

Govt. of West Bengal  
Department of Urban Development and Municipal Affairs  
Office of the Executive Engineer  
Salt Lake Reclamation Division  
Nirman Bhawan, Salt Lake, Kolkata:700091

**NOTICE INVITING Tender NO. WBUDD/EE/SLRD/NIT-07/2019-20 of EE, SLR Division**

**1.0** Separate Sealed Tenders are hereby invited, for total 1(One) nos. of works on and behalf of the Governor of West Bengal, for the regular maintenance works of different buildings Row House, Bidhannagar, as in the table below from eligible bonafide, reliable and resourceful contractors having experience in execution of similar type of works .

**LIST OF WORKS**

Sl. No.	Name of the Work	Amount put to Tender (Rs.)	Earnest Money (Rs.)	Cost of tender paper (Rs.)	Completion time
1.	Up-Keeping and maintenance for D-Type residential buildings, and it's campus throughout the year at WT-2,WT-3,WT-4,WT-5,WT-6 at Sector-I, AL-Block Sector-II & WT-17 at Sector-III of Salt Lake Survey Sub-Division under Salt Lake Reclamation Division.	4,77,132.00	9,543.00	755/-	1(One) Year
2.	Soil exploration for re-construction of over head reservoir at WT-4 Sukantanagar, Sector-IV, Bidhannagar.	3,02,596.00	6,052.00	755/-	21(Twenty one) days

**3.0 Schedule of Events :**

Sl.	Important Events	Date & Time	Venue
01	LAST DATE AND TIME FOR SUBMISSION OF APPLICATION FOR ISSUE OF TENDER PAPERS:	27/11/2019 up to 14.00 Hrs.	At Office of the Executive Engineer, Salt Lake Reclamation Division.
02	Last Date of Issue:	28/11/2019 after up to 14.00 Hrs.	By the Executive Engineer , Salt Lake Reclamation Division
03	LAST DATE AND TIME OF DROPPING OF TENDER PAPERS:	02/12/2019 up to 14.00 Hrs.	In tender drop box at office chamber of Executive Engineer, Salt Lake Reclamation Division.
04	Date of Opening:	02/12/2019 after 14.00 Hrs	At office chamber of Executive Engineer, Salt Lake Reclamation Division.

**5.0. General Terms & Conditions**

**1. Eligibility for participation**

Contractors, outside bonafide, Registered Engineers Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate. Credentials of work executed under Urban Development Department will be accepted. Credentials of works executed under State Government Department,, Zilla Parishads, WBHIDCO, Central Government Department, may also be considered. Completion certificates, containing name of work, tender number, actual year of completion (as per MB) and gross final value of works, issued by competent authority are to be furnished by the intending tenderer as credential.

**2. Submission of Application**

Prayer for issue of tender papers may be addressed to the Executive Engineer, Salt Lake Reclamation Division ,Urban Development Department. Intending Tenderers should

apply for Tender papers in their respective Letter Heads the self-attested photo copy of the following documents.

- a) Permanent Account Number (PAN) of Income Tax Department.
- b) Certificate of Trade Licence
- c) Income tax return of Income Tax Department
- d) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) certificate.  
Application for such addressed to the competent authority may also be considered.
- e) Professional tax registration certificate.
- f) Completion Certificate/Payment Certificate(s) for one single **similar work worth** at least 40% of the value of the work for which Tender Papers is desired, executed within last 5 (five) years .
- g) Normally, Tender Paper for not more than two works in any one NIT will be issued to an applicant, who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIT, **Tender Paper Issuing Authority may issue Tender Paper for any serial even though it may not be preferred by the applicant.**
- h) Registration Certificate of E.S.I. and E.P.F. are necessary **For Sl. No. 01 only**

### 3. Issue of tender paper

- a) All the applicants, in person or through their authorised representative, must attend the interview on the scheduled date and time. No tender paper will be issued to the applicants who will remain absent during the interview.
- b) Tender paper can be had by the shortlisted intending tenderers or by their duly authorised representatives, on cash payment of requisite amount (non-refundable) from the office of the Executive Engineer as shown in the broad sheet published by the tender issuing authority against the name of each intending tenderer, within the specified date and time.
- c) No tender paper will be supplied by Post.
- d) No tender paper will be issued after expiry of date and time mentioned in the Notice.
- e) Intending tenderer not satisfied with the decision of the Tender Paper Issuing Authority may prefer an appeal to the next Superior Officer.
- f) To verify the competency, capacity and financial stability of the intending tenderer(s), the Tender Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.

### 4. Submission of Tenders

Before submitting any tender, the intending tenderers should make themselves acquainted, thoroughly, with the local conditions prevailing, by actual inspection of the site and take into considerations all aspects including transportation of materials, communicating facilities, climate conditions, nature of soil, availability of local labourers and market rate prevailing in the locality etc.

