



Government of West Bengal  
Irrigation & Waterways Directorate  
**Estate Management Cell**  
Jalasampad Bhawan, 9<sup>th</sup> Floor, Salt Lake, Kolkata-700091  
e-Mail ID: emciwd@gmail.com

**NOTICE INVITING e-TENDER**

**e-NIT No. WBIW/EMC/CE(D&R)/e-NIT-02(e)/2025-26 (2<sup>nd</sup> Call Re-Tender) in connection with original e-NIT No. WBIW/EMC/CE(D&R)/e-NIT-01(e)/2025-26**

Encrypted electronic bids are hereby invited by the *Superintending Engineer of Estate Management Cell (EMC), Irrigation & Waterways Directorate* on behalf of the Governor of the State of West Bengal through a single stage two part e-Procurement System; (Part I: Techno-commercial bid and Part II: Financial bid) for the 'LIST OF WORKS' given in the next page from eligible Bonafide contractors/agencies/bidders having specified Pre- Qualification (eligibility) credential for execution of works of similar nature and desired financial capabilities. The technical bid in Part-I would require the bidder to qualify for the next phase of financial bid: Part-II, in which L1 bid price would determine the final selection and acceptance of a bidder for award of the Procurement of Goods & Works contract. Intending contractors/bidders desirous of participating in this e-Tender are required to login to the Government of West Bengal e-Procurement website having URL <https://wbteners.gov.in> and locate the instant tender by typing WBIW/EMC/CE(D&R)/e-NIT-0...(e)/2025-26 in the search engine provided therein, or by logging-in using their assigned User ID and password. They may also visit the official website of the Irrigation & Waterways Department, Government of West Bengal [www.wbiwd.gov.in](http://www.wbiwd.gov.in) to locate the same e-Tender by scrolling the "e-Procurement" link.

Contractors/bidders willing to take part in the e-Tender are required to obtain a valid Digital Signature-Certificate (DSC) from any of the authorized 'Certifying Authorities' (CA) under Controller of Certifying Authorities (CCA), Department of Electronics & Information Technology (DEIT), Govt. of India. (viz. NIC, n-Code Solution, Safe script, e-Mudhra Consumer Services Ltd, TCS, MTNL, IDRBT) or as notified by the CA /Finance Department, GoWB from time to time. DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from any of the above CA, they are required to register the fact of possessing the DSC through the registration system available in the above-mentioned websites. A list of such licensed CAs' is also available in the CCA website [cca.gov.in](http://cca.gov.in). The prospective contractors / bidders may contact the Departmental e-Tendering Help desk located at the 7th Floor of Jalasampad Bhawan at Bidhannagar, Sector-II, Kolkata, through e-mails [irrigationhelpdesk@gmail.com](mailto:irrigationhelpdesk@gmail.com) and [dvcsc6816@gmail.com](mailto:dvcsc6816@gmail.com) or Telephone No. 033-23346098 and the State Level e-Procurement Help Desk located at the Ground Floor of Jalasampad Bhawan through e-mail [wbehelphdesk@gmail.com](mailto:wbehelphdesk@gmail.com) or Ph:(033)-2334 5161 on any working day between 10.30AM-5.30PM for any query on e-Tendering procedure, obtaining DSC and free of cost training on e-Procurement procedure.

Intending contractors/bidders are required to download the e-Tender documents directly from either of the websites stated above. **This is the only mode for submission of a tender.** The interested bidders eligible for the tender are required to submit their bids through the e-Procurement System using their valid DSC e- Token with assigned PIN using login ID and password. Details of e-filing procedure for participating in e- tenders under State Government have also been explained in the 'Bidders' Manual', available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in).

**Last date & time of submission of bid electronically, is on 23/9/2025 till 17.00 Hours IST (5 PM).**

The applicant bidders/contractors are advised to carefully read all the 'Terms & Conditions' contained in this e-Notice Inviting Tender (e-NIT). He/she should particularly go through the minimum desired Pre-qualification (PQ)works credential & financial eligibility criteria and satisfy himself/herself of all the mandatory eligibility requirements. Bidders desirous of participating in the e-Tender should submit bids only if they fulfill the minimum PQ eligibility criteria and are in possession of all the required PQ Credential documents "in original" as these may be summoned by the Tender/Technical Bid Evaluation Committee for verification purposes.

All information published in the website consisting of e-NIT and other related documents uploaded by the selected bidder, WB Works Contract Form No. 2911, Bill of Quantities (BOQ), EMD exemption order, if any, corrigenda and drawings etc. if any, shall form a part of the Agreement / contract document.

### DETAILS OF SERVICE

e-NIT No- WBIW/EMC/CE(D&R)/e-NIT-02(e)/2025-26(2nd Call Re-Tender)

Sl no	Name of services	Designated Executive Engineer to function as DDO & EIC (In case of more than one is engaged, EIC to be decided by the Tender Accepting Authority)	Amount put to Tender (Tender Value) (Rs)	Earnest Money Deposit (Rs)	Time allowed for completion (In English Calendar days)	Source of Fund	Minimum eligibility criteria to match the Prequalification (PQ) works credential in terms of execution of similar previous works contract (*)	List of custodian Officers of the Bungalows
1	2	3	4	5	6	7	8	9
01.	"Day to day operation and upkeep of 20 nos. A+ category of Inspection Bungalows belonging to I&WD, GoWB spread over various districts in the State for a period of 365 days (12 Months)".	Executive Engineer, Metropolitan Drainage Division No. 1, Jalasampad Bhavan, Salt Lake.	7,72,11,072.00	10,00,000.00	365 days including all holidays.		<p>Summary of minimum eligibility requirements for technically qualifying for next part of financial bidding of this e-Tender:</p> <p><b>A. Technical PQ Credential:</b></p> <p>i. The bidder must have satisfactorily executed at least 1 (one) work of '<b>similar in nature involving Facility Management Services</b>' under any Government Sector within last five FYs on the date of publication of this NIT of Gross monitory value of <b>Rs 231.63 Lakh (more or less 30% of the Amount put to Tender)</b>. Gross monitory value is calculated based on final billed value given in <b>Credential Certificate (CC)</b> multiplied by inflationary factor executed within preceding five FYs of similar nature for which the bidder chooses to participate in this NIT.</p> <p>ii. Pre-Qualification criteria of '<b>similar in nature</b>' will be established, if summation of monitory values of any one of the following items or conglomeration of items derived from the BOQ of the instant work tendered in this e-NIT when multiplied by <b>0.25, the resultant monitory value</b> is less than or equal to the</p>	List of custodian Estate Officers and Junior Estate Officers is attached as <u>Annexure -A</u>

Sl no	Name of services	Designated Executive Engineer to function as DDO & EIC (In case of more than one is engaged, EIC to be decided by the Tender Accepting Authority)	Amount put to Tender (Tender Value) (Rs)	Earnest Money Deposit (Rs)	Time allowed for completion (In English Calendar days)	Source of Fund	Minimum eligibility criteria to match the Prequalification (PQ) works credential in terms of execution of similar previous works contract (*)	List of custodian Officers of the Bungalows
							<p>monetary value of the corresponding item / conglomeration of items of the BOQ in the bid submitted as PQ work credential multiplied by inflationary factor (at Clause 7I (a)) as stated below:</p> <p>a. Major Item description in brief: Supply of various categories of man powers required for functioning of Bungalows, Guest Houses, Hotels, Airports, Railway stations, Hostels, Banks etc.</p> <p>b. Minimum gross Notional value of above Major Item desired is for <b>Rs 193.25 Lakh</b></p> <p><b>B. Financial eligibility as PQ Credential</b> in three FY out of preceding five FYs:</p> <p>a) Average of Gross Annual Turnover of the bidder for any three FYs within immediately preceding five FY on the date of publishing of NIT as stated in clause 7V should be at least <b>Rs.695.00 lakh</b></p> <p>b) Bidder's Net worth in any three preceding financial years within the zone of preceding five financial years should be positive (determined from Audited Profit &amp; Loss Accounts and corresponding audited balance sheets stated in Clause 7v)</p>	

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							c) Both A & B stated above should be simultaneously fulfilled as minimum PQ eligibility for qualifying in the Technical Bid Evaluation stage for final selection in financial bid stage based on quoted bid price, and all claims for eligibility are to be substantiated with valid legally authentic documents during submission of on-line bid itself.	

(\*) 1. Consortiums & Joint Ventures, are not eligible to participate in this tender.

2. While quoting their rate(s) bidders are requested to consider all prevailing duties, taxes, royalty, cess, GST etc. as promulgated by Govt. of India/Govt. of West Bengal.

3. During offering of rate(s) by the Bidder(s), they are to consider minimum wages under relevant Govt Orders and other Labour laws in vogue.

# I&WD Category A+ Inspection Bungalows and their manpower engagement proposal

**Name of the Work: - "Day to day operation and upkeep of 20 nos. A+ category of Inspection Bungalows belonging to I&WD, GoWB spread over various districts in the State for a period of 365 days (12 Months)".**

Sl. No.	Name of the Bungalow and location	Name of custodian I&WD Division with Circle	Number of Rooms	Other spaces	Availability of Kitchen facility	Existing Govt. Staff	Manpower to be deployed by private Agency through this Tender	Availability of unfurnished Bachelor's accommodation within the campus for hired personnel
<b>CATEGORY-A+ Bungalows falling under ZONE-A,</b>								
1	Sech Niwas, Jalpaiguri	Jalpaiguri Irrigation Division under North East Irrigation Circle-II	9 7 A.C. rooms 2 Non- A.C rooms	Conference Hall-1 Dining room-1 Driver's room-1 Common Toilet - 1 Visitor's Room - 1 Office Room - 1	Yes	Night Guard – 2 Gr. D Staff - 2 Contractual Gr. D Staff - 2	Head Cook-1 Cook -1 Manager-1 Steward-2 Housekeeping Boy-2 Sweeper/Cleaner-2 Security Guard-2	To be arranged by Department
2	Teesta Prkalpa Bhawan, Tinbatti, Siliguri	Mahananda Barrage Division under Mahananda Barrage Circle	6 (A.C.)	Conference Hall-1 Dining room-1 Common Bathroom-1	Yes	Gr.D Staff – 1, work charge staff- 2 Contractual Gr.D Staff -3	Head Cook-1 Cook -1 Manager-1 Steward-1 Housekeeping Boy-2 Head Mali-1 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department
3 (i&ii)	Amrapali Bhawan, Malda (VVIP Bungalow) & Mahananda Bhawan, Malda	Malda Irrigation Division under North Irrigation Circle-I	4 (A.C.) +5 (A.C)	Conference Hall - 1+1 Dining room- 2+1 Drawing room -3+0 Common Bathroom – 3+2 Driver's room -0+ 1	Yes	Gr.D Staff – 2+5 (DG operation under AMC)	Head Cook-1 Cook-1 Manager-1 Steward-2 Housekeeping Boy-4 Head Mali-3 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department.

