



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Executive Engineer**  
**Siliguri Irrigation Division Nabin Sen Road, Siliguri**  
**Phone no. – 0353-2431842, Email Id – [executiveengineersid@gmail.com](mailto:executiveengineersid@gmail.com)**

**SHORT NOTICE INVITING TENDER**

**Short Notice Inviting Tender No:-WBIW/EE/SLGID/SNIT-06/2025-26**

Separate tenders are being invited by the Executive Engineer, Siliguri Irrigation Division, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal [Vide Notification No: 11 - (W)/2023-24, Dated. 30<sup>th</sup> June'2023 of the Principle Secretary, I&W dept.to the Government of West Bengal, Irrigation & Waterways Department], for the works mentioned in the list given from eligible and resourceful contractors/bidders having sufficient credential and financial capability for execution of works of similar nature.

The intending tenderers should apply for tender paper in the office of the Executive Engineer addressing to the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri.

**Last date & time for application of tender is on 22/09/2025 upto 17.00 hrs.**

The intending bidder/contractor must read the Terms & Conditions contained in the Notice Inviting Tender (NIT) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Contractors/bidders desirous of participating in the tender may submit their application for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

**Eligibility for participation**

Bonafide contractors/bidders, Registered Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors/bidders of equivalent grade or Class, registered with the Union Government / Military Engineering Services/ Indian Railways for execution of civil works are eligible to participate depending on the criteria as laid down below in the subsequent para/clause. Joint venture firms are not eligible to participate in tenders upto 100 lakhs.

Note: In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each of the constituent must have at least some work credential. Individual constituents of a consortium cannot form another consortium.

**Participation in more than one serial of work in a tender**

Any contractor can submit tenders for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular NIT, depending on his credential and financial capability, details of which are given later

Any contractor/bidder may bid for any number of Serials of work in a particular SNIT, if more than one work have been published in that SNIT, subject to fulfillment of all of the following conditions:

- a. There should be full compatibility (matching between the technical PQ credential submitted by the bidder in the form of Credential Certificate (CC) along with other relevant documents as stated relating to any work successfully completed by the bidder and technical PQ criteria specified in the SNIT for any particular serial of works for which the bidder intends to bid. In other words, technical PQ credential certificate along with relevant documents submitted for any work should be at the minimum; satisfy the technical PQ eligibility criteria specified for that work. Normally there should be separate CC along with relevant documents for each of the serial of works, the bidder intends to bid and the serial number relevant to the CC should be clearly written on the body of the CC and also on the other documents stated under. However, the bidder will also reserve the right to submit one CC along with relevant documents for bidding in more than one serial of work, provided cumulative technical PQ credential of all such serials should be fulfilled by one single CC. In such case also, serial numbers of the relevant works for which the CC is submitted should be clearly written on the body of the CC by the bidder. Omission of serial numbers on the body of the CC and also on the other documents stated under, in case of bidding for more than one serial will lead to rejection of all the bids.
- b. Average of gross annual turnover of the individual bidder/Organization/consortium or Joint Venture for any three financial years within preceding five financial years, as stated under Clause 7V, should not be less than the summation of turnover requirements of the relevant individual serial of works for which the bidder intends to bid.

- 1) **Tender documents to be submitted in the tender box in the office of the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri as per scheduled time and date of original SNIT.**
- 2) a) Separate Tender should be submitted for each Work, as per attached List, in sealed cover inscribing the SNIT No., Sl. No. and Name of the Work on the envelope and addressing to the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri b) Submission of Tenders by Post or FAX or through Internet is not allowed.
- 3) The Tender Document and other relevant Particulars (if any) may be seen by the intending Tenderers or by their duly authorized representative during office hours between 11.00 A.M. And 4.00 P.M. on every working day, till the date of issue of tender papers in the office of the Executive Engineer, , Siliguri Irrigation Division, Nabin Sen Road, Siliguri Any tenderer may send his authorized representative to attend interview, bid or any other purpose allowed by tender accepting authority. Such authorization must be submitted in stamped paper in presence of 1<sup>st</sup> class Judicial Magistrate or Notary Public.

