



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Superintending Engineer
Mechanical & Electrical Circle
Jalasampad Bhawan (6th floor), Salt Lake City, Kolkata-91
Phone No. 033-23218430, e-Mail ID: tasemec2025@gmail.com

NOTICE INVITING e-TENDER (Item Rate)

e-NIT No -WBIW/EETAtOSE/MEC/NIT-06(e)/2025-26

Memo No: 164 /IT-6

Dated: 27.02.2026

Executive Engineer & TA to Superintending Engineer, Irrigation & Waterways Directorate, invites e-Tender for the **LIST OF WORKS** given in the next page (Submission of Bid through *online*), as per instruction of Chief Engineer, Mechanical & Electrical,;

1. In the event of e-filling, intending bidder may download the tender documents from the website: <https://wbtenders.gov.in/> directly with the help of Digital Signature Certificate & necessary cost of earnest money to be deposited through online mode [as per Finance Dept (Audit Branch) Memorandum no.3975-F(Y)dt28.07.16].
2. Both **Technical bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website
<https://wbtenders.gov.in/>
3. **The Technical and Financial Bid to be submitted online on or before 25.03.2026 upto 17:00 HRS.**
4. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL DOCUMENTS** of the tenderer found qualified by the Tender Evaluation Committee, Irrigation & Waterways Directorate. The decision of the Tender Evaluation Committee, Irrigation & Waterways Directorate, will be final and absolute in this respect. The list of Qualified Bidders will be displayed both in the website.

LIST OF WORKS

e-NIT No - WBIW/EETAtSE/MEC/NIT-06(e)/2025-26

Sl. No.	Name of Work//Project/Procurement*	Estimated Amount put to Tender (Tender Value) (Rs.)	Earnest Money (EMD) (Rs.)	Time allowed for completion (In English Calendar days) (Only principle component of work except AMC)	Source of fund	Minimum eligibility criteria to match the Prequalification (PQ) credential in terms of execution of similar completed previous works contract	Physical Milestones for completion of each work within stipulated time (Refer to Clause 17 of the General Terms & Conditions of e-NIT)
1	2	3	4	5	6	7	8
1	Supply installation testing and commissioning of one (01) no Video Conferencing system including SITC of 1 (one) no 86" Video Display Unit and 1 (one) no 165" LED Display unit at Central Flood Control Cell (CFCR) at Ground Floor, Jalasampad Bhawan, Salt Lake, Kolkata – 700091	0.00	1,00,000.0	60 Days	SDS – CORE / SDS (M)	<p>Summary of minimum eligibility requirement to technically qualify for the next stage of financial bid in this tender:</p> <p>A. Technical PQ Credential:</p> <p>i. The bidder must have satisfactorily completed at least 1 (one) 'similar nature' work under Government Sector within last five FYs on the date of publication of this NIT .(Gross monetary value is calculated based on final billed value is the Credential Certificate (CC) multiplied by inflationary factor completed within the preceding five FYs of similar in nature, of Gross notional Value not be less than 30% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT. The same shall be minimum 60% for Consortium/JV</p> <p style="background-color: yellow;">'Similar Nature' work means Works related to</p> <p>Supply installation testing and commissioning of Video Conferencing system.</p> <p>B. Financial eligibility as PQ Credential in preceding three FY:</p> <p>a) Average of Gross Annual Turnover of the bidder except for Consortiums and Joint Ventures for any three FYs within immediate preceding five FY on the date of publishing of NIT as stated in clause 7 V should be at least (30% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT)</p> <p>b) The above value for Consortiums or Joint Ventures should be at least 90% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT)</p> <p>c) 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 & Loss Accounts and corresponding audited balance sheets stated in Clause 7v c).</p> <p>(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).</p>	As per Work Programme prepared and uploaded by the Tender Inviting Authority in the form of Bar Chart

LIST OF WORKS

WBIW/EETAtose/MEC/NIT-06(e)/2025-26

Sl. No.	Name of Work//Project/Procurement*	Estimated Amount put to Tender (Tender Value) (Rs.)	Earnest Money (EMD) (Rs.)	Time allowed for completion (In English Calendar days)	Source of fund	Minimum eligibility criteria to match the Prequalification (PQ) credential in terms of execution of similar completed previous works contract	Physical Milestones for completion of each work within stipulated time (Refer to Clause 17 of the General Terms & Conditions of e-NIT)
1	2	3	4	5	6	7	8
2	Supply Installation testing and Commissioning of Bio-Metric Time Attendance Monitoring Recording System incl all software & hardware etc (including Biometric readers, CCTV cameras, NVRs, Hard Disks, Network switches, LAN Cable networks, Access Controller etc.) at 51 nos different offices at different locations within the state of West Bengal including operation and non-comprehensive maintenance off all hardwares and softwares. (For 1 Year)	0.00	10,00,000.00	365 Days	SDS – CORE / SDS (M)	<p>Summary of minimum eligibility requirement to technically qualify for the next stage of financial bid in this tender:</p> <p>A. Technical PQ Credential:</p> <p>i. The bidder must have satisfactorily completed at least 1 (one) ‘similar nature’ work under Government Sector within last five FYs on the date of publication of this NIT .(Gross monetary value is calculated based on final billed value is the Credential Certificate (CC) multiplied by inflationary factor completed within the preceding five FYs of similar in nature, of Gross notional Value not be less than 30% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT. The same shall be minimum 60% for Consortium/JV</p> <p style="background-color: yellow;">‘Similar Nature’ work means Works related to Supply Installation testing and Commissioning of Bio-Metric (Face recognition cum finger print based) Time Attendance Monitoring Recording System</p> <p>B. Financial eligibility as PQ Credential in preceding three FY:</p> <p>a) Average of Gross Annual Turnover of the bidder except for Consortiums and Joint Ventures for any three FYs within immediate preceding five FY on the date of publishing of NIT as stated in clause 7 V should be at least (30% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT)</p> <p>b) The above value for Consortiums or Joint Ventures should be at least 90% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT)</p> <p>c) 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 & Loss Accounts and corresponding audited balance sheets stated in Clause 7v c).</p> <p>(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).</p>	As per Work Programme prepared and uploaded by the Tender Inviting Authority in the form of Bar Chart