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Sl. No.	Name of the Bungalow and location	Name of custodian I&WD Division with Circle	Number of Rooms	Other spaces	Availability of Kitchen facility	Existing Govt. Staff	Manpower to be deployed by private Agency through this Tender	Availability of unfurnished Bachelor's accommodation within the campus for hired personnel
<b>CATEGORY-A+ Bungalows falling under ZONE-A,</b>								
4	Sech Nivas, Berhampore, Murshidabad	Berhampore Irrigation Division under North Irrigation Circle-II	8 (A.C.)	Conference Hall -1 Dining room- 1 Drawing room - 1 Staff room-1 Store room-1 Driver's room-2 Common Bathroom - 1	Yes	Cook-cum-Chowkidar- 1 Nightguard - 1 Contractual Gr. D Staff - 1. Sweeper-1	Head Cook-1 Steward-2 Manager-1 Housekeeping Boy-3 Head Mali-1 Sweeper/Cleaner-1 Security Guard-3 DG Operator-1	To be arranged by Department
5	Khoai Inspection Bungalow, Bolpur, Birbhum	Mayurakshi South Canals Division under Mayurakshi Canal Circle	4 (A.C.)	Conference Hall -1 Dining room- 1 Common Bathroom - 2	Yes	Gr. D Staff - 2 Night Guard - 1, Private security guard- 3	Head Cook-1 Cook -1 Steward-2 Manager-1 Housekeeping Boy-3 Head Mali-1 Sweeper/Cleaner-2 DG Operator-1	To be arranged by Department

# I&WD Category A+ Inspection Bungalows and their manpower engagement proposal

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Sl. No.	Name of the Bungalow and location	Name of custodian I&WD Division with Circle	Number of Rooms	Other spaces	Availability of Kitchen facility	Existing Govt. Staff	Manpower to be deployed by private Agency through this Tender	Availability of unfurnished Bachelor's accommodation within the campus for hired personnel
<b>CATEGORY-A+ Bungalows falling under ZONE-A,</b>								
6	Palla Inspection Bungalow, Purba Bardhaman	EE-I, Damodar canal Division-I under Damodar Irrigation Circle	4 3 A.C. rooms 1 Non- A.C rooms	Dining room- 1	Yes	Chowkidar-1	Head Cook-1 Cook -1 Steward-2 Manager-1 Housekeeping Boy-2 Head Mali-1 Sweeper/Cleaner-2 Security Guard-3	To be arranged by Department
7	Kanainatsal Inspection Bungalow, Purba Bardhaman	EE-I, Damodar canal Division-I under Damodar Irrigation Circle	5 (A.C.)	Drawing room -1 Dining room - 1 Driver's room -1 Common bathroom - 1 Store room - 2 Manager room - 1	Yes	Chowkidar-1	Head Cook-1 Cook-1 Steward-2 Manager-1 Housekeeping Boy-4 Head Mali-2 Sweeper/Cleaner-2 Security Guard-3	To be arranged by Department
8	Sech-Bungalow, Durgapur, Paschim Bardhaman	Damodar Head works Division under Damodar Irrigation Circle	8 4 A.C. rooms 4 Non-A.C rooms	Drawing room -1 Dining room - 1 Common bathroom - 1	Yes	Cook cum Chowkidar-1. Chowkidar-1, Group-D-6	Head Cook-1 Manager-1 Steward-2 Housekeeping Boy-4 Head Mali-1 Sweeper/Cleaner-2 Security Guard-3	To be arranged by Department

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Sl. No.	Name of the Bungalow and location	Name of custodian I&WD Division with Circle	Number of Rooms	Other spaces	Availability of Kitchen facility	Existing Govt. Staff	Manpower to be deployed by private Agency through this Tender	Availability of unfurnished Bachelor's accommodation within the campus for hired personnel
<b>CATEGORY-A+ Bungalows falling under ZONE-A,</b>								
9	Digha Irrigation Inspection Bungalow, Purba Medinipur	Contai Irrigation Division under Western Circle - III	11 8 A.C. rooms 1 Non-A.C rooms 2 VIP rooms	Meeting rooms-2 Dining room-2 Kitchen-2 Driver's room-1	Yes	Gr. D Staff-1 Contractual Gr. D-1	Head Cook-1 Cook-2 Manager-1 Steward-4 Housekeeping Boy-4 Head Mali-2 Sweeper/Cleaner-3 Security Guard-4	To be arranged by Department
10	Inspection Bungalow, Diamond Harbour, South 24 PGS	EE-II, Canals Division under Eastern Circle	4 (A.C.)	Drawing room, Dining room-1, Steward/Driver's room -3	Yes	Gr D Staff – 4 Contractual Gr D Staff – 5	Head Cook-1 Cook-1 Steward-2 Manager-1 Housekeeping Boy-1 Head Mali-1 Sweeper/Cleaner-2 Security Guard-4 DG Operator-1	To be arranged by Department



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Sl. No.	Name of the Bungalow and location	Name of custodian I&WD Division with Circle	Number of Rooms	Other spaces	Availability of Kitchen facility	Existing Govt. Staff	Manpower to be deployed by private Agency through this Tender	Availability of unfurnished Bachelor's accommodation within the campus for hired personnel
<b>CATEGORY-A+ Bungalows falling under ZONE-A,</b>								
11	Atrai Bhawan, Balurghat, Dakshin Dinajpur	South Dinajpur Irrigation Division under North Irrigation Circle-1	3 Nos. AC Rooms	Drawing room, Dining room-1, Kitchen cum store-1, Attendant/Driver's room -1	Yes	NIL	Head Cook-1 Cook-1 Steward-2 Manager-1 Housekeeping Boy-2 Head Mali-1 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department
12	Purulia Inspection Bungalow, Purulia	Purulia Irrigation Division under Purulia Circle	6 (A.C.)	Drawing room -1 Dining room – 1	Yes	NIL	Head Cook-1 Cook-1 Steward-2 Manager-1 House keeping Boy-2 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department

# I&WD Category A+ Inspection Bungalows and their manpower engagement proposal

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Sl. No.	Name of the Bungalow and location	Name of custodian I&WD Division with Circle	Number of Rooms	Other spaces	Availability of Kitchen facility	Existing Govt. Staff	Manpower to be deployed by private Agency through this Tender	Availability of unfurnished Bachelor's accommodation within the campus for hired personnel
<b>CATEGORY-A+ Bungalows falling under ZONE-A,</b>								
13	Rondia Inspection Bungalow, Purba Bardhaman	Damodar Head works Division under Damodar Irrigation Circle	4 (A.C.)	Drawing room-1 Dining room-1 Driver's room-1	Yes	Mali-1	Head Cook-1 Cook-1 Steward-2 Manager-1 Housekeeping Boy-2 Head Mali-1 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department
14	New Guest House, Salt Lake, North 24 PGS	Metropolitan Drainage Division -I under Metropolitan Drainage Circle	10 (A.C.)	Dining room – 1 Kitchen-Yes. Conference room-1 Service room-1 Driver's dormitory-2 bedded. Driver's room-2 bedded	Yes	NIL	Head Cook-1 Cook-1 Steward-2 Manager-1 Housekeeping Boy-2 Head mali-1 Sweeper/Cleaner-2 Security Guard-4	<b>(Presently functioning as temporary office of EE, Canals Division in the ground floor)</b>
15	Sashati Irrigation Bungalow, Howrah	Howrah Irrigation Division	2 2 A.C. rooms	Dining room-1 Driver's room-2	Yes	NIL	Head Cook-1 Cook-1 Steward-2 Manager-1 Housekeeping Boy-2 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department <b>(Under construction, to be completed in two months)</b>

## I&WD Category A+ Inspection Bungalows and their manpower engagement proposal

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Sl. No.	Name of the Bungalow and location	Name of I&WD Division with Circle	Number of Rooms	Other spaces	Availability of Kitchen facility	Existing Staff	Manpower required to be deployed through private participation	Availability of unfurnished Bachelor's accommodation within the campus for hired personnel
<b>CATEGORY-A+ Bungalows falling under ZONE-B</b>								
16	Swarupganj Inspection Bungalow, Nadia	Nadia Irrigation Division under North Irrigation Circle-II	3 (A.C.)	Dining room- 1	Yes	W/C Gr. D Staff – 1 Contractual Gr. D Staff –4	Head Cook-1 Cook-1 Steward-2 Manager-1 Housekeeping Boy-2 Head Mali-2 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department
17	Mayurakshi Bhawan, Massanjore, Dumka, Jharkhand	Mayurakshi Head Quarters Division under Mayurakshi Canal Circle	6 (A.C.)	Drawing room cum Dining room-1 Common toilet-1 Four bedded Driver's room-1	Yes	Cook-1. Gr D Staff – 5. Part time Sweeper-6	Head Cook-1 Steward-4 Manager-1 Housekeeping Boy-4 Head Mali-1 Sweeper/Cleaner-1 Security Guard-4 DG Operator-1	To be arranged by Department

# I&WD Category A+ Inspection Bungalows and their manpower engagement proposal

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Sl. No.	Name of the Bungalow and location	Name of I&WD Division with Circle	Number of Rooms	Other spaces	Availability of Kitchen facility	Existing Staff	Manpower required to be deployed through private participation	Availability of unfurnished Bachelor's accommodation within the campus for hired personnel
<b>CATEGORY-A+ Bungalows falling under ZONE-B</b>								
18	Kangsabati Bhawan, Mukutmanipur, Khatra, Bankura	Kangsabati Canal Division No-II under Kangsabati Circle-I	6 (A.C.) 1 VIP room	Drawing room -1 Dining room – 1 Driver's room -1 Annex Building – 2 (good condition)	Yes	Cook-1 Contractual Gr. D Staff-1 Sweeper-1.	Head Cook-1 Steward-3 Manager-1 Housekeeping Boy-3 Head Mali-2 Sweeper/Cleaner-1 Security Guard-4 D.G Operator-1	To be arranged by Department
19	Sagar Sinchan, Ganga Sagar, South 24 PGS	Kakdwip Irrigation Division under Eastern Circle	6 (A.C.)	Dining room – Dormitory-20 bedded	Yes	Gr D Staff – 3	Head Cook-1 Cook-1 Steward-4 Manager-1 Housekeeping Boy-2 Head Mali-1 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department
20	Hawa Mahal, Gajoldoba, Jalpaiguri	Teesta Barrage Division under Teesta Barrage Circle	4 (A.C.)	Conference Hall -1 Dining room– 1 Common Bathroom - 2	Yes	Cook cum Chowkider-1	Head Cook-1 Steward-2 Manager-1 House keeping Boy-2 Sweeper/Cleaner-2 Security Guard-4	To be arranged by Department

**(General Terms & Conditions of contract: 'Tender value' above Rs.700.00 lakh)**

**1. Eligibility for participation in e-tender under National Competitive Bidding (NCB)**

All Bonafide Indian contractors/Agencies/Organizations, Registered Companies/ Firms including Registered Partnership Firms, Proprietorship Firms, and contractors/bidders of equivalent grade or class having Pre-Qualification (PQ) Credential in the Government of West Bengal, Union Government Departments/ Other State Government Departments/ Ministry of GoI, Public sectors, Autonomous Authorities and other similar organizations of GoI and State Governments/PSU and Corporations of Government of India and other States having successfully completed at least one similar in nature project and not otherwise debarred are eligible to participate, subject to fulfilling other PQ eligibility criteria laid down in the subsequent paragraph.

**Note: Consortiums and Joint Ventures do not qualify to participate in this tender.**

**2. Participation in more than one serial of work out of list of works published in the one e-NIT.**

Any contractor/bidder may bid for any number of Serials of work in a particular e-NIT, if more than one work has been published in that e-NIT, subject to fulfillment of all of the following conditions:

- a. There should be full compatibility (matching between the technical PQ credential submitted by the bidder in the form of Credential Certificate (CC) along with other relevant documents as stated under Clause 4.2B III) relating to any work successfully completed by the bidder and technical PQ criteria specified in the e-NIT for any particular serial of works for which the bidder intends to bid. In other words, technical PQ credential certificate along with relevant documents submitted for any work should at the minimum; satisfy the technical PQ 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 4.2B III. 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 technical PQ 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 4.2B III, in case of bidding for more than one serial will lead to rejection of all the bids.
- b. Average of gross annual turnover of the individual bidder/Organization for any three financial years within preceding five financial years, as stated under Clause 7V, should not less than the summation of turnover requirements of the relevant individual serial of works for which the bidder intends to bid.

**3. Pre-bid Meeting:**

'Pre-Bid' meeting would be held in the office chamber of the Tender Inviting Authority (TIA) preferably on Day 7 from the date of publication of e-NIT, which shall be notified in the date schedule of e-NIT for all works having tender value above Rs.7.00 crore in order to acclimatize the prospective contractors/bidders through an interactive open session, replying to their queries, and clear doubts in connection with the tendered work/s, if any. The minutes of this pre-bid meeting containing clarifications if any, would be uploaded by the TIA within 2 (two) working days in the designated tender folder in e-Procurement portal.

