



Office Of THE EXECUTIVE ENGINEER  
NADIA DIVISION, HOUSING DIRECTORATE,  
Circuit House Compound, Krishnanagar,  
Nadia, Pin - 741101.  
Dial: © 03472-251052  
E-MAIL: eendhd17@gmail.com

Memo No. ND/HD/890

Date: 25.09.2024

e-NIT. No. 01 OF 2024 - 2025 of  
The Executive Engineer, Nadia Division, Housing Dte.  
Tender Reference No. WBHOUSING/EE/ND/e-NIT-01/24-25

The Executive Engineer Nadia Division, Housing Directorate, invites open e-Tender for the work detailed in the table below. (Submission of Bid through online)

Name of work	Estimated Amount put to Tender (in Rs.)	Earnest Money (in Rs.)	Cost of Documents including W.B.F. 2911 (in Rs.)	Time of completion	Name of Concern Sub - Division	Eligibility of Bidder
Renovation and Repairing work for construction of drain within the compound of RHE, F - Site (Jorakuthi) Krishnanagar, Nadia.	Rs. 14,72,471.00	Rs. 29,449.00 (Through Net Banking / NEFT / RTGS)	Intending tenderer shall not have to pay the cost of tender documents. The lowest tenderer must have to pay the cost of tender documents at the time of formal agreement as per GO.	90 (Ninety) Days	Kalyani Sub-Division, Housing Dte.	As per NIT Clause No. 05

- In the event of e-filing, 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 will be deposited through Net Banking or RTGS / NEFT from any nationalized bank in favor of Executive Engineer, Nadia Division, Housing Directorate payable at Krishnanagar. On-line receipt and refund of EMD of e-Tender through State Govt. e-Tender portal.  
The cost of tender documents for the purpose of participating in e-tendering is not required as per relevant G.O of Finance Department, Govt. Of West Bengal.
- Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non- Statutory) and financial folder concurrently duly digitally signed in the website <https://wbtenders.gov.in>
- The Technical Bid and Financial Bid are to be submitted concurrently online only on or before 28.10.2024 up to 11:00 Hrs (IST).
- The Financial Offer of the prospective tenderer will be considered only if the Technical Document of the tenderer found qualified by the Executive Engineer, Nadia Division, Housing Directorate. The decision of the Executive Engineer, Nadia Division, Housing Directorate will be final and absolute in this respect. The both list of Qualified Bidders will be displayed in the website and also in the Notice Board of the office of Executive Engineer Nadia Division, Housing Dte., on the scheduled date and time.
- Eligibility criteria for participation in the tender.**
  - Out Side Bonafied Contractors having resourceful financially sound and having experience preferably in similar nature work of State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, with Credential of value not less than 40 % of the estimated amount put to tender in a single completed work during last 05 (five) years Prior to the date of issue of this NIT; or  
Intending Tenderers should produce Credentials of 02 (two) Preferably similar nature of completed work, each of the minimum value not less than 30 % of the estimated amount put to Tender during 05 (five) years prior to the date of issue of Tender Notice; or

Intending Tenderers should produce Credentials of 01 (one) single running work of preferably similar nature which has been completed to the extent of 80 % or more and value of which is not less than the desired value.

In case of running works, only those Tenderers who will submit the Certificate of satisfactory running work from the concerned Executive Engineer, or equivalent Competent Authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

N.B.: Completion Certificate issued by the Executive Engineer or Equivalent or competent authority will be treated as valid credential. Completion certificate should contain: a) Name of work, (b) Name of Client, (c) Estimated Amount put to tender, (d) Schedule month and year of commencement and completion as per work order, (e) actual month and year of completion, (f) Final Bill Value and (g) Detail communication address along with contact number & Email address of the Client.

A prospective tenderer shall be allowed to participate in the particular work either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single work, all his applications will be rejected for that work, without assigning any reason thereof.