**4. Documents to be submitted along with the application of tender paper**

| Sl. No.  | Folder name            | Details                                                                                                                                                                                                                                                                                                                                                                                                                                             | Remarks if any |
|----------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>A</b> | <b>Certificates</b>    | 1. Professional Tax /Challan<br>2. PAN Card<br>3. Valid Document of GSTIN (Goods and Services Identification Number)<br>4. Latest I.T Return Receipt                                                                                                                                                                                                                                                                                                |                |
| <b>B</b> | <b>Company Details</b> | 1. Proprietorship Firms (Trade Licence)<br>2. Partnership Firms (Partnership Deed, Trade-Licence, Form-VII I or Memorandum of Registration)<br>3. Limited Companies (Incorporation Certificate, Trade -Licence, Memorandum of Articles)<br>4. Registered Co-operative Societies (Society Registration Certificate, Trade Licence and By-laws, Documents showing latest office-bearers)<br>5. Consortiums (Form-VIII) or Memorandum and Undertaking. |                |
| <b>C</b> | <b>Credential</b>      | 1. BOQ duly authenticated by issuing authority and work order.<br>2. 100% completion certificate for completed work, or Gross bill of 100% completed work.<br>3. Supplementary items not covered in original BOQ.                                                                                                                                                                                                                                   |                |
| <b>D</b> | <b>Financial Info</b>  | Payment certificate of 100% completed work issued by competent authority or any other related financial information                                                                                                                                                                                                                                                                                                                                 |                |

- 4) a) Intending Tenderers should apply for Tender Papers addressing to the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri. in their respective Letter Heads enclosing **self-attested copies** of the following documents, originals of which and other documents like Registrar Partnership (for Partnership farms) etc. are to be produced on demand, as well as during interview (if any). **They Should submit application personally. otherwise a authorize letter should be submitted by the applicant with duly attested signature of the person who will submit the application in favour of him, if not the application will not be entertained/accepted.**
  - i. P.A.N., GSTIN Registration & P. Tax valid at least up to the date of opening of the Tenders. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
  - ii. Completion Certificates/Payment Certificate (s) for the single similar nature of single work worth **at least 30%** of the value of the Work for which Tender Paper is desired, executed within last 5 (five) years (to be determined from the actual year of completion, considering last financial year as Year-1).
  - iii. Declaration by the Applicant to the effect that there is no other applications for Tender Paper for work in this S. N.I.T. in which he / she / they has / have common interest. Failure to produce any of the above Documents may be considered good and sufficient reason for non-issuance of Tender Paper.
  - iv. Eligibility certificates Issued by the ARCS for Engineer's Co-operative and Labour Co-operatives.
  - v. Partnership Deed (for Partnership Firms) and registration from the Register of Firms. Deed of Consortium/Partnership firm, and documents for their registration in the form of certified copy of 'Form No. VIII,' issued under the Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms, West Bengal having their registered office at P-15 India- Exchange Place, Todi-Mansion, 10th Floor, Kolkata 700001.
  - vi. In case a contractor/bidder is yet to receive Form No. VIII, a "Memorandum" issued from the above office may also

be accepted. However, consortiums submitting the Memorandum are also required to submit an undertaking in plain paper along with their application in Forms 1 & 2 and upload its scanned copies in pdf pledging that “Copy of Form No. VIII would be submitted to the Tender Inviting Authority before receiving final payment, in case found to be the lowest bidder L1 and the work is awarded in its favour. Any change in the constituent of the Consortium/Partnership Firm should also be intimated to the office of the Registrar of Firms, Kolkata prior to submission of application in the e-tender and a certified copy of the revised Form No. VIII showing changes in its constituents are required to be submitted. If the Consortium is yet to receive a certified copy of the revised Form No. VIII, it would be required to submit the aforesaid undertaking on-line along with the application.

- i. b)(i) Completion Certificates (CC) for 100% completed works during the current year and within last five financial years will only be accepted as valid credential.
- ii. CC should clearly show the name, postal address, (contact Tel. No. and FAX or e-mail ID if issued outside the jurisdiction of the State) of the office and designation of the officer/authority issuing the CC for the work along with the name of work and amount put to tender (Tender Value). Illegible certificates and those having incomplete information may be rejected.
- iii. CC of works executed in the Irrigation & Waterways Directorate will be considered. CC of works executed in other Departments of the State Government/ organizations viz. Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affair Department and other State Government Departments, Zilla Parishads & Panchayat Samities only within the jurisdiction of the State of West Bengal, WBHIDCO, WBSEDCL, WBSETCL, KMDA, KMW&SA, KMC, Other Municipal Authorities and Bodies, HRBC, Engineering Departments of Union Government and Organizations like Farakka Barrage Project (FBP) Authority, Indian Railways, KoPT and companies owned or managed by the Government of West Bengal, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such CC are to be issued by an officer/authority not below the rank of Executive Engineer / Divisional Engineer / District Engineer/Project Manager of the State/Union Government Departments/ Organizations; authorized signatories of CC for Panchayat Samities and Municipalities shall be BDO & Ex-officio Executive Officer and Secretary or equivalent administrative officers respectively. It is desirable to have contact telephone and FAX or e-mail address of the signatory of the CC for all offices outside West Bengal.