**4. Submission of bid**

**4.1 General procedure for submission of e-bid**

Bids are to be submitted electronically in the on-line mode through the e-Procurement portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in). All documents uploaded by the Tender Inviting Authority forms an integral part of the works contract. Contractors/bidders are required to upload the entire tender documents along with all other relevant PQ Credential documents as asked for in the e-NIT, electronically, through the above portal within the stipulated date and time as notified in the e-NIT. Tenders are to be submitted in two parts/folders at the same time for each work, one being 'Technical Proposal' and the other 'Financial Proposal'. The contractor/bidder should carefully go through all the documents of the e-tender and upload the scanned copies of his/her/their original documents in 'Portable Document Format' (PDF) files in the designated links in the web portal as their 'Technical Bid'. He/she needs to fill up the financial offer/bid price /rates in percentage above or below or 'At-Par' in the downloaded BOQ of the work in the designated cell in 'Excel sheet only', and upload the same in the designated link of the portal as their 'Financial Bid'. Documents uploaded are virus scanned and required to be

digitally signed using their 'Digital Signature Certificates' (DSC). Contractors/bidders should especially take note of all the *Addenda* or *Corrigenda* notices related to the e-Tender and upload all of these documents forming a part of their e- bid as tender document. Documents digitally signed and uploaded in the e-Tender portal by the contractors/bidders containing requisite information & financial bid/rate comprising '*Technical bid*' and '*Financial bid*' are submitted concurrently, which cannot be changed after end date and time fixed for submission of the e-Tender. Extension of last date for e-bid submission or insertion of any of Addendum/Corrigendum, if unavoidable is to be notified as per Finance Department guidelines in the e-Procurement Portal, Departmental website, Newspapers and in Notice boards. Whenever any corrigendum is issued irrespective of the content (date corrigendum or otherwise), due date of submission of bid will be extended by 7 (seven) calendar days to be published before expiry of the last date for original validity period of bid submission. Extension of last date and time for bid submission by issuance of a Corrigendum shall not be treated as 2nd Call or Re-tender.

#### 4.2 Technical Proposal

The Technical Proposal should contain scanned PDF files of all documents in the following standardized formats in two part covers or folders.

Cover No	Cover	Document Type	Descriptions
1	Pre-Qual/Technical	.pdf	NIT Corrigendum
		.pdf	Agreement_2911
		.pdf	Forms
		.pdf/jpg/WinRAR	Drawings
		.pdf/jpg	BAR_CHART
2	Finance	.xls	BOQ

#### 4.2A Descriptions of Technical (Pre-Qual) Covers

- 'NIT Corrigendum folder':** e-Notice Inviting Tender is *to be downloaded in entirety, digitally signed and uploaded during e-bid submission in "NIT Corrigendum" folder.* '**Corrigenda/Addenda**' if published in connection with the NIT is to be digitally signed and uploaded in the '**NIT Corrigendum**' folder merged with e-NIT documents during e-bid submission. If there is deviation from that what is published in the e-NIT, the bidder shall be liable for disqualification, since it cannot be concluded that the bidder has quoted its financial bid based on the tender rules and work requirements.
- 'Agreement\_2911' folder:** Contract /Agreement in WB Form No. 2911, published in the e-Tender are *to be downloaded digitally signed and uploaded during e-bid submission in Agreement\_2911 folder.*
- 'Forms' folder:** Applications for e-Tender: vide self-declaration format in specimen Form-1, Self-declaration of bidder not having common interest as a different bidder organization in any other work tendered under different serials of this particular e-NIT *vide specimen Form-2*, Power of Attorney to sign contract/Agreement on behalf of a Registered Company, Government Undertakings, autonomous organizations, *vide specimen Form-3*, and self-declaration on antecedents and performance of the bidder in specimen Form-4. *All above forms are to be filled up completely, digitally signed and uploaded during bid submission in "Forms" folder.*

#### 4.2 A NOTE:

- Contractors/bidders are required to keep track in the e-Procurement website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) for all the Addenda or Corrigenda notices and other documents published in connection with a particular e-Tender and upload the same, digitally signed along with the ire-bids. Tenders submitted without Addendum/Corrigendum are treated as in complete and thereby liable for disqualification or rejection.
- Form 1, Form 2, Form 4 are mandatory for all bidders. Form- 1, Form-2, Form-3 (not applicable for proprietorship and partnership Firms and applicable for Companies/Corporation/Undertakings/autonomous bodies), Form 4 are taken from bidders by TIA as bidders self-declarations' or undertakings. These formats are specimens or samples only and deviation from specimen format is not a sufficient ground for rejection of the bid. Relevant blank Forms are to be firstly downloaded by the bidders from the NIT in e- Procurement portal, filled up completely and again uploaded with their electronic bid.

**4.2B. My Document [OID\*Cover]:**

It is desired that PDF files of all other original documents in support of their eligibility and PQ credential shall have to be submitted under the OID cover folders as detailed below:

**My Document Format for uploading in OID folder: -**

Sl. No.	Category	Sub-category	Sub-category description	Remarks if any
I	Certificates	1. <i>certificates.pdf</i> 2. <i>GST registration certificates.pdf</i>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Valid PAN Card in the name of bidder/organization</li> <li>3. Income Tax Returns of last three financial years including the latest one available.</li> <li>4. Valid GSTIN under GST Act &amp; Rules</li> <li>5. Valid Provident Fund Registration Certificate.</li> <li>6. Valid ESI Registration Certificate.</li> <li>7. Valid Labour Licence.</li> </ol>	Refer to Clause 4.2C(I) for details
II	Company Details	<i>companydetails.pdf1</i> <i>companydetails.pdf2</i>	<ol style="list-style-type: none"> <li>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. Valid Trade License would have to be submitted to the TIA before signing of Tender Agreement, if the bidder is finally selected i.e. found to be L1, failing which his EMD of the tender may be forfeited and penal actions taken as per tender rules &amp; orders.</li> <li>OTHER REQUIREMENTS: -</li> <li>2. For Partnership Firms: Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms</li> <li>3. For Companies: Incorporation Certificate, Memorandum of Articles of ROC, List of current owners/ Directors/Board Members</li> <li>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 &amp; Rules</li> <li>5. An undertaking in plain paper is to be submitted with the bid as a self-declaration by the applicant bidder that it is not debarred from participating in Govt. works/tenders by any State Govt or Govt. of India.</li> </ol>	Refer to Clause 4.2C(II) for Details
III	Credential of work	Credential pdf 1 Credential pdf 2	<ol style="list-style-type: none"> <li>1. BOQ and Work Order/ Award of Contract of LOA/LOI duly authenticated by issuing authority.</li> <li>2. Pre-Qualification (PQ) Work credential of one 100% completed work as desired in the NIT as the Credential Certificate (CC) duly</li> <li>3. Authenticated by competent authority.</li> </ol>	Refer to Clause 4.2C(III) for details

IV	<b>Financial Information</b>	1. P/L and audited Balance sheet for year -1.pdf2 2. P/L and audited Balance sheet for year-2.pdf3 3. P/L and audited Balance sheet for year-3.pdf4.	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 e-NIT	Refer to Clause 4.2C(IV) for details
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\*OID denotes Other Important Documents.

**Note:**

i. It is desirable but not mandatory that all documents stated above in PDF files shall be uploaded by bidders only in specified designated folders. No off-line document will be accepted and considered during tender evaluation stage from bidders before publishing result of final selection of L1 by publication of FBE sheet. Verification of authenticity of bid documents during bid evaluation by Technical Bid Evaluation Committee (TEC) within Estate Management Cell may be undertaken from bidders or directly from PQ Credential issuing authority.

ii. Validity of documents submitted by bidder shall stand determined on the date of publication of tender notice (e-Notice Inviting Tender)

**4.2 C(I) Certificate/s:** The documents mentioned below under Serial a, b & c are to be uploaded as 'PDF' files in Certificate.pdf1 (*name of the file should be "certificates.pdf"*)

The document mentioned under Sl. d below is to be uploaded in GST Registration Certificate. pdf file.

- a. Latest available Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States if applicable. If waiver of PT is applicable in case of other States/ U.T., an undertaking in plain paper to be submitted with the e-bid, that PT registration in West Bengal would be done before receiving payment of any bill against the work, if the bidder is finally selected for the project.
- b. Valid PAN Card of the bidder/s are required,
- c. Income Tax Returns of last three financial years including the latest one available under IT Act & Rules, whichever latest available with the bidder.
- d. Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017 & Rules of the bidder to be uploaded in 'GST registration certificate pdf'.
- e. **Valid PF Registration Certificate.**
- f. **Valid ESI Registration Certificate**
- g. **Valid Labour License**

**4.2C(II)** All documents mentioned in tabular format under Clause 4.2B and also detailed below should be uploaded during electronic bid submission in PDF files with the *name of file should be "companydetails.pdf"*

- i. For Partnership Firms: Documents of Registration of Partnership Firms in the certified copy of 'Form No. VIII,' issued under Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms. In case a Partnership Firm is yet to receive Form No. VIII, a "Memorandum" issued by the Registrar of Firms may also be accepted.
- ii. For Companies: Incorporation Certificate, valid Trade License or acknowledgement of issuing authority of receipt of application for Trade License / renewal, 'Memorandum of Articles' registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of owners/ Directors/Board Members are to be uploaded with the e-bid.
- iii. For State Registered Co-operative Societies:
  - a. Society Registration Certificate from ARCS (Assistant Registrar of Co-operative Societies, GoWB and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011 and all amendments.
  - b. Latest Auditor's Report of Directorate of Co-operative Audit under Department of Co-operative, Government of West Bengal within preceding five financial years as per Societies Act & Rules.

*Self-declarations in specimen Form-3 regarding authorized user of DSC and signing of bills and works contract if selected to be submitted with the e-bid. Power of Attorney of competent owners/first promoters is to be submitted, if the power is delegated for signing of Agreements/s to persons on behalf of the bidder/s.*



#### **4.2C(III) Eligibility criteria based on Credential of work/Pre-qualification Work Credential “credential.pdf”**

- i. Bill of Quantities (BOQ) along with Work Order/Award of Contract; duly authenticated by the competent issuing authority is to be submitted under technical cover (*name of file should be “credential.pdf 1”*).
- ii. Pre-Qualification (PQ) credential of one 100% completed work of Gross Notional Value as desired in the NIT as the Credential Certificate (CC) duly authenticated by competent authority. (*Name of file should be “credential.pdf 2”*).

#### **4.2 C(IV) Financial credential explanation:**

- a. Profit & Loss Accounts and Audited Balance Sheets of any three financial years within zone of preceding five financial years duly authenticated by licensed auditor regarding Annual Turnover from business containing relevant Annexure of IT Form 3CA/3CB/3CD U/S 44 AB of I.T Act as applicable for the bidder, in each financial year. It is to be evaluated by the Technical Bid Evaluation Committee as average or arithmetic mean over the said three financial years, to be uploaded in Profit & Loss & Balance Sheet. pdf. Auditor’s certificate should contain his/her Membership/Registration no. of Registered Audit/CA Firm and contact details for verification purpose.
- b. If the total sales, turnover or gross receipts does not exceed Rs1.0 crore in the financial year, then tax audit will not apply to such businesses.

**Note:** a. *If the bidder Company/Firm was set up less than three years ago, audited balance sheets and P/L Accounts for the number of years since inception are to be submitted under Technical cover and the average value would be evaluated only for the period since inception and not three years.*

b. Any additional document considered necessary by the bidder related to 4.2B (IV).

c. *No file in Technical/Pre-Qual cover or OID cover folder is allowed to be kept blank/empty. Where ever the Forms and documents are uploaded by the Tender Inviting Authority, the same is to be downloaded, duly filled up, converted to PDF file, and again uploaded after digital signing, forming a part of tender document.*

#### **4.3 Financial proposal/bid under financial cover: -**

The financial bid should contain the following documents in one cover or folder.

- i. **Bill of Quantities (BOQ):** The contractor/bidder is required to quote the financial offer/ bid price or rate as percentage above or below the estimated amount put to tender or ‘at-par’ with tender value, in the space marked for quoting rate in the BOQ of the tendered work.
- ii. Only the downloaded sheet of the above document in Excel format is required to be uploaded by the contractor/bidder.
- iii. BOQ without a valid numeric rate at the designated space provided in the BOQ will be disqualified and rejected outright. Contractors/bidders willing to quote “at-par” rate shall need to write “0” in the ‘space’ provided for rates in the BOQ of the tendered work.