LIST OF WORKS

WBIW/EETAtOSe/MEC/NIT-06(e)/2025-26

Sl. No.	Name of Work//Project/Procurement*	Estimated Amount put to Tender (Tender Value) (Rs.)	Earnest Money (EMD) (Rs.)	Time allowed for completion (In English Calendar days)	Source of fund	Minimum eligibility criteria to match the Prequalification (PQ) credential in terms of execution of similar completed previous works contract	Physical Milestones for completion of each work within stipulated time (Refer to Clause 17 of the General Terms & Conditions of e-NIT)
1	2	3	4	5	6	7	8
3	Development of centralised network instead of separated individual office network in Jalasampad Bhawan in connection with internet connection & other Network related activity.	0.00	10,00,000.00	365 Days	SDS – CORE / SDS (M)	<p>Summary of minimum eligibility requirement to technically qualify for the next stage of financial bid in this tender:</p> <p>A. Technical PQ Credential:</p> <p>i. The bidder must have satisfactorily completed at least 1 (one) ‘similar nature’ work under Government Sector within last five FYs on the date of publication of this NIT .(Gross monetary value is calculated based on final billed value is the Credential Certificate (CC) multiplied by inflationary factor completed within the preceding five FYs of similar in nature, of Gross notional Value not be less than 30% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT. The same shall be minimum 60% for Consortium/JV</p> <p>‘Similar Nature’ work means Works related to IT based networking system.</p> <p>B. Financial eligibility as PQ Credential in preceding three FY:</p> <p>a) Average of Gross Annual Turnover of the bidder except for Consortiums and Joint Ventures for any three FYs within immediate preceding five FY on the date of publishing of NIT as stated in clause 7 V should be at least (30% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT)</p> <p>b) The above value for Consortiums or Joint Ventures should be at least 90% of the submitted bundled bid price of the work for which the bidder chooses to participate in this NIT)</p> <p>c) 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 & Loss Accounts and corresponding audited balance sheets stated in Clause 7v c).</p> <p>(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).</p>	As per Work Programme prepared and uploaded by the Tender Inviting Authority in the form of Bar Chart

I. EMD: The quantum of Earnest Money Deposit shall be 2% of submitted bundled bid price. Excess/deficit amount of EMD shall be adjusted as Bid security deposit.

Pre-bid Meeting:

'Pre-Bid' meeting would be held in the office chamber of the Tender Inviting Authority (TIA) preferably on Day 4 or 5 from the date of publication of e-NIT, which shall be notified in the date schedule of e-NIT 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.

Bid Capacity:

The available Bid Capacity (to be calculated on the basis of prescribed format in Annexure – I) of the prospective applicant at the expected time of bidding should be more than the bundled bid price of Tender.

5. Eligibility criteria for participation in the tender.

- i. The contractors who have been delisted or debarred by any government department shall not be eligible in any way.
 - ii. **Valid upto date clearance of Income Tax return to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted.** [Non statutory Documents]
 - iii. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated nonresponsive.)
 - iv. The available **Bid capacity** (to be calculated on the basis of prescribed format) of the prospective applicant shall not be less than the estimated amount put to tender.
 - v. **In case of Proprietorship, Partnership Firms Where an individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be a director or partner, such individual person, either belonging to an appropriate cadre officer of the company or an authorized partner of a firm, having are glistered power of attorney empowered by the Board or by the firm, shall invariably upload a copy of registered power of attorney showing clear authorization in his favour, to upload such tender. The power of attorney shall have to be registered in accordance with the provision of the Registration Act,1908.**
 - vi. Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non-Statutory documents)
 - vii. Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.
 - viii. Registered Unemployed Engineers' Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Current N.O.C. from A.R.C.S., Minutes of last A.G.M. and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering as per memo no 44-A/4M-11/2002 dated 09.01.2004 of Deputy Secretary-III, I & W DTE.D. Privilege will be allowed as per G.O. No. 378(9)-A/PW/O/10C- 17/05 dt. 31-05- 2005 P.W.D. Accounts Branch by Deputy Secretary-III including necessary documents in support of the statement and along with other supporting papers (Non-Statutory documents).
 - ix. A prospective bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.
 - x. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.
 - xi. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
 - xii. Prevailing safety norms has to be followed so that LTI(Loss of time due to injury)is zero.
 - xiii. Rates should be quoted in figures as well as in words on item rate basis. Rate should be inclusive of all taxes, duties & CESS etc including GST which will not be paid extra. No tenders with price variation clause will be accepted. Acceptance of lowest or any other tender is not obligatory. The rate quoted in totality is criteria for selection.
6. Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill will be 30% of the tendered amount. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No. 2911 so far as they relate to quantum and frequency of payment is to be treated as superseded.
7. **Conditional bid or bid with clause of price variation will be rejected.**
8. **No mobilization / secured advance** will be allowed.
9. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility if required.

10. **Constructional Labour Welfare Cess @1 (one) % of cost of construction will be deducted from every Bill of the selected agency.**
11. **Rate should be quoted inclusive of all taxes and duties.**
12. In connection with the work, **Arbitration** will not be allowed. **The ClauseNo.25 of 2911 is to be considered as deleted clause vide gazette notification no 558/SPW-13thDecember, 2011.**
13. **Bids shall remain valid for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid submission.** Bid valid for a shorter period shall be rejected by the 'Evaluation Committee' as non-responsive.
14. **Important Information**

A CRITICAL DATE AND TIME SCHEDULE:

Sl. No.	Activity	Date & Time	Remarks
1.	Publishing Date	06.03.2026 at 17.00 Hrs.	To be made available with the e-NIT in the website
2.	Document Download start date	06.03.2026	
3.	Bid submission start date	06.03.2026 at 17.00 Hrs.	
4.	Document Download end date	25.03.2026 at 17.00 Hrs.	
5.	Bid submission end date	25.03.2026 at 17.00 Hrs.	
6.	Technical Bid opening date with preliminary result (TBO Sheet)	27.03.2026 at 13:00 Hrs.	
7.	Uploading of the list of Technically qualified final list of bidders (TBE Sheet)	To be Notified Later	To be notified to all bidders through e-mail & SMS through auto-generation in the system.
8.	Financial Bid opening date (FBO Sheet)	To be suitably decided by TIA	
9.	Uploading of CS (Comparative Statement) and uploading of Final FBE Sheet	To be suitably decided by EE(TAA)	
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-	
11.	Uploading of Award of Contract (AOC) (Work Order)	-do-	

B LOCATION OF CRITICAL EVENT

Pre-Bid Meeting:

The Superintending Engineer
Mechanical & Electrical Circle,
I&W Directorate, Govt. of West Bengal
Jalasampad Bhawan, (6th Floor)
Bidhannagar, Kolkata-700091.

Bid Opening:

The Superintending Engineer
Mechanical & Electrical Circle,
I&W Directorate, Govt. of West Bengal
Jalasampad Bhawan, (6th Floor)
Bidhannagar, Kolkata-700091.

