

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

Memo. No. 94

Date: 22.01.2025

**Notice Inviting e-Tender No.: WBUD MAD/SLP/NieT-06(2<sup>nd</sup> Call)/2024-25 of EE, SLC Division**

Sealed e-Tender are hereby invited for the following work for acceptance of the **Executive Engineer, Salt Lake Construction Division**, Department of UD & MA for and on behalf of the Governor of West Bengal, for the works dated below from eligible bonafide, reliable and resourceful **bidders / Tenderers** having sufficient experience in execution of similar type of works. **Intending bidders / Tenderers who desire to participate in the quotation are requested to log on to the departmental website [www.wburbanservices.gov.in](http://www.wburbanservices.gov.in) & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.**

**Name of Work with other relevant information:**

Sl. No	Name of Work	Amount put to Tender (Rs.)	Earnest Money Deposit (Rs.)	Time allowed for completion
1	"Annual Civil maintenance & repair works of WBLRTT building at Plot No-3 & 3/1 of Block-EE, Sector-II of Bidhannagar of financial year 2025-2026."	9,70,125.00	19,402.00	365(Three Sixty five)days

**Last date & time of submission of bids online is 05/02/2025 at 13:00 hours.** Details of submission procedure are given below under "**General terms and conditions and information**" and all information posted on the website consisting of NIT and related documents, Form 2911, BOQ, Corrigendum and addendum if any and Drawings shall form part of the tender document. As per Memorandum of Government of West Bengal, Finance Department, Audit Branch Vide No. 3975-F(Y), Dated-28/07/2016, Only, Online receipt and refund of EMD of e-procurement through State Government e-procurement portal will be considered. State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement. It can be done through Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway; RTGS/NEFT in case of offline payment through bank account in any Bank.

**Scope of works: -**

All the required items of work as applicable, are to be executed for civil maintenance of WBLRTT Building as per current P.W.D Schedule of rates 2017 for Building works (Vol-I) and Sanitary & Plumbing works (Vol-II) along with all latest corrigenda and any item approved by the SE/SLRDC, UD & MA Deptt. in force for the execution of this work.

**Important Information related to the above works: -**

- 1) A.O.C. will be awarded to the lowest bidder(L1).
- 2) Payment terms and conditions will be as mentioned in the A.A.& F.S.

**Eligibility for participation**

Contractors, Enlisted or 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, depending on the criteria as detailed below. Joint venture firm are not eligible to participate.

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.

### **Credential**

- (i) Intending tenderer should produce credentials of similar nature of work of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,
- (ii) Intending tenderer should produce credentials of 2(two) similar nature of work, each of the minimum value of 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,
- (iii) Intending tenderer should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above;  
[This is as per Memo No. 03-A/PW/O/10C-02/14, Dated: 12.03.2015 of Government of West Bengal, Public Works Department, Accounts Branch, Nabanna, Howrah, for amended Rule under Rule 226 (1) of PWD Code, Volume-I.]
- (iv) Any agency having record with nonsatisfactory progress of work under this Salt Lake Reclamation and Development Circle may or may not be considered for work during Technical Evaluation.

### **Verification before Submission of Tenders**

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.

The contractor will not be entitled to any claim or extra rate on any of these accounts.

### **Submission of Tenders**

Tenders are to be submitted online through the website stated above and all the documents uploaded by the Tender Inviting Authority form an integral part of the contract Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC).

### **Technical Proposal**

The Technical Proposal should contain scanned copies and/or declarations in the following standardised formats in two covers (folders).

#### **Additional Clauses:**

- ❖ 'Additional Performance Security when the bid rate is 80 % or Less' as per Finance Department Order No. 4608-F(Y), Dated-18.07.2018 should have to be strictly followed by the bidder if the offered rate is 80 % or Less. Otherwise, AOC will not be given.
- ❖ Modification of Clause No. 17 of WB 2911 as per Law and Arbitration Cell of Public Works Department, Govt. of West Bengal, Vide Memo No. 5784-PW/L&A/2M-175/2017, Dated: 12.09.2017 will be applicable for this Tender.
- ❖ Memorandum Vide No 4378-F(Y), Dated 13.07.2017 of Finance Department, Audit Branch, Government of West Bengal is applicable for this Tender.
- ❖ Revised Norms for acceptance of tenders with less than 3 qualified bids on 2<sup>nd</sup> or subsequent calls as per Memorandum Vide No 6989-F(Y), Dated 19.11.2018 of Finance Department, Audit Branch, Government of West Bengal is applicable for this Tender.
- ❖ Credential Policy Modification: Amendment in PWD Code Vide No. 03-A/PW/O/10C-02/14 Dated: 12.03.2015, of Government of West Bengal, Public Works Department, Accounts Branch, Nabanna, Howrah-711102 is applicable for this Tender.

