



Government of West Bengal  
 Directorate of Public Health Engineering  
 Canning Sub-Division, Public Health Engineering Dte.  
 P.O. & P.S. – Canning, Canning South 24 Parganas, Pin – 743329  
 (email : [ae\\_alic@wbphed.gov.in](mailto:ae_alic@wbphed.gov.in))

Memo No.: 430 / CSD

Dated, Kolkata, the 04.04.2025

**NOTICE INVITING e-TENDER NO. : WBPHEd/AE/NleT-02/CSD/2025-2026**

On behalf of the Governor of West Bengal, e-Tender is invited in **WBF 2911** by the Assistant Engineer, Canning Sub-Division, Public Health Engineering Directorate, Government of West Bengal from **Reputed, Bonafide, resourceful, experienced contractors, having experience in similar nature of work** for the following work (*Submission of Bid through online*):

| Sl. No. | Description of item                                                                                                                                                                                                                                                                                                 | Estimated Value (Rs.) | Earnest Money (Rs.) | Time of Completion | Accepting Authority                                  | Eligibility                                                                                                 |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|--------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1       | Day to day maintenance of the office of the Assistant Engineer, Canning Sub-Division of Alipore Division, PHE Dte. (For One Year) <b>(2<sup>nd</sup> Call)</b>                                                                                                                                                      | 484172.00             | 9683.00             | <b>1 Year</b>      | <b>Executive Engineer, Alipore Division PHE Dte.</b> | <b>Reputed, Bonafide, resourceful, experienced contractor, having experience in similar nature of work.</b> |
| 2       | Arrear payment as per Revision of Wages for Engagement of Security Guard for 24 hours duty for Basanti W/S Scheme Store under Canning Sub Division, Alipore Division, PHE Dte. (Period from 01.03.2023 to 31.12.2023) Ref. memo no : - PHE/906/O/5/16(Pt.) Kol, the 6th April, 2023 <b>(2<sup>nd</sup> Call)</b>    | 183660.00             | 3673.00             | <b>45 Days</b>     |                                                      |                                                                                                             |
| 3       | Arrear payment as per Revision of Wages for Engagement of Security Guard for 24 hours duty for Gosaba W/S Scheme Store under Canning Sub Division, Alipore Division, PHE Dte. (Period from 01.03.2023 to 31.12.2023) Ref. memo no : - PHE/906/O/5/16(Pt.) Kol, the 6th April, 2023 <b>(2<sup>nd</sup> Call)</b>     | 157038.00             | 3141.00             | <b>45 Days</b>     |                                                      |                                                                                                             |
| 4       | Arrear payment as per Revision of Wages for Engagement of Security Guard for 24 hours duty for Canning Sub-Division Office under Canning Sub Division, Alipore Division, PHE Dte. (Period from 01.03.2023 to 31.12.2023) Ref. memo no : - PHE/906/O/5/16(Pt.) Kol, the 6th April, 2023 <b>(2<sup>nd</sup> Call)</b> | 124934.00             | 2499.00             | <b>45 Days</b>     |                                                      |                                                                                                             |

