



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
SUBURBAN DRAINAGE SUB-DIVISION NO. I
7TH FLOOR, JALASAMPAD BHAWAN, SALT LAKE
KOLKATA - 700091

NOTICE INVITING TENDER NO - 01/SDO/SDSD NO-I OF 2025-2026

Circulated vide No. 495/SDO/SDSD NO-I Dated: 13/08/2025

1. Separate sealed Tenders in printed form are invited by the, Sub- Divisional Officer, Suburban Drainage Sub Division No-I on behalf of the Governor of West Bengal, for the works as per list attached herewith, from bonafide outsiders having credential of execution of similar nature of work as per categorization, detailed here in under.
- 2.a. Separate Tender should be submitted for each work, as per attached List, in sealed cover super scribing 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 representative during office hours between 11.00 AM and 4 PM on every working day, in the Office of the Sub Divisional Officer, Suburban Drainage Sub Division No-I
4. a. Intending Tenderers should apply for Tender Papers 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. Professional Tax Payment Certificate (PTPC) or the Professional Tax Payment Challan/receipt for current financial year/waiver Order of Competent Authority in other states as applicable
 - ii. Latest Authenticated Income Tax Return for current financial year or immediate preceding financial year of the bidder
 - iii. Valid Permanent Account Number (PAN) Card of the Bidder
 - iv. Valid 15 Digit Goods & Service Tax Payer Identification Number (GSTIN) as per GST Act, 2017 & Rules made compulsory by Finance Department, Govt. of West Bengal irrespective of Financial Turn Over of the Bidders.
 - v. Completion Certificate / Payment Certificate (S) for one single similar work worth at least 50% of the value of the work for which Tender Paper is desired, executed within last than 5 (Five) years (to be determined from the actual year of completion, considering current financial year as Year-1).
 - vi. Eligibility Certificate issued by the A.R.C.S. (for Engineers Cooperative and Labour Cooperatives);
 - vii. A Statement showing number and value of works presently under execution by the Tenderer under the Irrigation & Waterways Department and other Government Departments/Organization as stated in paragraph 4(b) hereunder.
 - viii. Declaration by the Applicant to the effect that there is no other applications for Tender Paper for 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.

- 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) Department, 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, kops; and Mackintosh Burn Ltd. and any Govt. of India Enterprise 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 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 Tenderer 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 can be available free of cost from the office of the Sub Divisional Officer, Suburban Drainage Sub Division No-I, 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 between 11.00 hours and 16.00 hours on any working day.
8. "Demand Draft, Banker's Cheque, Treasury Challan, Deposit Call Receipts (DCR) and Fixed Deposit Receipts (FDR) of scheduled Banks guaranteed by the Reserve Bank of India may be accepted as Earnest Money and/or Security Deposit" in favour of the "Executive Engineer, Suburban Drainage Division."
9. Earnest Money for works in open tender, as noted in the list of work, will have to be deposited by the Contractors, Unemployed Engineers' Cooperatives & Labour Cooperatives. Anybody desirous of exemption from depositing Earnest Money, is to furnish along with his Tender, self attested copy of document exempting him from depositing Earnest Money for the tender.
- 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.
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.
14. Conditional Tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
15. Royalty, Building & other Construction Workers' Cess and all other statutory Levy / Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).
16. Contractor(s) should have to ensure the mandatory engagement of job card holders as unskilled workers for execution of awarded work, in order to implement the "Karmashree" Scheme launched by the State Government, vide No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024. They also have to submit periodic statement on such engagement in the manner stated in the aforesaid order.
17. 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.
18. The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him.
19. 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.
20. The successful Tenderer will have to execute the duplicate / triplicate / quadruplicate copies of his tender which will have to be obtained by additional cash payment in the office of the Executive Engineer, Suburban Drainage Division within 7(Seven) days from the date of receipt of the intimation of acceptance of his tender failing which the Earnest Money shall forthwith stand forfeited in favour of the Government and the communication of acceptance of the tender shall automatically stand cancelled.
21. If any Tenderer withdraws his tender before its acceptance or refuses / fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal / refusal / failure, he shall be disqualified for submitting any Tender in this Division / Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
22. 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.
23. 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 material not listed therein, if supplied by the Department, the Issue Rate for such materials will be fixed by the Engineer-in-charge.

24. Hire charges for Tools & Plants Machinery, if issued departmentally, will be recovered from the Contractor at such rates as will be fixed by 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 damaged or replacement will be recovered from Contractor.
25. 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 in form N.S.C. / Government Security etc. not held by the Tenderer and not properly pledged.
ii. Earnest Money in the form of T.R. Challan, D.C.R. /Demand Draft, etc. which are short deposited and/or not deposited in favour of the **Executive Engineer, Suburban 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.
26. 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, Suburban 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 Tenders other than the lowest Tenderer in each case, may be refunded, after acceptance of the rate in the comparative statement, as early as possible.
27. 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.
28. The Payment of Running Account (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.
29. Normally, Tender Paper for not more than one work in any one NIT will be issued to an applicant, who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIT, Tender Paper Issuing Authority may issue tender paper for any serial even though it may not be preferred by the applicant.
30. All papers submitted along with application must be self-attested and original have to be produced for verification during submission of application.
31. Security Deposit will be deducted from every Running Account/Final Bill as per Govt. Rules in vogue.
32. **Tender documents:** - The Tender documents shall consist of the followings and other relevant particulars may be seen by the intending Tenders or by their duly authorized representatives during office hours between 11.00 AM and 4 PM on every working day, till the last date of issue of the Tender Forms in the office of the undersigned: -
- a) Notice Inviting Tender.
 - b) W.B.F. No.2911
 - c) Price schedule, Additional Terms & Conditions, Special Terms & Conditions, General Specification of the work and other relevant documents.
 - d) Plans and Drawings where necessary (these will not be required to be submitted with the tenders but this will form part of the tender documents at the time of executing the agreement after acceptance)

