



Memo No: 315

Date: 04/11/2025

NOTICE INVITING TENDER NO. -04/SDO/JBDSD of 2025-26

1. Separate Sealed Tenders in printed form are invited by the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division on behalf of the Governor of West Bengal, for the Works as per list attached herewith from eligible bonafied outsiders having credential of execution of similar nature of work of **Value 50% of** the amount put to Tender within the last 5 years.
2. **a.** Separate Tender should be submitted for each work, as per attached List in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority.
b. Submission of Application by post is not allowed.
3. The Tender documents and other relevant particulars (if any) may be seen by the intending Tenders or by their duly authorized representatives during **office hours between 11.00 A.M to 15.00 Hours upto 12.11.2025** in the Office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division.
4. **a.** Intending Tenderers should apply for Tender papers in their respective Letter Heads enclosing self-attested copies of the following documents, originals of which and other documents like Register Partnership (for Partnership farms) etc. are to be produced on demand, as well as during interview (if any).
 - i) Professional Tax Payment Certificate (PTPC), IT, PAN, GSTIN and Trade License Valid upto 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 Certificate (in form -3) for the Single similar work at **least 50%** of the value of the work for which Tender Paper is desired, executed within last than 5 (Five) years (to be determined from the actual year of completion, considering current financial year as Year-1).
 - iii) A Statement showing number and value of works presently under execution by the Tenderer under the Irrigation & Waterways Department & other Govt. Departments/Organizations as stated in paragraph 4(b) here under.
 - iv) Declaration by the Applicant to the effect that there is no other applications for Tender Paper for work in this NIT in which he/ She/ they has/ have common interests. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of tender paper. On non-issuance of tender paper, no clarification shall be produced from this end.**b.** Completion Certificate issued by Competent Authority will normally be considered as credential. A part from credentials of works executed under Irrigation & Waterways Department, credentials of work executed under Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sundarban Affairs Department & other Stat Government Departments, Zilla Parishads, WBHIDCO, WBSEDCL, KMDA, KMW & SA, KMC, HRBC, Engineering Departments of Central Government and Organizations like Railways, KOPT, and Mackintosh Burn Ltd. Westinghouse Saxby Farmer Ltd. & Britannia Engineering Ltd. May also be Considered. Completion certificates are to be countersigned by the Executive/ Divisional Engineers of the respective State / Central Government Departments, or Officer of the equivalent rank, if those are issued by some other authority.

Over and above the Completion Certificates, certificate from the competent authority regarding payment received so far for the work (even if the full payment might not have been received), supported by Bank statement showing that the corresponding amount of payment has actually been deposited in the bank, will have to be produced in the cases of works executed under Departments / Organizations other than Irrigation & Waterways Department, failing which credentials may not be considered.

c. Any suppression / misrepresentation of fact will automatically debar the applicant from participating in any tender under the Division / Circle for at least 3 (Three) years from the date of detection, in addition to such other Penal action as the Government may deem proper.

5. Intending Tender not satisfied with the decision of the Tender Paper issuing Authority may prefer an appeal to the next superior Officer. Concerned Chief Engineer will be the Appellate Authority for high Value Tenders. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such Authority within two working 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.

6. Last date of receiving application for purchasing tender documents, Last date of receiving tender and the date and time of opening tender is all mentioned in the attached list of work.

a. Tender Paper can be had on free of cost in the Office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, I & W Directorate, Banipur, Habra, Dist.- North 24 Parganas within the specified date and time as per attached list by the intending Tenders or by their duly authorized representatives issued by the 1st class magistrate.

b. No Tender Paper will be supplied by post.

c. No Tender Paper will be issued after completing the last date & time of the application.

7. Tender documents shall consist of:

i) Notice Inviting Tender i.e. Tender Notice.

ii) Printed W.B. Form No. 2911.

iii) A Schedule of quantities.

iv) Specification of works to be done and all materials to be used, unless reference can be made to some standard specification

v) Additional and / or Special terms and conditions.