15. **A retention towards Performance Security, amounting to 10(ten)percent (including the Earnest money, already deposited)of the bill amount shall be made by the Executive Engineer from 1st RA bill to Final bill. No interest would be paid on the Performance Security Deposit.**

16. All Bidders are requested to present in the office of The **Executive Engineer & TA to Superintending Engineer, I&W. Dte.**, during opening the financial bid. **Executive Engineer**, may call **Open Bid/Seal Bid** after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.
 17. Site of work will be handed over to the agency phase wise. Copy of the layout drawing shall be submitted by the contractor to the department for approval. No claim in this regard will be entertained.
 18. **Price preference** will be allowed as per prevailing government Order No. 1110F dated 10/02/2006 of Special secretary, Finance Department, Govt. of West Bengal.
 19. **Earnest Money:** The amount of Earnest Money, as specified, is to be deposited through online mode [as per Finance Dept (Audit Branch) Memorandum no. 3975-F(Y) dt28.07.16] against the work. This clause is also applicable for all categories of applicants except those are exempted as per Government Order no. 1110F, dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal.
 20. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
 21. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The **Executive Engineer & TA to Superintending Engineer, I&W. Dte.**, reserves the right to reject any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding.
 22. **Refund of EMD:** The Earnest Money of all the unsuccessful Tenderers deposited through online mode against the work will be refunded as per norms laid down in Finance Dept (Audit Branch) Memorandum no. 3975-F(Y)dt28.07.16.
 23. **Prospective applicants are advised to not carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.**
 24. **Conditional/Incomplete tender will not be accepted.**
 25. The intending tenderers are required to quote the rate **online**.
 26. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b)Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
 27. **Guiding schedule of rates:** As per PWD(Electrical) Schedule of Works.
 28. During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- The Tender Inviting Authority, I&W. Dte.**, reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
29. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Chairman of Evaluation Committee within 2 days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Evaluation Committee.
 30. Before issuance of the **WORKORDER**, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

31. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence: -
- i) Form No. 2911
 - ii) NIT
 - iii) Special terms & conditions
 - iv) Technical Bid
 - v) Financial Bid

32. **Qualification criteria:**

The tender inviting & Accepting Authority through a “Evaluation Committee” will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding: -

SD/-

Executive Engineer & TA to
Superintending Engineer
Mechanical & Electrical Circle,
Irrigation & Waterways Directorate
Government of West Bengal

1. SECTION-A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in/> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate(DSC)

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site state din Clause-2of Guide line to Bidder DSC is given as a USB e-Token.

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.

A prospective bidder (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the list of schemes.

5. Submission of Tenders

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date &time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following in two covers (folders).

A-1. Statutory Cover/Technical file containing

- i. Tender form No. 2911 & NIT - **Original Files, Digitally signed, should be uploaded. The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid. In case of tampering or merging of any other documents with 2911, NIT and Terms & conditions, the bidder shall have to resubmit the same under "Shortfall of documents" section of e-Tender Portal, failing which bid will be rejected.**
- ii. Special Terms, condition & specification of works (if any).

A-2. Non-statutory/Technical Documents

- i. Prequalification Application (Sec-B, Form-I)
- ii. Professional Tax (PT) deposit receipt challan Up to date, Pan Card, Latest IT- Return Acknowledgement, WBVAT Registration Certificate, Service Tax Registration Certificate & latest Deposit Challan, License under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970, valid requisite (at least Part 1, 2, 4, & 11) supervisory competency certificate, valid electrical contractor license.
- iii. Affidavits (Ref:- format for general affidavit shown in "Y" Section "B"), duly notarized in non judicial stamp paper of appropriate value, should be given on the basis of current NIT and as per proforma given in section B. [non submission of the same or affidavit made at an earlier date, will not be considered.]
- iv. Registration Certificate under Company Act. (if any).
- v. Registered Deed of partnership Firm/Article of Association & Memorandum.
- vi. Power of Attorney (For Partnership Firm/Private Limited Company) (if any).
- vii. Clearance Certificate for the Current Year issued by the Assistant Register of Cooperative(s) (ARCS) bye-laws are to be submitted by the Registered labour Cooperative(s), Engineers' Cooperative(s).
- viii. List of Technical staffs along with structure & organization (c).
 - ix. **Completion Certificate as per Credential for completion as per Notification no. 04-A/PW/O/10C-02/14 dated 18.03.2015 of the Principal Secretary, PWD, read with Notification no. 137/1A/PW/O/10C-02/14 dated 24.04.2014 to be submitted along with Form-V, Section B [non submission of the same will make the bid liable for rejection].**

Note:- In case of failure of submission of any of the above mentioned documents (as stated in A1 and A2), guidelines provided in Memorandum no. 1M-66/18/71-R/PL dated 15.01.2019 of the Principal Secretary, PWD, will be followed.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:

Click the checkboxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	SubCategory Description	Details
A.	CERTIFICATES	CERTIFICATES	1. PAN CARD 2. PTAX (CHALLAN) UP TO DATE 3. EPF registration certificate & Up-to-date Challan, 4. ESI registration certificate & Up-to-date Challan 5. LATEST IT-RETURN_ACKNOWLEDGEMENT 6. LICENSE UNDER SECTION 12(1) OF THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970.

B.	COMPANY DETAILS	COMPANY DETAILS-1	1. PROPRIETORSHIP FIRM (TRADE LICENSE) 2. PARTNERSHIP FIRM (PARTNERSHIP DEED, TRADE LICENSE) 3. LTD. COMPANY (INCORPORATION CERTIFICATE/MOA, TRADE LICENSE) 4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENSE) 5. POWER OF ATTORNEY
C.	CREDENTIAL	CREDENTIAL-1	1. SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE, WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER, ALONG WITH FORM - VIN PRESCRIBED FORMAT. 2. AFFIDAVIT - VIN PRESCRIBED FORMAT.

Sl. No.	Category Name	Sub Category Description	Details
D.	FINANCIAL (INFO)	WORK IN HAND	1. AUTHENTICATED
	2024-2025	P/L AND BALANCE SHEET (WITH ANNEXTURE)	PROFIT & LOSS AND BALANCE SHEET AND 3 CD FORM IN CASE OF TAX AUDIT
	2023-2024	P/L AND BALANCE SHEET (WITH ANNEXTURE)	PROFIT & LOSS AND BALANCE SHEET AND 3 CD FORM IN CASE OF TAX AUDIT
	2022-2023	P/L AND BALANCE SHEET (WITH ANNEXTURE)	PROFIT & LOSS AND BALANCE SHEET AND 3 CD FORM IN CASE OF TAX AUDIT
E.	MANPOWER	TECHNICAL PERSONNEL	LIST OF TECHNICAL STAFFS ALONG WITH STRUCTURES & ORGANIZATION (AS PER SECTION-B, FORM-III)

B. Tender evaluation committee (TEC)

- i. **Tender will be evaluated by the Tender Inviting & Accepting Authority through an "Evaluation Committee", who will determine the eligibility of each bidder.**
- ii. **Opening & evaluation of tender:-**
If any contractor is exempted from payment of EMD, copy of relevant Government order need to be furnished.
- iii. **Opening of Technical proposal:-** Technical proposals will be opened by the **Executive Engineer & TA to Superintending Engineer, I&W Dte.** and his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- iv. Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

- v. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.
- vi. Uploading of summary list of technically qualified Bidders.
- vii. Pursuant to scrutiny & decision of the evaluation committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- viii. During evaluation, the committee may summon, the Bidder & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if the samee are not produced within the stipulated time frame, their proposals will be liable for rejection.

ix. Examination of bid and Determination on Responsiveness

Responsiveness to be judged based on enclosed format under Gurranted Technical particulars sub Head, by bid evaluation committee/ authority.