| Sl. No. | Description of item                                                                                                                                                             | Estimated Value (Rs.) | Earnest Money (Rs.) | Time of Completion | Accepting Authority                                  | Eligibility                                                                                                 |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|--------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 5       | Repairing & renovation of Pump House no. - 4 at Canning (Zone-III) W/S Scheme, Block - Canning - I under Canning Sub-Division of Alipore Division, PHE Dte.                     | 243245.00             | 4865.00             | 30 Days            | <b>Executive Engineer, Alipore Division PHE Dte.</b> | <b>Reputed, Bonafide, resourceful, experienced contractor, having experience in similar nature of work.</b> |
| 6       | Repairing & renovation of Pump House no. - 1 at Narayangar W/S Scheme, Block - Canning - I under Canning Sub-Division of Alipore Division, PHE Dte.                             | 226091.00             | 4522.00             | 30 Days            |                                                      |                                                                                                             |
| 7       | Repairing & renovation of Pump House no. - 2 at Narayangar W/S Scheme, Block - Canning - I under Canning Sub-Division of Alipore Division, PHE Dte.                             | 214795.00             | 4296.00             | 30 Days            |                                                      |                                                                                                             |
| 8       | Repairing & renovation of Pump House no. - 1 of Daharani W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte.                                | 238295.00             | 4766.00             | 30 Days            |                                                      |                                                                                                             |
| 9       | Repairing & renovation of Pump House no. - 2 of Daharani W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte.                                | 244511.00             | 4890.00             | 30 Days            |                                                      |                                                                                                             |
| 10      | Repairing & renovation of Pump House no. - 3 of Daharani W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte.                                | 232444.00             | 4649.00             | 30 Days            |                                                      |                                                                                                             |
| 11      | Repairing & renovation of Pump House no. - 4 of Daharani W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte.                                | 245889.00             | 4918.00             | 30 Days            |                                                      |                                                                                                             |
| 12      | Repairing & renovation of Pump House no. - 1 of Netra W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte.                                   | 243039.00             | 4861.00             | 30 Days            |                                                      |                                                                                                             |
| 13      | Repairing & renovation and partial land development of Pump House no. - 1 of Singheswar W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte. | 483497.00             | 9670.00             | 30 Days            |                                                      |                                                                                                             |
| 14      | Repairing & renovation and partial land development of Pump House no. - 2 of Singheswar W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte. | 243529.00             | 4871.00             | 30 Days            |                                                      |                                                                                                             |
| 15      | Repairing & renovation of Pump House no. - 1 of Makhaltala W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte.                              | 239108.00             | 4782.00             | 30 Days            |                                                      |                                                                                                             |
| 16      | Repairing & renovation of Pump House no. - 2 of Makhaltala W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte.                              | 253542.00             | 5071.00             | 30 Days            |                                                      |                                                                                                             |

| Sl. No. | Description of item                                                                                                                                | Estimated Value (Rs.) | Earnest Money (Rs.) | Time of Completion | Accepting Authority                                  | Eligibility                                                                                                 |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|--------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 17      | Repairing & renovation of Pump House no. - 3 of Makhaltala W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte. | 244780.00             | 4896.00             | 30 Days            | <b>Executive Engineer, Alipore Division PHE Dte.</b> | <b>Reputed, Bonafide, resourceful, experienced contractor, having experience in similar nature of work.</b> |
| 18      | Repairing & renovation of Pump House no. - 2 of Narayanpur W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte. | 234038.00             | 4681.00             | 30 Days            |                                                      |                                                                                                             |
| 19      | Repairing & renovation of Pump House no. - 3 of Narayanpur W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte. | 241181.00             | 4824.00             | 30 Days            |                                                      |                                                                                                             |
| 20      | Repairing & renovation of Pump House no. - 1 of Srinagar W/S Scheme, Block - Canning-II under Canning Sub-Division of Alipore Division, PHE Dte.   | 239648.00             | 4793.00             | 30 Days            |                                                      |                                                                                                             |

- In the event of e-Filing intending bidder may download the tender document from the website (<https://wbenders.gov.in>) directly by the help of Digital Signature Certificate.
- During online submission, both technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the Website <https://wbenders.gov.in> at the date & time stated in the time schedule.
- Eligibility criteria for participation in tender :**
  - Constitution or legal status of Tenderer.
    - Place of registration.
    - Principal place of business.
    - Power of attorney of signatory of tender.
  - Valid Trade License, PAN Card, Professional Tax Payment Certificate (PTPC), GST Registration No. valid for the current financial year / latest as per rules, to be accompanied with the Technical Bid document. Income Tax Acknowledgement Receipt for assessment for last 3 (three) consecutive years to be submitted. [Non Statutory Documents].
  - The bidder must have no adverse report, on any account, against their organization for any work under any State Government or Central Government Department during last 5 (five) years or working at present. This clause will lead for rejection of his offer, even after fulfillment of other eligibility criteria. A self declaration to that effect has must to be submitted in a non-judicial stamp paper.
  - Working contractor under this Sub-Division & last financial year 2023-2024 turn over 60.00 Lakh.
  - Contractors should mandatorily engage the Job card holders as unskilled workers (wherever necessary) as directed in "Karmashree" Scheme, vide Memo No. 1140 PRD-33011/1/2024-MGNREGA SEC, dated 07.03.2024 of Secretary to the Government of West Bengal, Panchayet & Rural Development Department, Govt. of West Bengal. Contractors should furnish certificate for the same after completion of Work.
- In case of Proprietorship and Partnership Firms and Company, the balance sheet and profit and loss account to be provided. No other name along with applicant name, in such enclose will be entertained. [Non Statutory Documents].