### **Technical File (Statutory Cover)**

- ❖ Application for Tender (Vide Form-1) (to be submitted in "**Forms**" folder)
- ❖ Notice Inviting Tender (NIT) and Addenda / Corrigenda, if published (to be submitted in "**NIT**" folder)
- ❖ Tender Form No.2911 (to be submitted in "**2911**" folder)
- ❖ Average annual turnover from contracting business and commensurate with the Form 26AS of IT (Vide

Form-2) (to be submitted in “Forms” folder)

- ❖ Credential Certificate (Vide Form-3) (to be submitted in “Forms” folder)
- ❖ Declaration of not having common interest in the same serial (Vide Form-4) (to be submitted in “Forms” folder)
- ❖ Earnest Money Deposit (EMD) folder

Scanned copy online EMD transfer, as prescribed in the NIT, separately against each serial of work, in favour of the **Executive Engineer, Salt Lake Construction Division, payable at Kolkata** (to be submitted in “**Scanned copy of EMD**” folder). **All the forms should be notarized.**

**Note: Tenders will be summarily rejected if any item in the Statutory Cover is missing.**

**My Document (Non-Statutory Cover)**

**Certificates**

- Professional Tax (PT) submission Challan
- PAN Card
- GST Registration
- **ESI and EPF registration Certificate including Current Challans issued by the appropriate authority**
- Trade licence (current quarter payment receipt should be enclosed.)
- **Completion certificate along with work order and schedule of works / BOQ as credential.**
- Income Tax return for last five years.
- Latest Bank Solvency Certificate/ credit limit certificate from the schedule bank on their printed letter head.

**Company Details**

- Partnership Deed and Trade License for Proprietorship Firms
- Memorandum of Articles for Limited Companies.
- Society Registration and Bye-Laws for Cooperative Societies
- Power of Attorney

**Credential**

- **Note: Tenders will be summarily rejected if any item in the Statutory Cover is missing**

**Financial Proposal**

The financial proposal should contain the following document in one cover (Folder).

- **Bill of Quantities (BoQ):** The contractor is to quote the rate (percentage above or below) online through computer in the space marked for quoting rate in the BoQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).

**Opening and evaluation of tender:**

**Opening of Technical Proposal**

Technical proposal will be opened by the concerned Executive Engineer or his authorised representatives, electronically from the website using their Digital Signature Certificate at Office of the Executive Engineer, Salt Lake Project, Urban Development & Municipal Affairs Department, Nirman Bhawan, Bidhannagar, Kolkata – 700091 on the date already mentioned above.

Intending Bidders may remain present at the venue stated above if they desire to do so.

Cover /Folder for Statutory Documents will be opened first & if found in order, Cover for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory & Non-Statutory Documents, the Tender will summarily be rejected.

Decrypted (transformed into readable formats) Documents of Statutory and Non-Statutory Cover will be downloaded, & evaluated for eligibility.

Pursuant to scrutiny & decision after evaluation the summary list of eligible tender & the serial number of work for which their proposal are considered will be uploaded in the web portals.

While evaluation the tender inviting authority may summon the Bidders & 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 proposal will be liable for rejection.

### **Opening & Evaluation of Financial Proposal**

Financial Proposal of the Bidders found technically eligible, will be opened electronically from the web portal by the Technical Inviting Authority(TIA) concerned or his/her authorised representative(s) .

The encrypted copies will be decrypted & the rates will be out before to the contractors remaining present at that time.

After evaluation of Financial Proposal by the concerned Tender Evaluation Committee, (TEC) will upload the final summary result containing inter-alia, name of the contractors & the rates quoted by them against each work will be uploaded, provided the TEC is satisfied that the rates obtained are fair & reasonable & there is no scope of further lowering down the rate.