#### **5. Tender Fee and Earnest Money Deposit (EMD)**

##### **i. Tender Fees:**

Entire set of e-Tender documents are made available free of cost through the State Government e-Procurement portal having URL <https://wbtenders.gov.in> and also available in the e-Procurement link of Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in). Cost for tender documents will not be charged even during execution of a formal tender contract/agreement. However, the contractors/bidders may wherever necessary shall be suitably charged for additional/multiple copies of drawings, specifications; Schedule of Rates booklet etc. and such fee may be suitably determined by the Tender Inviting Authority as per existing Rules.

##### **ii. (a) Earnest Money Deposit (EMD):**

Bidders are required make payment of Earnest Money (EMD) through the e-Payment banking system, on-line and should read in advance the instructions carefully, particularly those contained in the challan generated in the e-transaction of the portal, if opted for EMD payment through RTGS/NEFT. Only if the bidder is exempted from payment of EMD by the State Finance Department, the Govt order for such exemption is to be uploaded while opting for EMD exemption category Any misjudgment and resultant non submission of EMD will lead to summarily rejection of the bid/tender. **The quantum of Earnest**

**Money Deposit shall be 2% of the amount put to tender or Rs. 10 Lakh whichever is lower.**

**5.ii. (b) Additional Performance Bank Guarantee:**

“Additional Performance Security” has been made mandatory which shall be obtained only from the successful L1 bidder, if the accepted bid price is below 20% of tender BOQ or below by more than 20% of the tender BOQ. This Additional Performance Security shall be equal to 10% of the tendered amount i.e. 10% of the L1 bid price.

The Additional Performance Security shall have to be submitted by the selected L1 bidder after issuance of Letter of Acceptance / Letter of Invitation (LoA/LoI) within seven working days and before issuance of Award of Contract (AoC) in the form of “Bank Guarantee” of any Scheduled Bank approved by RBI, payable at Kolkata or / in West Bengal, as per specimen format Form-6. If the bidder fails to submit the said value of BG as Additional Performance Security within the seven working days, he may pray for extension of BG submission date within the prescribed 7 days period by another seven days with reasons to be recorded in writing (which is 14 working days from date of issuance of LoA). Else, its/their Earnest Money Deposit (EMD) will be forfeited without any prejudice by the tender inviting authority and the defaulting bidder also debarred from further participation in all future I&WD tenders for a period of one year for committing the offence on the first occasion and for a period of two years for recurrence of the same offence.

The said Bank Guarantee (BG) shall have to be valid up till the end of the contract/Agreement period including extended time period till 100% physical completion of work in all respects and shall be renewed within validity period accordingly, if required. The said Bank Guarantee shall remain in custody of the DDO & Executive Engineer in-charge of the work i.e. the **Executive Engineer, Metropolitan Drainage Division No. 1, Jalasampad Bhawan, 4<sup>th</sup> floor**, which shall be returned to the bidder/contractor after successful physical completion of the work as per contract. If the bidder fails to complete the work successfully, this Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor/bidder agency. Necessary provisions regarding deduction of security deposit from progressive bills of the contractor in respect of the tendered work shall be governed as per relevant clauses of the tender contract/Agreement which will in no way be affected / altered due to this Additional Performance Security.

The entire Security Deposit or the Performance Security may be released after physical and financial completion of the project but before expiry of the security period or defect liability period against receipt of equivalent amount of Bank Guarantee of approved bank of RBI which should remain valid till the expiry of the defect liability period.

The L1 Bidder who has already deposited Earnest Money following above procedure for tenders of values Rs. 25 Crore or above and EPC contracts, after finalization of the tender may be allowed to deposit unconditional Bank Guarantee amounting to 5% of the tendered amount as a part of Performance Security (total of which is 10%) after signing of contract agreement on specific request as per terms of the contract. Such BG would remain valid till defect liability period. Further deduction towards balance Performance Security from the 1st RA Bills will be such that the total Performance Security comes to 10% of the tendered amount i.e. Earnest Money already deposited (& deemed to have been converted as a part of Performance Security) + BG submitted (5% of the tendered amount, as stated above) + amount to be deducted from the RA Bills.

**5A. Login by bidder:**

- a. A bidder desirous of taking part in e-tender floated by the State Government shall log in to the e-Procurement portal of the Government of West Bengal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) using his/her login ID and password by using their valid DSC.
- b. He/she will select the tender to bid and initiate payment of pre-defined EMD fixed for that tender by selecting from either of the following payments modes:
  - i. Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
  - ii. RTGS/NEFT in case of off-line payment through bidder's bank accounts in any Bank approved by RBI in India.

**5B. EMD payment procedure:**

- a. Payment by Net Banking out of any listed bank through ICICI Bank Payment Gateway:
  - i. On selection of Net Banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to electronically transact the EMD.

- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the e-transaction.
- iii. Bidder will receive a confirmation message on registered mobile phone regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering authority.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

**b. Payment through RTGS/NEFT:**

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own designated Bank account.
- iii. Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund gets credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.
- v. Hereafter, the bidder will go to e-Procurement portal for final submission of his/her e-bid within pre-assigned last date of submission of e-tender.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s bank account.

**Note:** EMD made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers, so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

**5C. Refund/Settlement Process for EMD:**

- i. After decrypting/admitting of all e-bids, the preliminary technical bid evaluation (TBO) summary sheet would be published in the Portal after two working days, and thereafter at least after four working days, the Final technical evaluation (TBE) summary sheet would be published in the Portal with simultaneous electronic processing in the e-Procurement portal by the tender inviting authority done so that status of the all bids as qualified or disqualified; based on the Final Bid Evaluation Sheet (FBE) is made available to all bidders along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders’ bank accounts from which they made the EMD on-line transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Tender Inviting Authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 will be refunded, through an automated e-process, to the respective bidders’ bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iv. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer to Government Receipt under Public Accounts of the State through GRIPS where under the security deposit will also be collected in connection with the work.
- v. All refunds will be made mandatorily to the Bank account from which the payment of EMD was initiated.
- vi. If the e-tender is cancelled, then the EMD would be reverted to the original bidder’s bank account automatically after such cancellation order is processed online by the Tender Inviting Authority.
- vii. TIA reserves the right to forfeit the EMD electronically in case of breach/violation of tender rules as defined under clause 9 & 10.

## 6. Credential Certificate (CC) as Pre-qualification (PQ) Work Credential:

- i. It is desirable that CC should preferably contain the name with designation, postal address of office, contact Telephone No./FAX / e-mail ID of the authority issuing the CC for the work along with name of work, amount put to tender, date of completion of the work, gross final billed value of the 100% completed work, certificate of issuing authority indicating successful and satisfactory completion. Illegible certificates, incomplete contact details making it time consuming for verification purposes of CC issued by authorities outside the State are liable to be rejected by the Technical Bid Evaluation Committee (TEC) within EMC.
- ii. Credential Certificates (CC) of successfully completed works in any Department/autonomous authority of the Government of West Bengal will be considered. CC of 100% completed works executed under any other State/ Central Government Ministry / Department / Nationalized Financial Institutions Organization / Govt. Undertaking / Govt. Enterprises or Government Institutions or Local Government Bodies (Notified Development Authorities / Govt. Trusts, Municipal Corporations, Municipalities, Zilla Parishad & Panchayat Samities within West Bengal, will also be considered as valid PQ Credential. Such CC are to be issued by an officer/authority not below the rank of Executive Engineer / Divisional Engineer / District Engineer/Project Manager of the State/Union Government Departments/ Organizations; authorized signatories of CC for Panchayat Samities and Municipalities shall be the BDO & Executive Officers or equivalent administrative officers respectively. It is desirable to have telephone and FAX or e-mail addresses of the signatory of the CC for all offices outside West Bengal for verification purposes.

## 7. Pre-Qualification (PQ) eligibility criteria

Prequalification (PQ) eligibility of a contractor/ bidder based on one single 100% completed works contract and financial capacity achieved within the zone of last five financial years will be determined as per Rules stated below:

- 7 I (a). Firstly, the gross value of the work submitted as PQ Credential as per CC of similar in nature completed during the current financial year before date of publishing of e-NIT or within the preceding five FY will be multiplied by the following factors to take care of the inflationary effects to arrive at the gross notional amount.

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

**Note:** For cases where two contractors/bidders are participating in a e-Tender for a particular work are such that one happens to have worked as a sub-contractor of the other, and both the contractors/bidders submit PQ work credential of having completed the same job either wholly or partly, then in such case the PQ credential of the principal contractor will be considered while that of the sub-contractor will not be taken into consideration for determining the eligibility criteria of the contractor/bidder during technical evaluation of the tender. If the PQ Credentials submitted by hitherto contractors/bidders are for different works, then both the PQ Credentials will be considered for determining the eligibility criteria of the individual contractors/bidders.

- 7 I (b).** Gross notional amount calculated from the Credential Certificate (CC) uploaded as the PQ Credential of a single similar work stated in 7(I) (a) above and completed within immediate five preceding financial years on the date of e- NIT, **should be at least 30% of the amount put to tender i.e. Tender Value.**

## 7II Guidelines for ascertaining works of similar in nature

- a. 7 II. Following major items/conglomeration of items having weightage 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 e-NIT by summing up the associated items of the BOQ coming up under any of the major items as described below:

Supply of Manager, Head Cook, Cook, Steward, House Keeping Boy, Head Mali, Sweeper, Security Guards, Generator Operators.

**7 III. Monetary values of each of the 'major items' or 'conglomeration of items forming a major item' contained in the 'BOQ' of this e-tender is to be multiplied by a factor 0.25 to arrive at the minimum required Technical PQ Credential in terms of execution of similar items and clearly stated in absolute terms as amount in rupees in column 8 of 'List of Works'.**

**7 IV.** If value of summation of those items contained in the BOQ of the AOC submitted by the bidder as its PQ Work Credential matches with at least one of the major items or conglomeration of items stated in the minimum PQ Credential at column 8 of the 'List of Works' in the e-tender and is equal to or exceeds the amount of any one of the PQ financial eligibility criteria specified at column 8, bidders PQ Credential may be considered as similar in work subject to fulfilment of the following conditions:

After summation, the value may further be multiplied by the factors stated in the table under clause 7 (I) to take care of the inflationary factors.

**Note: -**

- i. If the items of work contained in the tender are such that even after combination and addition of those in to categories of major items defined as illustrated in clause 7II, the aggregate amount being less than 25% of the amount put to tender, the Tender Accepting Authority shall decide on appropriate major items, one or two among the list of predominant items in the tender BOQ and direct the Tender Inviting Authority to fix the financial PQ eligibility requirement (monetary value of such items) accordingly in column No. 8 of the list of works of the tender for determination similar nature.
- ii. Eligibility for similar nature of work will be judged on the basis of items of works in the BOQ of the that particular serial of work in the e-tender, mentioned in absolute terms in rupees, and the corresponding Major items with that of the AOC with BOQ uploaded by the bidder as PQ work Credential in support of the CC.

**7V.** Eligibility criteria based on average annual financial turnover of the bidder:

- a. Apart from satisfying eligibility criteria based on PQ Credential stated in Clause 7 I to IV, the Annual financial Turnover requirements stated below must also be satisfied to declare a bidder qualified for a particular work in financial bid stage.
- b. **Average of Annual turnover from business of any three FY within the zone of immediately preceding five FY as stated in clause 4.2 B(IV) should be at least more or less 90% of the amount put to tender of work (which is Rs 695.00 Lakh), in which the bidder intends to participate.**
- c. **'Net financial worth' of the bidder should be positive in the three financial years for which the Annual turn over documents referred under 7Vb. have been uploaded, for qualifying in technical bid. It would inter alia be that the total assets of a financial year minus Gross total liabilities as per Audited Balance Sheet should be of positive value.**

**8. Additional eligibility criteria for participating in more than one serial of work in a e-NIT**

If the same bidder bids separately for on behalf of another Firm or in a different capacity having financial interests in the same work, all the tenders would be rejected.