8. Before submitting any Tender the intending Tenders should make themselves acquainted thoroughly with the local conditions prevailing by actual inspection of the site and take into considerations all factors and difficult likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rate prevailing in the locality etc. as no claim what so ever will be entertained on these accounts afterwards. In this connection the intender Tenders may contact the office of the undersigned upto **12.11.2025 between 11.00 A.M and 15.00 Hours on any working** day.

9. Cost towards Earnest Money Deposit (EMD) must be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled bank of India in favour of **Executive Engineer, Bidyadhari Drainage Division, Payable at Barasat**. Payment in any other form e.g. NSC, KVP, etc. will not be accepted. No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Tender without the specified earnest money, where applicable, will be treated as informal.

10. Earnest Money for works in open tender, as noted in the list of words, will have to be deposited by the Contractors.

a. The Tendered should quote the rate both in figure and in words on the basis of Percentage above/ below or as per the Schedule of Rates attached with the Tender Form and also in the space provided in the Tender Form.

- b.** Any tender containing over writing is liable to be rejected.
- c.** All corrections are to be attested under the dated signature of the Tendered.
11. Tender should be dropped as mentioned below:
 - a) Office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Banipurrest Shed Compound, Habra, Dist- N 24 Pgs.
 12. When the 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 Tendered, the rates tendered should be attested by a witness.
 13. The Tenderer who will sign on behalf of a Company or Firm must produce the registered documents (within 3 days from the date of opening the Tender) 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.
 14. Any Letter or other instrument submitted separately in modification of the sealed tender may not be entertained.
 15. The Tenderer should submit a statement 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.
 16. Conditional Tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection. Failures solely due to fault or negligence of the contractor to mobilize and start work within the specified period as mentioned in the LOA / Work order / Notice of process / Award of Contract etc. ultimately resulting in rescindment of contract without any notification.
 17. Income Tax, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / Cess will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges. Only Service tax, as applicable, if eligible, would be reimbursed as per rules on production of necessary documents.
 - i) Valid PAN issued by the IT Deptt. Govt of India.
 - ii) Valid 15-Digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. (Photo Copy of Downloaded GISTN)
 - iii) Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act 2017.) (However necessary modifications will be made on implementation of GST rules).
 18. Royalty, Building & other 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).
 19. It is the discretionary power of the TIA to Issue tender papers to the agency according to their eligibility without any question. 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 what so ever to the intending Tenders and also reserves the right to distribute the work amongst more than one Tenders.
 20. The Tender will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him.
 21. Tender shall be opened by the Sub-Divisional Officer, or his authorized representative as per stipulation of the Notice Inviting Tender or any corrigendum issued later on the schedule date and time. The Tenders will be opened as specified in the list of works, in presence of the participating Tenders or their duly authorized representatives who may be present at time of opening and who may also put their signatures in the Tender Opening Register.
 22. The successful Tendered will have to execute the duplicate copies of his tender which will have to be obtained by free of cost from the office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, within 7 (Seven) days from the date of receipt of the intimation of acceptance of his tender failing which the Earnest money shall forthwith stand forfeited in favour of the Government and the Communication of acceptance of the tender shall automatically stand cancelled.