In case of major deviation from tender specification, a statement of deviation including detailed justification for the deviation for each clause of deviation, to be enclosed. However, minor exception deviation may be waived by the authority.

x. Criteria of Technical Evaluation:

Criteria		Documents to be submitted
a.	Experience and past performance	
	1. Similar Experience	AOC wit BOQ and Completion Certificate
	2. Non Performing Contacts & Litigation	Self declaration and documents (if applicable)
b.	Performance Capability	
	1. Key personal:- Bidder should have their own qualified engineers, staff, office to execute/ manage the work in confirming the with SLA as defined in this tender document and other requirements.	(B) Documentary proof along with undertakings to this effect should be submitted.
	2. Critical Equipment	Relevant Documents
c.	Financial Capability	
	1. Average Annual Turnover	Relevant Documents
	2. Banker's certificate	Relevant Documents
d.	Performance Standard and Quality Assurance	
	1. Method Statement 2. Work Pan 3. Personal Deployment plan 4. Material Deployment Plan	To be submitted
e.	Additional Technical Evaluation Criteria	

i.	The bidder must be authorized by the OEIM of quoted item. Bidder should quote a particular item of only one make and model in this tender.	Authorized certificate form OEM, as per enclosed format
ii.	Work Performance Certificate	Satisfactory performance certificate issued by respective buyer organization for the above orders.
iii.	Quoted items should not have been declared 'End of Sale' or 'End of Support' up to at least 3 year from the date of installation for the work under tender.	Undertaking OEM on the letter head.
iv.	OEM should have their authorized service center within a radius of 500 km from site location to ensure warranty service.	A confirmation in this regard on the letter head of the OEM is to be submitted.

C. Financial proposal

- i. The financial proposal should contain the following documents in one cover (folder), i.e., Bill of quantities(BOQ) the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ. Bidders are requested to submit price justification sheet against their quoted rate by providing Work Order of Similar nature of works from the Government of West Bengal, Union Government Departments/ Other State Government Departments/ Engineering Wings of GoI /IRCON/RVNL/NHPC, Autonomous Project Authority and other similar organizations of GoI and State Governments/PSU and Corporations of Government of India and other States
- ii. **Copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.**

6. Penalty for suppression/distortion of facts

If any Bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Bidder will be suspended from participating in the tenders on e-Tender platform for 3(Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the IW Directorate may take appropriate legal action against such defaulting Bidder. The Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

7. Award of Contract

The Bidder, whose Bid has been accepted, will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911 will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

SECTION-B
FORM-V
EXPERIENCE PROFILE

Name of the Firm:

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT/GOVT.UNDERTAKING/STATUTORYBODYUPTO AVALUE,

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of Start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

Note:a) Certificate from the Employers to be attached.

- b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.
- c) Not a tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from a Bidder must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down here in to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.
- d) Canvassing in connection with the tender is strictly prohibited and a Bidder who resorts to this will render his tender liable to rejection.
- e) No alterations shall be permitted to be made by the Bidder in any tender after its submission.

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME:

When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled his Security Deposit will be forfeited.

**Signature and address of
The Bidder**

**Signature of the Tender
Accepting Authority**

SECTION-3

SPECIAL TERMS AND CONDITIONS

GENERAL:

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications in the “Departmental Schedule” which means the Public Works Department, Schedule of Rates for works in West Bengal for the working area including up to date addenda and corrigenda, if any, published by The Tender inviting authority, I.W.Dte..

TERMS & CONDITIONS IN ORDER TO PRECEDENCE:

If the stipulations of the various components of the contract documents be at variance in any respect, one will over-ride the other (only in so far as those are at variance) in the order of precedence as given below:

- (a) Special terms and conditions
- (b) Special specifications (c)
General specifications (d)
- Notice Inviting Tender
- (e) Schedule of probable items with approximate quantities
- (f) Printed Tender Form, i.e., W.B.F. 2911

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

3. ENGINEER-IN-CHARGE AND COMMENCEMENT OF WORK:

The word “Engineer-In-Charge” means the Executive Engineer, IW Directorate of the concerned Division. The word “Department” appearing anywhere in the tender documents means I.W. Department, Government of West Bengal, who have jurisdiction, administrative or executive over part of whole of the works forming the subject matter of the tender or contract. The word “approved” appearing anywhere in the documents means approved by the Engineer-In-Charge. In case, the work is transferred to any other Division, the Executive Engineer under whom the work will be executed should be treated as the Engineer-In-Charge. The work shall have to be taken up within seven days of the receipt of the work order. Failure to do so will constitute a violation of the contract stipulation as regards proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

4. CONDITION IN EXTENDED PERIOD:

As Clause 4 of W.B.F. 2908 or Clause 5 of W.B.F. No. 2911 as the case may be when an extension of time for completion of work is authorized by the Engineer-In-Charge, it will be taken for granted that the validity of the contract is extended automatically up to the extended period with all terms and conditions rates, etc. remaining unaltered, i.e., the tender is revalidated up to the extended period.

5. CO-OPERATION AND DAMAGES AND COMPLETION OF WORK:

All works are to be carried out in close co-operation with the Department and other contract or contracts that may be working in the area of work. The work should also be carried out with due regard to the convenience of the road/building users and occupants, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-In-Charge are due to the negligence of the contractor, are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-In-Charge.

6. CONTRACTOR'S SITE OFFICE:

The contractor shall have an office adjacent to the work as may be approved by the Engineer-In-Charge where all directions and notice of any kind whatsoever which the Engineer-In-Charge or his representative may desire to give to the contractor in connection with the contract may be left and same when left at or sent by post to such office or delivered to the Contractor's authorized agent or representative shall be deemed to be sufficiently served upon the contractor.