- a) Separate Tender should be submitted for each work, as per attached list, in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority b) Submission of Tender by Post is not allowed
- b) The tenderer should quote the rate both in figures and in words on the basis of percentage above/below or At Par on the Schedule of Rates attached with the Tender Form and also in the space provided in the Tender Form. The rate should be quoted in one single handwriting and preferably with the same ink. Rates quoted in different hand writing shall be treated as informal.
- c) Any tender containing over writing is liable to be rejected.
- d) All corrections are to be attested under the dated signature of the Tenderer without which tender may be informal.
- e) Any letter or other instrument submitted, separately, in modification of the sealed tender may not be entertained.
- f) Conditional Tender, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
- g) Earnest Money, as noted in the list of works, in the form other than those mentioned below, will not be accepted
  - 1) Demand Pay/Pay Order/Bank Draft/Deposit at call Receipt, Banker's Cheque of any scheduled Bank in the locality in favour of the Executive Engineer, Salt Lake Reclamation Division, payable at 'Kolkata'

2) receipted Challan of Reserve Bank of India or Treasury showing the deposit to be credited under the Head 'P.W. Deposit' in favour of the Executive Engineer, Salt Lake Reclamation Division

Note: No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Tender without the specified earnest money will be treated as informal.

#### 6. Opening , evaluation and acceptance of tender

- a) The Tenders will be opened, as specified in the list of works, in presence of the participating tenderers or their duly authorised representatives, who may be present at the time of opening and who may also put their signatures in the Tender Opening Register.
- b) Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer
- c) The Tender Accepting Authority does not bind himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason whatsoever to the intending Tenderers and also reserves the right to distribute the work amongst more than one Tenderers.
- d) The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his/her/their analysis to justify the rate quoted by him.

#### 7. Tender Accepting Authority

- a) As per prevalent orders of Finance Department, Govt. of west Bengal and Urban Development Department, Govt. of west Bengal Executive Engineer will accept the tenders up to Rs.45.00 Lakh

#### 8. Bid Validity

The Tender/ Bid will be valid for 60 days from the date of opening of the financial bid

#### 9. Execution of Formal tender after acceptance of tender

- a) The successful The tenderers, whose tender is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in triplicate copies of W.B.F. No 2911(ii) which may be purchased on cash payment / in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer concerned , failing which the Earnest Money shall forthwith stand forfeited in favour of the Government and the communication of acceptance of the tender shall automatically stand cancelled.

#### 10. Return of Earnest Money of the Unsuccessful Tenderer(s)

- a) For the return of the Earnest Money of the unsuccessful Tenderer(s), he/they is/are to apply for the same to the Executive Engineer, Salt Lake Construction Division giving the reference to the work, N.I.T. No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all tenderers other than the lowest tenderer in each case, may be refunded, after acceptance of the rate in the comparative statement, as early as possible.

#### 11. Withdrawal of Tender

- a) If any tenderer withdraws his tender before its acceptance or refuses/fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal /refusal /failure, he/she/they shall be disqualified for submitting any tender in this Division/Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
- b) The successful tenderer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time

#### 11. Payment

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.

#### 4.0 Special Terms & Conditions

1. The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & Abolition) Rules, 1970, and (b) Minimum Wages Act, 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.

2. Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
3. The Government shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike, etc.
4. Imposition of any duty / tax / royalty etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original Challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
5. Cess @ 1% of the cost of construction works shall be deducted from the Gross Value of the Bill in terms of Finance Department Order No.853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Deputy Labour Commissioner of the region concerned.
6. Notification of Partial Modification of W B Form No. 2911 Vide Notification No. 5784-PW / LW/ L & W /2M-175/2017 , Dated: 12.09.2017 of Law and Arbitration Cell , Public Works Department , Government of West Bengal will be applicable for this Tender.
7. Memorandum related with 'Additional Performance Security' as per Finance Department Memo No. 4608-F(Y) , Dated: 18/07/2018 will also be applicable for this tender.
8. No mobilization / secured advance will be allowed unless specified otherwise.
9. Sales Tax, Cess, Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes, if any, are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
10. All working tools and plants, scaffolding, construction of vats and platforms will have to be arranged by the contractor at his own cost.
11. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
12. The contractor should see the site of works and tender documents, drawings, etc. before submitting tender and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements and security etc. Work may be interrupted due to a number of unforeseen reasons. The Engineer-in-charge may order the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account.
13. A machine page numbered Site Order Book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
14. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
15. All possible precautions should be taken for the safety of the people and workforce deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a public thoroughfare.
16. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Departmental Rules & Orders circulated from time to time.
17. The contractor will have to accept the work programme and priority of work fixed by the Engineer-in-charge so that most vulnerable reach and/or vulnerable items be completed before the date needed by the Department due to impending monsoon or rise of water level or for other reasons.
18. Any materials brought to site by contractor must be subject to approval of the Engineer-in-charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hours of issue of the order to that effect.
19. **Completion certificate along with schedule of work will be considered as credential. Work order will not be considered as credential.**


Executive Engineer  
Salt Lake Reclamation Division

Memo No. 3011

Dated: 19/11/2019

Copy forwarded for information & necessary action to:

- 1) **Joint Secretary IT/eGovcell, Nagarayan, Urban Development Department, DF-8, Sector – I of Salt Lake City with request to upload the Notice in the Departmental Website [www.wburbnservices.gov.in](http://www.wburbnservices.gov.in)**
- 2) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhawan, Salt Lake, Kolkata.
- 3) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-700091.
- 4) ✓ Computer Section of Urban Development Department, Nagarayan Bldg. Salt Lake with kind request to publish this NIT in departmental web site [wburbandev.gov.in](http://wburbandev.gov.in)
- 5-8) The SDO Salt Lake Survey Sub-Division / Salt Lake Reclamation Sub-Division-II/ Salt Lake Survey Sub-Division.
- 9) Office Notice Board.



Executive Engineer  
Salt Lake Reclamation Division