- ii. The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being 01 (one) Civil Engineering Degree or Diploma holder as per rule.
  - iii. Net worth of bidder's for the last year, calculated on the basis of Capital, profit and free reserve available to the firm should be positive.
  - iv. All categories of prospective Tenders preferably submit Valid updated status Trade Licence, Professional Tax Enrolment Certificate with upto date Professional Tax receipt Challan, Pan card issued by Income Tax Department, Copy of latest I.T. Return for Last 03 (Three) Year, GST Registration Certificate along with upto date GST return, Audit Report / Balance Sheet for last 03 (Three) year and Credentials Document (Completion Certificate along with postal address, present phone number, Fax no. and email ID of authority concerned who has issued such credentials) should be documented through e-filing. [Non statutory Documents].  
In addition in case of Partnership Firm and Company preferably submit Company Registration Certificate, Registered Partnership Deed, Registered Power of Attorney and the Tax Audited Report along with Balance Sheet, Profit & Loss Account and all schedules forming the part of balance sheet and Profit & Loss Account.  
In addition In case of Registered Un-employed Engineers' Co-operative Societies / Labour Co-operative Societies are required to furnish the following documents: [Non statutory Documents]
    - a) Certificate of Registration and Certificate of Validity of Registration from respective Assistant Register of Co-operative Societies, Bye-Laws etc.
    - b) The Engineers co-operative Society also has to submit documents of the society consist at least 10 (ten) Members out of which at least 60 % should hold degree or diploma in any branch in Engineering.
    - c) Name with address and signature of the present Board of Directors of the Co-operative Society.
    - d) Minutes of last AGM and Audit Report for last 03 (three) years of the Co-operative Society with the evidence of submission of the same to the concerned Authorities.
  - v. Deed of Consortium / Partnership Firm and documents of their registration in the form of certified copy of "Form No. VIII" issued under the Indian Partnership Act '1932 (Act-IX of 1932), GST & PAN as per RBI guidelines above Rs. 50,000.00 (rupees fifty thousand only) may be furnished for all contracts & all other statutory clearances.
  - vi. EMD @ 2 % of the estimated amount to be submitted in favour of Executive Engineer, Nadia Division Housing Dte., payable at Krishnanagar through Net Banking or RTGS / NEFT from any scheduled bank.  
Bidders are eligible for exemption of EMD as per Govt. Rule, may avail the same by submitting necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.
  - vii. No fresh Joint Venture specially constituted exclusively for this work against the NIT under reference will be allowed. Joint Venture Company having previous experience and credentials full filling NIT requirement can participate.
  - viii. Prevailing safety norms have to be followed.
  - ix. The Executive Engineer, Nadia Division, Housing Dte., will have sole discretion to decide eligibility of the contractor on the basis of e-filing documents and reserves the right to refuse without any explanation to contractors found ineligible after scrutiny. In case of any need of verifying the documents (uploaded soft copies) the hard copies may be produced instantly as and when demanded within 24 hrs. in working days.
6. No mobilization /secured advance will be allowed.
7. Agencies shall have to arrange land for erection of Plant & Machineries, storing of material, labour shed, Laboratory etc. at their own cost and responsibility.  
The successful tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed in conformity with relevant code of practice.  
The prospective bidders should own or arrange through lease hold agreement the required plant and machineries. Conclusive proof of ownership in favour of owner or leaser of plant and machineries in working condition shall have to be submitted along with the application.
8. All materials such as cement, steel are to be procured at agencies own cost. Quality of material should be maintained as per relevant B.I.S. Code with necessary test report. Authenticated evidence for purchase of Cement & Steel (Reputed brand as approved by the Engineer-in-Charge) is to be submitted along with challan and Test Certificate. In the event of further testing opted by the Engineer-in-Charge, then such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.  
The agency is liable to obey the preference of Engineer in charge regarding quality and brand of materials in all times.

9. Issuance of Work Order as well as Payment will be depend on availability of fund and no claim what so ever will be entertained for delay of issuance of work order as well as payment. Intending tenderers may consider this criteria while submission of Tender and Quoting their rates.
10. **Mandatory Engagement of Job Card Holders:** As per G.O. No. 1140PRD-33011/1/2024-MGNREGA SEC, Dtd. 07.03.2024 of Secretary to the Government of West Bengal, Panchayats & Rural Development Department "The Governor is pleased hereby to make the following scheme regulating all rural unskilled workers, who are registered under Mahatma Gandhi NREGS through Job Cards, are eligible to get employment under the scheme KARMASHREE through various departmental works" and it shall be come into force with the effect from the date of issuance of this Notification.  
The objective of KARMASHREE scheme is to provide at least 50 (fifty) days of wage employment to each Job Card holder household in a financial year, through various works implemented by different Departments of the State Government.  
Job Card holders shall be mandatorily be engaged in the Departmental works where rural unskilled workers can be engaged for a maximum period of 14 (fourteen) days at a stretch in any departmental work as per the feasibility.  
Once work order is issued by the implementing agency, supervising officer of the Department shall intimate the District Nodal Officer (MGNREGS) about the number of workers required to be engaged on daily basis for the next 14 days in a Labour Requirement Format (Annexure - III).  
Payment of wage to the Job Card holders engaged in a work will be made by the contractor / agency as per existing guidelines of the respective administrative department, other guidelines of the State Government as well as terms and conditions mentioned in the tender document and the work order. Provisions of the Minimum Wages Act, 1948 read with relevant Rules framed by the Government of West Bengal will be applicable in respect of the workers engaged for the execution of works. As such, the minimum rate of wages to be provided to the workers will be governed by the notifications published by the Labour Department from time to time in this regards.  
The Contractor / agency executing the work shall also furnish a certificate after completion of work that only Job Card holders were engaged for unskilled works during execution. The certificate shall be countersigned by the departmental official directly supervising the work. Scrutiny of such certificate will be done by departmental officials before making payment against works.
11. Recovery of 1% cess on construction cost in accordance with the buildings and other construction worker's (Regulation of Employment & conditions of service) Act, 1996 will be implemented in this Tender and will be recovered from every bill of the selected agency. GST, Royalties and other statutory taxes will have to borne by the contractor as per prevailing govt. Rule.
12. In connection with the work, Arbitration will not be allowed. The Clause No. 25 of WBF No. 2911 is to be considered as deleted vide Gazette Notification No. 558/SPW dated 13<sup>th</sup> December, 2011 of the Secretary, P. W. Department.
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 Bid Evaluation Committee as non-responsive. If the bidder withdraws the bid during the validity period of bid the earnest money as deposited will be forfeited forth with or without assigning any reason thereof.
14. Guiding schedule of Rates: Schedule of rates of P.W.D. (W.B.) with effect from 01.11.2017 for Building, Sanitary & Plumbing works, materials and labour along with upto date corrigenda and addenda.  
The rates in price schedule has been considered including 18 % GST & 1 % Labour Cess & other taxes and incidental charges in vogue.  
No escalation, Price Adjustment will be allowed by the department under any circumstances.
15. As per G.O. No. 460E-F(Y) dtd. 18.07.2018 of Finance Department, Govt. Of West Bengal, Additional Performance Security @ 10% (ten percent) of the tendered amount shall have to be obtained from the successful bidder if the accepted bid value is 80% (eighty percent) or less of the Estimated amount put to tender. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. The Bank Guarantee shall have to be valid upto end of the Contract Period & shall be renewed accordingly if required. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as relevant Govt. Norms in no way be altered / affected by provision of this Additional Performance Security.  
In case of excess / supplementary work over the tendered amount, additional security @ 10% (ten percent) of such additional amount is to be deposited for all such excess / & supplementary works beyond the tender amount before payment of final bill.

