



Govt. of West Bengal

Office of the Sub-Divisional Officer

Urban Drainage Sub-Division No-III, Irrigation & Waterways Dte., Khardah, Kolkata 700116.

Phone : 033-25630610, e-mail: sdo.udsd3@gmail.com

Memo No: **309**

Dated : **26-08-2025**

NOTICE INVITING TENDER NO: 01/UDSD-III/IWD of 2025-2026

1. Separate sealed Tenders in printed form [W.B.F. No. 2911/2911(i)/2911(ii)] are invited by the Sub-Divisional Officer, Urban Drainage Sub-Division No-III, Khardah, Kolkata 700116. , on behalf of the Governor of West Bengal, for the works as per list and time schedule attached herewith, from eligible bonafide, reliable and resourceful outside Contractors having sufficient experience in execution of similar type of works as per categorization, detailed herein under.

1. Last date & time limit of receiving application for the tender	: 04-09-2025 till 2:00 p.m.
2. Last date of Issuing Tender Papers	: 08-09-2025 till 3:30 p.m.
3. Date & time limit for submission of tenders	: 12-09-2025 upto 2:00 p.m.
4. Date & time of opening of tenders	: 12-09-2025 at 3:00 p.m.

2. a) Separate Tender should be submitted for each work, as per attached List, in sealed cover superscripting the name of the work on the envelope and addressed to the proper authority.
- b) Submission of Tender by Post is not allowed.
3. The Tender documents and other relevant particulars (if any) may be seen by the intending Tenderers or by their duly authorized representatives during office hours between 11.00 AM and 4.00 PM on every working day, till 04-09-2025 in Office of the undersigned
4. a) Intending Tenderers should apply for Tender Papers addressing to the Sub-Divisional Officer, Urban Drainage Sub-Division No-III, Khardah, Kolkata 700116. , in their respective Letter Heads enclosing self-attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand, as well as during interview (if any).
 - i) PTPC of current financial year, IT return and valid PAN at least up to the date of opening of the Tenders. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - ii) Valid 15 digit Goods and Service Taxpayer Identification Number (GSTIN) under relevant GST Act & Rules of State Govt.
 - iii) Completion Certificate along with Work Order and Schedule for one single similar nature of work worth at least 50% of the value of the work for which Tender Paper is desired, executed within last 5 (Five) years. (Considering the works during the current year & last five financial year)
 - iv) Completion Certificate(s) submitted by the tenderer should indicate the monetary value of the work executed within the last 5 (Five) years. Monetary value of the work will be further multiplied by the following factors to take care of the inflationary effects to arrive at the net notional amount.

Year	Description	Multiplying factor to arrive at net notional amount
Current	–	1
1st	1 year preceding the current financial year	1.08
2nd	2 years preceding the current financial year	1.16
3rd	3 years preceding the current financial year	1.26
4th	4 years preceding the current financial year	1.36
5th	5 years preceding the current financial year	1.47