Such CC is required to be further countersigned by the immediate superior authority of the issuing authority for all cases other than direct Union Government Departments and Ministries outside the State of West Bengal. Also such certificates when issued in all other States other than those directly of State / Union Government Departments and Indian Railways should contain a declaration that the work has been executed to the satisfaction of the concerned Government Organization and has been declared 100% complete in all respect by the competent authority in the concerned Organization.

Monetary value (Amount put to tender without considering contractual rate) of the 100% completed work or gross final bill value (excluding contractual rate) including supplementary/substitute supplementary, as the case may be, thus submitted will be further multiplied by the following factors to take care of the inflationary effect to arrive at the net notional amount.

| Year    | Description                                  | Multiplying factor to arrive at net Notional amount |
|---------|----------------------------------------------|-----------------------------------------------------|
| Current | -                                            | 1.00                                                |
| 1st     | 1 year preceding the current financial year  | 1.08                                                |
| 2nd     | 2 years preceding the current financial year | 1.16                                                |
| 3rd     | 3 years preceding the current financial year | 1.26                                                |
| 4th     | 4 years preceding the current financial year | 1.36                                                |
| 5th     | 5 years preceding the current financial year | 1.47                                                |

- (iv) Any suppression or misrepresentation of Fact will automatically debar the applicant from participating in any Tender under the Division for at least 3 (three) years from date of Detection in addition to such other penal action as the Government may deem proper.
- c) Intending Tenderers having not satisfied with the decision of the Tender Paper Issuing Authority may prefer an appeal to the next superior Officer. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such authority within two days after the date of issue of Tender Paper and copy of such communication should also be submitted to the Tender Paper issuing authority within the same period failing which no such Appeal will be entertained.
- a) In case of any off-line tenders, tender documents are available free of cost and also made available in the Departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in). Cost of tender documents shall not be charged even during execution of formal tender agreements. However, the contractors/bidders may wherever necessary be charged suitably for asking additional multiple

copies of drawings, specifications, Schedule of Rates of the Circle/s (SoR) etc. and such fee maybe suitably determined by the Tender Inviting Authority as per norms.

b) No Tender Paper will be supplied by Post.

c) No Tender Paper will be issued after expiry of date & time mentioned In the notice.

- 5) Before submitting any Tender, the Intending Tenderers should make themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take into consideration all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local Labours and Rates prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts after wards. In this connection tenderers may contact the office of the undersigned between **11.00A.M. and 4.00P.M.** on any working day.

6) Cost towards Earnest Money Deposit (EMD), for each work as noted in the List of Works, in the form other than those mentioned below, will not be accepted. Earnest Money Deposit (EMD) must presently be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the **Executive Engineer, Siliguri Irrigation Division, PAYABLE AT, Siliguri**

Payment in any other forms viz. NSC, KVP, cheques etc will not be accepted.

- 7) Earnest money as noted in the list of works will have to be deposited by the contractors.
- The Tenderer should quote the rate both in figures & in words on the basis of percentage above / below / at par the scheduled of rates attached with the tender form and also in the space provided in the Tender Form.
  - Any tender containing over writing is liable to be rejected.
  - All corrections are to be attested under the dated signature of the Tenderer.
- 8) When a Tenderer signs his tender in an Indian language, the total amount Tendered should also be written in the same language. In the case of illiterate Tenderer, The Rates Tendered should be attested by a Witness.
- 9) The Tenderer who will sign on behalf of a Company or a Firm, must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Tender will not be considered and the deposited Earnest Money will be forfeited.
- 10) Any letter or other instrument submitted separately in modification of the sealed Tender will not be entertained.
- 11) The Tenderer should submit a statement (if desired) at the time of submission of his tender showing the technical staff to be maintained for the work, with their technical qualifications, failing which the Tender may be liable to rejection.
- 12) Conditional Tender, which does not full fill any of the above conditions, and is incomplete in any respect, is liable to summarily rejection.
- 13) VAT, Royalty, Building & Construction Workers Cess and all other statutory Levy/Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).
- It may further be noted that if VAT Registration Certificate along with last return is produce before receiving payment 3% deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made otherwise such deduction shall be 5% as per present norms, or as may be prescribed by the Finance Department.
- 14) Lowest valid rate should normally be accepted. The **Executive Engineer** Siliguri Irrigation Division, Nabin Sen Road, Siliguri is the accepting authority of Tender and The Tender Accepting Authority does not bind himself to accept the lowest Tender and reserves the right to reject any or all of the Tenders received, without assigning any reason whatsoever and also reserves the right to distribute the work amongst more than one Tenderers on technical feasibility.
- 15) The Tenderer will have to, if so desired by the Tender Accepting Authority, submit his analysis of rate to justify the rate quoted by him.
- 16) The Tenders will be opened, as specified in the List of works in the Chamber of the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri in presence of the participating Tenderers or their duly Authorized Representative who may be present at the time of Opening and who may also put their signature in the Tender Opening Register.
- 17) The successful Tenderer will have to execute the formal agreement in duplicate which will have to be obtained from the office of the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri, failing which the Earnest

Money shall forthwith stand forfeited in the favour of the Government and the communication of acceptance of the tender/ Formal work order shall automatically stand cancelled.