23. If any Tendered withdraws his tender before its acceptance or refuses / falls to convert it into a reason 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.
24. The successful Tendered will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable as will be force from time to time.
25. Materials such as Cement M.S Rod, R.C.C, Hume Pipes, M.S Sheet Piles etc. if available in stock, will be issued by the Department to the Contractor for the work as per Issue Rate fixed by the Engineer-In - Charge. Site of issue of materials as mentioned in the list of Materials to be supplied departmentally to the Contractor is furnished with the tender documents for the work. Any other materials not listed therein, if supplied by the Department, the Issue Rate for such materials will be fixed by the Engineer-In-Charge.
26. All materials brought to the site must be approved by the Engineer-in-Charge. Rejected materials must be removed from site within 24 hours of the order issued by the Engineer-in-Charge.
27. Hire Charge for Tools & Plants Machinery, if Issued Departmentally, will be recovered from the contractor at such rates as will be fixes by the Engineer-In-Charge. The period of hire charges of all Tools & Plants Machinery issued from the Government go down will be counted from the date of their issuance from the go down and upto the date of return into the same go down and the hire charges will be recovered from the Contractor accordingly. All tools & Plants Machinery issued to the Contractor must be returned in good condition. In case of any damage, the cost of repair to such damage or replacement will be recovered from Contractor.
28. In the following cases a Tender may be declared informal and unacceptable
- a. Correction, alteration, additions etc. if not attested by the Tenderer.
 - b. Earnest Money Deposit (EMD) in the format of Bank Draft (BD)/ Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any Schedule Bank of India in favour of **Executive Engineer, Bidyadhari Drainage Division, Payable at Barasat** is not deposited.
 - 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 @ 3.0 % etc. in page 2 and other pages as are required to be filled in.
 - b. If the specified pages of the Tender Documents are not signed by the Tendered.
 - e. If the Tender is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.
29. For the return of the earnest money of the unsuccessful Tenderer (S) he/they is/are to apply for the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division/Executive Engineer, Bidyadhari Drainage Division giving the reference to the work NIT No. date of tender amount and mode of Earnest Money deposited – all in a complete form. The Earnest money of all Tenders other than lowest Tendered in each case may be refunded, after acceptance of the rate in the comparative statement, as early as possible.
30. To verify the competence capacity and financial stability of the intending Tender(s) the Tender Paper Issuing Authority may demand production of any necessary documents as it may deem necessary.
31. The Payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim due to delay in payment will be entrained.
32. As per G.O no. 1627(8)/1A, Dated- 26th November 2001 of Irrigation & Waterways Department, Government of West Bengal, Clauses 25 of Tender Form no. 2911 stands deleted in respect of contract Value less than Rs.- 100.00 Lakh.
33. **Normally Tender Paper for not more than one work in any one NIT will be issue to an applicant who may indicate the Sl. Nos. of the work in the order of priority.** However, depending on response to various serials in the NIT Tender Paper Issuing Authority may Issue Tender paper for any serial even though it may not be preferred by the applicant.

34. **Vide Memo No. 09-W/2017-18 Dated – 20.07.2017** of Secretary to the Govt. of West Bengal "The Additional Performance Security will have to be submitted by the successful L1 bidder, if the accepted bid value is below 20% of the estimated amount put to tender. The additional Performance Security shall be equal to 10% of the tendered amount i.e. L1 bid price. The Additional performance Security shall have to be submitted by the bidder after issuance of Letter of Acceptance /Letter of Invitation (LOA/LOI) 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 (07) working days from the date of issuance of LOA/LOI, its Earnest money Deposit (EMD) will be summarily forfeited". As per Dept. Memo no.-306-IB/IW-14011(34)/1/2018-JS(IW),dated: 06.08.2018, the entire Security Deposit or the Performance Security may be released after physical and financial completion of the Project but before expiry of the security period or defect liability period against receipt of equivalent amount of bank guarantee of approved bank of RBI which should remain valid till the expiry of the defect liability period.
35. Splitting of projects prior to tendering is debarred in terms of Finance Department guideline. **Where ever more than one L1 bids are received in any tender, the same has to be cancelled and re-tendered afresh.** The tender accepting authority reserves the right to reject any or all tenders without assigning sufficient justification thereof to the bidder/contractor. No additional or excess work or additional items of work beyond the tendered amount would be generally allowed. All excess, supplementary or substitute supplementary items of work, if unavoidable are to be accepted by the Tender Accepting Authority only if the total value of work on completion is within the tendered amount. The exiting contract would be terminated after achieving work up to tendered cost (gross value) and balance work would be taken up afresh after fresh sanction and new tender, except in the interest of public services, in rare & special cases under specific approval of the Government.
36. In compliance with the Gazette Notification no **1140PRD-33011/1/2024- MGNREGA SEC** dated **07.03.2024** of Panchayats & Rural Development Department, The Contractor(s) should have to ensure the mandatory engagement of Job card holders as unskilled workers for execution of awarded work, in order to implement the "**Karmashree**" scheme launched by Sate Government. The Contractor(s) also have to submit periodic statement on such engagement to the Engineer-In-Charge in prescribed format.
- It is desirable that The Contractor(s) will engage the unskilled job card holder workers from the local area where the work will be executed. However, the Contractor(s) may engage unskilled workers from your own resource (From within or outside the work zone) with the approval of Engineer-In Charge Provided such unskilled workers process valid job card. **The contractors have to submit a declaration in the prescribed format regarding engagement of unskilled job card holding workers at the completion of the work.**