- v) A Statement showing number and value of works presently under execution by the Tenderers under the Irrigation & Waterways Department and other Government Departments / Organizations as stated in paragraph 4(b) hereunder.
 - vi) Declaration by the Applicant to the effect that there is no other application for Tender Paper for the work in this NIT in which he / she / they has / have common interests. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of tender paper.
 - vii) Any contractor/bidder may submit bids for a maximum of 50% of the total number of works (rounded up to next higher integer) published in this NIT depending on his/her previous work credential. Normally separate Competition Certificate (CC) of 100% completed works is required to be submitted for participating in separate works under a particular NIT. However CC for one particular NIT may be considered as eligibility for participation in maximum two Nos of serials of this NIT, provided requisite credential for two such works (to be added arithmetically) satisfies the requirement in all respects out of one such CC.
- b) Completion Certificates issued by Competent Authority will normally be considered as credential. Apart from credentials of works executed under Irrigation & Waterways Department, credentials of works executed under Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sundarban Affairs Department & other State Government Departments, Zilla Parishads, WBHIDCO, WBSEDCL, KMDA, KMW&SA, KMC, HRBC, Engineering Departments of Central Government and Organizations like Railways, KoPT, and Mackintosh Burn Ltd., Westinghouse Saxby Farmer Ltd. & Britania Engineering Ltd. may also be considered. Completion certificates are to be countersigned by the Executive / Divisional Engineers of the respective State / Central Government Departments, or Officer of the equivalent rank, if those are issued by some other authority. Over and above the completion certificates, certificate from the competent authority regarding payment received so far for the work (even if the full payment might not have been received), supported by Bank Statement showing that the corresponding amount of payment has actually been deposited in the Bank, will have to be produced in the cases of works executed under Departments / Organizations other than Irrigation & Waterways Department, failing which credentials may not be considered.
- c) Any suppression / misrepresentation of fact will automatically debar the applicant from participating in any Tender under the Sub-Division/ Division/ Circle for at least 3 (Three) years from the date of detection, in addition to such other penal action as the Government may deem proper.
- 5 . Intending Tenderers not satisfied with the decision of the Tender Paper Issuing Authority may prefer an appeal to the next superior Officer. Concerned Chief Engineer will be the Appellate Authority for High Value Tenders. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such authority within two working days after the date of issue of tender paper, and copy of such communication should also be submitted to the Tender Paper Issuing Authority within the same period, failing which no such appeal will be entertained.
- 6 . a) Tender paper may be had from the office of Sub-Divisional Officer, Urban Drainage Sub-Division No-III , without any cost, within the specified date and time as per attached list by the intending Tenderers or by their duly authorized representatives.
- b) No tender paper will be supplied by Post.
- c) No tender paper will be issued on the date of opening of tenders after expiry of date and time mentioned in the Notice.
- 7 . Before submitting any Tender, the intending Tenderers should make themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take into considerations all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterwards. In this connection the intending Tenderers may contact the office of the undersigned upto 11-09-2025 between 11.30 hours and 16.00 hours on any working day.
- 8 . Earnest Money, as noted in the list of works, in the form other than those mentioned below, will not be accepted.
- a) Demand Draft, Banker's Cheque, Treasury Challan, Deposit Call Receipt (DCR) of schedules Banks guaranteed by the Reserve bank of India and in favour of Executive Engineer, Urban Drainage Division payable at Kolkata / North 24 Paraganas
 - b) No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Tender without the specified earnest money will be treated as informal.

- 9 . Earnest Money for works in open tender, as noted in the list of work, will have to be deposited by the intending Tenderers.
- a) The Tenderer should quote the rate both in figures and in words on the basis of percentage above / below or At Par the Schedule of Rates attached with the Tender Form and also in the space provided in the Tender Form and Schedule of Rates;
 - b) Any tender containing over writing is liable to be rejected;
 - c) All corrections are to be attested under the dated signature of the Tenderer.
- 10 . When a Tenderer signs his Tender in an Indian Language, the total amount tendered should also be written in the same language. In the case of illiterate Tenderer, the rates tendered should be attested by a witness.
- 11 . The Tenderer who will sign on behalf of a Company or Firm, must produce the registered documents (within 3 days from the date of opening the tender) in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Tender will not be considered and the deposited Earnest Money will be forfeited.
- 12 . Any letter or other instrument submitted separately in modification of the sealed tender may not be entertained.
- 13 . The Tenderer should submit a statement at the time of submission of his tender showing the Technical Staff to be maintained for the work, with their technical qualifications, failing which the tender may be liable to rejection.
Conditional tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
- 14 . Conditional tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
- 15 . Tax invoice(s) needs to be issued by the supplier for raising claims under the contract showing separately the Tax charged in accordance with the provisions of “GST Act, 2017”
This order will be applicable to all tenders invited for (a) procurement of goods and services and (b) work-related contract involving supply of goods and services by contractors, including procurement under Rule 47C or as may be prescribed by the Finance Department.
- 16 . The Tender Accepting Authority does not bind himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason whatsoever to the intending Tenderers and also reserves the right to distribute the work amongst more than one Tenderers.
- 17 . The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him.
- 18 . The tenders will be opened, as specified in the list of works, in presence of the participating Tenderers or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the Tender Opening Register.
- 19 . The successful Tenderer will have to execute the duplicate / triplicate / quadruplicate copies of his tender which will have to be obtained at free of cost from the office of the Sub-Divisional Officer, Urban Drainage Sub-Division No-III , within 7 (Seven) days from the date of receipt of the intimation of acceptance of his tender failing which the Earnest Money shall forthwith stand forfeited in favour of the Government and the communication of acceptance of the tender shall automatically stand cancelled.
- 20 . If any Tenderer withdraws his tender before its acceptance or refuses / fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal / refusal / failure, he shall be disqualified for submitting any Tender in this Sub-Division/ Division / Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
- 21 . The successful Tenderer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
- 22 . Materials such as Cement, M.S. Rod, R.C.C. Hume Pipes, M.S. Sheet Piles, etc. if available in stock, will be issued by the Department to the Contractor for the work as per Issue Rate fixed by the Engineer-in-charge. Site of issue of materials as mentioned in the list of materials to be supplied departmentally to the Contractor is furnished with the tender documents for the work. Any other materials not listed therein, if supplied by the Department, the Issue Rate for such material will be fixed by the Engineer-in-charge. If such materials are un-available in stock, local purchase may be considered on permission from Engineer-in-charge.