**5. Date & Time Schedule :**

| Sl. No. | Particulars                                                            | Date & Time                   |
|---------|------------------------------------------------------------------------|-------------------------------|
| i.      | Date of uploading of e-NIT Tender Documents (online) (Publishing date) | <b>04.04.2025</b>             |
| ii.     | Document download to participate in e-Tender start date (online)       | <b>05.04.2025 At 11:00 AM</b> |
| iii.    | Both Technical and financial bid submission starting date (Online)     | <b>07.04.2025 At 11:00 AM</b> |

|       |                                                                                                                                                         |                         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| iv.   | Document download Closing and Technical and financial bid submission closing date (online)                                                              | 30.04.2025 At 02:00 PM  |
| v.    | Date of opening of technical Proposals (Online)                                                                                                         | 02.05.2025 At 02:00 PM  |
| vi.   | Date of uploading of list of technically qualified bidders (online)                                                                                     | Will be intimated later |
| vii.  | Date of opening of financial bid (Online)                                                                                                               | Will be intimated later |
| viii. | Date of uploading of list of bidders along with the rates through (online), also if necessary for further negotiation through (offline) for final rate. | Will be intimated later |
| ix.   | Date of Uploading AOC Details                                                                                                                           | Will be intimated later |

6. **Constructional Labour Welfare Cess**@ 1 (one) % of cost of construction will be deducted from every progressive bill. GST, Royalty & all other statutory levy/ Cess will have to be borne by the contractor & the rate quoted by them should be inclusive of all the taxes & Cess etc.

7. **Regarding G.S.T. :**

- (i) The Notification under the subject of Amendment of Rule 47(9)(b) of WBFR Vol.-I consequent upon introduction of GST Act 2017 vide Memo No. 4347-F(Y) dated 13.07.2017 of Finance Department by Principal Secretary to the Government of West Bengal will be followed until further order.
- (ii) The Trade Circular No. 05/2017 dated 29/06/2017 by Commissioner of Commercial Tax West Bengal and Circulated by Chief Engineer, Headquarters, PHE Dte. will be followed until further order.

8. **Earnest Money :**

- A. A bidder desirous of taking part in the tender shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password and thereafter may download the tender document from the website directly with the help of Digital Signature Certificate. As per Memo No. PHE/1557/O-9/16 dated 08-08-2016 of the Deputy Secretary(Technical), PHE Department in concurrence to G.O. No. 3975-F(Y) dated 28-07-2016 of the Secretary, Audit Branch, Finance Department a bidder should initiate payment of pre-defined EMD for the tender by selecting from either of the following payments modes:

- i) Net Banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
- ii) RTGS/NEFT in case of offline payment through bank account in any Bank.  
Tender document may be download from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated . The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.

**B. Earnest Money Payment procedure:**

**a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

**b) Payment through RTGS/NEFT:**

- i) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii) Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv) If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**C. Earnest Money Refund/Settlement Process:**

- i) The EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.
  - ii) 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.
  - iii) 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.
  - iv) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal, EMD of the L1 bidder will automatically get transferred from the Pooling account to the State Government deposit head through GRIPS along with the bank particulars of the L1 bidder.
9. The successful bidder has to submit additional performance security @ 10% of the tendered amount in the form of Bank Guarantee from any Scheduled Bank before issuance of Work Order if the accepted bid value is 80% or less of the estimated amount put to tender as per Order No. 4608-F(Y), dated 18/07/2018 of Finance Department, Govt. of West Bengal. If the bidder fails to submit the additional performance security within seven working days from the date of issuance of Acceptance Letter, his Earnest Money will be forfeited and other necessary actions as per NleT like Blacklisting of the Contractor, etc. may be taken. The Bank Guarantee shall have to be valid upto end of the contract period and shall be renewed accordingly, if required.

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 notice to the contractor.

**10. Security Deposit :**

Total Security Deposit @ 3% will be deducted [@ 2% as an earnest money & @ 1% as a security amount] from the progressive bills in which @2% submitted as earnest money will be converted into initial Security Deposit.

The refund of Security Deposit after successful completion of the work will be done as per existing Govt. Rules.