7. INCIDENTAL AND OTHER CHARGES:

The cost of all materials, hire charges to Tools and plants, Labour, Corporation/Municipal Fees for water supply, Royalty or road materials (if any), Electricity and other charges of Municipalities or statutory Bodies, Ferry charges, Toll Charges, Loading and unloading charges, Handling charges overhead charges etc. will be deemed to have been covered by the rates quoted by the contractor inclusive of Sales Tax (Central and/or State), Income Tax, Octroi Duty/Terminal Tax, Turnover Tax etc. All other charges for the execution of the complete or finished work in case of supply of materials and for carriage to the entire satisfaction of the Engineer-In-charge of the work. No claim whatsoever in this respect will be entertained.

8. AUTHORISED REPRESENTATIVE OF CONTRACTOR:

The contractor shall not assign the agreement or sublet any portion of the work. The contractor, may however, appoint an authorized representative in respect of one or more of the following purposes only.

- a) General day to day management of work
- b) To give requisition for Departmental materials, Tools & Plants etc. to receive the same and sign hand receipts thereof.
- c) To attend measurements when taken by the Departmental Officers and sign the records of such measurements which will be taken of acceptance by the Contractor. The selection of the authorized representatives subject to the prior approval of the Executive Engineer concerned and the contractor shall in writing seek such approval of the Executive Engineer giving therein the name of work, Tender No., the Name, Address and the specimen signature of the representative he wants to appoint and the specific purposes as specified in Clause 9 (a), (b) and (c) which the representative will be authorized for even after first approval, the Executive Engineer may issue at any subsequent date, revised directions about such authorized representative and the contractor shall be bound to abide by such directions. The Executive Engineer shall not be bound to assign any reason for any of his directions with regard to the appointment of authorized representative. Any notice correspondence etc. issued to the authorized representative or left at his address, will be deemed to have been issued to the contractor himself.

9. POWER OF ATTORNEY:

The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise, the Department shall not be bound to take cognizance of such of attorney.

10. EXTENSION OF TIME:

For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & Plants etc. would be entertained under any circumstances. The contractor should consider the above factor while quoting his rate. Applications for such extension of time should be submitted by the contractor in the manner indicated in Clause 5 of the printed form of W.B.F. No. 2911.

11. CONTRACTOR'S GODOWN:

The contractor must provide suitable godowns for materials at the site of work. No separate payment will be made for these godowns or for the store yard. Any cement which is found at the time of use to have been damaged shall be rejected and must immediately be removed from the site by the Contractor or deposited as directed by the Engineer-In-Charge.

12. USE OF GOVERNMENT LAND:

The contractor shall make his own arrangements for storage of tools & plants, equipments, materials etc. of adequate capacity and shall clear and remove on completion of work and shed, huts etc. which he might have erected in Government Land. Before using any space in Government Land of any purpose whatsoever, approval of the Engineer-In-charge should be needed.

13. WORK ORDER BOOK:

The contractor shall within seven days of receipt of the order to take up work, supply at his own cost one Work Order book to Sub-Divisional Officer Concerned, who is authorised to receive and keep in custody the Work Order Book on behalf of the Engineer-In-Charge. The Work Order Book shall be kept at the site of work under the custody of Sub-Divisional Officer or his authorised representative. The Work Order Book shall have machine numbered pages in duplicate directions or instruction from Departmental officers to be issued to the Contractor will be entered (in duplicate) in the Work Order Book (except when such directions or instructions are given by separate letters). The contractor or his authorised representative shall regularly note the entries made in the Work Order Book and also record thereon the action taken or being taken by him complying with the said directions or instruction on any relevant point relating to the work. The contractor or his authorised representative may take away the duplicate page of the Work Order Book for his own record and guidance.

The first page of the Work Order Book shall contain the following particulars:

- a) Name of the Work
- b) Reference to contract number
- c) Contractual rate in percentage
- d) Date of opening of the Work Order Book
- e) Name and address of the Contractor
- f) Signature of the Contractor
- g) Name & address of the Authorized representative (if any of the contractor authorized by him)
- h) Specific purpose for which the contractor's representatives is authorized to act on behalf of the Contractor.
- i) Signature of the authorized representative duly attested by the Contractor.
- j) Signature of the Sub-Divisional Officer concerned.
- k) Date of actual completion of work.
- l) Date of recording final measurement.

Entries in (k) & (l) above shall be filled in on completion of the work and before the Work Order Book is recorded in the office of the Sub-Divisional Officer.

14. CLEARING MATERIALS:

The whole site shall be left in a clear and neat manner to the satisfaction of the Engineer-In-Charge. No separate payment shall be made for all these works, the cost thereof being deemed to have been included in the rates of various items of works quoted by the contractor in the schedule of probable items of works.

15. SUPPLEMENTARY/ADDITIONAL ITEM OF WORKS:

Notwithstanding the provisions made in the related printed tender Form (if any) any item of the work which can be legitimately be considered as not stipulated in the specific schedule of probable items of

work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor if so, directed by the Engineer-In-Charge and the rates will be fixed with manner as stated below:-

- (a) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing in the P.W. (Electrical) Department schedule of rates of probable items of work forming part of tender document.
- (b) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (Ten percent) will be allowed, the contractual percentage will not be applicable.
- (c) Black-market rates shall never be allowed.
- (d) Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a) & (b) stated above only.

It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender.

16. COVERED UP WORKS:

When one item of work is to be covered up by another item of work the latter item shall not be done before the former item has been measured up and has been inspected by the Engineer-in-charge or the Sub-Divisional Officer, as the authorized representatives of the Engineer-In-Charge and order given by him or proceeding with the latter item of work. When however, this is not possible for practical reasons, the Sub-assistant Engineer, if so, authorized by the Sub-Divisional Officer may do this inspection in respect of minor works and issue order regarding the latter item.

17. APPROVAL OF SAMPLE:

Samples of all materials to be supplied by the contractor and to be used in the work shall have to be approved by the Engineer-in-charge and checking the quality of such materials shall have to be done by the concerned Department prior to utilization in work.

18. WATER AND ENERGY:

The contractor shall have to arrange for their own source of energy for operation of equipments and machineries, driving of pumping set, illuminating work site, office etc. that may be necessary in different stages of execution of work. No facility of any sort will be provided for utilization of the departmental sources of energy existing at site of work. Arrangement for obtaining water for the work should also be made by the contractor at his own cost. All cost for getting energy and / or for any purpose whatsoever will have to be borne by the contractor for which no claim will be entertained.

All materials and Tools and Plants and all labour (skilled and unskilled) including their housing, water supply, sanitation, light, procurement of food staff, medical aid etc. are to be arranged for by the contractor. The cost of transport of labour, materials and all items as aforesaid shall also have to be borne by the Contractor.

19. DRAWINGS:

All works shall be carried out in conformity with the drawings approved by this Department. The Contractor shall have to carry out all the works according to the approved general drawing and detail working drawings to be supplied by the contractor from time to time at no extra cost.