**The computer-generated Comparative Statement need to be financially vetted / test checked by the Divisional Accountant of Salt Lake Construction Division.**

### **Acceptance of Tender**

Lowest valid rate should normally be accepted. However, the acceptance of the tender including the right to distribute the work between two or amongst more than two bidders will rest with the **Tender Accepting Authority** without assigning any reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof. Conditional tender will not be accepted in any case.

### **Award of Contract:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract.

### **Bid Validity**

The Bid will be valid for **120 days** from the date of opening of the financial bid.

### **Execution of Formal tender after acceptance of tender**

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 duplicate/triplicate copies of W.B.F. No 2911 from **the office of the Executive Engineer, Salt Lake Construction Division.**

### **Return of Earnest Money of the Unsuccessful Tenderer(s):**

Refund/Settlement Process:

i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.

iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction.

v. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority as soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal

- a) EMD of the L1 bidder for tender of State Government offices will automatically get transferred from the pooling account to the State Government deposit head 1/8443-0 -103-001-07" through GRIPS along with the bank particulars of the L1 bidder.

b) EMD of the LI bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. will automatically get transferred from the pooling account to their respective inked bank accounts along with the bank particulars of the LI bidder. In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which i.e., Award of Contract (AOC) is issued.

vi. The Bank will share the details of the GRN o. generated on successful entry in GRIPS with the E-Procurement portal for updation.

vii. Once the EMD of the LI bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head 1/0070-60- 800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.

viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) was initiated.

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. 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.

### Payment

The payment of RA bill(s) as well as final bill for any work will be made on availability of specific fund and no claim due to delay in payment will be entertained. No RA Bill will be considered before execution of 1/3<sup>rd</sup> of total volume of work.

### Withdrawal of Tender

If any tenderer found lowest after opening of the financial bids withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for making any tender to the department for a minimum period of one year. All cases in which the Tender Accepting Authority has reason to doubt the bonafide of such withdrawal should be reported to the Chief Engineer concerned in all details for issuance of such disqualification orders by the said Chief Engineer, under intimation to the other Chief Engineers, e-Tendering Cell and also this Department. Copy of such Order should invariably be communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.

### Date and Time Schedule:

Sl.No.	Activity	Date & Time
1.	<b>Publishing Date:</b>	22/01/2025 at 17:30 hrs.
2.	<b>Document Download start date:</b>	22/01/2025 at 17:30 hrs.
3.	<b>Bid submission start date:</b>	29/01/2025 at 11:00 hrs.
4.	<b>Document Download end date:</b>	05/02/2025 at 13:00 hrs.
5.	<b>Bid submission end date:</b>	05/02/2025 at 13:00 hrs
6.	<b>Technical Bid opening date:</b>	07/02/2025 at 13:00 hrs.
7.	<b>Financial Bid opening date:</b>	<b>To be notified later.</b>

### ADDITIONAL CONDITIONS

The Executive Engineer of the Salt Lake Construction Division concerned will be the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-Charge. If any correspondence of above tender is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. The instruction given by the Sub-

Divisional Officer and the Junior Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.

- 1) 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. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
- 2) 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.
- 3) No mobilization / secured advance will be allowed unless specified otherwise
- 4) All working tools and plants, scaffolding, construction of vats and platforms will have to be arranged by the contractor at his own cost. The contractor shall also arrange supply of 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.
- 5) 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.
- 6) The work will have to be completed within the time mentioned in the tender notice. A suitable work programme is to be submitted by the contractor within 7 (Seven) days from the date of receipt of Work Order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7 (Seven) days from the date of receipt of Work Order who will receive instruction of the work, sign measurement book, bills and other Government papers, etc. However, the contractor will have to accept the work programme and priority of work fixed by the Engineer-in-charge.
- 7) 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.
- 8) The contractor will have to maintain qualified technical Engineer and/or Apprentices at site as per prevailing Apprentice Act or other Departmental Rules & Orders circulated from time to time. A notarized certificate of the declaration of the technical manpower should be submitted along with PAN of the Engineer.
- 9) The quantities of different items of work mentioned in the tender schedule or in Work Order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess in any item beyond 10% or supplementary works, approval of the Superintending Engineer / Chief Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment.
- 10) All materials required to complete execution of the work shall be supplied by the contractor after procurement from authorized and approved source and the material 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.
- 11) 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.
- 12) 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 and has been inspected by the Engineer-in-Charge or the Sub-Divisional Officer /Assistant Engineer, as the authorized representatives of the Engineer-in- Charge and order given by him for 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/Assistant Engineer may do this inspection in respect of minor works and issue order regarding the latter item.