**9. Equipment & Machinery Planning (Not Applicable in this tender)**

Following list of machineries & equipment are provided for guidance of the bidders. After completion of evaluation of the bids in accordance with provisions of Para 15.4,15.5, 15.6 & Para 16 of this e-NIT, Letter of Invitation (LOI) / Letter of Acceptance (LOA) will be issued to the successful bidder in accordance with Para 18. The successful bidder, now qualified as contractor, shall be required to submit a 'Work Programme' as defined in Para 22 on receipt of the LOI/LOA. The contractor shall also be required to furnish a list of major equipment to be deployed at site for execution of the work. One such list is provided below for guidance of the bidders. The Contractor is at liberty to modify the type and number of equipment commensurate with the 'Physical Milestones' defined in Para 22. Failure of submission of list within the same extended time line as allowed for submission of the 'Work Programme' (vide Para 22) will attract penal action by the TAA in accordance with provision of **Para 11.D.x.** in accordance with provision of **Para 11.D.x.**

### List of machineries & Equipment (Not Applicable in this tender)

Sl. No.	Description / Type of Equipment	Total Numbers
1.		
2.		
3.		
4.		

#### 10. Penalty for suppression / distortion of facts and withdrawal of L1 bidder before acceptance of LOI

If a contractor/bidder fails to physically produce the originals of documents (especially the Credential Certificates and P/L accounts with audited balance sheets), or any other bid document on demand by the Technical Bid Evaluation Committee (TEC) within EMC which were submitted as softcopies in PDF files with their e-bids within a specified time frame, need arising due to any material deviations detected in the uploaded soft copies, leading to specific doubts which could not be cleared by enquiry from issuing authority of these documents or if there is any suppression/distortion/falsification noticed/detected/ pointed out at any stage of the e-tender process at any stage prior to signing of Contract-Agreement or the issue of LOA or AOC, the Tender Inviting Authority of EMC will immediately bring the matter to the notice of the Chairman-Technical Bid Evaluation Committee within EMC and appropriate penal measures as stated in Clause 11 below will be taken. The Chairman-Technical Bid Evaluation Committee within EMC then will issue the necessary order in writing with intimation to the defaulting contractor/bidder, EMC, Centralized e-Tender Cell and also the Government in the Irrigation & Waterways Department. Copy of the order/stating penal measures should invariably be communicated to the Nodal Officer, e-Governance Cell of the Department with a request for uploading the order in the Departmental website in the link "List of suspended/debarred contractors".

#### 11. PROCEDURE FOR SUSPENSION AND DEBARMENT OF SUPPLIERS/ CONTRACTORS

##### A. SCOPE:

- i. The procedures laid down in subsequent paragraphs shall govern the suspension and debarment of suppliers, contractors and bidders ("Contractors" for brevity) involved in Government procurement for offenses or violations committed during competitive bidding and contract implementation, or even later for the works under Irrigation & Waterways Department, Government of West Bengal. The TEC within EMC shall recommend the case to the Government appointed DTC. **As per Department's Memorandum No:16-W/2023-24, Dated: - 26.12.2023**, the DTC reserves the right to modify the recommendation of TEC, if felt necessary. The RoD of the DTC in this regard should clearly contain the reason(s) to modify the recommendation of the TEC. Finally, the Chairman of the EMC will place the matter before the Head of the Department along with recommendations and findings of TEC and DTC in the prescribed format stated in the table under sub clause-6.1(b) of Departmental Order No.03-W/2017-18 dated -8.05.2017 with its subsequent amendment, for examination at Department level. The Chairman of the EMC shall publish the suspension and debarment order in the Departmental website in the designated link with the prior approval of the Department within 1 (one) working day of issuance of such order.

##### B. PROHIBITION ON SUSPENDED / DEBARRED PERSONS / ENTITIES TO PARTICIPATE IN THE BIDDING OF GOVERNMENT PROJECTS / CONTRACTS OF THE DEPARTMENT

A person / entity that is suspended / debarred by a procuring entity shall not be allowed to participate in any procurement process under Irrigation & Waterways Department during the period of suspension / debarment unless the same has been revoked by the competent authority.

A Joint Venture or Consortium which is suspended / debarred or which has suspended / debarred member/s and/or partner/s as well as a person/entity who is a member of suspended / debarred Joint Venture or Consortium shall, likewise, not be allowed to participate in any procurement process under Irrigation & Waterways Department during the period of suspension / debarment unless the same has been revoked.

##### C. DEFINITION OF TERMS: -

- i. **Bidder:** A person/Contractor/Agency/Joint Venture/Consortium/Corporation participating in the procurement process and/or a Person/Contractor/Agency/Joint Venture/Consortium/ Corporation having an Agreement/ Contract for any procurement with the Department shall be referred as bidder.
- ii. **Technical Bid Evaluation Committee within EMC:** [As per Department's Office Memorandum No: -

**a. Amount put to tender above Rs 700.00 lakh.**

A Four Member Technical Bid Evaluation Committee comprising of i) Executive Engineer, Hooghly Irrigation Division-Member ii) Superintending Engineer, Estate Management Cell, Member-Secretary iii) Executive Engineer, Estate Management Cell, Member, iv) The Chief Engineer (D&R)-Chairman, will evaluate the bids above Rs.700.00 lakh tender value invited by the Superintending Engineer of Estate Management Cell. Chief Engineer (D&R) would function as the Chairman of the Technical Bid Evaluation Committee and Tender Accepting Authority after approval of Departmental Committee of Department/FD. He will issue LoA to the selected bidder.

**iii. Consolidated Debarment List:** A list prepared by the Departmental Debarment Committee/Chief Engineer containing the list of bidders debarred by the Irrigation & Waterways Department, Government of West Bengal. The list would be displayed prominently in the designated link in website of the Department clearly stating the period of suspension/debarment.

**iv. Contract implementation:** A process of undertaking a project in accordance with the contract/Agreement documents.

**v. Debarment:** An administrative penalty, in addition to the contract/Agreement provisions, disqualifying a bidder from participating in any procurement process under Irrigation & Waterways Department, Government of West Bengal for a given period. An undertaking in plain paper is to be submitted with the bid as a self-declaration by the applicant bidder that it is not debarred from participating in Govt. works/tenders by any State Govt or Govt. of India.

**vi. Debarred Bidder:** A Bidder who was disqualified by the competent authority of the Irrigation & Waterways Department, Government of West Bengal.

**vii. Department:** Irrigation & Waterways Department, Government of West Bengal

**viii. Entity:** A person/Contractor/Agency/Joint Venture/Consortium/Corporation participating in the procurement process and/or a Person/Contractor/Agency/Joint Venture/Consortium/Corporation having an agreement/ contract for any procurement with the Department shall be referred as entity.

**ix. Offence:** A violation or breach of the Constitution of India, laws, regulations, laid down procedure, etc. under Prevention of Corruption Act, 1988, Code of Criminal Procedure, 1973 u/s 195(1) and Section 197(1), Competition Act, 2007 and IT Act, 2000 as amended.

**x. Procurement:** It is the act of buying goods, services or works from an external source. It is favourable the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the acquirer in terms of quality and quantity, time and location.

**xi. Procuring Entity/Authority:** The officer authorized by the Irrigation & Waterways Department, Government of West Bengal for procurement.

**xii. Suspension:** Temporary disqualification of a bidder from participating in the procurement process of Irrigation & Waterways Department for a period of 6 (six) months when an offence is made against a bidder.

**xiii. Failure to upload a self-declaration of previous debarment:** Refusal or failure to upload a self-declaration in the format specified in the e-NIT to the effect of any previous debarment imposed by any Department of State Government and/or Central Government.

**xiv. Abandonment or non-performance in the project:** Will full or deliberate abandonment or non-performance in the project or contract by the Contractor/Supplier/Consultant resulting in substantial breach thereof without lawful and/or just cause(s).

**xv. Non submission of Bank Guarantee:** Non submission of authentic Bank Guarantee of required amount by the selected bidder in a tender for procurement of goods and works, if the bid price is below 20% of the tender value within the period as may be prescribed in the e-NIT, to be reckoned from the date of receipt of Letter of Award (LoA)."

**D GROUNDS FOR SUSPENSION AND DEBARMENT**

- i. Submission of eligibility requirements containing false information or falsified documents.
- ii. Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.
- iii. Un authorized use of one's name/digital signature certified for purpose of bidding process.

- iv. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favour.
- v. All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complaints about any bidder, posting baseless allegation about any officer duly authorised by the Department, restraining any interested bidder to participate in the bidding process etc.
- vi. Refusal to accept an award after issuance of 'Letter of Acceptance' or enter into contract with the Government without justifiable cause.
- vii. Refusal or failure to post the required performance security/earnest money within the prescribed time without justifiable cause.
- viii. Subcontracting of the contract or any part thereof without prior written approval of the procuring entity.
- ix. Failure solely due to fault or negligence of the Contractor, to mobilize and start work within the specified period as mentioned in the 'Letter of Acceptance' / 'Letter of Acceptance cum work Order' / 'Work Order' / 'Notice of Process' / 'Award of Contract' etc. ultimately resulting in rescind of the contract.
- x. Failure to comply with the requirement of submission of the Work Programmed and List of Equipment within the extended timeframe as stated in Para 22 & Para 9 and also to comply with the event of mobilization / deployment of equipment as per agreed and approved list and work programmed.
- xi. Failure to fully and faithfully comply with the contractual obligations without valid cause, or failure to comply with any written lawful instruction of the procuring entity or his representative(s) pursuant to the implementation of the contract, ultimately resulting in rescindment of contract.
- xii. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturers, supplier or distributor arising from his fault or negligence and / or unsatisfactory or inferior quality of goods, vis a vis as laid down in the contract.
- xiii. Refusal or failure to upload a self-declaration in specimen format of Form-4 to the effect of any previous debarment imposed by I&WD, any other Department of State Government and or Central Government.
- xiv. Will full or deliberate abandonment or non-performance in a project or contract by the contractor / suppliers resulting to substantial breach thereof without lawful and / or just cause(s).
- xv. The Additional Performance Security shall have to be submitted by the selected L1 bidder after issuance of Letter of Acceptance / Letter of Invitation (LoA/LoI) within next seven working days and before issuance of Award of Contract (AoC) in the form of "Bank Guarantee" of any Scheduled Bank approved by RBI, payable at Kolkata or / in West Bengal, as per specimen format Form-6. Else, its/their Earnest Money Deposit (EMD) will be forfeited without any prejudice by the Tender inviting authority.

#### **E. CATEGORY OF OFFENSE:**

- a. First degree of offense: Clause 11 D (i) up to (vii), (xiii) & (xv) is to be considered as first degree of offense.
- b. Any of the offence under Clause (viii) to (xii) & (xiv) shall lead to termination of contract and its determinations in accordance with Clause 2 & Clause 3 of Agreement in Form No. WB 2911 and simultaneous debarment for a period of 2 years
- c. Second degree of offense: Any one of the offenses as mentioned under Clause 11D (i) to (xiv), committed by a particular bidder/contractor/supplier on more than one occasion would be considered as second degree of offense. Period of debarment will be 2 times the corresponding period penalty applicable for 1<sup>st</sup> degree offence in addition to other penal provisions contained in 1<sup>st</sup> degree offence.

**F. Debarment procedure and rules with guiding principles are published as Departmental Notification to be read in conjunction with corrigenda issued thereto from time to time available in the Notification link of Departmental website [wbiwd.gov.in](http://wbiwd.gov.in).**

#### **G. PENALTY FOR OFFENSE:**

- a. For committing 1st degree offense any of the cases referred under Clause 11 D (i) to (v), forfeiture of earnest money and debarment for a period of six months, if the offense is detected during technical evaluation. If the offence is detected after award of the contract and if the offender happens to be the agency selected for work, and such selection is made due to oversight, forthwith termination of the contract and determination of contract value in accordance with clause 3 (ix) (c) of West Bengal Form No. 2911, and simultaneous debarment for a period of six months. Further, in case the offense is detected after completion of work and payment of final bill, the work credential earned would be declared as 'null and void', so that the same cannot be used ever in future as PQ credential for securing other works contracts in the Irrigation & Waterways Department, together with debarment for a period of six months.
- b. For committing 1st degree offense in any of the cases referred under Clause 11D (vi), (vii), (xiii) & (xv),



forfeiture of earnest money and debarment for a period of one year. For committing offenses under Clause 11D(xv), debarment period shall be for one calendar year preferably from the date on which the due date for submission of BG had expired (i.e., 8th/15<sup>th</sup> working day from date of receipt of LOA/LOI) by the Departmental Debarment Committee to be notified in the Departmental website.