- 18) If any Tenderer withdraws his Tender before its acceptance or refuses / fails to convert it into a Contract within a reasonable time, without giving any satisfactory explanation for such withdrawal / refusal / failure, he shall be disqualified for submitting any Tender in this Division/ Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
- 19) The successful Tenderer will have to abide by the provisions for the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
- 20) In the following cases a Tender may be declared informal and unacceptable.
  - a) Correction, alterations, additions etc .if not attested by the Tenderer.
  - b) Earnest Money in the form of D.C.R./ Demand Draft etc which are short deposited and / or not deposited in the favour of **the Executive Engineer, Siliguri Irrigation Division,**
  - c) If the Tender Form is not properly filled in respect of the general Description of the work, Estimated Cost, Rate of deduction of Security Deposit etc. in page -2 and other pages as are required to be filled in.
  - d) If the specified pages of the Tender Document are not signed by the Tenderer.
  - e) If the Tender is not submitted in a Cover properly sealed and name of the work is not indicated on the cover with S.N.I.T No.
- 21) For the refund of the Earnest Money of the unsuccessful Tenderer(s), he / they is / are to apply for the same to the Executive Engineer Siliguri Irrigation Division, Nabin Sen Road, Siliguri, giving the reference to the work, S.N.I.T. No., Date of Tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of All Tenderer other than the L1 Tenderers in each case, maybe refunded after acceptance of rate in the comparative statement, as early as possible.
- 22) To verify the Competence Capacity and Financial Stability of the intending Tenderer(s) the Issuing Authority may demand production of any necessary Document(s) as it may deem necessary.
- 23) The payment of R/A as well as Final Bill for any work will be made according To the availability of specific Fund and no claim whatsoever for delayed payment will be entertained.
- 24) As per Memo No.1627(8)-IAdt.26.11.2001 of Secretary of I&W. Dept., Government of West Bengal, Clause-25 of Tender Form No.2911 deleted in respect of contract value less than Rs.200.00 lakh (Rupees Two hundred lakh only).
- 25) Normally Tender Paper for not more than one work in any one SNIT will be issued to an applicant who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the SNIT Tender Paper Issuing Authority may Issue Tender Paper for any serial even though it may not be preferred by the applicant.

**Scope of disqualification for issuing Tender Forms: -**

- Delay submission of application (after expiry of the schedule Time)
- Insufficient and improper documents submitted with the applications.
- Non-submission of completion, payment certificate and schedule of work properly.
- **Old completion certificate and payment certificate.**
- Submitted documents along with application for tender paper without signature of the applicant.
- Non-submission of copies of valid Partnership Deed and respective Firm Registration Certificate from the Registrar of Firms, West Bengal. Submitting amended Partnership deed, if any without submitting original Partnership deed with the application of Non-submission of certified documents for State registered Co-operative Societies stating the name of the latest Society members along with Society registration certificate by A.R.C.S. & Bye-laws with latest Audit report.
- Submission of loose documents with application paper for tender.
- Any other discrepancies found in the application for issuing of tender papers.
- Verification of original documents not done / improperly done.
- Mismatch in original documents with submitted documents.
- Mismatch in name & surname by spelling in all relevant documents.
- Submission of invalid documents.
- Furnishing defective credential.
- Non submission of any of the Form-1, Form-2 & Form-4 as stated in the NIT along with application for tender paper
- Any other causes if found in the application which may lead to rejection for issuing tender paper including the clauses mentioned in the SNIT.

**26. Time Schedule of Tender procedure:-**

|      |                                                                   |                   |                         |
|------|-------------------------------------------------------------------|-------------------|-------------------------|
| i)   | Last Date & Time for application for issue of Tender Form         | <b>22/09/2025</b> | <b>Upto 17.00hrs.</b>   |
| ii)  | Last Date & Time for issue of Tender paper.                       | <b>23/09/2025</b> | <b>Upto 15:30.hrs.</b>  |
| iii) | Date & Time of dropping of Tender paper at the dropping centers.  | <b>24/09/2025</b> | <b>Upto 15:30.hrs.</b>  |
| iv)  | Date & Time of opening of Tender in the office of the undersigned | <b>24/09/2025</b> | <b>after 15:30.hrs.</b> |