16.- Important Information: Date & Time schedule

Sl. No.	Particulars	Date & Time
1	Date of Publishing of N.I.T. Documents online.	26.09.2024 at 5:00 pm
2	Documents Download & Submission Start Date (Online)	26.09.2024 after 5:05 pm
3	Documents Download & Submission End Date (Online)	28.10.2024 up to 11:00 pm
4	Bid Opening Date for Technical Proposals (Online)	30.10.2024 after 11:00 am
5	Date & Time for opening of Financial Proposal (Online)	To be notified latter.
6	Also if necessary for further negotiation through offline for final rate	To be notified latter.

## 17. LOCATION OF CRITICAL EVENT:

Bid Opening Place ▶

Office of THE EXECUTIVE ENGINEER  
NADIA DIVISION, HOUSING DIRECTORATE  
Circuit House Compound,  
Krishnanagar, Nadia, Pin - 741101.

*The Executive Engineer, Nadia Division, Housing Dte., will have sole discretion to decide eligibility of contractor on the basis of e-filing documents and reserves the right to refuse any explanation to contractors found ineligible after scrutiny.*

*The Executive Engineer, Nadia Division, Housing Dte., reserves the right to cancel the e-NIT due to unavoidable circumstances and no claim in this respect will be entertained.*

18. The Agency will be liable to maintain the work at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period as per prevailing Govt. rule from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.
19. All Bidders are requested to present in the Office of The Executive Engineer, Nadia Division, Housing Directorate during opening the financial bid. The Executive Engineer, Nadia Division may call Open Bid / Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required and felt needed by the competent authority. No objections in this respect will be entertained raised by any Bidder who will be present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tender will be entertained to Bid further.
20. Site of Work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
21. Earnest Money: Earnest money @ 2% of the estimated amount must be submitted in favour of Executive Engineer, Nadia Division, Housing Dte., payable at Krishnanagar through net banking or RTGS / NEFT from any scheduled bank. Amount of Earnest Money have mentioned in this NIT.  
Balance earnest money if required will have to be submitted along with submission of tender documents for formal agreement.  
Bidders are eligible for exemption of EMD as per Govt. Rule, may avail the same by submitting necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.

### On-line receipt and refund of EMD of e-Tender through State Govt. e-Tender Portal:

Necessary Earnest Money will be deposited by the bidder electronically online through his net banking enabled bank account maintained in any bank or generating NEFT/RTGS challan from the e-tendering portal. Intending bidders will get beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per beneficiary name and account no., amount, Beneficiary Bank Name [ICICI Bank] & IFSC Code and e-proc. ref. no. Intending bidder who wants to transfer EMD through NEFT / RTGS must read the instructions of the challan generated from e-procurement site (i.e., Unique Transaction Receipt) and must be uploaded in EMD folder of Statutory Bid Documents. Bidders are also advised to submit EMD of their bid, at least 3 (three) working days before the bid submission closing as it requires time for processing of payment of EMD. Bidders eligible for exemption of EMD as per Govt. rules may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder for Statutory Bid Documents.

The EMD of the Bidders disqualified at the technical evaluation will revert to the respective bidder's accounts without any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically, once the technical evaluation is electronically processed in the State Government e-tender portal of <https://wbtenders.gov.in>

The EMD of the technically qualified bidders other than L1 bidders will revert to the respective bidders accounts without any manual intervention following the same path in which the EMD was transferred from the bidders bank account to the pooling account electronically, once the financial bid evaluation is electronically processed in the State Government e-tender portal of <https://wbtenders.gov.in> as per memorandum no. 148-W(C)/1M-23/15 dt. 16<sup>th</sup> March, 2018 of Additional Chief Secretary, PWD.