11. **The Tender Inviting Authority reserves the right to cancel the NleT due to unavoidable circumstances and no claim in this respect will be entertained.**
12. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers submitted are found incorrect / manufactured/fabricated, that bidder will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
13. Before issuance of the work order, the tender inviting authority shall verify the credential & other documents of the lowest bidder. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false in that case, work order will not be issued in favour of the bidder under any circumstances.
14. **The tender inviting authority reserves the right to accept or reject any Bid and to cancel the tendering process without assigning any reason whatsoever to the Bidder.**
15. **The relevant documents in support of claiming to have the desired qualified criteria as stated above duly attested / authenticated by 1<sup>st</sup> Class Magistrate / Notary Public should be submitted (Online).**
16. **The rates are to be quoted in Percentage Rate basis in the attached BOQ.**
17. **NOTE FOR Eligibility Criteria :**
  - i) Validity certificate from the authority concerned for Engineers' Co-Op./Labour Co-Op. Society must be closed.
  - ii) Estimated cost or estimated cost put to tender excluding tender stipulation (percentage above / below) of similar nature of works will not be considered for determination of eligibility criteria.
  - iii) The eligible period mentioned above shall be reckoned up to the date of issue of NleT as originally advertised. The extended date of opening of the tender, if any, shall not be taken into account for the purpose of counting eligibility period.
  - iv) Bidder has to submit copies of documents/certificates from the employer / client with whom they have worked, audited balance sheet duly certified by the chartered Accountant and valid payment certificate issued by Govt. Organization / PSU/ Semi Government Organization duly Notarized by the Public Notary.
  - v) **All the Participants have to upload undertaking that they do not have any litigation – past or present with any Govt. Department in the State.**

**Moreover, the tender inviting authority reserves the right to relax the eligibility criteria, of the applicant in respect of any of the technical or financial requirements, if it is deemed to be necessary for fair & competitive tender without assigning any reason whatsoever.**

**The online submission by an intending tenderer who is already working in PHE Dte. and whose performance, if found unsatisfactory, will not be entertained.**

18. Department will not be liable to pay any compensation for rejection of any e-Tender.
19. Earnest Money will be refunded to the unsuccessful Tenderer after the opening of Tender as per Govt. norms.
20. The Contractors are bound by the terms and conditions of W.B.F 2911 along with the specification, Notice for calling Tenders along with other relevant documents, which forms part and parcel of the contract deeds.
21. **Conditional Tender will not be accepted and shall be deemed as 'informal.'**

22. If any Tenderer withdraw Tender before its acceptance or refuse to work within a reasonable time without assigning any satisfactory explanation for such withdrawal, penal action will be taken as per Govt. norms.
  23. Tenders, which do not fulfill the conditions specified in these Tender Documents or are incomplete in any respect, will be liable to rejection.
  24. The Earnest Money Deposit will be forfeited if the tenderer with-draws or amends / impairs or derogates the Tender in any respect within the period of validity of the Tender.
  25. The acceptance of the Tender will rest with the accepting authority who does not bind himself to accept the lowest or any Tender and reserves the right to reject in part or in full of all Tenders received without assigning any reason thereof.
  26. Before submission of any Tender, **Tenderer are to visit the sites and satisfy themselves about the local conditions and also other matters that may be raised in relation to the work. Any Tenderer who submitted Tender should be presumed to have done so.** Tenderer may see and understand the nature and feature of site and make them acquainted with local conditions and constraints and quote rate accordingly. The Tenderer shall also be presumed to have carefully examined Drawings, General Conditions, Technical Specifications, IS Specifications, Clauses and Sub-Clauses of WB Form 2911, BOQ, General Terms and Conditions, Special Terms and Conditions etc. (if any) and to have fully acquainted with all details of site location, work front, communications, underground utility services, materials, labours, water supply position, electricity and any other general information pertaining to and needed for the work to be completed within stipulated period.
  27. Before quoting the rate(s) the intending bidder(s) should go through the BOQ attached with this NIT and should be well conversant with the technical specifications mentioned therein.
  28. The Contractor whose Tender is accepted shall have to make the formal agreement in W.B.F 2911 in duplicate/ triplicate / quadruplicate/ quintuplicate as the case may be within 07 (seven) days from the issue of an intimation to that effect by this office on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him / them to this office. If the Contractor fails to perform the formalities within the specified period, Tender will liable to be cancelled and the Earnest Money will be forfeited.
  29. The Contractor will remain liable for West Bengal Contract Labour (Regulation & Abolition) Rules in force and necessary amendments. Certificates from appropriate authority to be submitted within 7 (seven) days from the date of the Work Order.
  30. The Tender Inviting Authority reserves the right to deny or accept or reject any or all the applications and to even to annul the tendering process at any point of time without assigning any reasons whatsoever and without making any payment for any claim in this regard.
  31. There is no provision of any escalation in cost of materials, labour, carriage or others in the Contract whatsoever.
- A. **Note :**
- i. Employer / Client's certificates shall be accepted by the Tender inviting authority when the same are signed by an official of the rank not below the rank of Executive Engineer or equivalent in respect of a Govt. / Semi Govt. organization or a PSU and only when they are supported by adequate proof of payments received by the contractor for the work done by them.
  - ii. If any information / document furnished by the applicant is found incorrect even at a later stage, he shall be liable to be debarred from tendering / taking up work in any Department under Govt. of West Bengal including imposition of other legal measure(s) as per law
  - iii. For further detailed information, the intending applicant shall have to contact the office of the Tender Inviting Authority on any working day during office hours.
  - iv. The rates quoted in the Tender shall remain valid for acceptance within 270 Days from the date of opening of the Tender.
  - v. Payment for the work will be made subject to availability of Fund & Allotment and delay in payment due to some unforeseen reason cannot be ruled out. No interest / claim will be paid for delayed payment.
32. **Joint venture, M.O.U. and consortium will not be accepted.**