**(S.MONDAL)**  
*Executive Engineer,  
Siliguri Irrigation Division*

**SHORT NIT NO- WBIW/EE/SLGID/SNIT-06/2025-26****LIST OF WORKS:**

| Sl. No. | Name of Works                                                                                                                                                                             | Amount Put To Tender (Rs.) | Earnest Money (Rs.) | Tender Form No | Time Allowed for Completion of Work | Source of fund | Eligibility of contractor to Participate in Tender                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------|----------------|-------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Emergent palliative restoration work along the left bank of river singijhora for a length of 30 m within the village Jungleemahal within -Dabgram-I G.P in Block-Rajganj, Dist-Jalpaiguri | 776249.00                  | 15525.00            | 2911 (ii)      | 10 days                             | SDS(M)         | Preference will be given to the bonafide contractors/bidders having credential of execution of similar nature of work of value 30% of the amount put to tender = <b>Rs.232875.00</b> (Gross monetary value is calculated based on final bill value in the credential certificated multiplied by inflationary factor completed within the preceding five FY of similar in nature. Gross notional value not be less than 30% of the amount put to tender of the work from which the bidder chooses to participate in this SNIT.) |
| 2       | Emergent palliative work along the right bank of river Mahananda for a length of 70 m within Ward no-3 under Siliguri Municipality Area, Dist-Darjeeling                                  | 630941.00                  | 12619.00            | 2911 (ii)      | 10 days                             | SDS(M)         | Preference will be given to the bonafide contractors/bidders having credential of execution of similar nature of work of value 30% of the amount put to tender = <b>Rs.189282.00</b> (Gross monetary value is calculated based on final bill value in the credential certificated multiplied by inflationary factor completed within the preceding five FY of similar in nature. Gross notional value not be less than 30% of the amount put to tender of the work from which the                                              |
| 3.      | Emergent palliative work along the left bank of river Mahananda for a length of 90 m within Ward no-4 under Siliguri Municipality Area, Dist-Darjeeling                                   | 532730.00                  | 10655.00            | 2911 (ii)      | 10 days                             | SDS(M)         | Preference will be given to the bonafide contractors/bidders having credential of execution of similar nature of work of value 30% of the amount put to tender = <b>Rs.159819.00</b> (Gross monetary value is calculated based on final bill value in the credential certificated multiplied by inflationary factor completed within the preceding five FY of similar in nature. Gross notional value not be less than 30% of the amount put to tender of the work from which the                                              |



(S.MONDAL)  
Executive Engineer,  
Siliguri Irrigation Division

**Note:**

- 1) No Postal documents i.e .NSC,KVP etc.will be entertained as earnest money.
- 2) Payment will be made only after proper utilization of materials at working site and according to availability of specific fund.
- 3) Tenderers should quote their rates both figures and words in terms of overall percentage, “below” or “above” or “at par” with the price schedule both in the 2nd page of W.B.F 2911 (ii) and the last page of price schedule.
- 4) If the quoted rates are not found reasonable for the works of this SNIT a bid maybe held amongst the participating tenderers on the date of opening tender just after opening or other days deemed fit.The participants should present positively on that day to participate in the bid if so arrises.
- 5) The Bidders are requested to consider the Latest GST rates while bidding. No subsequent claim In regard of enhanced GST shall be entertained by the department.