The L1 bidder shall submit the hard copy of documents to the tender inviting authority with his acceptance letter of the LOI.

Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempted to disturb the tendering process and dealt with accordingly legally including black listing of the bidder.

Since the provision of the fixed security deposited has been deleted vide notification no. 24-A/2D-13/2010 dt. 31.01.2014 the EMD amounting to 2 % the estimated amount put to tender shall have to be deposited.

At the time of uploading the Tender, the intending Tenderer should upload a scanned copy of such Unique Transaction Receipt (UTR) through NEFT / RTGS fund transfer for aforesaid amount as Earnest Money in favor of the concerned Executive Engineer, (prescribed in the front page of this e-NIT)

N.B.: Without the copy of UTR the bid may be treated as cancelled.

22. The Bidder, at his own responsibility, risk and cost must visit the site of works before submitting offer with full Satisfaction. No condition or claims at a later date will be entertained in regards to any issues of difficulties.

23. Conditional/ Incomplete tender will not be accepted.
24. The intending Tenderers are required to quote the rate on line.
25. 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 (d) The West Bengal Building & other Construction Works Act and other laws / Act if applicable or any other laws relating thereto and the rules made and order issued there under from time to time.
26. Any objection regarding shortlisted agency (qualified / disqualified both) should be brought to the notice inviting authority i.e. The Executive Engineer, Nadia Division, Housing Directorate immediately (within 48 hrs. even online object is valid) from the date of publication of list of qualified / disqualified agencies and beyond that time schedule no objection will be entertained by the Executive Engineer, Nadia Division, Housing Directorate.
27. After opening of the Financial Bid of the qualified bidders during financial evaluation by the e-Tender inviting authority will verify the credential and other documents of the lowest bidder in original or other bidders if required which should be produced on notifying demand immediately within 24 hrs. of working days. 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. Till then the tender remain alive until further notice declaring the tender cancelled.
28. 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 & e-NIT, ii) Technical Bid, iii) Financial Bid & iv) If Any Addenda & Corrigenda Notice.
29. The prospective tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility. An undertaking regarding above to be submitted.
30. Qualification criteria.  
The tender inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.  
a) Financial Capacity as per rule.  
b) Technical Capability comprising of personnel & equipment capability.  
c) Experience/Credential  
d) Other submitted documents as per e-NIT.

The eligibility of a bidder will be ascertained on the basis of the digitally signed e-filing documents and submitted Bid in support of the minimum criteria as mentioned in a, b, c, d above. If any document submitted by bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

Payment for the work will be depending on availability of the fund after necessary certification of work along with Checking of contractor's bill. No extra claim will be entertained in this respect.



EXECUTIVE ENGINEER,  
NADIA DIVISION, HOUSING DIRECTORATE  
KRISHNANAGAR

Copy forwarded for favour of kind information to:

01. The Chief Engineer, Housing Directorate.
02. The Special Secretary, Housing Department for taking necessary action to publish the e-NIT on the Departmental Website of Housing Department.
03. The Superintending Engineer, South Circle, Housing Dte., with request for wide circulation through his Notice Board.
04. The Executive Engineer, \_\_\_\_\_ Division, Housing Directorate with request for wide circulation through his Notice Board.
05. The Assistant Engineer, \_\_\_\_\_ Sub-Division, Housing Directorate with request for wide circulation through his Notice Board.
06. The Superintending Engineer,(P.W.D.)/P.W. (Roads) / P.W. (Social Sector) / Central Circle Berhampore / Kalyani / Krishnanagar with request for wide circulation through his Notice Board.
07. The Executive Engineer, P.W.D., Division - I / P.W.D., Division - II, Berhampore, Murshidabad / P.W.D. Nadia Division / Nadia Constn. Divn. / PW (Roads) / P.W (Social Sector) / NH Division, Berhampore / Kalyani / Krishnanagar with request for wide circulation through his Notice Board.
08. The Assistant Engineer PWD, / PW (Roads)/PW (Social Sector) /NH, Berhampore/ Kalyani / Krishnanagar Sub - Division with request for wide circulation through his Notice Board.
09. The District Magistrate Nadia with request for wide circulation through h.s Notice Board & Website.
10. The District Information Officer Krishnanagar with request for wide circulation Through Website & Notice Board.
11. The Divisional Accountant / Cashier Nadia Division, Housing Directorate.
12. Estimating Branch / Notice Board of this office.

*Pbr.*

EXECUTIVE ENGINEER,  
NADIA DIVISION, HOUSING DIRECTORATE  
KRISHNANAGAR

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## 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 Superintending Engineer, P.W.D., Planning & Monitoring Circle.

### **ENGINEER-IN-CHARGE AND COMMENCEMENT OF WORK:**

The word "Engineer-In-Charge" means the Executive Engineer of the concerned Division. The word "Department" appearing anywhere in the tender documents means Housing 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.

### **CONDITION IN EXTENDED PERIOD:**

When an extension of time for completion of work is authorised 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.

### **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 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.

### **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 authorised agent or representative shall be deemed to be sufficiently served upon the contractor.