- c. For committing 1<sup>st</sup> degree offense in any of the other cases under Clause 11 D (viii) to (xii) & (xiv), termination of contract and its determination in accordance with Clauses 2 & 3 of West Bengal Form No. 2911, including debarment for a period of two years.
- d. For committing 2<sup>nd</sup> degree offenses under above all categories, period of debarment will be twice the corresponding period for 1<sup>st</sup> degree offense, in addition to other penal provisions for 1<sup>st</sup> degree offense.

## **12. Taxes & duties to be borne by the Contractor/bidder**

All taxes, duties & cess which may not be limited to income tax, GST, Royalty, construction welfare cess & labour insurances, EPF, Bonus, License fees etc. are to be borne by the contractor. Rates of items contained in the tender BoQ are inclusive of all the T&P, taxes, duties & cess stated above which are enforced on the date of publication of this e-NIT. It is reiterated that there shall not be any change of bid price in the contract. In case of variation of rates of taxes, duties, cess etc. during construction period, no extra claim on these accounts shall be allowed. The bidders are required to bid (i.e. below/Above/At-par BoQ as the bidder decides.

## **13. Site inspection prior to submission of tender**

Before submitting a bid, the intending contractor/bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable likely factors and difficulties to be involved during execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards. In this connection intending contractors/bidders are advised to attend the 'Pre-Bid' meeting with the Tender Inviting Authority on the prefixed date to get his/her doubts cleared if he/she desires. He/ She may also contact the Office of the Estate Management Cell located within the office premises of the Chief Engineer & Project Director, WBMIFMP, at 9<sup>th</sup> floor of Jalasampad Bhavan, Salt Lake in between 11.00 hours to 17.00 hours on any working day, prior to the date of actual submission of e-bid in the e-tender.

## **14. Conditional and incomplete tender**

Conditional and incomplete tenders are liable to be summary rejected. No off-line document will be entertained until completion of e-Tender process by way of acceptance of L1 bid by the competent Tender Accepting Authority/Government.

## **15. Opening and evaluation of tender**

### **15.1 Opening and evaluation of tender**

- i. Technical proposal will be opened by the Tender Inviting Authority of EMC or his/her authorised representative/s electronically in the official website stated earlier, using their authorised valid Digital Signature Certificate/s (DSC).
- ii. Intending contractors/bidders may remain present if they so desire.
- iii. Technical cover documents (vide Clause 4.2.A) will be opened / decrypted first and if found in order, Cover (Folder) for OID (vide Clause 4.2.B) will be opened/decrypted. If there is any deficiency in either of the technical cover documents, the bidder may be summarily disqualified and rejected.
- iv. Decrypted (transformed into readable format) documents of the Pre-Qual Technical cover and the OID (Other Important Document) Cover will be decrypted/downloaded and handed over the decrypted bid documents in soft and hard copies to the designated Technical Bid Evaluation Committee.
- v. Procedure to be followed for opening of a 'Financial bid' is explained later under clause 15.5 of e-NIT.

### **15.2 Technical Bid/Technical Bid Evaluation Committee**

Technical Bid Evaluation Committee within Estate Management Cell of Irrigation & Waterways Directorate comprising of i) Chief Engineer(D&R)-Chairman ii) Executive Engineer, Hooghly Irrigation Division-Member iii) Superintending Engineers of Estate Management Cell, Member-Secretary iv) The Executive Engineer, Estate Management Cell-Member, will evaluate the Technical Proposal of the bidder for e-tenders as per **Department's No: 322-IB/IW-14011(33)/8/2020/Dept. of IW, (E-456754), Dated: - 30.06.2025.**

### **15.3 Uploading of list of technically qualified contractors / bidders in the web portal/s**

After electronically decrypting on the designated date and time the e-bids received, all the bids will be admitted for downloading of documents without verification by the TIA of EMC and placed before the Technical Bid Evaluation Committee of EMC for evaluation. The bidders shall receive an automated message through e-mail/text message that their bids have been decrypted. The Technical Bid Evaluation Committee of C T U shall within a minimum of 3 (Three) working day scrutinize the bids and Technical Bid opening Summery sheet (TBO) shall be uploaded by TIA of EMC pursuant to preliminary scrutiny and decision of the Technical Bid Evaluation Committee of EMC) with reasons for preliminary rejection, and preliminary list of eligible bidders/ contractors for a particular serial of work whose Technical proposal have been considered for uploading in the web portal/s by the TIA of EMC.

i. While evaluating, the TIA of EMC upon directives of TEC within EMC may, if they so desire, summon the contractors/bidders and seek further clarification/information or seek verifications of original hard copy of any of/all the documents already submitted on-line, and if these cannot be produced within stipulated time frame, their bids will be liable for rejection.

ii. **Sometimes it is seen that tenders are being rejected in technical bid pre-qualification stage due to minor clerical/rectifiable deficiencies in the uploaded documents of the bidders. In such cases:**

a) **The TIA within EMC may give an opportunity to the bidders whose technical bids are found defective due to minor clerical mistakes/ rectifiable deficiencies to explain their position within 7 working days through e-mail.**

b) **And after receiving the clarification on deficiency, the TIA of EMC may take appropriate decision on the admission of the bid considering the merit of the case.**

### **15.4 Process of Technical Evaluation during tender**

Within 24 hours of uploading the TBO summery sheet containing Preliminary Technical Qualification result, any of the aggrieved bidder, may seek clarification/redress/review from the Technical Bid Evaluation Committee within EMC on the list of bidders, in writing/through e-mail with supporting facts / figures/ documents. If such clarification /review relates to eligibility of other bidders, on the grounds of submission of false/ forged / manipulated / inappropriate credentials, modalities prescribed in the Departmental Notification shall be followed. In case, the review only seeks the eligibility of the applicant himself, views of the Technical Bid Evaluation Committee within EMC would be communicated in writing to that bidder within next two (2) working days. If the bidder is not satisfied with the clarification of the Technical Bid Evaluation Committee within EMC, he/she may appeal to the Secretary of Irrigation & Waterways Department within 24 hours of receipt of communication from the TEC. The Secretary of Irrigation & Waterways Department will dispose such complaints within next 3 working days. There after final Technical Evaluation Sheet (TBE) of the technically qualified bidders would be uploaded, after incorporating modifications if required. The TIA within EMC shall while uploading the final TBE summery sheet accept or reject electronically the admitted bids based on the advice of Technical Bid Evaluation Committee within EMC as per TBE summery sheet. Thus, at this stage the rejected bidders will get back their EMD. e-mail communication in official e-mail address of EMC shall be treated as a valid mode of communication. The minimum time period from date of TBO summery sheet uploading and TBE summery sheet uploading shall be 4 working days or more. However, this time period may be curtailed if no clarification/review by any of the bidders within 24 hours of uploading the TBO sheet.

Power is delegated to Technical Bid Evaluation Committee within EMC to verify the authenticity of bid documents by physically summoning the applicant bidder on the basis of specific doubts which could not be cleared, which shall be exercised in exceptional cases, offline verification before issue of LOA needs to be avoided. Only when all other methods of undertaking verification have been exhausted, and there is ample reason to believe that fairness of the technical bid evaluation of the tender cannot be ensured without such action. Prima-facie, if there is not enough reason to doubt the authenticity of the bid documents, physical summon of the bidder shall be avoided, as after determination of L1 bid in financial bidding and before issuance of LOA, all the on-line documents would be verified with the originals by EMC, and reported to the Tender Accepting Authority prior to the issuance of LOA.

### **15.5 Opening and Evaluation of Financial Proposal/bid**

- i. Financial proposals of the bidders/contractors declared technically qualified by the Technical Bid Evaluation Committee within EMC will be opened electronically by the TIA of EMC in the web portal stated above on the pre-notified date and time.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors/ bidders remaining present at that time, else they may login their respective e-tender accounts to see the (CS) comparative statement in the web portal.
- iii. After opening the financial proposal, the preliminary summary result containing inter-alia the names of

contractors/bidders and the rates quoted by them will be uploaded and the result will be made available in the e-tender web platform.

- iv. The Financial bid summary sheet will be prepared by EMC with duly test checked by Divisional Accountant / Divisional Accounts Officer of Hooghly Irrigation Division and placed before DTC for recommendation as per Department's Memorandum No: - 16-W/2023-24, Dated: - 26.12.2023. Upon receipt of recommendation of DTC, the Tender Acceptance Authority (TAA) of EMC will instruct the Tender Inviting Authority within EMC to upload the financial bid evaluation summary sheet as result containing the name of contractors/bidders and the rates quoted by them against each work.
- v. If there is any scope for lowering down of rate in the opinion of the TEC of EMC being abnormally high, i.e., above 10% of the amount put to tender (Tender value), the e-NIT shall be cancelled and invited afresh 2<sup>nd</sup> or even 3<sup>rd</sup> re-tender.
- vi. If there is no contractor/bidder or the number of contractors / bidders in the 1<sup>st</sup> tender is less than three even after extension of last date for bid submission, the e-tender has to be cancelled. In case of participation of more than three bidders, if the number of technically qualified bidder falls below three even after extension of last date for bid submission, the tender/e-NIT is to be cancelled as well and fresh e-tender vis-à-vis 2<sup>nd</sup> call e-Tender or even 3<sup>rd</sup> call e- Tender may be invited by suitably lowering of minimum eligibility PQ criteria (work & financial) for bidders with wide publicity of Re-tender notices through electronic and print media.
- vii. As the amount put to tender is more than Rs.700.00 Lakhs, the EMC upon receipt of recommendation from the Government Appointed DTC and/or the appropriate Government will recommend the tender to the Chief Engineer (D& R) for acceptance.
- viii. The TIA of EMC with the direction of TEC within EMC may ask the L1 bidder/contractor to submit **analysis of rates** to justify the rate quoted by that bidder after declaration of financial bid evaluation result.
- ix. If the lowest (L1) bidder/contractor backs out there should be Re-tendering in a transparent and fair manner. In such a situation the TIA of EMC would call for re-tender with bid submission time period should normally be 21 days for value above Rs.700.00 lakh.

#### **15.6 Procedure to be followed for final acceptance of tender & Award of Contract.**

- i. The lowest (L1) financial bid for all works tenders is accepted as a rule. If for any reason the lowest (L1) bid is not accepted, reference is to be made to the appropriate Government for orders as to which of the contractor /bidder the work should be awarded.
- ii. Maximum 5 % excess beyond the 'Tender Value' (Amount put to Tender) may be accepted by the concerned Chief Engineer for tenders of value above Rs 7.00 crore with the recommendation of DTC and CE(D&R), if at least three valid bids have been received in the financial bid stage. **In case of beyond 5% excess over 'Tender Value', administratively approved amount or the sanctioned estimated cost is exceeded, proposal for revised administrative approval/expenditure sanction would have to be submitted to the Government by the Estate Management Cell, and acceptance of tender and issue of work order would be kept pending for want of revised administrative approval and Revised Financial sanction from the competent Government.**
- iii. Above 5% and up to 10% of the Tender Value can be recommended to the Government in the Irrigation & Waterways Department for acceptance only **under exceptional circumstances** where the Departmental Tender Committee (DTC) is of the opinion that there is little or no scope of getting lower bids in further calls even with shorter notice period subject to the conditions that valid technically qualified bids should not be less than three and L1 bid is processed for acceptance and tendered amount is within the sanctioned estimate or administratively approved cost. **In case of excess over administratively approved amount, revised administrative approval would have to be submitted to the Department, and acceptance of tender and issue of work order may be kept pending for want of Revised Administrative Approval /Expenditure sanction and Revised Financial sanction from the competent Government. Exceptional circumstances** to be justified for recommending higher rates i.e. beyond 5% which shall be placed on record by the EMC, TAA & the DTC.
- iv. If the response to an e-Tender is less than three, then Tender should be invited afresh. Such Re-Tender notice shall be published in widely circulated dailies as per guidelines and also through e-Tender web portals. Prior to invitation of Re-Tender/fresh e-Tender, the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting e- Tender'(e-NIT) shall have to be lowered/relaxed by the Tender Inviting Authority of EMC, to ascertain whether (i) it was too much restrictive, say, specifications and qualifications were fixed at higher standards than required, (ii) advertisements in the widely circulated Newspapers were properly published and (iii) other related procedural matters were

observed in its entirety.