**(S.MONDAL)**  
*Executive Engineer,*  
*Siliguri Irrigation Division*

## **A. GENERAL TERMS AND CONDITIONS:**

1. A work Instruction Book will have to be maintained by the contractor at his own cost for work valued more than Rs. 1 lakh. This should be in the form of bound book with pages machine numbered. This book will have to be first validated by the Engineer-in-charge with his signature and Rubber stamp on the first page. The book must be available at site at all times and failure to do this may mean delay in payment of bill. This book will have to be submitted to the Engineer-in-charge just after the completion of the work and failure to do this may mean delay in passing the final bill. Instructions given by the 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.
2. The Executive Engineer of the 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 nature be 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, at the earliest. Day to day instructions on works and difficulties should be noted in the work Instruction Book. It is to be seen that it is noted by the persons concerned. The notes and acknowledgement of the Sub-Divisional Officers and the Sub-Assistant Engineers in the book shall be valid who have been authorized to carry on behalf of the Engineer-in-charge regarding general supervision, issue day to day instructions and approve of materials and workmanship.
3. The tender will be on the basis of the schedule of rates attached to the tender paper and the contractors are to quote percentage higher or lower which is to apply to all the rates in the schedule. In analyzing the rates for supplementary items, if any, found necessary which are not covered by the departmental schedule of items and rates, the principle as laid down in clause 12 of the tender form in W.B.F. No. 2911, ( in which the contract will be executed) shall be followed.
4. The Contractor will have to arrange for camps and huts at his own cost if required for labourers according to the standards acceptable to the Public Health Authorities. The Contractor will have to arrange for land for such camp at his own cost. The Department will however allow the Contractor to occupy temporary, free of charges, if any, Departmental land be available but the same will have to be returned in good condition at the end of the work. The contractor shall have to make arrangement for his requirement of water for work and labour, sanitation and medical aid at his own cost and no claim whatsoever will be entertained on this account.
5. Royalty for sand, bed materials, shingles and boulders where required will be paid by the contractor who shall make all arrangements for quarrying from the Collector or other appropriate authorities where necessary. Sale tax, Toll Tax, Income Tax, Ferry charges and other Local Taxes, if any, are to be paid by the contractor. No extra payment will be made for the same. The rate of supply is inclusive of such royalty & taxes. Royalty for carried excavated materials for making embankment is to be paid to the collector or to other authorities of State Government.
6. Dewatering, if necessary for the proper execution of the work, before or during execution, will have to be done by the Contractor at his own cost. It will not be paid unless specifically ordered by the Engineer-in-charge in writing as a new item of work.
7. In case of failure on the part of the Contractor to rectify any defect when asked to do so, within specified time, this may be done by the Engineer-in-charge at the cost of the contractor without further notice which will be deducted from his bill.
8. The work will have to be started within 7 days from the date of commencement as per work order and to be completed within the time mentioned in the tender notice. A suitable programme is to be submitted by the contractor before starting work which should satisfy the above time limit. The contractor should inform in writing the name of his authorized representative at site within 7 days of the receipt of work order.
9. The distance of carriage for Item Nos. 4, 6 and 22 shall be measured on the basis of shortest practical truckable route during actual working period as decided by the Engineer-in-charge. If the soil conditions permit, the contractor for transport of such materials will have to construct truckable fair weather road, repair existing village roads on shortest route as may be decided by the Engineer-in-charge on settlement with owners of land, if necessary, for which no extra payment will be made. If he does not do so as stated above and uses alternative longer route, the distance of transport will be calculated on the basis of the shortest negotiable route as decided by the Engineer-in-charge.
10. The contractor will have to construct new road including causeway or improve or repair the existing roads, including construction or remodeling old bridges, causeway etc., if necessary, at his own cost for transport of all materials to the site of work, for which no extra payment will be made. Land for construction of new approach road or for widening existing road will have to be arranged by the contractor. The contractor must repair all roads owned by the Govt. or others such as Tea Estate, Zilla Parishad, Panchayat etc. to original condition within 15 days of completion of works or within other specified date.

whichever is earlier; Otherwise, this will be done by the agency at contractor's cost without any further notice unless otherwise specifically mentioned in the Tendered schedule.

11. The contractor will have to make arrangement for diversion of existing minor flowing channels during the entire construction period that may be encountered with for the execution of work at his own cost, for which no extra payment will be made. The clause will, however, not be applicable when active channel of mighty river has to be encountered necessitating a costly diversion work. The decision of the Engineer-in-charge about applicability of this clause shall be final and binding on the Contractor.

12. The Contractor is requested to see the site of works and drawing before submitting tender and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing work, availability of construction materials, carrying materials to the site of work, availability of drinking water and other human requirement and security etc. No claim will be entertained on this account. There may be variation in alignment, height of embankment, location of spurs, revetment, structures etc. due to change of topography, river condition etc. between the preparation and execution of the scheme, for which the tendered rate conditions of contract will not be invalidated. The Contractor will not be entitled to any extra rate or claim.

13. All working tools and plant, scaffolding, construction of vats and platform will have to be arranged by the Contractor at his own cost.

14. The Contractor shall supply Mazdoors, bamboos, ropes, pegs, flags, pillars etc. for laying out the work and for taking measurement and checking measurement, for which no extra payment will be made.

15. The Contractor will have to abide by the Forest rules promulgated by the Forest Department from time to time during execution or movement within Forest areas. He will also be responsible for any breach of rule made by his Labourers and employees.

16. The Contractor will have to apply as per clause 5 of B.F. 2911 as the case may be, for extension of time, if the work is non-commenced or stopped or delayed due to non-receipt of Departmental materials, land in junction or public interference etc. No compensation for idle labour establishment charges or other accounts will be entertained.

17. All possible precautions so as to ensure safety against probable accidents, i.e. maintenance of proper standard of scaffolding etc. should be taken. Contractor will remain responsible for his labour in respect of his liabilities under the Workman Compensation Act. etc. He must deal with such case as promptly as possible. The Contractor should pay the minimum wages to his labours and artisans as per approved minimum wages in the locality of works during different season. Any complaint for less payment shall be investigated by the Engineer-in-charge and contractor shall be bound to pay the balance, if decided by the Engineer-in-charge whose decision is final and binding. In default, that will be recovered from bill.