### **AUTHORISED REPRESENTATIVE OF CONTRACTOR:**

The contractor shall not assign the agreement or sublet any portion of the work. The contractor, may however, appoint and authorised representative in respect of one or more of the following purpose 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 authorised 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 authorised for even after first approval, the Executive Engineer may issue at any subsequent date, revised directions about such authorised 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 authorised representative. Any notice correspondence etc. issued to the authorised representative or left at his address, will be deemed to have been issued to the contractor himself.

### **EXTENSION OF TIME:**

For cogent reason 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.

### **CONTRACTOR'S GODOWN:**

The contractor must provide suitable godowns for cement and other materials at the site of work. The cement godown is to be sufficient in capacity and it must be water tight with either an elevated floor with proper ventilation arrangement underneath the floor or if a solid raised flooring is made, cement is to be stored on bamboo or timber to the satisfaction of the Engineer-In-Charge. No separate payment will be made for these godown 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 Engineer-In-Charge.

**ARRANGEMENT OF LAND:**

The contractor will arrange land for installation of his Plants and Machineries, his godown, store yard, labour camp etc. at his own cost for the execution of the work. Departmental land, if available may be spared for the purpose on usual charges as fixed by the Engineer-In-Charge.

**USE OF GOVERNMENT LAND:**

The contractor shall make his own arrangements for storage of tools, plant, 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.

**ROYALTY:**

The Contractor will have to submit the receipt of payment of royalty to the Government for use of sand, stone materials, laterite, Moorum, gravel etc. to the Engineer-In-charge before preparation of bill for payment, when they collect the materials directly from the source. If they collect the materials from the authorised quarry holder or commercial establishment who directly or indirectly pay the royalty to the Government, necessary certificate or cash memo for sale in that respect from them shall have to be produced to the Engineer-In-Charge failing which necessary deduction from the dues of the contractor may be made as fixed by the Engineer-In-Charge.

**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.

**CLEARING MATERIALS:**

Before starting any work, work site, where necessary, must be properly dressed after cutting clearing all varieties of jungles shrubs, bamboo clusters or any undesirable vegetation from the alignment or site of works on completion of works all temporary structure or obstruction including some pipes in underground work, if any, must also be removed. All scars of construction shall be obliterated and 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.

**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 handling 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 handling over the same to this Department, full value will be recover from the Contractor's bill at rates as will be assessed by the Engineer-in-charge.

**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.

**WATER AND ENERGY:**

The contractor shall have to arrange for their own source of energy for operation of equipment 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.

**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.

**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.



#### **SITE 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.

In case of supplementary items or of claims may not be entertained unless supported by entries in the Work Order Book or any written order from the Tender Accepting Authority.

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.

#### **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 analysed to the maximum extent possible from rates of allied items of work appearing in the P.W. Department schedule of rates for P.W.D (W.B) of probable items of work forming part of tender document.

(b) Black-market rates shall never be allowed.

(c) Contractual percentage shall only be applicable with regard to the portions of the analysis based on clause (a) 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.

#### **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 any 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.

#### **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.

#### **COMPLIANCE OF DIFFERENT ACTS:**

Successful tenderers will be required to observe the following conditions strictly (if applicable):

Employees Provident Fund and Miscellaneous Provision Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.

Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.

Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and other Construction Workers (Regulation of Employment and Condition of service) Rules, 2004.

All liabilities arising out of engagement of workers are duly met before submission of bills for payment.

#### **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.

#### **PROGRAMME OF WORK:**

Before actual commencement of work the contractor shall submit a programme of construction of work clearly showing the materials men and equipment. 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 from 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.

#### **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.

#### **PRECAUTIONS DURING 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 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.

#### **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.

#### **PROCUREMENT OF MATERIALS:**

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

#### **TESTING OF QUALITIES OF MATERIALS & WORKMANSHIP:**

All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per M.O.R.T. & H's specification for Road and Bridge Works 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 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.

#### **REJECTED 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 expenses of the contractor and the contractor shall not be entitled to claim for any loss or damage of that account.

#### **IMPLIED ELEMENTS OF WORK IN ITEMS:**

Except of such items as are included in the Specific Priced Schedule of probable items and approximate quantities no separate charges shall be paid for traffic control measures, shoring, shuttering, dewatering, curing etc. and the rates of respective items or work are to be deemed as inclusive of the same.

#### **ADDITIONAL CONDITIONS:**

A few additional conditions under special terms and conditions.

- a) Rate quoted shall be inclusive of clearing site including removal of surplus earth, rubbish, materials etc. as per direction of the Engineer-In-Charge.
- b) Rate quoted shall be inclusive of West Bengal Sales Tax, Income Tax and all other duties, if any.
- c) Display board to size 150 cm x 90 cm is to be provided at site of work with Sal Bullah Post to a height of 1.5 meter at the cost of the contractor including insertion as directed by the Engineer-In-Charge.
- d) The Contractor is to display caution board at his own cost.
- e) Deep excavation of trenches and left out for days should be avoided.
- f) The Contractor or Supplier should not import into West Bengal on competitive price basis.
- g) The whole work will have to be executed as per Departmental drawings available in this connection at the tender rate.
- h) As per Finance (Taxation) Department of Income Tax will be made from each bill of the contractor as per applicable rate in force.
- i) In accordance with the West Bengal Taxation Laws (amendment) Ordinance Value Added Tax will be deducted from contractor's bill as per existing VAT rules.
- j) Labour Welfare Cess will be deducted @ 1 (one) percent of Gross bill value as per rule.