N.B:- Authority for issuance/ Receiving of Tender Form is the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, I & W Directorate, Banipur, Habra Dist.- North 24 Parganas.

- 1) Last date of receiving application **on: 12.11.2025 upto 15.00 Hours.**
- 2) Date of Issue of Tender Form **on: 12.11.2025 after 15.30 Hrs.**
- 3) Last Date of dropping Tender **on: 14.11.2025 upto 16.00 Hrs.**
- 4) Opening of Tender **on: 14.11.2025 after 16.00 Hrs**

Sub-Divisional Officer
Jamuna Basin Drainage Sub-Division
Banipur, Habra

Memo No: 315/1(8)

Dated: -04.11.2025

Copy forwarded for information and necessary action with the request to display the N.I.T in the Office Notice Board for the wide circulation: -

1. The Superintending Engineer, Greater Calcutta Drainage Circle, I &W Dte. Jalsampad Bhavan, Salt Lake City, Kolkata-91.
2. The Executive Engineer, Bidyadhari Drainage Division, Barasat, N 24 Parganas with request to kindly arrange to upload the said NIT at the departmental website www.wbiwd.gov.in for wider circulation. This has reference to his memo no. 1332 dt. 30/10/2025.
3. The Sub-Divisional Officer, Barasat Drainage Sub-Division, Barasat, N 24 Parganas.
4. The Sub-Divisional Officer, Bidyadhari Drainage Sub-Division, Bongaon, N 24 Parganas.
5. The Sub-Divisional Officer, Basirhat Drainage Sub-Division, Basirhat, N 24 Parganas.
6. The Divisional Accounts Officer, Bidyadhari Drainage Division, Barasat, N 24 Parganas.
7. The Divisional Estimator, Bidyadhari Drainage Division, Barasat, N 24 Parganas.
8. Office notice board.

(U. K. Malakar)
Sub-Divisional Officer
Jamuna Basin Drainage Sub-Division
Banipur, Habra

LIST OF WORKS

NIT NO.- 04/SDO/JBDSO OF 2025-26

Last date & time for submission of application for tender form: 12/11/2025 upto 15.00 Hours.

Date & time for issuing tender forms: 12/11/2025 after 15.30 Hours.

Last date & time for dropping tender forms at the chamber of SDO/JBDSO: 14/11/2025 upto 16.00 Hours.

Opening of tender form at the chamber of SDO/JBDSO: 14/11/2025 after 16.30 Hours.

Sl. No.	Name of work	Amount put to Tender (Tender value) (Rs.)	Earnest money (2% of tender value) (Rs.)	Source of Fund	Time allowed for completion of the work	Eligibility of Contractors
1.	Gardening with seasonal flower at Banipur Rest Shed compound, Banipur, Dist.- North 24 Parganas.	78,193.00/-	1564.00/-	AE	Upto Feb'26	Bonafide outsiders having Credential of execution of similar nature of work of value 50% of the amount put to tender within the last 5 years

Sub-Divisional Officer
Jamuna Basin Drainage Sub-Division