18. All materials required for completion of work excepting Wire-netting, Bitumen, Cement & other items, specifically mentioned in the Schedule of materials, will have to be supplied by the Contractor, even if not specified in the description of individual item. The Contractor shall use departmental materials as economically as possible. Penalty charges shall be levied at higher rate for wastage or misuse as shown in the schedule of materials. Cut pieces of Wire netting, empty Bitumen drums and empty gunny bags in serviceable condition will have to be returned back by the Contractor at his own cost to the Go down or store yard from where those were issued, unless otherwise specified by Engineer-in-charge. Surplus materials of the Department, if any, shall have to be returned to the issuing Go down or store yard within reasonable time; otherwise, the cost at penalty rate may be recovered from the bill. Indent for Departmental materials shall be submitted by the contractor to the Sub-Divisional Officer or to the Sub-Assistant Engineer-in-charge of work if authorized by the Sub-Divisional Officer, at least 7 days in advance of actual requirement. No claim will be entertained for non-issue of such materials in time, but reasonable extension of time will be granted as per clause 5 of B.F. 2911. All materials supplied by the Department will have to be carried from the Departmental Godown or Stack-Yard to work site by the Contractor at his own cost and initiative, for which no extra payment will be made due to idle labour, establishment charges etc. The Contractor shall remain responsible for proper storage and safe custody of all departmental materials. The Contractor will have to make, at his own cost, suitable water and damp proof shed at site for storing cement and in no circumstances whatsoever shall any materials be removed from the site of work without the written permission of the Engineer-in-charge.

19. The Contractor will have to accept the construction programme fixed by the Engineer-in-charge so that the most vulnerable reach and / or vulnerable items be completed well ahead of any possible unprecedented flood or rise of river level before the arrival of monsoon in normal years.

20. The quantities of different items of work mentioned in the tender schedule are only indicative as obtained from data available at the time of preparation of scheme. 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 lie on the Government for increase or reduction of quantities in some items or inclusion or omission of some items.

21. The working hours of days of working should be fixed before hand and recorded in the Work Instruction Book by the Contractor and got attested by the Engineer-in-charge or his representative. There would be no work at night and all the

days in a week in excavation, but the working of other items should be restricted to day time only with one day's rest in a week unless permitted in writing by the Engineer-in-charge or his representative. Lighting, if necessary, will have to be arranged by the Contractor at his own cost.

22. Transport of construction materials may have to be made in different categories of road such as metalled, unmetalled, fields etc. and through different ways by truck, head load, boat, cart, etc. Different rates are to be allowed for different groups as detailed in the schedule or tender. Payment for loading, unloading and stacking shall be paid only once though more than one operation may be final regarding the category of road traversed, distance of it and the method of calculation of rate in a combined trip.

23. The Contractor is bound to maintain qualified technical employees and / or Apprentice as per prevailing Apprentice Act or other departmental rules and orders.

24. In case of failure on the part of the contractor to rectify any defect when asked to do so within specified time, this may be done by the Engineer-in-charge at the cost of the contractor without further notice which will be deducted from his bill.

25. The "Additional Performance Security" shall be obtained from the successful L1 bidder, if the accepted bid value is below 20% of the estimated amount put to tender. This "Additional Performance Security" shall be equal to 10% of the tendered amount i.e. the L1 bid price. The Additional Performance Security shall have to be submitted by the selected bidder after issuance of Letter of Acceptance/ Letter of Invitation (LOA/LOL) and before award of contract (AOC) in the form of "Bank Guarantee" of any scheduled bank, payable at Kolkata or in West Bengal, as per enclosed format (Annexure). If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of LOA/LOL, its earnest money deposit (EMD) will be summarily forfeited. The said bank guarantee (BG) shall have to be valid up till the end of the contract-agreement period including extended time period till 100% physical completion of work in all respects and shall be renewed accordingly if required. The said bank guarantee shall remain in custody of the DDO & Executive Engineer in-charge of the work, which shall be returned to the bidder/contractor immediately after successful physical completion of the work as per contract. If the bidder fails to complete the work successfully, this Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving suitable notice to the contractor/bidder agency. Necessary provisions regarding deduction of security deposit from progressive bills of the contractor in respect of the tendered work shall be governed as per relevant clauses of the tender contract agreement which will in no way be affected/ altered due to this Additional Performance Security. This order is issued with a concurrence of Finance (Audit) Department, Group-T vide their U.O. No. Group T/2017-18/0290 dated-13.07.2017 and vide memorandum No-09-W/2017-18 dated-20<sup>th</sup> July, 2017 of Secretary to the Govt. of West Bengal, I & W. Department.