- 13) 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.
- 14) The contractor shall have to arrange on his own cost, required energy for operation of equipments and machineries, for operating of pumping set, illuminating work site, office etc. that may be necessary in difference 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.
- 15) The contractor will arrange land for installation of his Plants and Machineries, his go down, store yard, labour camp etc. at his own cost for the execution of the work. Departmental land, if available and if applied for, may be spared for the purpose on usual charges as fixed by the Engineer-in-charge. Before using any space in Government land for any purpose whatsoever, approval of the Engineer-in-charge will be required.
- 16) 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.

Sd/-

Executive Engineer  
Salt Lake Construction Division  
Urban Development & Municipal Affairs Department

**Memo. No:** 94(15)

**Dated:** 22/01/2025

**Copy forwarded for information and necessary action to the:**

1. P.S. to the Principal Secretary to the Govt. of W.B., Department of Urban Development & Municipal Affairs, Nagarayan, DF-8, Salt Lake, Kolkata-64.
2. Joint Secretary to the Govt. of West Bengal, IT & e-Gov Cell, Department of Urban Development & Municipal Affairs, 3<sup>rd</sup> Floor, Nagarayan, DF-8, Salt Lake, Kol-64 with a request to publish this NIT in the Departmental website of Urban Development & Municipal Affairs, [www.urbanservices.gov.in](http://www.urbanservices.gov.in)
3. Addl. Secretary (Mr. Joly Chaudhuri) to the Govt. of West Bengal, Department of Urban Development & Municipal Affairs, Nagarayan, DF-8, Salt Lake, Kolkata-64.
4. Addl. Secretary (KB), Budget Cell, Department of Urban Development & Municipal Affairs, Govt. of West Bengal Nagarayan, DF-8, Salt Lake, Kolkata-64.
5. Special Secretary to the Govt. of West Bengal, Department of L & LR and RR & R, Nabanna, 6<sup>th</sup> floor, 325, Sarat Chatterjee Road Howrah
6. Registrar, West Bengal Land Reforms & Tenancy Tribunal, Block-EE, 3 md 3/1, Sector-[, Salt Lake, Kolkata-91
7. Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91.
8. Executive Engineer & T.A to Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91
9. Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, Salt Lake, Kolkata-91
10. Executive Engineer, Design, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91
11. Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhawan, Salt Lake, Kolkata-91.
12. Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kolkata-91.
13. Sub-Divisional Officer, Salt Lake Sewerage Sub-Division, Nirman Bhawan, Kolkata-91.
14. Divisional Accountant, Salt Lake Construction Division, Nirman Bhawan, Kolkata-91.
15. Office notice board.

Sd/-

Executive Engineer  
Salt Lake Construction Division  
Urban Development & Municipal Affairs Department

**FORM – 1**  
**APPLICATION FOR**  
**TENDER**

To,  
The Executive Engineer,  
Salt Lake Construction Division

NieT / NieQ No.: \_\_\_\_\_  
Serial No. of Work applied for: \_\_\_\_\_

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/We hereby like to state that I/We wilfully accept all your conditions and offer to execute the works as per Tender No. and Serial No. stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

Full name of applicant:

Signature:

\_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to  
sign bids for and on  
behalf of (Name of  
Firm): \_\_\_\_\_  
(In BLOCK CAPITALS or typed)

Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.(s) (Office): \_\_ Mobile No. \_\_

Fax No \_\_\_\_\_

E mail ID \_\_\_\_\_



**FORM – 2**

**Certificate regarding Summary Statement of Yearly  
Turnover from Contractual Business**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of \_\_\_\_\_ for the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No.	Financial		Remarks
	Year	Turnover rounded up to ` in lakh (two digit after decimal)	
1.			
2.			
3.			
Total			

Average Turnover: In ` Note:

1. Year preceding the current financial year is to be considered as Year-1.
2. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the bidder

## FORM – 3

### Power of Attorney for signing of Contract/Tender Agreement \*

(May be submitted if the bidder is a Company, Autonomous Body, Undertaking, Corporation, and NGO, in plain paper or otherwise in any legally acceptable format which shall be treated as the self declaration of the bidder)

Know all men by these presents, I/We, ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms (Name) ..... son/daughter of

..... and presently residing at ....., who is presently employed with us/ the Lead Member of our Consortium/Joint Venture and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all

such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the \*\*\*\*\* Project proposed or being developed by the Governor of the State of West Bengal represented by the Tender inviting authority, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the ‘Authority’ in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority;

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPALS HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....For.....  
(Signature Name date designation and address of the bidder(s) & Contact No. & e-mail ID)

Witnesses: (Full Name with permanent addresses and contact nos.)