- 23 . Hire charges for Tools & Plants Machinery, if issued departmentally, will be recovered from the Contractor at such rates as will be fixed by the Engineer-in-charge. The period of hire charges of all Tools & Plants Machinery issued from the Government godown will be counted from the date of their issuance from the Godown and up to the date of return into the same godown and the hire charges will be recovered from the Contractor accordingly. All Tools & Plants Machinery issued to the Contractor must be returned in good condition. In the case of any damage, the cost of repair to such damage or replacement will be recovered from Contractor.
- 24 . In the following cases a tender may be declared informal and unacceptable.
- a) Correction, alterations, additions, etc. if not attested by the Tenderer;
 - b) i) Earnest Money other than as mentioned in Sl. No. 8 above.
ii) Earnest Money as mentioned in Sl. No. 8 above which are short deposited and/or not deposited in favour of the Executive Engineer, Urban Drainage Division.
 - c) If the Tender Form is not properly filled in respect of the general description of the work, Estimated Cost, Rate of deduction of Security Deposit, etc. in page-2 and other pages as are required to be filled in.
 - d) If the specified pages of the tender document are not signed by the Tenderer;
 - e) If the tender is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.
- 25 . For the return of the Earnest Money of the unsuccessful Tenderer(s), he/they is/are to apply for the same to the Executive Engineer, Urban Drainage Division, giving the reference to the work, N.I.T. No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all Tenderers other than the lowest Tenderer in each case may be refunded, after acceptance of the rate in the comparative statement, as early as possible.
- 26 . To verify the competency, capacity and financial stability of the Intending Tenderer(s) the Tender Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.
- 27 . The payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim due to delay in payment will be entertained.
- 28 . Clause 25 substituted and modified in accordance with the enclosed Government order.
- 29 .
1. Earnest Money deposited by the successful Tenderer(s) during the tender shall be converted as a part of security money and additional Security shall be deducted from the progressive bills at 8% or such amount from each bill, so that the total deduction together with the 2% EMD constitutes 10% of the Tendered value of work as actually done.
 2. Security Money:
In respect of successful tenders, the deposited earnest money 2.00% (Two point zero percent) of the amount put to tender will be converted as a part of Security Deposit and an additional security @ 1% (one percent) of the work value as per accepted rate will be deducted from the progressive bills. All Contractors will be treated as outsider Contractor and deduction of security deposit will be followed as above.
 3. "Additional Performance Security" shall have to be submitted by the successful bidder if the accepted bid value is below 20% of the estimated amount put to tender. This Additional Performance Security shall be equal to 10% of the tendered amount i.e the Lowest bid (L1) price. Its submission, validity and release etc will be governed as per IWD GO No 223-IB dated 20.07.2017.
- 30 . While quoting their rate(s), Bidders are requested to consider all taxes, cess and other expenses including other ensuing notification of Central/ State Govt. taxes if any.

such rates as
used from the
return into the
ants Machinery
with damage

GST as per Govt. rules.