33. Employer / Client's certificates shall be accepted by the Tender inviting authority when the same are signed by an official of the rank not below the rank of Executive Engineer or equivalent in respect of a Govt. / Semi Govt. organization or a PSU and only when they are supported by adequate proof of payments received by the contractor for the work done by them.
34. If any information / document furnished by the applicant (bidder) is found incorrect even at a later stage, he shall be liable to be debarred from tendering / taking up work in any Department under Govt. of West Bengal including imposition of other legal measure(s) as per law of land.
35. For further detailed information, the intending applicant shall have to contact the office of the Tender Inviting Authority on any working day during office hours.
36. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.
37. The Contractors are bound by the terms and conditions of W.B.F No.2911 with relevant changes.
- 38. Intending Participants are requested to contact with the Tender Inviting Authority for details of Site, Drawing and other relevant information during office hours.**
- 39. Qualification Criteria**

The eligibility of a bidder will be ascertained on the basis of the attested documents uploaded using digital signature in support of the minimum criteria and the declaration executed through prescribed affidavit in non-judicial stamp paper (must be upload both sides of Stamp Paper) of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.



Assistant Engineer  
Canning Sub-Division  
P.H. Engineering Dte.

**Memo No. 430 / (1-26) / CSD**

**Dated, Kolkata, the 04.04.2025**

Copy forwarded for information & necessary action to :-

1. The Sabhadhipati, South 24-Pgns. Zilla Parishad.
2. The P.A. to Principal Secretary, P.H.E. Department, Govt. of West Bengal.
3. The OSD & Ex-Officio Engineer-in-Chief, P.H. Engineering Department.
4. The Chief Engineer (Civil), WBDWSIP, ADB Project, PHE Dte.
5. The Chief Engineer, Head Quarters / Planning & WQM / Western Zone / (Mech./Elec.), P.H. E Dte.
6. The Superintending Engineer, South 24 Pgs Water Supply Circle / Eastern Circle / Western Circle / Central Circle / Mechanical Circle-I / North 24 Pgs. Water Supply Circle, P.H.E. Dte.
7. The District Magistrate, South 24-Parganas.
8. The Commissioner of Income Tax / Commissioner of Sales Tax, Govt. of West Bengal.
9. The Executive Engineer, South 24-Parganas W/S Division-I / South 24-Pgns. Mech. Division, PHE Dte.
10. The Sr. Divisional Accounts Officer, PHE Dte.
11. The Estimating Section, Alipore Division, PHE Dte.
12. The Cashier, Alipore Division, PHE Dte.
13. Web-site :<https://wbtenders.gov.in>
14. Notice Board of Alipore Division, P.H.E. Dte.



Assistant Engineer  
Canning Sub-Division  
P.H. Engineering Dte.

## **INSTRUCTION TO BIDDERS**

1. **General guidance for e-Tendering**  
Instructions / Guidelines for Bidders for electronic submission of the tenders online have been annexed for assisting the Contractors to participate in e-Tendering.
2. **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 <http://wbtenders.gov.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.
3. **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 of which are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.
4. 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 Document.
5. **Submission of Tenders.**  
General process of submission, Tenders are to be submitted online through the website stated in Cl.2 in two folders as per tender schedule, i.e. Technical Proposal & 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 wherever necessary. The documents will get encrypted (transformed into non-readable formats).