- 1.
- 2.

Signed & accepted Notarized Notes:

- 1) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law in India and the charter documents of the executants and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- 2) Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders’ resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- 3) For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostile certificate.

• This is only a specimen format and the bidder may submit any other legally valid format by bidder organization except Proprietorship Firms.

**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 self declaration of the bidder)

Ref:- NIEt/NIEQ No. ....

e-Tender/Quotation ID No. List of Work Sl. No. ....

To,

The Special Engineer,  
Salt Lake Reclamation and Development Circle,  
Urban Development and Municipal Affairs Department,  
Nirman Bhawan , Salt Lake , 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 any departments of 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 consultant members / owners / PARTNERS WOULD BE LIABLE TO PENAL ACTIONS AS DECIDED BY THE Government under the law.

Dated this ..... day of .....20.....

Full name of Bidder/Contractor ..... Authorised

Signatory.....

In the capacity of .....

Duly authorized to sign bid for and on behalf of (Name of Firm)

..... (In block Capital letters or typed)

Office address with Seal:

.....  
Telephone nos.(office) Mobile No. .... Fax No.

..... E-MAIL ID : .....

(DIGITAL SIGNATURE OF BIDDER)

**SECTION-B**  
**Form-II**  
**FINANCIAL STATEMENT**

Information of audited financial statements for the last year to demonstrate the current the current soundness of the Bidder's financial position:

1. The Bidder's Net worth for the last year calculated as the difference between total assets and total liabilities should be positive.

2. Bidder's 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: Assessed Available bid capacity = (A x N x 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 is in progress. The projects include turnkey project / Item rate contract / Construction works . N

=Number of years (i.e., year) prescribed for completion of the works for which Bids are invited.

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

**To calculated the value of "A"**

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

SL. No.	Year	Value of Engineering Works undertaken w.r.t. Project (Rs. In Crores)
1.	2019-2020	
2.	2020-2021	
3.	2021-2022	
4.	2022-2023	
5.	2023-2024	

- ii) Maximum value of projects that have been undertaken during the F.Y. out of the last 5 years and value thereof is Rs. \_\_\_Crores (Rupees\_\_\_).Further, value updated to the price level of the years indicated in Table is as follows :

Rs. \_\_\_\_\_ Crores x \_\_\_\_\_ (Updation Factor as per Table annexed) = Rs. \_\_\_\_\_ Crores (Rupees \_\_\_\_\_).

Table indicating the factor for the year for updation to the price level is indicated as under:

SL. No.	F.Y. /Calendar Year	Updation factor
1.	2023-2024	1.00
2.	2022-2023	1.05
3.	2021-2022	1.10
4.	2020-2021	1.15
5.	2019-2020	1.20

- ii) Net worth for the last year of \_\_\_\_\_ (Name of the company) in Rs. \_\_\_\_\_

Thus available assessed Bid Capacity stands as: (A x N x 2-B) =  
.....Rs.....

.....  
.....

Government of West Bengal  
Finance Department  
Audit Branch

No. 4608-F(Y)


Dated, 18<sup>th</sup> July, 2018

MEMORANDUM

**Sub: Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase.**

In tenders for Government works, bids are sometimes received at a much lower rate than the Estimated Amount put to tender. In such cases, to ensure the quality and proper execution of the work in public interest, the Governor is pleased to decide that Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender.

2. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.
3. The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered/affected by provision of this Additional Performance Security.
4. Henceforth, necessary provision shall be incorporated in all Notice Inviting Tenders and shall be part of the Contract Agreement.
5. This order will take immediate effect and necessary amendment in the West Bengal Financial Rules shall be made in due course.