**Mandatory Engagement of Job Card Holders:** As per G.O. No. 1140PRD-33011/1/2024-MGNREGA SEC, Dtd. 07.03.2024 of Secretary to the Government of West Bengal, Panchayats & Rural Development Department "The Governor is pleased hereby to make the following scheme regulating all rural unskilled workers, who are registered under Mahatma Gandhi NREGS through Job Cards, are eligible to get employment under the scheme KARMASHREE through various departmental works" and it shall be come into force with the effect from the date of issuance of this Notification.

The objective of KARMASHREE scheme is to provide at least 50 (fifty) days of wage employment to each Job Card holder household in a financial year, through various works implemented by different Departments of the State Government.

Job Card holders shall be mandatorily be engaged in the Departmental works where rural unskilled workers can be engaged for a maximum period of 14 (fourteen) days at a stretch in any departmental work as per the feasibility.

Once work order is issued by the implementing agency, supervising officer of the Department shall intimate the District Nodal Officer (MGNREGS) about the number of workers required to be engaged on daily basis for the next 14 days in a Labour Requirement Format (Annexure - III).

Payment of wage to the Job Card holders engaged in a work will be made by the contractor / agency as per existing guidelines of the respective administrative department, other guidelines of the State Government as well as terms and conditions mentioned in the tender document and the work order. Provisions of the Minimum Wages Act, 1948 read with relevant Rules framed by the Government of West Bengal will be applicable in respect of the workers engaged for the execution of works. As such, the minimum rate of wages to be provided to the workers will be governed by the notifications published by the Labour Department from time to time in this regards.

The Contractor / agency executing the work shall also furnish a certificate after completion of work that only Job Card holders were engaged for unskilled works during execution. The certificate shall be countersigned by the departmental official directly supervising the work. Scrutiny of such certificate will be done by departmental officials before making payment against works.

#### **Defects liability period and refund of Security Deposit:**

If the contractor or his workmen or servants or authorized representative shall break, deface, injure or destroy any part of building in which they may be working, or any building, road, road-curbs, fence, enclosure, water pipes, cables, drains, electric or telephone posts or wires, tress, grass or grassland or cultivated ground contiguous to the premises, on which the work or any part of it is being executed or if any damage shall happen to the work from any cause whatsoever or any imperfection become apparent in it at any time whether during its execution or within a period of three months or one year or three years or five years, as the case may be (depending upon the nature of the work as described in the explanation appended hereto) hereinafter referred to as the Defect Liability Period, from the actual date of completion of work as per completion certificate issued by the Engineer-in-Charge, the contractor shall make the same good at his own expense, or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-Charge shall be final and binding on all concerned) from any sums, whether under this contractor or otherwise, that may be then or at any time thereafter become due to the contractor from the Government or from his security deposit, either full or of a sufficient portion

thereof and if the cost, in the opinion of the Engineer-in-Charge (which opinion shall be final and conclusive against the contractor), of making such damage or imperfection good shall exceed the amount of such security deposit and/or such sums, it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force.

Provided further that the Engineer-in-Charge shall pass the "Final Bill" and certify thereon, within a period of thirty days with effect from the date of submission of the final bill in acceptable form by the contractor, the amount payable to the contractor under this contract and shall also issue a separate completion certificate mentioning the actual date of completion of the work to the contractor within the said period of thirty days. The certificate of the Engineer-in-Charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However the security deposit of the work held the Government under the provision of Clause 1 hereof shall be refundable to the contractor in the manner provided here under :-

(a) For work with three months Defect Liability Period :

Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.

(b) For work with one year Defect Liability Period :

Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.

(c) For work with three years Defect Liability Period :

30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work.

The balance 70% of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work.

(d) For work with five years Defect Liability Period :

No Security deposit shall be refunded to the contractor for 1st. 3 years from the actual date of completion of the work.

30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work.

The balance 70% of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work.

**Explanation:** The word work means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and or any other work contemplated within the scope and ambit of this contract for.

i) The work patch repair or patch maintenance in nature or a combination thereof, the Defect Liability Period of the work shall be three months from the actual date of completion of the work.

ii) Thorough Bituminous Surfacing work with bituminous thickness less than 40 mm, Repair & Rehabilitation of any road/bridge/culvert/building/Sanitary & Plumbing work, the Defect Liability Period of the work shall be one year from the actual date of completion of the work.

iii) Extension of building/bridge/culvert, construction of new flexible pavement up to bituminous level which has been designed for a period of 3 years or more, Widening and strengthening of flexible pavement designed for a period of 3 years or more, Improvement of riding quality/Strengthening of flexible pavement designed for a period of 3 years or more, Providing profile corrective course/bituminous base course, the Defect Liability Period of the work shall be three years from the actual date of completion of the work;

iv) Construction of new building/new bridge/new culvert, Reconstruction of building/ bridge/culvert including construction of approach roads for bridge/culvert, construction of rigid pavement, Reconstruction of rigid pavement, construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality/Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work.