- v. If the number of valid bids received in 2<sup>nd</sup> call up to tender value upto Rs 10 crore is less than three, it should be referred by the the EMC to the DTC for verification on compliance of tender norms and procedure as per extant rules for recommendation to the Irrigation & Waterways Department for acceptance, provided L1 bid is **within 5%** above the amount put to tender. Above Rs 10 crore tender value or **beyond 5% bid price** over tender value is to be referred by the DTC to the Government in the Irrigation & Waterways Department and thereafter to the Finance Department along with the recommendation of the DTC for decision in accordance with Finance Department Memorandum No.2320-F(Y) dated 7.6.2022.
- vi. It may be noted where ever more than one L1 bids are received in any tender, sealed bids may be invited from all the L1 bidders and out of those lowest ones may be selected in terms of FD Memorandum No.2320-F(Y) dated 7.6.2022 as detailed below:  
Keeping the discovered L1 rate as ceiling, sealed bids may be invited from all the L1 bidders and out of those the lowest one may be selected.

If none of the L1 bidder is ready to offer further reduced rates:

**A. For items divisible in nature–**

- i) The work may be distributed equally among the consenting L1 bidders.
- ii) If none of the L1 bidders is ready to accept reduced quantity, the bidder with higher credential based on the following parameters, may be selected among L1 bidders in the following manner:
  - a. In case of supply of goods, last three years average turnover of the bidder shall be considered.
  - b. In case of execution of work/ supply of service, value of single work/ service of similar nature completed during last 3 years shall be considered.
  - c. In case of supply of man power, number of personnel supplied in a single contract during the last 3 years shall be considered.

**B. For items not divisible in nature -**

- i. If none of the L1 bidder is ready to offer further reduction of rates, the bidder with higher credential based on parameters, as mentioned in A (ii) above may be selected among L1 bidders.

**16. General guide lines for acceptance of e-Tender**

Lowest valid rate should be accepted in accordance with the procedure laid down in clause 15.6.

**17. Tender Accepting Authority\***

Chief Engineer (D&R) will act as Tender Accepting Authority and will issue the LOA and thereafter will send necessary documents to **the Executive Engineer, Metropolitan Drainage Division No. 1** for signing of contract and issuance of Award of Contract.

**18. Signing of formal tender contract/agreement after acceptance of e-tender**

The contractor/bidder, whose bid is approved for acceptance, shall within 15 days of the receipt of Letter of Invitation (LOI) or Letter of Acceptance (LOA) in his / her favour, will have to execute a 'Formal Agreement' with the Engineer-in- Charge in quadruplicate in W.B.F. 2911 and all other contract documents, entire set of which may be obtained free of cost from the office of the **Executive Engineer, Metropolitan Drainage Division No. 1** in-charge of the work tendered.

If the selected L1 bidder fails to turn up even after 30 days after the initial 15 days from the date of uploading of the AOC in the e-Procurement portal or the dispatch date of official communication for signing of the Contract/Agreement, the selected bidder is liable for penal actions which shall comprise blacklisting, debarring from future participation in Government tenders, immediate forfeiture of the Earnest Money deposited in the tender, other penal actions as stipulated under clause 10 & 11 of the e-NIT, the Departmental Notification and also contained in contract W.B Form No. 2911/ Agreement.

**19. Payment against bills raised by the contractor**

Periodic Tax invoice/bills containing bidders GSTIN & other details needs to be submitted by the supplier/contractor 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 Account as 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. The custodian Assistant Engineers and Junior Engineers of the concerned Divisions maintaining the Bungalows will act as the Estate Officer and Junior Estate Officer.

These officers shall be responsible for supervision & monitoring of the manpower to be engaged in the Bungalows and certify the monthly attendances to the Engineer-In-Charge and all other functions & responsibilities under Estate Management Cell and also report to the Estate Management Cell.

**No cost escalation in any form is included in the Tender Contract Agreement**

## 20. Bid validity

The Bid will be normally valid for **120 days** from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

## 21. Physical Milestones and cost variations:

**The Engineer-In-Charge will be at liberty to increase or decrease the Manpower deployment assigned for each or any of the Bungalows based on actual need and even for catering to sudden requirements which may arise in a Bungalow due to VIP movements, commitments or otherwise. This variation shall be maximum upto 25% of the total manpower for this work. Even, the Engineer-in-charge with the approval of the Government may include further bungalows in addition to the 20 Nos. listed here for manpower deployment with the consent of both the parties.**

If the contractor fails to commence and/or maintain required progress over the total time allotted for its full completion and fails to complete the work and clear the site on or before the end of contract period or extended date of completion, he/she shall, without prejudice to any other rights or remedy available under the law on account of such breach, pay as agreed compensation to the implementing Department. This will also apply to items or group of items for which a separate period of completion has been specified.

## 22. Withdrawal of bid in a Tender

Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission and has been accepted for further processing, is not allowed. EMD will be forfeited by the Government and the L1 bidder/contractor penalized in terms of clause 9 referred earlier would be applicable.

## 23. Modification of standard e-NIT format for works of tender value above Rs.50.00 crore

For e-tenders beyond amount put to tender values of Rs. 50.00 crore, the instant standard e-NIT format may be judiciously modified by the Chief Engineer (D&R) and Chairman of EMC with the approval of Government Appointed Departmental Tender Committee (DTC), provided such modifications shall in no way and manner be in contrary to the orders and spirit of guidelines and orders of the I & W Department and that of the Finance Department, GoWB.

## 24. Desirable Credential required for staff engaged in A+ Category I&WD Inspection Bungalows as listed below:

Sl no.	Designation of Staff	Desired credential
1	Manager	Preferably experience of working in Supervisory Capacity for 3 years with relevant experience of working in any Guest House/Bungalows/Hotels/Hostels/Eating houses etc. and proven ability of hospitality management.
2	Head Cook	Preferably 5 years cooking experience of Bengali & North Indian cuisine having worked in any Restaurant/Guest House/Bungalow/Eating house etc. and proven ability of kitchen management.
3	Cook	Preferably 3 years cooking experience of Bengali & North Indian cuisine having worked in any Restaurant/Guest House/Bungalow/Eating house etc.
4	Head Mali	Preferably 5 years relevant experience of working in gardens of Guest Houses/ Bungalows/ office premises etc.
5	DG Operator	Preferably 5 years relevant experience of working in DG operation and maintenance.
6	Steward	Preferably relevant experience of working in Restaurants/Guest Houses/ Bungalows etc.
7	House Keeping Boy	Preferably experience of working in Restaurants/Guest Houses/ Bungalows etc.
8	Security Guard	Preferably 2 years relevant experience of guarding establishments engaged as unarmed Security Guard.

**25. Broad based outline of duties, responsibilities and functions of various staff in A+ Category I&WD**  
Inspection Bungalows are listed below: -

Sl no.	Designation of Staff	Duty, responsibility and function
1	Manager	<ul style="list-style-type: none"> <li>Managing check-ins and check-outs, keeping records and registers, and supervise the bungalow's upkeepment, prepare guest records, managing payments, and handling general administrative tasks.</li> <li>Supervise housekeeping Operations, ensure and cleanliness, monitor raw material procurements and provide general support to guests.</li> <li>Perform manual accounting along with identification &amp; fitting up of various vouchers, ledgers and registers used in front office accounting</li> <li>Assisting with inventory and supply management and keeping liaison with departmental officers/Estate officers.</li> </ul>
2	Head Cook	<ul style="list-style-type: none"> <li>Expertise the preparation of North Indian and Bengali cuisines and capability to prepare meals according to the justifiable demand of guests.</li> <li>Managing and monitoring kitchen operations, and ensuring the safety, hygiene and quality of food.</li> <li>Maintain clean and sanitary kitchen environment, adhering to all relevant regulations and guidelines.</li> </ul>
3	Cook	<ul style="list-style-type: none"> <li>Expertise the preparation of North Indian and Bengali cuisines and capability to prepare meals according to the justifiable demand of guests.</li> <li>Cleaning their kitchen workspace throughout the day to follow health and hygiene guidelines.</li> </ul>
4	Head Mali	<ul style="list-style-type: none"> <li>Expertise for upkeeping and maintenance of garden premises.</li> <li>Performing tasks like planting, maintenance, pest control, fertilizer, watering and the well-being of the plants and the landscape.</li> <li>Ensuring the garden's aesthetic appeal, and managing resources effectively.</li> </ul>
5	DG Operator	<ul style="list-style-type: none"> <li>To ensure the smooth and safe operation of the diesel generator set as and when required.</li> <li>Continuously observe the DG set's performance, checking parameters like oil pressure, temperature, and fuel levels.</li> <li>Ensure it runs smoothly and safely and provide overall support to the needs and utility as per requirement on time.</li> </ul>
6	Steward	<ul style="list-style-type: none"> <li>To serve meals to the guests. Provide assistance by going to bazars, markets for procurement of raw materials for cooking etc.</li> <li>Additionally, should be responsible for ensuring the bungalow is well-stocked with supplies and maintain a safe and tidy hygienic environment.</li> <li>Provide all assistance during dining and providing room service to the guests.</li> </ul>
7	House Keeping Boy	<ul style="list-style-type: none"> <li>Responsible for maintaining the cleanliness and order of the rooms of the bungalows and its premises.</li> <li>Daily cleaning tasks like cleaning, dusting, and vacuuming, as well as deeper cleaning and laundry duties (washing &amp; drying).</li> <li>They will handle tasks like making beds, changing linens, and replenishing supplies.</li> </ul>
8	Security Guard	<ul style="list-style-type: none"> <li>Primarily focus on protecting the premises and occupants, ensuring access control, and responding to emergencies.</li> <li>They also maintain a high-visibility presence, deterring potential threats and reporting any suspicious activity.</li> <li>Guarding the VVIP visitors with special care as directed.</li> </ul>
9	Sweeper/Cleaner	<ul style="list-style-type: none"> <li>Responsible for maintaining cleanliness, hygiene and order. This includes sweeping, mopping, washing and disinfecting all areas of the bungalow premises.</li> <li>They will handle garbage disposal, cleaning fixtures, and function in unison with housekeeping boys.</li> <li>They would be responsible for cleaning toilets, washbasins and other sanitary fixtures as well as operating and maintaining cleaning equipment both inside and outside of bungalow within the premises.</li> </ul>