### **(A) TECHNICAL PROPOSAL**

**The Technical proposal to be submitted in the following two covers (Folders):**

#### **(A-1) Statutory Cover Containing:**

**Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Bidders:-**

- (a) N.I.e.T. Document
- (b) W.B.F. 2911
- (c) Technical File – All filled up Formats as per N.I.e.T. and Declaration Affidavits.

#### **(A-2) Non-Statutory Cover Containing:**

**Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Bidder:-**

- (a) PAN, P. Tax Clearance Certificate, GST Registration No. etc., Income Tax Acknowledgement Receipt for last 3 (three) years etc.
- (b) Valid Trade License.
- (c) Registration Certificate under Company Act. (if any).
- (d) Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- (e) Audited Balance Sheet / Profit & Loss A/c for last three Financial Year.
- (f) Experience Certificate for completion of similar nature of work as per current rules.
- (g) Scanned copy of Original Credential Certificates

**Intending Bidders should upload Non-Statutory documents as per following folders in My Document:**

| Sl. No.  | Category Name          | Sub Category Description               | Details                                                                                                                                                                                                                                         | Remarks |
|----------|------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>A</b> | <b>CERTIFICATES</b>    | CERTIFICATES                           | 1. PAN / P. Tax Clearance Certificate.<br>2. Income Tax Acknowledgement Receipt<br>3. GST Registration No.                                                                                                                                      |         |
| <b>B</b> | <b>COMPANY DETAILS</b> | COMPANY DETAILS 1<br>COMPANY DETAILS 2 | 1. Proprietorship Firm (Trade License)<br>2. Partnership Firm (Partnership Deed, Trade License).<br>3. Ltd. Company (Incorporation Certificate, Trade License)<br>4. Power of Attorney<br>5. Society (Society Registration copy, Trade License) |         |
| <b>C</b> | <b>CREDENTIAL</b>      | CREDENTIAL 1<br>CREDENTIAL 2           | 6. 1. Similar Nature of Work Done & Completion Certificate as per latest amendment.                                                                                                                                                             |         |
| <b>D</b> | <b>DECLARATION</b>     | DECLARATION FILE 1                     | 1. Corrigendum and Addendum (if any).<br>2. Additional Document If Any                                                                                                                                                                          |         |
| <b>E</b> | <b>FINANCIAL INFO</b>  | WORK IN HAND                           |                                                                                                                                                                                                                                                 |         |
|          | <b>2022-2023</b>       | P/L AND BALANCE SHEET                  | 1. Profit & Loss & balance Sheet                                                                                                                                                                                                                |         |
|          | <b>2021-2022</b>       | P/L AND BALANCE SHEET                  | 1. Profit & Loss & balance Sheet                                                                                                                                                                                                                |         |
|          | <b>2020-2021</b>       | P/L AND BALANCE SHEET                  | 1. Profit & Loss & balance Sheet                                                                                                                                                                                                                |         |

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

**All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the Bidder in the Declaration Folder of My Documents.**

**(B) FINANCIAL PROPOSAL :**

- i) **The financial proposal should contain the following documents in one cover (folder) :**
- a) Bill of Quantities (BOQ) in which the bidder is to quote the rate online through computer in the space marked for percentage rate in the BOQ. Only downloaded copies of the above Documents are to be uploaded virus scanned & Digitally Signed by the bidder.

The percentage rate will have to be quoted only in the BOQ under the financial bid. In case of quoting any rate in WBF 2911 or any other documents, the tender is liable to be summarily rejected.

**7. Opening & evaluation of Tender :-**

**7.1. Opening of Technical proposal:-**

- i) Technical proposals will be opened by the Executive Engineer, Alipore Division, P.H.E. Dte. along with Directorate or his authorized representative electronically from the web site using their Digital Signature Certificate.
- ii) Intending Bidders may remain present if they so desire.
- iii) Cover (folder) statutory documents & non-statutory documents should be open first. If there is any deficiency in the statutory & non-statutory documents in the tender as per requirement of N.I.e.T. will summarily be rejected.

- iv) Decrypted (transformed in to readable formats) documents of the statutory and non statutory cover will be downloaded for evaluation.

**7.2. Uploading of summary list of technically qualified Bidders:**

- i) Pursuant to scrutiny & decision of the Tender Evaluation committee the summary list of eligible Bidders will be uploaded in the web portals.
- ii) While evaluation the committee 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 proposals will be liable for rejection.