**(S. MONDAL)**  
*Executive Engineer,  
Siliguri Irrigation Division*

**FORM-1 APPLICATION FOR TENDER**

**To**

**The Executive Engineer  
Siliguri Irrigation Division  
Siliguri**

**SNIT No: - WBIW/EE/SLGID/SNIT-06/2025-26**

**Serial No of Work applied for: -.....**

**Amount put to Tender: Rs.....  
(Tender Value)**

Dear Sir,

Having examined the SNIT documents, I/we hereby would like to state that I/we willfully 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 \_\_\_\_\_ 2025\_\_

Full name of Bidder / Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Duly authorized to sign bids  
for& on behalf of (Name of Firm): \_\_\_\_\_  
(In block Capital letters or typed)Office

address with seal if any:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

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

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

**FORM – 2**

**Declaration against Common Interest**

( To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature, which shall be treated as the self-declaration of the bidder)

**Ref: - SNIT No. - WBIW/EE/SLGID/SNIT-06/2025-26**

**Sl. No. of work .....(In the list of work in the SNIT)**

To,  
**Executive Engineer**  
**Siliguri Irrigation Division**  
Irrigation & Waterways Directorate

I/We,Sri/Smt., the authorized signatory on behalf  
of..... do hereby

Affirm that I/We/any of the member of..... bidding against SNIT No. **WBIW/EE/SLGID/SNIT-06/2025-26**.

..... Sl.No.do not have any common Interest either as partnering any other partnership firm/consortium/Joint Venture or as Proprietor/ Principal Share Holder of any other Firm/Company in the same serial for the work I/we want to participate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025 \_\_\_\_\_

Full name of Bidder / Contractor: \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_

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

Duly authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal: .....

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

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

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

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

**FORM -4**

**Declaration on antecedents and performance**

( To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature, which shall be treated as the self-declaration of the bidder)

**Ref:- SNIT No. - WBIW/EE/SLGID/SNIT-06/2025-26**

**Work Sl. No.....**

To,  
**Executive Engineer**  
**Siliguri Irrigation Division** Irrigation &  
Waterways Directorate

I/We, Sri/Smt. \_\_\_\_\_, the authorized \_\_\_\_\_ signatory on behalf \_\_\_\_\_ of \_\_\_\_\_ do hereby

Affirm that I/We/any of the member of \_\_\_\_\_ bidding against SNIT No. WBIW/EE/SLGID/SNIT-06/2025-26 Sl.No. are not black listed suspended or debarred from participation in State Government procurements and tenders in the Irrigation & Waterways Directorate, Government of West Bengal, other Departments of the State Government and Government of India on the date of publication of this Notice Inviting Tender (SNIT).

If at a later stage this submission (undertaking) is found incorrect, the bidder company along with all its constituent members/owners/partners would be liable to penal actions as decided by the Government under the law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Full name of Bidder / Contractor: \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_ In

the capacity of: \_\_\_\_\_ Duly

authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal: .....

Telephone no(s) (office) \_\_\_\_\_

Mobile No: \_\_\_\_\_

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

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

(SIGNATURE OF BIDDER)

Copy with enclosure forwarded for information and taking necessary action for wide publication to the:-

- 1) Chief Engineer, North East, Club Road, Jalpaiguri
- 2) Chief Engineer, South & Budget, I & W. Dte, Jalsampad Bhawan, Salt Lake City, Kolkata – 91.
- 3) Superintending Engineer & P.A. to Chief Engineer, South & Budget, I & W. Dte, Jalsampad Bhawan, Salt Lake City, Kolkata – 91.
- 4) Superintending Engineer, North East Irrigation Circle-I , Club Road, Jalpaiguri
- 5) Superintending Engineer, North East Irrigation Circle-II , Club Road, Jalpaiguri
- 6) Sabhadhipati , Siliguri Mahakuma Parishad, Jalpaiguri ZillaParishad.
- 7) District Magistrate, Jalpaiguri.
- 8) Executive Engineer Jalpaiguri / Alipurduar / Coochbehar Irrigation Division.
- 9) Executive Engineer, Mahananda Barrage Division, Teesta Administrative Building Tinbatti More, Siliguri.
- 10) Executive Engineer, Mahananda Link Canal Division, 2nd Mile, Sevoke road, Siliguri
- 11) Sub-Divisional Officer, Siliguri Irrigation Sub-Division / Siliguri Investigation Sub-Division.
- 12) Estimating Section of this Division.
- 13) Divisional. Accountant Officer GR-I of this Division.
- 14) Office Notice Board.



**(S.MONDAL)**  
*Executive Engineer,*  
*Siliguri Irrigation Division*

