 2025-26</b>						
<b>Circulated vide T.O. memo no.- dated:-</b>						
<b>Sl No</b>	<b>Name of Work</b>	<b>Estimated Cost (Value of work put to tender) (Rs.)</b>	<b>Earnest money (2% of the estimated cost put to tender) (Rs.)</b>	<b>Eligibility of Contractors</b>	<b>Source of Funding</b>	<b>Time of completion of the work</b>
<b>1</b>	Supplying of ordinary security guard for the purpose of watching, guarding of Division office & Sech Bungalow premises at DVC New Colony under Durgapur Municipality in P.S.- Coke Oven for the period from August 2025 to September 2025	Rs. 96655.00	Rs. 1933.00	Bonafide outsiders having credential of execution of similar nature of work of value 50% of the amount put to tender within the last 5 year	<b>Non Plan</b>	Aug 25 to Sep 25
<b>2</b>	Supplying of ordinary security guard for the purpose of watching, guarding of Division office & Sech Bungalow premises at DVC New Colony under Durgapur Municipality in P.S.- Coke Oven for the period from August 2025 to September 2025	Rs. 96655.00	Rs. 1933.00		<b>Non Plan</b>	Aug 25 to Sep 25
<b>3</b>	Supply of Ordinary Mason, Ordinary Carpenter and mazdoor (Male/Female) office, Sech Bungalow and colony under Durgapur Municipality in P.S.- Coke Oven for the period from August 2025 to September 2025.	Rs. 95680.00	Rs. 1914.00		<b>Non Plan</b>	Aug 25 to Sep 25
<b>4</b>	Supply of Mathor mazdoor for maintenance of Barrage colony, high drain at DVC new colony under Block & P.S.- Barjora for the period from August 2025 to September 2025.	Rs. 55819.00	Rs. 1116.00		<b>Non Plan</b>	Aug 25 to Sep 25
<b>5</b>	Supply of Mathor mazdoor for maintenance of Damodar Headworks Division, Sub-Division office, Sech Bungalow and colony premises under Durgapur Municipality in P.S.- Coke Oven for the period from August 2025 to September 2025.	Rs. 96996.00	Rs. 1940.00		<b>Non Plan</b>	Aug 25 to Sep 25
<b>6</b>	Supply of ordinary security guard for the purpose of watching, guarding at north side main gate at DVC New Colony under Durgapur Municipality in P.S.- Coke Oven for the period from August 2025 to September 2025.	Rs. 96655.00	Rs. 1933.00		<b>Non Plan</b>	Aug 25 to Sep 25
<b>7</b>	Supply of Ordinary Security Guard for the purpose of watching, guarding at west side main gate at DVC New Colony under Durgapur Municipality in P.S.- Coke Oven for the period from August 2025 to September 2025.	Rs. 96655.00	Rs. 1933.00		<b>Non Plan</b>	Aug 25 to Sep 25
<b>8</b>	Supplying of mazdoor for sweeping and cleaning Durgapur Barrage road for the period from August 2025 to September 2025 under Damodar Headworks Sub-Division.	Rs. 92125.00	Rs. 1843.00		<b>Non Plan</b>	Aug 25 to Sep 25
<b>9</b>	Supplying unskilled mazdoor & mathor Mazdoor for cleaning and sweeping work and also supplying skilled labour for compliance of flood data, Irrigation data etc. of Durgapur Section – I for the period from August 2025 to September 2025 in P.S & Block – Barjora, Dist.- Bankura.	Rs. 96943.00	Rs. 1339.00		<b>Non Plan</b>	Aug 25 to Sep 25