**7.3. Financial Proposal :**

- i) Financial proposals of the Bidders declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated in Clause 2 on the prescribed date, by the Executive Engineer, Alipore Division, PHE Dte.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.



Assistant Engineer  
Canning Sub-Division  
P.H. Engineering Dte.

## CONDITIONS & REQUIREMENTS FOR TENDERING

1. The right is reserved by the officer inviting the tender to revise or amend the tender documents prior to the date notified for submission of the tender or also to extend the time mentioned in relevant clause of the NleT. Such revisions, amendments or extension as the case may be shall be communicated to all concerned in the form of addendum or corrigendum as may be considered necessary and those will form as part of the agreement.
2. Tender inviting authority reserves the right to include or alter or modify any of the items or ingredients of the set of the tender documents before acceptance.
3. Bidders would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the Clause(s), conditions etc. of the tender documents before the Tender Inviting Authority in writing within a period of 3 (three) days from the date of publication of tender documents and beyond such period no representation in that behalf will be entertained by the Tender Inviting Authority.

Written clarification or amendments etc. as may be issued by the tender inviting authority in pursuance to the representation made by the Bidders under clause 13(i) above shall be final and binding on the Bidders and shall form part of the tender documents. Tender Inviting Authority, however, reserves its right to have pre bid conference with the Bidders.

4. Intending Bidders are required to inspect the site of work with particular reference to location, site condition and infrastructural facilities. They are to make a careful study with regard to accessibility, availability of materials and its sources, labour (skilled and unskilled) and all relevant factors as might affect their rates and prices. Bidder who submits a tender will be deemed to have inspected the site and made proper study of all relevant factors. Clause 13 hereof will be applicable mutatis mutandis.
5. The Bidder is required to carefully study all the tender documents and prepare his tender to comply with all the provisions thereof. Submission of a Tender shall be taken as evidence and confirmation that the Bidder has acknowledged all the provisions of the Tender Documents and has fully acquainted himself with site conditions and all factors which may influence the preparation of his Tender. Negligence of the Bidder to observe instructions in the matter of preparation of his Tender shall be attributable to him and shall not be a ground for securing relief from any error as may be found or discrepancies as may be contained in his Tender and would not give him any liberty to withdraw his Tender after the same being opened.
6. All expenses incurred for site inspection and all activities in the preparation and submission of the Tender shall be borne by the Bidder, for which no claim shall be entertained.
7. Extra claim or any concession on the ground of insufficient data or information and absence of knowledge of conditions prevailing at the site or situation arising during the execution of the work shall not be entertained.
8. No alteration shall be allowed in the Tender Documents sold to the Bidder.
9. Tenders which have been considered valid on the result of general examination at the time of opening, shall be subject to subsequent detailed scrutiny. Notwithstanding the general examination carried out earlier, the tender receiving authority reserves the right of rejection of any tender, which may be found to be defective during the detailed scrutiny.
10. Tender will be accepted on behalf of the Governor of West Bengal by the Executive Engineer, Alipore Division, P.H.E. Dte. who does not bind himself to accept the lowest tender and reserves himself the right to reject any or all of the tenders received without assigning any reason thereof.
11. Bidders have to strictly comply with the conditions, specifications etc. laid down in the tender documents and no unilateral variation in any form is permissible.
12. The successful Bidder will be notified in writing of the acceptance of his Tender. The **Bidder** then becomes the **Contractor** and shall have to forthwith take steps to execute documents forming the formal Contract and to take steps for fulfillment of all his obligations under the contract.
13. The Bidder, whose tender is accepted, shall, within 7 (seven) days from the date of receiving the acceptance letter from the appropriate authority obtain additional five sets of contract documents from the Office of the Executive Engineer, Alipore Division, PHE Directorate on payment of usual charges, and upon signing submit the same to the said Executive Engineer for execution of the formal contract. If the Bidder fails to perform the formalities as

mentioned above within the said specified period, the acceptance of tender is liable to be cancelled and earnest money deposited shall stand forfeited.