20. SERVICEABLE MATERIALS:

The responsibility for stacking the serviceable materials obtained during dismantling of existing structure/road (to be decided by the Engineer-in-charge) and handing over the same to the Engineer-in-charge of work of this Department lies with the contractor and nothing will be paid on this account. In case of any loss or damage of serviceable materials prior to handing over the same to this Department, full value will be recovered from the Contractor's bill at rates as will be assessed by the Engineer-in-charge.

21. UNSERVICEABLE MATERIALS:

The Contractor shall remove all unserviceable materials, obtained during execution at place as directed. The contractor shall dressed up and clear the work site after completion of work as per direction of the Engineer-in-charge. No extra payment will be made on this account.

22. CONTRACTOR'S RISK FOR LOSS OR DAMAGE:

All risk on account of Railway or Road carriage or carriage by boat including loss or damage of vehicles boats, barges materials or labour will have to be borne by the contractor.

23. IDLE LABOUR:

Whatever the reasons may be no claim or idle labour, enhancement of labour rate additional establishment cost, cost of TOLL and hire and labour charges of tools and plants Railway freight etc. would be entertained under any circumstances.

24. CHARGES AND FEES PAYABLE BY CONTRACTOR:

- a) The contractor shall be all notices and pay all fees required to be given or paid by any statute or any regulation or by law and any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liability of every kinds for breach of such statute regulation or law.
- b) The Contractor shall have save harmless and indemnify the department from and against all claims demands suit and proceedings for or an account of infringement of any patent rights design, trade mark of name of other protected write in respect of any constructional Plant machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

25. ISSUE OF DEPARTMENTAL TOOLS AND PLANTS:

All Tools and Plants required for the work will have to be supplied by the Contractor at his own cost, all cost of fuel and stores for proper running of the Tools and Plants must be borne by the Contractor.

26. REALISATION OF DEPARTMENTAL CLAIMS:

Any some of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Government and set off against any claim of Government for the payment of sum of money arising out of these contract or under any other contract made by the contractor with the Government.

27. COMPLIANCE OF DIFFERENT ACTS:

The contractor shall comply with the provisions of the Apprentices Act, 1961, Minimum Wages Act, 1848. Contract Labour (Regulation and Abolition) Act 1970 and the rules and orders issued here under from time to time. If he fails to do so, Executive Engineer, may at his discretions, take necessary measure over the contract.

The Contractor shall also make himself for any pecuniary liabilities arising out on account of any violation of the provision of the said Act(s). The Contractor must obtain **necessary certificate and license from the Registering Office** under the Contract Labour (Regulation & Abolition) Act, 1970.

The contractor shall be bound to furnish the Engineer-In-Charge all the returns particulars or date as are called for from time to time in connection with implementation of the provisions of the above Acts and Rules and timely submission of the same, failing which the contractor will be liable for breach of contract and the Engineer-In-Charge may at his discretion take necessary measures over the contract.

28. COMMENCEMENT OF WORK:

The work must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in Notice Inviting Tender.

29. PROGRAMME OF WORK:

Before actual commencement of work the contractor shall submit a programme of construction of work clearly showing the materials men and equipments. The contractor will submit a programme of construction in the pattern of Bar Chart or Critical Path Method and a time table divided into four equal periods of progress of work to complete the work within the specific period for approval of the Engineer-In-Charge who reserves the right to make addition, alterations and substitutions to such programme in consultation with the contractor and such approved programme shall be adhered to by the contractor unless the same is subsequently found impracticable in part or full in the opinion of the Engineer-In-Charge and is modified by him. The contractor must pray in writing, showing sufficient reasons therein, for modification of programme. The conditions laid down in clause 2 of the printed tender form regarding the division of total period and progress to work and the time table therefore as provided in the said clause shall be deemed to have been sufficiently complied with it the actual progress of work does not fall short of the progress laid down in the approved time table for one fourth, half and three fourth of time allowed for the work.

30. SETTING OUT OF THE WORK:

The contractor shall be responsible for the true and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of work, if any, rectification or adjustment becomes necessary the contractor shall have to do the same at his own cost according to the direction of the Engineer-In-Charge during progress of works, if any, error appears or arise in respect of position, level, dimensions or alignment of any part of the work contractor shall at his own cost rectify such defects to the satisfaction of the Engineer-In-Charge. Any setting out that may be done or checked by either of them shall not in any way relieve the contractor or their responsibility for correctness thereof.

31. PRECAUTION SDURING WORKS:

The contractor shall carefully execute the work without disturbing or damaging underground or overhead service utilities viz. Electricity, Telephones, Gas, Water pipes, Sewers etc. in case disturbances of service utilities is found unavoidable the matter should immediately be brought to the notice of the Engineer-In-Charge and necessary precautionary measures as would be directed by the Engineer-In-Charge shall be carried out at the cost and expenses of the contractor. If the service utilities are damaged or disturbed in any way by the contractor during execution of the work ,the cost of rectification or restoration of damages as would be fixed by the Executive Engineer of the Division concerned will be recovered from the contractor.

32. NIGHT WORK:

The contractor shall not ordinarily be allowed to execute the work at night. The contractor may however, have to execute the work at night, if instructed by the Engineer-in-Charge. For true technical or emergent reasons the work may require to be executed during the night also according to the instruction of the Engineer-in-Charge. In that case the contractor shall have to arrange for separate set of labour with sufficient and satisfactory lighting arrangement for the night work. No extra payment whatever, in this respect will be made to the contractor.

33. TESTING OF QUALITIES OF MATERIALS & WORKMANSHIP:

All materials and workmanship shall be in accordance with the specifications laid down in the contract and IS codes and the Engineer-In-Charge reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument machine, labour and materials as

the Engineer-In-Charge may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the Engineer-In-Charge without any extra cost. Besides this, he will carry out tests from outside Laboratory as per instruction of Engineer-In-Charge. The cost of all such tests would be borne by the agency.

34. TIMELY COMPLETION OF WORK:

All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

35. PROCUREMENT OF MATERIALS:

All materials required for complete execution of the work shall be supplied by the contractor after procurement from authorised and approved source.

36. REJECTION MATERIALS:

All materials brought to the site must be approved by the Engineer-In-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect. In case of non-compliance of such order, the Engineer-In-Charge shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to claim for any loss or damage of that account.

37. FORCE CLOSURE:

In case of force closure or abandonment of the works by the Department the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.

