



Department of Urban Development & Municipal Affairs
Office of the Executive Engineer
Bidhannagar Municipal Services Division
Nirman Bhawan (1st Floor)
Salt Lake ,Kolkata- 700091

NOTICE INVITING QUOTATION NO. 03 OF 2025-2026 OF EXECUTIVE ENGINEER, BIDHANNAGAR MUNICIPAL SERVICES DIVISION.

Separate sealed Quotations are invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development Department on behalf of the Governor of West Bengal, for the work as per format mentioned below from Suppliers, Dealers, and from bonafide Owners, in the Interest of the Public Services:-

Intending bidders who desire to participate in the QUOTATION are requested to log on to the departmental website <https://udma.wb.gov.in> for information about the QUOTATION.

Prayer for issue of quotation paper may be addressed to the Executive Engineer of Bidhannagar Municipal services Division under UD&MA Dept., Nirman Bhawan(1st Floor), Salt Lake.

NAME OF WORK.	QUOTED AMOUNT.	TIME OF SUBMISSION OF MATERIAL.	ACCEPTING /APPROVAL AUTHORITY OF QUOTATION.
"Supply & installation of the visitors Chair to the chamber of the Administrator at Nirman Bhawan, Salt Lake City under Bidhannagar Municipal Services Division."	RATE WILL BE QUOTED BY THE AGENCY INCLUDED GST, IT, CESS AND OTHER APPLICABLE TAXES, IF ANY	30 (THIRTY) DAYS	The Special Engineer, SLRDC, Nirman Bhawan, Salt Lake, Kolkata

Earnest Money Deposit:Rs. 2,000.00 (Rupees two thousand) only deposited in the form of Demand Draft, in favour of Executive Engineer, Bidhannagar Municipal Services Division.

[2% of the Quoted Amount. Initial Earnest Money deposit shall be ₹ 2,000.00 and balance of 2% shall have to be deposited on acceptance of bid in the form of Demand Draft, in favour of Executive Engineer, Bidhannagar Municipal Services Division.]

NB:- Intending Bidder will not have to pay the cost of Quotations documents for the purpose of participating in Quotation, but the successful L1 (Lowest) Bidder will have to pay the cost of tender documents of 2 (two) sets @ price mentioned in the list of scheme of NIQ during purchase of tender documents for execution of agreement as per notification no. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, CRC Branch, Government of West Bengal.

In case of L1 bidder (Lowest rate quoted) expresses his / her willingness to have extra copy of the standard contract forms, only one spare copy of standard contract form may on payment of prescribed price be supplied to a contractor or firm of contractors, eligible to tender in a specific work on receipt of written requisition well in advance for the same.

Special Terms and condition:-

Manufacturer should have in house test certificates, Green Guard (By UL), Green Pro , GRIHA, Indoor Advantage certification along with products certifications including AIOTA, INDIAN DESIGN MARK, BIFMA level 2 conforms to ANSI/BIFMA e3-2019 Furniture sustainability Standard issued by BIFMA. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2018, ISO 45001:2018 is mandatory. All ISO Certificates should be NABCB accredited. All the ISO certificates should be obtained from NABCB (Central Govt.) accredited organization otherwise certificates will not be accepted. Supplier preferably should have local service Centre in view of, maintenance can be done quickly without making any hindrance to the public service.

b) Supplied materials will be preferably of renowned brands (i.e. Godrej, Steelcase, Herman Miller etc.) in view of longevity.

Scope of work:-

Visitors Chair : Supply and Installation of Visitors Chair. Specification: The seat and back are made from 1.0cm thk. hot pressed water resistant, commercial plywood upholstered with P.U. foam and fabric. BACK SIZE:42.0cm. (W) X 27.0cm. (H). SEAT SIZE:42.0cm. (W) X 42.0cm. (D). The Polyurethane foam is moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 kg. on Hampden machine at 25% compression. The understructure assembly is a cantilever type mainframe made of dia. 2.54cm.(1") x 14 BG M.S. E.R.W. tube and black powder coated. The armrests are made in twin tube form using dia.1.58cm. (5/8") x 16 BG M.S. E.R.W. tube and black powder coated. Manufacturer should have in house test certificates, Green Guard (By UL), Green Pro , GRIHA, Indoor Advantage certification along with products certifications including AIOTA, INDIAN DESIGN MARK, BIFMA level 2 conforms to ANSI/BIFMA e3-2019 Furniture sustainability Standard issued by BIFMA. Other certificates ISO 9001:2015, ISO 14001:2015, ISO 50001:2018, ISO 45001:2018 is mandatory. All ISO Certificates should be NABCB accredited. All the ISO certificates should be obtained from NABCB (Central Govt.) accredited organization otherwise certificates will not be accepted. Supplier preferably should have local service Centre in view of, maintenance can be done quickly without making any hindrance to the public service.