14. The Contractors before submitting the tender documents shall have to ensure that "Declaration by the Bidders" in the proforma set out in the tender documents is to be filed separately with the tender documents in the form of Affidavit to be affirmed by the same person signing the tender documents.
15. The Contract shall be governed by and construed in accordance with the governing law of India and also the laws in force in the State of West Bengal and no suit or other proceeding relating to the Contract shall be filed or taken by the Contractor in any Court of Law except in the High Court of Kolkata which shall have exclusive jurisdiction to hear and determine all actions and proceedings in connection with and arising out of the contract, and the Contractor shall submit to the jurisdiction of the aforesaid Court of Law for the purpose of any such action and proceedings.
16. No arbitration of the work will be admissible as per Govt. rule 19 part IV of the special P.W.D. Rules 1987. Clause 25 of W.B. Form / 2911 may be treated as deleted for the instant works(s) for which the tender is invalid.
17. Neither the tender inviting authority nor the participating Bidders will be entitled to take undue advantage(s) in any form whatsoever owing to any typographical mistake / omission if found subsequently. The same may immediately be brought to limelight for ratification.



Assistant Engineer  
Canning Sub-Division  
P.H. Engineering Dte.

## FORM - I

### WORK EXPERIENCE DETAILS

1. Name of Applicant :

2. List of similar type of work Completed / Ongoing :

| Name of Employer | Name, location and nature of work | Reference of Work Order (Memo No. & Date) | Contract Value | Date of Start of Work | Present Status (If Completed, please mention date of completion) |
|------------------|-----------------------------------|-------------------------------------------|----------------|-----------------------|------------------------------------------------------------------|
|                  |                                   |                                           |                |                       |                                                                  |
|                  |                                   |                                           |                |                       |                                                                  |
|                  |                                   |                                           |                |                       |                                                                  |
|                  |                                   |                                           |                |                       |                                                                  |
|                  |                                   |                                           |                |                       |                                                                  |
|                  |                                   |                                           |                |                       |                                                                  |

Note: Copy of Work Order or Completion Certificate from the employer to be attached.

## **DECLARATION BY THE BIDDER**

**Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- (Rupees Ten ) only and to be enclosed with the Tender Documents which is also required to be mentioned in the forwarding letter of the Bidder.**

I, ..... Son of ..... aged about ..... years by occupation ..... do hereby solemnly affirm and declare as follow : -

1. That I am the \_\_\_\_\_ (designation ) of \_\_\_\_\_ (Name of Bidder) and I am duly authorized and competent to affirm this affidavit on behalf of the said Bidder.
2. That my/our authorized and competent personnel including myself have inspected all the sites of work covered under N.I.e.T. No. \_\_\_\_\_ (Sl. No.- ) (circulated under Memo. No. \_\_\_\_\_, Dated \_\_\_\_\_ of the Executive Engineer, Alipore Division, P.H.E. Dte., Government of West Bengal) and have made ourselves fully acquainted with the site conditions and local conditions in or around the site of work. We have also carefully gone through the Notice Inviting Tender and Tender Documents. Tender of the above named Bidder is offered upon due consideration of all factors and if the same is accepted, I, on behalf of the aforesaid Bidder, being duly authorized, promise to abide by all the covenants, conditions, and stipulations of the contract document and to carry out, construction based on departmental design & drawing, supply, erection, commissioning including leak proof test to the entire satisfaction of the Engineer-in-charge of the work and abide by his instruction as may be given by him time to time to that effect. I also undertake to abide by the provisions of law including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Apprentice Act, 1961, West Bengal sales Tax Act, Income Tax Act as would be applicable to the Bidder upon entering into formal contract with the Government of West Bengal.
3. That I declare that no relevant information as required to be furnished by the Bidder has been suppressed in the Tender Documents.
4. That I declare that for execution of different types of works for Successful completion & commissioning of the reservoir, as per scope of Tender Document we will not claim any extra payment for any type of work in any manner whatsoever in the event of becoming successful Bidder.
5. It is understood and agreed that cost whatsoever is incurred / involved for participation in this Tender would not be compensated / borne by PHED and therefore, in consideration of submitting its qualifications as a prospective Contractor for review, I fully agree to waive any claim against PHED that

might arise with respect to its decision of a prospective Contractor's qualification. The decision of PHED is final, binding and not subjected to appeal / review of any kind.

6. That I declare that Public Health Engineering Directorate / Department, Govt. of West Bengal shall not be held responsible for making payment against any anticipated profit and / or compensation for any losses, whatsoever for the works as stated in this Tender Document and we shall not claim any payment for such purposes in the event of becoming successful Bidder.
7. That the statements made in paragraph no. 1 to 6 are true to the best of my knowledge and belief.

**Solemnly affirm by the**

**Said** \_\_\_\_\_

**Deponent**

**Before me**

**(1<sup>st</sup> Class Judicial Magistrate / Notary Public)**