38. TENDER'S RATE:

The contractor should note that the tender is strictly based on the rates quoted by the Contractor on the priced schedule of probable items of work. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site conditions, those have to be done by the contractor at the time of execution at the rate prescribed in the tender clause. **No conditional rate will be allowed in any case.**

39. DELAY DUE TO MODIFICATION OF DRAWING AND DESIGN:

The contractor shall not be entitled for any compensation for any loss suffered by him due to delays arising out of modification of the work due to non-delivery of the possession of site.

40. DOCUMENTS & CERTIFICATES:

The department may ask for any valid document like manufacturer's test certificate, document for purchase of the material etc. as deemed fit by the engineer-in-charge to ascertain genuinity of material supplied by/ used in the work by the contractor. The contractor shall remain bound to submit all such documents to the department.

PROCEDURE FOR SUSPENSION AND DEBARMENT OF SUPPLIERS, CONTRACTORS AND CONSULTANTS

1. SCOPE

The procedure as laid down in subsequent paragraphs shall govern the suspension / debarment of suppliers, contractors and consultants ("contractors" for brevity) involved in government procurement for offenses or violations committed during competitive bidding and contract implementation, for the works under Public Works Department, Government of West Bengal.

2. 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 Public Works Department during the period of suspension / debarment unless the same has been revoked.

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 a suspended / debarred joint venture or consortium shall, likewise, not be allowed to participate in any procurement process under Public Works Department during the period of suspension / debarment unless the same has been revoked.

3. DEFINITION OF TERMS:-

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.

3.2 Bid Evaluation Committee (BEC in short):

BID Evaluation Committee to be formed by the higher authority/I&W Department

GROUNDINGS 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. Unauthorised use of one's name/digital signature certified for purpose of bidding process.
 - i. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favour.
 - ii. 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 rescindment of contract.

- x. 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.
- xi. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, 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.
- xii. 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.
- xiii. Wilful 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).
- xiv. 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 9 D (i) up to (vii), (xii) & (xiv) is to be considered as first degree of offense.
- b. Any of the offence under Clause (viii) to (xi) & (xiii) shall lead to termination of contract and its determinations in accordance with Clause (ii) & Clause (iii) of Agreement 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 9D (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 1st degree offence in addition to other penal provisions contained in 1st degree offence.

F. Procedure and Rules of Debarment :

Debarment procedure and rules are published as Departmental Notification to be read in conjunction with the Corrigenda issued from time to time , as may be seen in the Notification link of the Departmental website wbiwd.gov.in

G. PENALTY FOR OFFENSE:

- a. For committing 1st degree offense any of the cases referred under Clause 9 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(i)/ (ii), 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 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 9 D (vi), (vii),(xiii) to (xv), forfeiture of earnest money and debarment for a period of one year. For committing offenses under Clause 9D (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 or 15th working day from date of receipt of LOA /LOI) by the concerned Chief Engineer to be notified in the Departmental website.

- c. For committing 1st degree offense in any of the other cases under Clause 9 D (viii) to (xii), termination of contract and its determination in accordance with Clauses 2 & 3 of West Bengal Form No. 2911(i)/(ii), including debarment for a period of two years.
- d. For committing 2nd degree offenses under above all categories, period of debarment will be twice the corresponding period for 1st degree offenses, in addition to other penal provisions for 1st degree offense.

SPLITTING OF WORKS AND/OR INCREASE IN SCOPE OF WORK OF PROJECTS DURING EXECUTION PHASE

Ref: Memorandum No. 4609F(Y) Dt.18.07.2018 of Additional Chief Secretary to the Govt. of West Bengal, Finance Department, Audit Branch.

Splitting of works, in general, is not allowed as per Rule 102 of WBFR. However, under exceptional circumstances, works are sometimes required to be splitted after taking express approval of the Administrative Department where the primary consideration of splitting is expediting the execution thereof.

It is hereby reiterated that such splitting of works shall not be resorted to unless where it is unavoidable. The purpose of splitting, shall under no circumstances, be done for evading the provisions of e-tender and/or for evading the financial powers of the sanctioning authority.

Further, after finalization of the tender process, the scope of work should not be increased during period of execution. No additional/supplementary/substitute items should be considered beyond the already approved scope of work and estimate. Where the accepted bid rate is less than the estimated amount put to tender, the scope of work should not be increased to allow expenditure up to the administrative approved amount. However, routine and minor deviations, as permissible in I & W DTE.D Code and WBFR, may be considered with the approval of competent authority if the same are absolutely essential for execution of work as per the already approved plan and design.

2. **DECLARATION BY THE BIDDER**

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed work.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

Signature of Bidder

Postal address of the Bidder

Sd/-
**The Executive Engineer & TA to Superintending Engineer
Mechanical & Electrical Circle,
I&W Directorate, Govt. of West Bengal
Jalasampad Bhawan, (6th Floor)
Bidhannagar, Kolkata-700091.**

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 Executive Engineer & TA to Superintending Engineer
Mechanical & Electrical Circle,
I&W Directorate, Govt. of West Bengal
Jalasampad Bhawan, (6th Floor)
Bidhannagar, Kolkata-700091.

e-NIT No -WBIW/EETa to SE/MEC/NIT-06(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 wilfully accept all your conditions and offer to execute the work as per the tenders rules in e-NIT, terms & conditions, specifications, drawings, bill of quantities and corrigenda/addenda, SoR, and Agreement (WB Form No. 2911(i)/(ii) 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 upto 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 _____ 201__

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: _____

E mail 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/EETAtOSe/MEC/NIT-06(e)/2025-26

e-Tender ID No.....

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

To,
The Executive Engineer & TA to Superintending Engineer
Mechanical & Electrical Circle,
I&W Directorate, Govt. of West Bengal
Jalasampad Bhawan, (6th Floor)
Bidhannagar, Kolkata-700091.

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 _____ 201____
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: _____

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

(DIGITAL SIGNATURE OF BIDDER)

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/EETAtOSE/MEC/NIT-06(e)/2025-26

e-Tender ID No.....

Work Sl. No.....

To,
The Executive Engineer & TA to Superintending Engineer
Mechanical & Electrical Circle,
I&W Directorate, Govt. of West Bengal
Jalasampad Bhawan, (6th Floor)
Bidhannagar, Kolkata-700091.

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 _____ 201____

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,
The Executive Engineer & TA to Superintending Engineer
Mechanical & Electrical Circle,
I&W Directorate, Govt. of West Bengal
Jalasampad Bhawan, (6th Floor)
Bidhannagar, Kolkata-700091.

WHEREAS _____ (name and address of Contractor) (hereafter called "the Contractor") has undertaken, in pursuance of Contract No: _____ dated _____ to execute _____ (name of Contract and brief description of Works) (hereinafter 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, upto 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 _____ (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

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch (within West Bengal/AT PAR ANYWHERE IN INDIA only to be accepted) should be mentioned on the covering letter of issuing Branch.