The following paragraph shall be added to the Interpretation Clause of CONDITIONS OF CONTRACT.

"The word Government means the Government of the State of West Bengal in Public Works Department".

This bears concurrence of Group-T of Finance (Audit) Department vide their UO. No. 417 dtd 22/08/2017.

#### **PAYMENT OF BILLS:**

*Running payment or Final Bill for work may be made to the executing agency as per availability of fund. No extra claim will be entertained in this respect.*

Signature and address  
of the Tenderer

Signature of Tender  
Accepting Authority

**SECTION - B**  
**FORM - I**  
**PRE-QUALIFICATION APPLICATION**

To  
THE EXECUTIVE ENGINEER,  
NADIA DIVISION, HOUSING DIRECTORATE  
Circuit House Compound, Krishnanagar,  
Nadia, Pin - 741101.

Ref:- Tender for the work of \_\_\_\_\_  
\_\_\_\_\_

[e-N.I.T No. \_\_\_\_\_ of 2024-2025 of Executive Engineer / Nadia Division, Housing Dte., Krishnanagar, Nadia]

Dear Sir,

Having examined the pre-qualification documents (Statutory, Non Statutory and e-NIT documents & W.B. Form No. 2911), I /we hereby submit all the necessary Information and relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_ in the Capacity \_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the works given in Enclosure to this letter.

We understand that:

- (a) Engineer - in - charge/ Employer can amend the scope & value of the contract bid under this project.
- (b) Engineer - in - charge/ Employer reserves the right to reject any application without assigning any reason:

Encl: e-Filing

- 1. Statutory Documents.
- 2. Non Statutory Documents.

Signature of applicant including title  
and capacity in which application is made

Date:

Place:

Every Tenderer must furnish the following details.	
01. Name of Firm / Bidder:	
02. Office Address with Pin Code:	
03. Valid Contact No.:	
04. Valid e-mail id:	

**SECTION - B**  
**FORM-II**  
**STRUCTURE AND ORGANISATION**

01. Name of Firm :  
02. Name of Applicant :  
03. Office Address :  
04. Address for Correspondence :  
05. Telephone No. :  
    Mobile No :  
    Email ID :  
06. PAN No. :  
07. GST Registration No. :  
08. Details of Bank Accounts :  
    i. Name of Bank  
    ii. Name of Branch &  
        Address with phone No.  
    iii. Bank Account No.  
    iv. IFSC Code No.  
    v. MICR No.  
09. Attach an organization chart :  
    Showing structure of the  
    company with names of Key  
    personnel and technical staff.  
10. Attach Proof of Photo ID and :  
    Technical Qualification.

\_\_\_\_\_  
Signed by an authorised officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date \_\_\_\_\_

SECTION - B

FORM-III

INFORMATION REGARDING CURRENT LITIGATION, DEBARRING / EXPELLING OF  
TENDERER OR ABANDONMENT OF WORK BY TENDERER

01. a) Is the Applicant currently involved in any litigation : YES / NO  
relating to the contract works.

b) If yes, give details with reasons :

02. a) Has the Applicant or any of its constituent : YES / NO  
Partners been debarred / expelled by any  
Agency in India during the last five years.

b) If yes, give details with reasons :

03. a) Has the Applicant or any of its constituent : YES / NO  
abandoned / suspended any contract during  
the last five years.

b) If yes, give details with reasons :

\_\_\_\_\_  
Signed by an authorised officer of the firm

\_\_\_\_\_  
Title of the officer:

\_\_\_\_\_  
Name of the Firm with Seal

Date \_\_\_\_\_

SECTION - B  
FORM-IV  
DECLARATION BY THE TENDERER

1. I, the undersigned, declare that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application will be rejected and no objection / claim will be raised by the under-signed.
2. The undersigned also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent firm / partner had been debarred to participate in tender by the P.W. Department / Housing Department / any Department of Govt. of West Bengal / any Department of Govt. of India during the last 05 (five) years prior to the date of this e-NIT.
3. The undersigned also declare that, we will deploy at site all necessary required Machineries and Tools & Plants and Equipment. And also certified that required specified machineries for the work under this e-NIT will be supply and install at the working site to the full satisfaction of the Engineer-in-charge within 07 (seven) days (maximum) from the date of LOA / work order. We would be duty bound to use those Machineries & Equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running / good condition till the completion of the project. Any breakdown of any Machineries / Equipments will be replaced immediately. No part of machineries / equipment will be shifted to another site without written permission of Engineer-in-charge.
4. The undersigned also declare that, we will deploy at site all necessary technical personnel minimum being 01 (one) Diploma Civil Engineer for efficient contract management and supervision of works with a view to achieving best quality of work at site.
5. Certified that I have applied in the tender vide e-NIT No. \_\_\_\_\_ of 2024 - 25 of the Executive Engineer, Nadia Division, Housing Dte., in the capacity of individual / as a partner of a firm and I have not applied severally for the same job.
6. Certified that I have access to or have available liquid assets (aggregate of working capital, cash in hand, uncommitted bank guarantees) and / or credit facilities not less than 10 % of the estimated cost put to tender.
7. The undersigned would authorize and request any Bank, person, firm or corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
8. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
9. Certify that the rates have been offered by carrying out & completing the work to the satisfaction by the department by taking due consideration of all factors after inspection of the work site & going through the detailed Notice Inviting e-Tender & Schedule of probable items of work with approximate quantities & other documents.
10. The undersigned also certify that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declare that we have not any running litigation with any department.