Categorization of Works for determination of credential:

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| 1. | Clearing & maintenance of Drainage channel | : | Clearing & removing solid/semisolid compact mass, weeds, floating water hyacinth and cutting jungles etc. |
| 2. | Earthwork | : | Earthwork in excavation / filling for embankment, canal, drainage channels executed under Irrigation & Waterways Department. |
| 3. | Protection Works | : | All kinds of river / channel bank / embankment protection works (with boulder, CC blocks, revetment works, sausages, brick blocks, dry brick pitching etc.). |
| 4. | Lining Work | : | All kinds of water face lining / brick block pitching / dry brick pitching, in irrigation canal / drainage |
| 5. | Hydraulic Structures | : | Aqueducts, Regulators, Syphons, Bridges across Waterways, Sluices, Dams, Barrages, etc. |
| 6. | M.S. Structural Works etc. | : | Gates of all kinds, electrical installations, pumps and allied machinery. |
| 7. | Bridge Work | : | All kind of bridge construction in R.C.C. or Wooden /steel /jetty. |
| 8. | Building Works | : | All type of building construction & renovation |
| 9. | Survey Works | : | All type of Survey Works. |

The above list is only indicative and not exhaustive.

Recd 26/08/2025
Sub-Divisional Officer
Urban Drainage Sub-Division No-III
Khardah, Kolkata-700116

ANNEXURE -I**LIST OF WORK(S) FOR NIT NO : 01/UDSD-III/IWD of 2025-2026**

Sl No	Name of Work/Scheme/Project	Amount put to Tender (Tender Value)	Earnest Money Deposit	Time allowed for completion
1	Annual Maintenance of office premises of the Sub-Divisional office & Rest shed of Outfall pump house for the period from 16th. July, 2025 to 31st March, 2026 under Khardah Municipality, P.S. Khardah, Dist. North 24 Parganas under Urban Drainage Division during the year 2025-26.	Rs. 32,787.00	Rs. 656.00	Upto 31st March, 2026
2	Maintenance of office campus, Outfall pump rest shed at Pansila of the Sub-Divisional officer, Urban Drainage Sub-Division No-III, Adarshapally, Khardah by cleaning jungles, bushes etc. for the period from 16th July, 2025 to 31st March 2026 under Khardah Municipality, P.S. Khardah Dist. North 24 Parganas under Urban Drainage Division during the year 2025-26.	Rs. 58,077.00	Rs. 1162.00	Upto 31st March, 2026
3	Annual maintenance and repairs to the existing computer system, printers etc. including hardware accessories, peripherals and basic software and supply thereof under Urban Drainage Sub-Division No-III for a period of one year in P.S. Khardah, District North 24 Parganas during the year 2025-26.	Rs. 54,690.00	Rs. 1094.00	365 Days

26/8/2025
Sub-Divisional Officer

Urban Drainage Sub-Division No-III
Khardah, Kolkata 700116.

Memo No: **309/1(6)**

Date : **26-08-2025**

Copy forwarded for information and wide circulation:-

- 1) Superintending Engineer, Metropolitan Drainage Circle, I&W Dte, 2nd Floor, Jalsampad Bhawan, Saltlake, Kolkata 700091
- 2) Chairman, Khardah Municipality
- 3) Executive Engineer, Urban Drainage Division, 4th Floor, Jalsampad Bhawan, Saltlake, Kolkata 700091
- 4-5) Sub-Divisional Officer, Urban Drainage Sub-Division No-I/II
- 6) Notice Board, Drainage Sub-Division No-III

26/8/2025
Sub-Divisional Officer

Urban Drainage Sub-Division No-III
Khardah, Kolkata 700116.