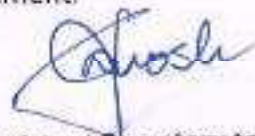
  
(H.K. Dwivedi)  
Additional Chief Secretary  
to the Govt. of West Bengal

No. 4608/1(500) -F(Y)

Date: 18<sup>th</sup> July, 2018

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department
5. Financial Advisor, \_\_\_\_\_ Department.
6. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
7. Director, \_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_
10. Sub-Divisional Officer, \_\_\_\_\_
11. Block Development Officer, \_\_\_\_\_
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, \_\_\_\_\_
16. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
Assistant Secretary to the  
Government of West Bengal



Annexure-I

**FORMAT OF THE BANK GUARANTEE  
FOR RELEASE OF SECURITY DEPOSIT**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Designation of Engineer- In-Charge]  
[Office address of Engineer-In-Charge]

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 Contract").

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  
release of 'SECURITY DEPOSIT' for compliance with his obligation in accordance with the  
Contract;

AND WHEREAS we..... (Indicate the name of the bank &branch)  
have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we..... (Indicate the name of the bank &branch)  
hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to 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 &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 &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 thereunder and the contractor(s) shall have no claim against us for making such payment.

We..... (Indicate the name of the bank &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 & 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 of the Defects Liability Period/Security Period 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 should be mentioned on the covering letter of issuing Branch.



Government of West Bengal  
Public Works Department (Roads Wing)  
Planning Branch  
Nabanna, Howrah

No.1M-32/23/ 285 -R/PL

Dated: 02.08.2024


**NOTIFICATION**

In partial modification of Public Works Department's Notification No. 5784-PW/L&A/2M-175/2017 dated 12.09.2017, Defect Liability Period of Extension work of building / bridge / culvert, construction work of new flexible pavement up to bituminous level, widening and strengthening/improvement/strengthening work of flexible pavement will be 5(five) years in place of 3 years.

This clause shall be incorporated in the Notice inviting tender.

This bears the concurrence of Finance Department, Group-T vide their U.O. No. Group-T/2024-2025/0417 dated: 30.07.2024.

This notification will take immediate effect.


  
(Antara Acharya)  
Secretary to the  
Government of West Bengal  
Public Works Department

No. 1M-32/23/285 /1(3) -R/PL

Dated: 02.08.2024

Copy forwarded for information to :-

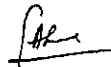
1. The Sr. P.S. to the Hon'ble Minister-in-Charge to the Government of West Bengal, Public Works Department.
2. The Sr. P.S. to the Chief Secretary to the Government of West Bengal.
3. The Sr. P.S. to the Additional Chief Secretary to the Government of West Bengal, Finance Department.

  
Joint Secretary (Roads)  
Public Works Department  
Dated: 02.08.2024

No. 1M-32/23/ 285/2(13) -R/PL

Copy forwarded for information to :-

1. The Accountant General (A & E), West Bengal.
2. The Accountant General (Audit), West Bengal.
3. The Accountant General (RW / LBA), West Bengal.
4. The Managing Director, West Bengal Highway Development Corporation, HRBC
5. The Secretary to the Government of West Bengal, Public Works Department.
6. The Engineer-in-Chief & Ex-Officio Secretary, Public Works Department.
7. The Finance Department, Group - "F" / "T" / "N".
8. The Special Secretary & Financial Adviser, Public Works Department.
9. The Special Secretary, Public Works Department.
10. The Joint Secretary, Project & Co-ordination / Works, Public Works Department.
11. The Technical Secretary, Public Works Department

  
Joint Secretary (Roads)  
Public Works Department

No. 1M-32/23/ 285/3(100) -R/PL

Dated: 02.08.2024

Copy forwarded for information and necessary action to:

1. The Chief Engineer.------(All), P.W. Directorate/ P.W. (Roads) Directorate.
2. The Superintending Engineer, -----(All), P.W. Directorate/ P.W. (Roads) Directorate.
3. The Executive Engineer, -----(All), P.W. Directorate/ P.W. (Roads) Directorate.