\_\_\_\_\_  
Signed by an authorised officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date \_\_\_\_\_



**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://etender.wb.nic.in> 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 stated in Clause-2 of Guideline 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 work either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single work all his applications will be rejected for that work.

5. **Submission of Tenders:** General process of submission. Tenders are to be submitted through online to the website stated in Cl.2 in two folders at a time for each work, one is 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 and also the uploaded documents should be self attested with date and seal by the tenderer (scan signature not allowed). 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) e-N.I.T & EMD (Properly upload the same Digitally signed), (ii) Tender form 2911 (Properly upload the same Digitally Signed). In case quoting any rate in 2911 the tender liable to summarily rejected, (iii) Prequalification Application, (iv) Information regarding current litigation, debarring / expelling of tenderer or abandonment of work by tenderer.

**A-2. Non statutory / Technical Documents**

i. Professional Tax Enrolment Certificate with upto date Professional Tax deposit receipt challan, Pan Card of IT, latest IT return (Last Three Years), Audit Report / Balance Sheet: (Last Three Years) & GST Registration Certificate with up to date return, Valid Trade License etc.

ii. Registered Deed of partnership / Article of Association & Memorandum / Firm Registration.

iii. Registered Power of Attorney (For Partnership Firm/ Private Limited Company, if any).

iv. Audit Report for the last 03 (three) year, In case of Partnership Firm, Pvt Limited Company & Registered Co - Operative Societies (year just preceding the current Financial Year will be considered as year-I)

v. Valid bye laws are to be submitted by the Registered labour Co-Op(S), Engineers' Co.- Opt(S).

vi. Credential (Completion Certificate) for completion of at least one similar nature of work during last 5(five) years prior to the date of issue of this NIT is to be furnished. Scanned copy of Original Credential Certificate as stated in Clause - 5 of this e-NIT.

**B: Financial Proposal (in cover folder):** The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

**Note:-** Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

**A. Tender evaluation by the Evaluation Committee,**

i. **Opening of Technical proposal:** Technical proposals will be opened by The Executive Engineer, Nadia Division, Housing Directorate and his authorized representative electronically from the web site stated using their Digital Signature Certificate.

ii. Intending tenderers may remain present if they so desire.

iii. 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.

iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to The Executive Engineer, Nadia Division, Housing Directorate.

v. Uploading of summary list of technically qualified tenderers.

vi. Pursuant to scrutiny & decision of the higher authority / competent authority / accepting authority 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.

vii. While evaluation The Executive Engineer, Nadia Division, Housing Directorate & Bid Evaluation Committee may summon of the tenderers & seek clarification / information or additional documents or original hard Copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**THE STATED STATUTORY / NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER**

Click the check boxes 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	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. Valid Trade licence. 2. GST Registration certificate along with up to date Return. 3. PAN 4. P. Tax Enrolment with upto date P. Tax deposit receipt challan. 5. IT Return (Last Three year). 6. Audit Report / Balance Sheet (Last Three year).
B.	Company Details	Company Details - I	1. Proprietorship Firm (Trade Licence). 2. Partnership Firm (Registered Partnership Deed, Registered Power of attorney, Trade Licence, Audit Report for last 03 years) 3. Society (Society Registration Copy, Bye- Laws, Trade License, Audit Report for last 03 years)
C.	Credential	Credential 2	Preferably Similar nature of work done Completion Certificate which is applicable for eligibility in this tender as per NIT.
E.	Others	Declaration, Forms etc.	Pre-qualification Application & Declaration (Section - B as mentioned in e-NIT)

- \*Note: (i) Scan copy of all original documents stated above preferably be uploaded.  
(ii) No Extra paper / documents upload except as mention in the e-NIT and no paper / documents upload repeatedly.  
(iii) Declaration & Prequalification application read carefully and submitted as per e-NIT.

**B .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 (Presenting Above/ below/ At par) online through computer in the space marked for quoting rate in the BOQ.  
ii) Only downloaded 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 tenderer 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 Executive Engineer, Nadia Division, Housing Dte., 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 tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the P.W. Directorate may take appropriate legal action against such defaulting tenderer.

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.

*Running payment or Final Bill for work may be made to the executing agency as per availability of fund.*



EXECUTIVE ENGINEER,  
NADIA DIVISION, HOUSING DIRECTORATE  
KRISHNANAGAR