### **SPECIAL CONDITIONS OF THE CONTRACT (SCC) FOR THE TENDER**

1. The right is reserved with the officer inviting the tender to revise or amend the tender documents prior to the date notified for submission of the tender or also to extend the time mentioned in relevant clause of the e-NIT. Such revisions, amendments or extension as the case may be, shall be communicated to all concerned in the form of Addendum or Corrigendum as may be considered necessary and those will later form as part of the contract. Any addendum/corrigendum/end date extension in respect of above tender shall be issued on the tender portal '<https://wbttenders.gov.in>' with brief referral advertisement in local newspapers. Bidders are therefore, requested to regularly visit this website to keep themselves updated.
2. Bidders would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the Clause(s), conditions etc. of the tender documents before the Tender Inviting Authority in the pre-bid meeting and no separate communication shall be considered. Written clarification or corrigendum/amendments etc. as may be issued by the tender inviting authority in pursuance to the representation made by the Bidders which shall be final and binding on the Bidders and shall form a part of the contract document.
3. **Intending Bidders are required to preferably inspect a few of the I&WD Bungalows with particular reference on location, site condition and existing infrastructural facilities like staff accommodation.** They are to make a careful study with regard to accessibility, availability of sources, manpower both skilled and semi-skilled and all relevant factors as might affect their rates and prices. Bidder who submits a tender will be deemed to have inspected the Bungalows and made proper study of all relevant factors.
4. All expenses incurred for site inspection and all activities in the preparation and submission of the Tender shall be borne by the Bidder for which no future claim shall be entertained.
5. Extra claims or any concession on the ground of insufficient data or information and absence of knowledge of conditions prevailing at the Bungalow premises or situation arising during the tenure of the contract shall not be entertained.
6. **The Executive Engineer, Metropolitan Drainage Division No.1, Jalasampad Bhawan, Salt Lake, will be the Engineer-in-charge.** The bidders shall raise their bills with him. The bills shall be processed only after obtaining attendance certification from the Estate Officers of the custodian Division/bungalow.
7. The designated Assistant Engineers & Junior Engineers being the custodians of the individual bungalows shall function as the Estate Officer & Junior Estate Officer for the concerned bungalow.
8. Billing Procedure: - Bills shall be raised quarterly/monthly by the agency addressed to the Executive Engineer, Metropolitan Drainage Division -I, providing the details of manpower provided in each of the bungalow.
9. Adjustment of original bid prices/escalation cost/mobilization advance/secured advance shall not be permitted for any reason whatsoever due to cost and time over run unless specified otherwise in the contract or the e-notice inviting tender.
10. Duly authenticated attendance sheets of each of the bungalows shall be submitted to the Executive Engineer, Metropolitan Drainage Division -I within 5<sup>th</sup> of every month containing certificate issued by the Estate Officer & the Junior Estate Officer of the Custodian Division. The attendance sheets should be signed and forwarded by the Estate Officer of the custodian Division under intimation to concerned Executive Engineer.
11. Detailed list of the 20 nos. Estate Officers, Junior Estate Officers & the concerned Executive Engineers of Irrigation & Waterways Directorate are given as Annexure-A to this tender document.
12. All statutory taxes, viz. GST/ labour welfare cess, labour insurance etc. or revision of taxation rates even after AOC or commencement and before final completion of the work are to be borne by the contractor/bidder. Original tax invoice/challan or bill of those materials, which are procured by the bidder, may be asked to be submitted for verification, if required.
13. Labour Welfare Cess @1% of the cost of Human Resource supply works shall be deducted from the Gross value of all bills. Also, it is instructed to compulsorily register his/ her establishment under the act, under the

competent registering authority. i.e. Assistant Labour Commissioner/ Dy. Labour Commissioner of the region for disbursing PF and ESI benefit of the workers. The bidder should be mandatorily be registered online with Employees Provident Fund Organization (EPFO) in the online system and possess EPF code and all current documents. Penalties and complaints due to non-compliance of online EPF registration and default is the full responsibility of the bidder even if the TIA is by default the principal employer.

14. **Employees Provident Fund & Employee State Insurance (ESI):** The intending bidder must submit the document evidence towards proof of their firm's PF registration and Employee State Insurance (ESI).
15. The contractor will ensure that all the contract workers engaged by him will open individual bank accounts in any other scheduled banks and their payment of wages and other dues will be made to the respective bank accounts by the Contractor.  
However, in case of one time, shutdown and emergency jobs wherein it is not possible for the Contractor to make payment of wages to the bank account of contract workers, the above clause will not be applicable.
16. Conditional tenders are liable for rejection. Offer shall be evaluated with respect to bid, technical qualification criteria to determine the techno-commercially qualified bidders. Bids of technically disqualified bidders would be rejected.
17. The Contractor/bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970 including its revisions (b) Minimum Wages Act 1948 and the modification thereof or any other laws relating thereto as will be in force from time to time.
18. Machine page numbered Registers will have to be maintained by the Manager engaged by the contractor and the same has got to be issued by the competent authority to be kept in the office attached to the Bungalow 24X7.
19. Department of Labour, Govt of West Bengal Orders & Circulars shall not be violated.
20. **The Engineer-In-Charge will be at liberty to increase or decrease the Manpower deployment assigned for each or any of the Bungalows based on actual need and even for catering to sudden requirements which may arise in a Bungalow due to VIP movements, commitments or otherwise. This variation shall be maximum upto 25% of the total manpower for this work. Even, the Engineer-in-charge with the approval of the Government may include further bungalows in addition to the 20 Nos. listed here for manpower deployment with the consent of both the parties.** However, revised Expenditure sanction/ approval of the Department is required for all excesses beyond tendented amount as per extant tender rules.
21. Any illegal activities & allowing of unauthorized persons by the duty engaged security personnel should not be permitted within the Bungalow premises.
22. The Agency should mandatorily possess valid 'Electrical Supervisory License' in their own name (documentary proof required to be uploaded) & the DG operator should have valid Electrical License.
23. The bidder should have their registered office within West Bengal and preferably in and around Kolkata.
24. The bidder should have valid labour license for engaging manpower in West Bengal. (Documentary proof required to be uploaded)
25. The successful bidder should preferably process a technology driven system in place to remotely monitor and manage deployment of personnel. This system should be capable of tracking:  
Assigned duty points.  
Duty hours.  
Shift changes  
Attendance  
This system should generate and share periodic reports with the Engineer-In-Charge, the entire cost of which is to be included in the bid price.
26. The bidder should preferably have Facility Management Divisions for ease of operations without sub-contracting.
27. Proper Uniforms to be provided to the engaged personnel.
28. Antecedents of the personnel should be verified by the bidders.
29. The bidder should possess **in their own name** a valid "Security Services License" (P.S.A.R.A) issued by the Home & Hill Affairs Department, Govt. of West Bengal. (Documentary proof is required to be uploaded)



**30. Critical dates of this e-Tender:**

Sl.No	Activity	Date & Time	Remarks
1.	e-tender Publishing Date in Newspaper	01/09/2025 in daily News papers (From 01/09/2025 at 17.00 Hours in the e-Tender portal & I&WD website)	Available with the e-NIT in the website & e-tender portal
2.	Document Download start date	01/09/2025, from 17.00 Hours	
3.	Pre-bid Meeting to be held at the office of TIA in the premises of WBMIFMP	08/09/2025 from 14.00 Hours at 9 <sup>th</sup> Floor Conference Hall of o/o CE & PD, WBMIFMP at Jalsampad Bhawan, Salt Lake, Kolkata	
4.	Bid submission start date	09/09/2025 from 10.00 Hours	
5.	Document Download end date	23/09/2025 up to 17.00 Hours.	
6.	Bid submission end date	23/09/2025 up to 17.00 Hours	
7.	Technical Bid opening date	25/09/2025 at 13.00 Hours.	
8.	Technical Bid opening Summery sheet (TBO) containing Preliminary Technical Bid Evaluation Summary uploading date	To be suitably decided by TIA	
9.	Uploading of final summery sheet of Technically qualified bidders or Technical Bid Evaluation Sheet (TBE)	To be decided by the TIA with clear 4 working days for disposal of complaints and obtaining decision of appellate authority.	
10.	Financial Bid opening date	To be suitably decided by TIA	To be notified to concerned bidder/s through e-mail & SMS through auto-generation in the system.
11.	Uploading of Financial Bid evaluation sheet (FBE)	-do-	
12.	Uploading of the Letter of Invitation / Acceptance (LOI/LAO)	-do-	
13.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

\*TIA: e-Tender Inviting Authority

\*TAA: e-Tender Accepting Authority

Sd/-  
(A. Ghosh)  
01.09.2025  
Superintending Engineer  
Estate Management Cell  
Irrigation & Waterways Directorate  
(DIGITAL SIGNATURE IS SUFFICIENT)

**FORM-1**

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

**APPLICATION FOR e-TENDER**

**To,  
The Superintending Engineer  
Estate Management Cell,  
Irrigation & Waterways Directorate**

**e-Tender No: - WBIW/EMC/CE(D&R)/e-NIT-02(e)/2025-26**

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

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

Dear Sir,

Having examined the Technical PQ cover, OID cover, Corrigendum (\*optional) & entire e-NIT documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the work as per the tender rules in e-NIT, terms & conditions, specifications, drawings, bill of quantities and corrigenda/addenda, SoR, and Agreement (WB Form No. 2911 involving the e-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 e-NIT. I/We also agree to remedy the defects during execution and up to end of security period of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda/corrigenda.

Dated this \_\_\_\_ day of \_\_\_\_\_ 202 \_\_\_\_

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: \_\_\_\_\_

Email ID: \_\_\_\_\_

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

(DIGITAL SIGNATURE OF BIDDER)

**FORM-2**

**Declaration against Common Interest**

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

**Ref: -e-NIT No. WBIW/EMC/CE(D&R)/e-NIT-02(e)/2025-26,**

**e-Tender ID No.....**

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

**To,  
The Superintending Engineer  
Estate Management Cell  
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 e – 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.

Dated this \_\_\_\_ day of \_\_\_\_\_ 202\_\_

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: \_\_\_\_\_

Email ID: \_\_\_\_\_

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

(DIGITAL SIGNATURE OF BIDDER)

### **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 authorize 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, ..... Circle, 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 Apostille 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 and uploaded with digital signature,  
which shall be treated as the self-declaration of the bidder)

**Ref:-e-NIT No. WBIW/EMC/CE(D&R)/e-NIT-02(e)/2025-26,**

**e-Tender ID No.....**

**List of Work Sl. No.....**

**To,  
The Superintending Engineer  
Estate Management Cell  
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 e - NIT No. .... Sl. 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 (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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

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: \_\_\_\_\_

(DIGITAL SIGNATURE OF BIDDER)

**FORM-6\***

**SPECIMEN FORMAT FOR THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT**

(\*To be submitted only if the bid price quoted by the bidder is below 20% of the estimated cost put to tender, non-submission within 7 working days from date of issuance of LOA which may be maximum extended to 14 working days after issuance of LOA/LOI will lead to rejection of selected bidder. Similar standard format issued by RBI approved Bank pledging Bank Guarantee of the required value and period in favour of Engineer-in-Charge is acceptable)

To,

----- (Designation of Engineer-in-Charge)

----- (Office address of Engineer-in-Charge)

WHEREAS \_\_\_\_\_ (name and address of Contractor) (hereafter called "the Contractor") has under taken, in pursuance of Contract No: dated to execute (name of Contract and brief description of Works) (herein after called "the Contractor").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for '**ADDITIONAL PERFORMANCE SECURITY DEPOSIT**' for compliance with his obligation in accordance with the Contract:

AND WHEREAS we \_\_\_\_\_ (Indicate the name of the bank and branch) have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we; \_\_\_\_\_ (Indicate the name of bank and branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of Rs. \_\_\_\_\_ (amount of guarantee) \_\_\_\_\_ (in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We \_\_\_\_\_ (Indicate the name of the bank and branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We \_\_\_\_\_ (Indicate the name of the bank and branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment/so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We \_\_\_\_\_ (Indicate the name of the bank and branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We \_\_\_\_\_ (Indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This guarantee shall be valid upto ----- . It come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ and unless a claim in writing is lodged with us within the validity period, i.e. upto..... of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this                day                of                20                at

**SIGNED, SEALED AND DELIVERED**

For and on behalf of the BANK by: (Signature)

(Name)

(Designation)

(Code Number)

(Address)

**NOTES:**

- i. The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee
- ii. The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch (**within West Bengal only to be accepted**) should be mentioned on the covering letter of issuing Branch.

**Memo No. 12/Camp/Jalasampad Bhawan**

**Dated: - 01-09-2025**

Copy forwarded for kind information to the:

1. **The P.S. to Hon'ble Minister, I. & W. Deptt.**, Jalasampad Bhawan, Salt Lake, Kolkata-700 091.
2. **The Senior P.S. to Additional Chief Secretary, I. & .W. Deptt.**, Jalasampad Bhawan, Salt Lake, Kolkata-700 091.

Sd/-  
(A. Ghosh)  
01.09.2025  
Superintending Engineer  
Estate Management Cell  
Irrigation & Waterways Directorate  
Government of West Bengal

**Memo No. 12/Camp/Jalasampad Bhawan**

**Dated: - 01-09-2025**

Copy forwarded for information and wide circulation through the office Notice Board and to the:

3. **The Chief Engineer- ....., I & W Dte., Govt. of West Bengal,**
4. **The Superintending Engineer,..... I & W Dte., Govt. of West Bengal,**
5. **The Executive Engineer, DVC Study Cell, I & W Dte., ., Govt. of West Bengal,**
6. **The Executive Engineer....., I & W Dte., ., Govt. of West Bengal,**
7. **Notice Board, Estate Management Cell, I & W Dte.**

Sd/-  
(A. Ghosh)  
01.09.2025  
Superintending Engineer  
Estate Management Cell  
Irrigation & Waterways Directorate  
Government of West Bengal