  
Joint Secretary (Roads)  
Public Works Department

MEMORANDUM

**Sub : Revised norms for acceptance of L1 / H1 bid / Single bid when the no. of qualified bidders during 2<sup>nd</sup> call is less than 3**

As per FD Memo No. 9754-F(Y) dated 03.12.2012, if the response to Tender (including e-Tender) is less than three (3), then Tender is invited afresh in terms of note 1 below rule 47(8) of West Bengal Financial Rules as amended by this department Notification no. 5400-F(Y) dt. 25.6.2012. The Tender Notice and Re-Tender notice, if any, is required to be published in widely circulated dailies and also through e-Tender portal in case of e-Tender/e-Auction. Prior to invitation of Tender/Auction the eligibility criteria and other terms & conditions are required to be prepared carefully by the Tender Inviting Authority. However, in case of 2<sup>nd</sup> call, if any, the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting Tender' are required to be reviewed by the Tender Inviting Authority to ascertain whether-

- i. It was too much restrictive, say, specifications and qualifications were fixed at higher standard than required,
- ii. Advertisements in the widely circulated Newspapers were properly published and
- iii. Other related procedural matters were observed in its entirety.

However, it has been observed that in many cases the **above provisions and procedures** of reviewing the eligibility criteria and wide publication of the NIT for tender/ 2<sup>nd</sup> call are not being properly observed by the Tender Inviting Authority and the departments.

Also, in some cases, extending the time for submission of bids after the expiry of normal time is regarded as equivalent to re-tender or fresh tender.

Under such circumstances, in partial modification of this Department Memorandum No. 9754-F(Y) dated 03.12.2012 and the related orders issued in this regard, the following provisions regarding extension of last date of submission of bids and acceptance of bids when the nos. of qualified bidders during re-tender is less than three (3) are to be followed:

**I. Extension of date:**

- a. The tender process shall be initiated well in advance keeping in mind that there may be a situation for extension of last dates and/or re-tender.
- b. Last date of submission may be extended if the notice of extension is issued within the life of the tender period.
- c. After expiry of the Tender period date cannot be extended, however re-tender may be invited.
- d. Extension of date cannot be treated as 2<sup>nd</sup> or subsequent Call.

**II. If the number of qualified bidders during tender /re-tender/re-Auction is less than 3 :-**

The Tender Inviting Authority (TIA) shall take a decision based on following situations—

**A. If the estimate is less than 5 lakhs :**

**Case 1:** If the no. of qualified bidder is 1 during retender, the Departmental Head Secretary may accept the tender in consultation with the FA of the Department.

**Case 2:** If the no. of qualified bidder is 2 during retender, The Tender Inviting Authority may accept the tender on recommendation of the Tender Committee.

**B. If the estimate is equal to or more than 5 lakhs but not more than One Crore:**

**Case 1: If the no. of qualified bidder is one during retender :**

- i) If the Bid is within 2% above the Estimate, the Departmental Head / Secretary may accept the tender in consultation with the FA of the Department on recommendation of the Departmental Tender Committee
- ii) If the Bid is beyond 2% above the Estimate, the Departmental Head / Secretary, in consultation with the FA of the Department will refer the file to the Finance Department.

**Case 2 : If the no. of qualified bidder is two during retender :**

- i) If the Bid is within 2% above the Estimate, the Tender Inviting Authority may accept the tender on recommendation of the Tender Committee.
- ii) If the Bid is more than 2% but less than 5% above the Estimate, the Departmental Head / Secretary may accept the tender in consultation with the FA of the Department on recommendation of the Departmental Tender Committee
- iii) If the Bid is more than 5% above the Estimate, the Departmental Head / Secretary in consultation with the FA of the Department will refer the file to the Finance Department for approval.


**C. If the estimate is more than one Crore :**

The Departmental Head / Secretary, in consultation with the FA of the Department and the Departmental Tender Committee will refer the file to the Finance Department

**However, in all such cases at A, B and C above, the following procedure is to be observed :**

- 1) In case the tender is to be accepted by the Head of the Administrative Department Secretary, the TIA will forward the case along with the duly filled up Form (Annexure-I) and necessary documents to the Head of the Administrative Department. The Head of the Administrative Department, in consultation with the FA of the Department on recommendation from the Departmental Tender Committee, will take the decision and accord approval at his level.
- 2) If the case is to be referred to Finance Department through the Head of the Administrative Department / Secretary, the TIA will forward the case along with the duly filled up Form (Annexure-I) and necessary documents to the Head of the Administrative Department. The Head of the Administrative Department, in consultation with the FA of the Department on recommendation from the Departmental Tender Committee, will forward the file to the Finance Department along with necessary justifications.
- 3) All the administrative Departments may constitute a Departmental Tender Committee if not already done, for doing the above noted work.

This order takes effect from 15.02.2017.

  
Principal Secretary to the  
Government of West Bengal