Additional Terms & Condition

Categorization of Works:

1. Earthwork : Earthwork in excavation / filling for embankment, Canal, drainage Channels executed under Irrigation & Waterways Department.
2. Protection Works : All kinds of river / channel bank / embankment protection works (with boulder, CC blocks, Revetment works, sauses, brick blocks, dry brick Pitching, etc.).
3. Lining Work : All kinds of water face lining / brick block pitching/dry brick pitching, in irrigation canal / drainage channel, etc
4. Hydraulic Structures : Aqueducts, Regulators, Syphons, Bridges across Waterways, Sluices, Dams, Barrages, etc.
5. M.S. Structural Works : Gates of all kinds, electrical Installations, Pumps and allied machinery.

The above list is only indicative and not exhaustive.

R 13/08/2025

Sub Divisional Officer
Suburban Drainage Sub Division No. I
Jalasampad Bhawan, Salt Lake
Kolkata-7000 91

Memo. No. 495 (7)

Dated - 13/08/2025

Copy to:-

1. The Chief Engineer (South), I & W Dte. Govt. of West Bengal, Jalasampad Bhavan, Salt Lake City, Kol-91.
2. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalasampad Bhavan, Salt Lake, Kol-91.
3. The Executive Engineer, Suburban Drainage Division, Jalasampad Bhavan, Salt Lake, Kol-91.
4. The Sub-Divisional Officer, Suburban Drainage Sub-Division No. II/III.
5. The Sabhadhipati, Zilla Parishad, (South) 24 Parganas.
6. The Chairman, Maheshtala Municipality.
7. The Office Notice Board.

R 13/08/2025

Sub Divisional Officer
Suburban Drainage Sub Division No. I
Jalasampad Bhawan, Salt Lake
Kolkata-7000 91



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
SUBURBAN DRAINAGE SUB-DIVISION NO. I
7TH FLOOR, JALASAMPAD BHAWAN
SECTOR-I, SALT LAKE, KOLKATA - 700091

Notice Inviting Tender No. 01/SDO/SDSD NO-I OF 2025-2026

Circulated vide. 495(7) Dated - 13/08/2025

Date and Time Schedule of Notice Inviting Tender

1)	Last date of Application for Tender paper: 20/08/2025 upto 2.00 P.M.at the office of the Sub-Divisional Officer, Suburban Drainage Sub-Division No- I, 7 th Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91
2)	Date for verification of Original documents: 20/08/2025 at the office of the Sub-Divisional Officer, Suburban Drainage Sub-Division No- I, 7 th Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91
2)	Date & Time for Issue of Tender paper: 21/08/2025 upto 4.00 P.M.at the office of the Sub-Divisional Officer, Suburban Drainage Sub-Division No- I, 7 th Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91
3)	Date & Time for dropping of Tender paper: 26/08/2025 upto 2.00 P.M.at the office of the Sub-Divisional Officer, Suburban Drainage Sub-Division No-I, 7 th Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91
4)	Date & Time for opening of Tender documents: 26/08/2025 at 3.00 P.M.at the office of the Sub-Divisional Officer, Suburban Drainage Sub-Division No- I, 7 th Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91

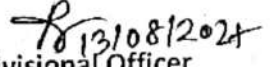
13/08/2025

Sub Divisional Officer
Suburban Drainage Sub Division No. I
Jalasampad Bhawan, Salt Lake
Kolkata-7000 91



LIST OF WORKS

Sl No.	Name of Work	Amount put to Tender (Rs.)	Earnest Money (Rs.)	Cost of tender paper & Schedule (Rs.)	Time allowed for completion of work	Eligibility of contractor	Remarks
1	2	3	4	5	6	7	8
1	Clearing & removing jungle from campus area of Chakmir Godown and Akra Sluice Gate Rest Shed for one year within Suburban Drainage Sub Division No-I under Suburban Drainage Division during the year 2025-2026	63,168 /-	1263 /-	Nil	1 (one) Year	Bonafide outsiders having credential of similar nature of work.	


Sub Divisional Officer
Suburban Drainage Sub Division No. I
Jalasampad Bhawan, Salt Lake
Kolkata-7000 91

Issued to :

N.I.T. No. 01/SDO/SDSD No-I of 2025-2026

Schedule for the work, "Clearing & removing jungle from campus area of Chakmir Godown and Akra Sluice Gate Rest Shed for one year within Suburban Drainage Sub Division No-I under Suburban Drainage Division during the year 2025-2026"

Amount Put to Tender : Rs. 63,168.00

Earnest Money : Rs. 1,263.00

Time Allowed : 1 (one) year

SI No.	Description of Items	Quantity	Unit	Rate (Rs.)	Amount (Rs)
1	Cutting uprooting and clearing jungles including shrubs, water weeds, bushes, trees, plants, upto 30 cm. girth including removing as directed by Engineer-in-charge.	12,508.44	Sqm	5.05	63,168.00
				Total =	63,168.00

(Rupees Sixty Three Thousand One Hundred Sixty Eight only).

R/13/08/2022
Sub Divisional Officer
Suburban Drainage Sub-Division No.1

I do here by agree to carryout the work @% () percent
Above/At Par/Below the Schedule of rates.

(Signature of Agency with seal)