Sd/-

Sub-Divisional Officer

Damodar Headworks Sub-Division

DVC New Colony, Durgapur-02



**Memo no:- 713/1(8)**

**Dated -28.07.2025**

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

1. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan
2. Nodal Officer, e-Governance Cell & Executive Engineer, D.V.C Study Cell, I & W Dte. 7<sup>th</sup> Fl. Jalasampad Bhaban, Saltlake,Kolkata-91. He is kindly requested to upload the notification in the Departmental website for wide circulation.
3. Executive Engineer, Damodar Head Works Division.
4. Sub-Divisional Officer, Guskara Irrigation Sub- Division.
5. Sub-Divisional Officer, Damodar Headworks Sub-Division, Durgapur.
6. Office Notice Board, D.C. No.-II Sub- Division.
7. Estimating Branch, D.H.W Division.
8. Accounts Section of D.H.W Division

**Sd/-**

**Sub-Divisional Officer**

**Sd/-**

**Sub-Divisional Officer**

**Damodar Headworks Sub-Division  
DVC New Colony, Durgapur-02**

**Form – 2****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.	2009-10		
2.	2010-11		
3.	2011-12		
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

\_\_\_\_\_  
Signature of the auditor

## Form – 3

## Completion Certificate (100 % Physical Completion)

1. Name of the work :
2. Name of the Client :
3. Amount put to tender :
4. Contractual Rate :
5. Date of Commencement :
6. Date of completion as per work order :
7. Actual date of completion :
8. Final gross value of the bill (if the final bill is : Prepared, otherwise mention N.A.)
9. Amount contained in the BOQ for the major items of work in lakh of Rupees, with reference to the major items stipulated in the Nit Major items are such items as broadly categorized below, which have weightage of 25 % or more in terms of monetary value, in respect of the amount put to tender.

Sl. No.	Major items	Total amount as per BOQ (Rs .In lakh)	Weightage in % of the total amount put to tender
1	2	3	4
1.	<u>Earth work :</u> Type-A : Earth work in dry excavation in irrigation canal / drainage channels or making embankments on rivers / sea front / drainage channels or irrigation canals, by manual / mechanical means including leads, lifts and disposal / transportation.  Type – B : Earthwork in wet excavation in flowing channels, by pontoon mounted excavators including leads, lifts and disposal / transportation.		
2.	<u>Brickwork of all kinds</u>		
3.	<u>Concrete Work :</u> RCC / PCC of all grades of concrete in hydraulic structures (i.e. structures on rivers / sea front / drainage channels or irrigation canals), including formwork and staging.		
4.	<u>Reinforcing Steel including Structural Steel</u> All kinds of steel works including supply / manufacture, placing, installation, etc.		
5.	<u>Protection work</u> ( On rivers, sea front, drainage channels, irrigation channels or on embankments facing these). Type-A : Cement concrete block pitching or lining / brick block pitching / boulder pitching / dry brick pitching / loose boulder / brick dumping / sausage/ aprons / filters (conventional or geo-jute or geo – synthetic) etc. including supply, carriage and laying at site..		
	Type – B : Bullah and bamboo related work, porcupine cages/spurs, nylon or other crates, gunny/geo-bags including supply, carriage, placing/driving in position at site.		
6	<u>Road work :</u> All items related to construction / renovation / improvement of bituminous roads.		

Note :

1. While calculating the amount, i.e. money value of the major items stated above amount of all sub-items included in the major items should be arithmetically added.
2. Completion Certificate(s) should be supported by BOQ(s)
3. Completion Certificate for fully (100 %) completed works will only be considered
4. Mention 'NA' in Col. 3 & 4 in case any off the major items are not included in the Completion Certificate. BOQ.
5. In case, there is any difficulty in getting the above table filled up in the office of the Authority issuing the completion certificate, signature of the issuing Authority may be obtained after SI.8. The table below SI.9 may be filled up by the tenderer himself in a separate sheet (title would be 'Fporm-3 Contd.') using the BOQ and to be signed by him.

Signature of the bidder

Signature of the issuing authority

**Form – 4****Declaration against Common Interest**

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. \_\_\_\_\_ Sl.No. \_\_\_\_\_ do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date :

\_\_\_\_\_

Signature