DEVIATION STATEMENT FORM

Sl. No.	Name of Specification / Parts / Accessories of Tender Enquiry	Specifications of Quote Model / Part / Accessory	Compliance Whether Yes or No	Deviation, if any to be indicated in unambiguous terms (The compliance / Deviation should be supported by relevant Technical Literature)	Technical justification for the deviation, if any. If specification is superior /inferior than asked for in the enquiry, it should be clearly brought out in the justification
1	2	3	4	5	6

Note: Exception/Deviation is minor, may be waived provided they do not constitute any material deviation and do not have significant financial impact. Major deviation may not be accepted by tender accepting authority and the tender of the at bidder will be summarily rejected.

Signature of the Tenderer
Name Address & Designation of the Tenderer

ANNEXTURE I

Bid Capacity

The available Bid Capacity (to be calculated on the basis of prescribed enclosed format) the prospective applicant at the expected time of bidding should be more than the Estimated Amount put to Tender.

BID CAPACITY FORMAT

B.2 FINANCIAL STATEMENT

B.2.1 Name of applicant:

B.2.2. Information of audited financial statements for the last year to demonstrate the current soundness of the bidder's financial position.

1. The bidder's net worth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.
2. Bidders, who meet the minimum qualification criteria, will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the works. The available bid capacity will be calculated as under:

$$\text{Assessed Available Bid capacity} = (A \times N \times 2 - B) =$$

Where

A=Maximum value of engineering works in respect of projects executed in any one year during the last five years (updated to the price level of the year indicated in table below under note) taking into account the completed as well as works in progress. The projects include turnkey project/item rate contract/Construction works.

N=Number of years (i.e. 1 year) prescribed for completion of the works for which bids are invited.

Please refer table for list of Schemes in page 1.

B= Financial liability of the bidder to be incurred for existing commitments and on-going works during the period of the subject contract.

3. To calculate the value of "A"

- i) A table containing value of Engineering works in respect to projects (Turnkey projects / item rate contract/ Construction works) undertaken by the Bidder during the last 5 years is as follows:

Serial No	Financial Year	Value of Engineering works Undertaken w.r.t. projects (Rs. In Crore)	Updation Factor	Value updated to the price level of the year
(1)	(2)	(3)	(4)	(5)=Col3xCol4
1	(2025-2026)Year-1		1.00	
2	(2024-2025)Year-2		1.05	
3	(2023-2024)Year-3		1.10	
4	(2022-2023)Year-4		1.15	
5	(2021-2022)Year-5		1.20	

- ii) Maximum value of projects that have been undertaken during the F.Y. _____ out of the

last five years and value thereof is Rs.
financial year 2025-26 (Rs in figure)

Creore (Rupees

iii)Net worth for the

Signature, name and designation of Authorised Signatory

For and on behalf of

------(Nameoftheapplicant)

Name of the Statutory Auditor's Firm/Chartered Accountant
Signature:-

Seal of the Audit/Chartered Accountant Firm:
Name of Signatory (in capital):-

Membership No.:-

4. NB:- All information sought w.r.t. Firm/Chartered Accountant is mandatory.

To calculate the value of "B"

3. A table containing value of all the existing commitments and on-going works to be completed during the next

Years (prescribed time for completion of the works for which bids are invited) is as follows:

Sl No.	Name of the work/Project	Name of the Employer	Percentage of participation of Bidder in the project	Stipulated period of completion as per Work order with the start date	Value of Contract as per Agreement/Work Order Rs.	Value of work completed Rs.	Balance value of work to be completed Rs.	Anticipated date of completion Rs.	Financial liability to incurring for the said work/project during the period of the subject contract Rs.
1	2	3	4	5	6	7	8	9	10

Signature, name and designation of Authorised Signatory

For and on behalf of

Note:

1. All the documents to be submitted in support of above must be duly signed and sealed by the applicant/bidder and
Authenticated by Statutory Auditor's Firm.
2. Financial Year 2025-2026 will be considered as year-1.

OEM's Authorization

(On Company Letter Head)

(To be submitted as part of Technical Bid)

OEM's Name _____

[Address and contact Details]

OEM's Reference No. _____ Date:-

Executive Engineer & TA to
Superintending Engineer
Mechanical & Electrical Circle,
Irrigation & Waterways Directorate
Government of West Bengal

Dear Sirs,

Ref:- Your Tender Document no Tend No./ xxxx; Tender Title:

1. We, _____ are proven and reputable manufacturers of the Tendered Goods. We have factories at _____, We hereby authorize Messers _____ (name and address of the authorized dealer) to submit a bid , process the same further and enter into a contract with you against above referred Tender Process for the supply of the above goods manufactured by us. Their registration number with us isdated/ since.....
2. As principals, we commit ourselves to extend out full support for warranty obligations, as applicable as per the Tender Document, for the Goods and incidental Works/ Services offered for supply by the above firm against this Tender Document.
3. Our details are as under:-
 - i) Name of the Company:-.....
 - ii) Complete Postal Address:-.....
 - iii) Pin Code/ Zip code:-.....
 - iv) Telephone nos. (with country/ area codes):-.....
 - v) Fax no:- (with country/ area codes):-
 - vi) Mobile nos.:(with country/ area codes):.....
 - vii) Contact persons/ Designation:-
 - viii) Email IDs:-.....
4. We enclose herewith, as appropriate, out(Bye-Laws/ Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution)

Yours faithfully.

.....

[Signature with date, name, and designation]

For and on behalf of Messrs.....

[name and address of the OEM and seal of company]

Memo No: 164 /1(4)/1T-6

Date: 27.02.2026

Copy submitted for favour of kind information to:

- 1) The Secretary to the Govt. of West Bengal, I&W Department.
- 2) The Chief Engineer-in charge (M&E), I&W Directorate, Govt of West Bengal
- 3) The Joint Secretary (Works) to the Govt of West Bengal, I&W Department.
- 4) The Deputy Secretary (Works) to the Govt of West Bengal, I&W Department.

**Executive Engineer & TA to
Superintending Engineer
Mechanical & Electrical Circle,
Irrigation & Waterways Directorate
Government of West Bengal**

Memo No: 164/1(4)/2(5)/1T-6

Date: 27.02.2026

Copy forwarded for favours of kind information to:

- 1) The Executive Engineer, Metropolitan Electrical Division.
- 2) The S.D.O./Assistant Engineer, Metropolitan Electrical Division.
- 3) The Estimating Section, Metropolitan Electrical Division
- 4) The Accounts Section, Metropolitan Electrical Division.
- 5) Notice Board of Metropolitan Electrical Division.

**Executive Engineer & TA to
Superintending Engineer
Mechanical & Electrical Circle,
Irrigation & Waterways Directorate
Government of West Bengal**