Credential:-

Registered Bonafied, reliable and resourceful agencies/ firms having sufficient experience in execution of similar type of works may participate in this NIQ.

-) **Credentials (Satisfactory completion certificates along with BoQ of work) and payment certificate** for **similar** nature of works.
-) Payment certificate will not be treated as credential.
-) No credential will be considered as valid, unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute.

N.B. Estimated Amount, tendered amount, value of executed work, Date of Completion of project along with telephone number & detail address for communication of client must be indicated in the Credential Certificate.

-) Payment certificate will not be treated as credential.

Schedule of Dates for Quotationing :-

Last Date of application:	08/09/2025	(up to 2 P.M.)
Last date of issue of quotation paper:	10/09/2025	(up to 2 P.M.)
Last Date of dropping of quotation paper:	17/09/2025	(up to 2 P.M.)
Last Date of Opening of quotation paper:	17/09/2025	(after 3:00 P.M.)

Terms and Conditions:-

- ❖ Separate quotation should be submitted for each work, as per list in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority.
- ❖ Submission of quotation by post is not allowed.
- ❖ Bid validity: 120 days from the date of opening of the financial bid.
- ❖ Cost of schedule: Free of cost.

- ❖ Intending bidders should apply for quotation papers in their respective Letter Heads enclosing self attested copies following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be of the produced on demand.

- ❖ The intending bidders will have to submit self-attested photo copy the following documents are to be submitted with application, without which participation in the bid will be informal. Quotation paper will be issued only to the person having valid documents.
 1. Permanent Account Number (PAN) of Income Tax Department.
 2. GST Registration certificate.
 3. Professional Tax registration certificate.
 4. Trade licence Certificate
 5. IT return certificate for last 3 year.
 6. Professional Tax (PT) submission Challan.
 7. **Company Details:** Registered Deed for Partnership Firm / Consortiums from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered. However, in cases where the applicant is yet to receive registration certificate from Todi Mansion, the applicant is to submit an affidavit in Non-Judicial Stamp Paper along with the application pledging that “*the registration certificate of the Consortium / Partnership Firm*” would be submitted to the Quotation Inviting Authority before making agreement with the Quotation Accepting Authority in case he is found lowest.” In case of inordinate delay in submitting the document, his bid is liable to be rejected and his EMD deposited will stand forfeited to Government. Any change in the constituents of the Consortium / Partnership Firm should also be registered from the Office at Todi Mansion, Kolkata, prior to the date of application of Quotation otherwise his application will be rejected.
 8. Declaration by the applicant to the effect that there is no other application for Tender paper for work in the NIQ 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.

- ❖ The applications are to be shortlisted after scrutiny of all relevant documents submitted by the bidders on the basis of terms and conditions given in NIQ and Quotation papers will be issued to the qualified bidders or to their duly authorised representatives from the office of the Executive Engineer, Bidhannagar Municipal Services Division under Urban Development & Municipal Affairs Department, Nirman Bhawan, Salt Lake, Kolkata-700 091.

- ❖ No quotation paper will be supplied by Post.

- ❖ No quotation paper will be issued on the date of opening of quotation and after expiry of date and time as mentioned in the Notice.

- ❖ **Site inspection before submission of Quotation**

Before submitting any Quotation, the intending Bidders should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties 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 labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending Quotations may contact the office of the Executive Engineer, as per schedule under clause 13 of Contract Form No 2911.

- ❖ **Earnest Money, as noted in the list of works, in the form other than those mentioned below, will not be accepted.**
 - Crossed bank Draft/Deposit at call Receipt, Banker’s Cheque of any scheduled Nationalized Bank in the locality in favour of the Executive Engineer, Bidhannagar Municipal Services Division.
 - No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Tender without the specified earnest money will be treated as informal.

- ❖ The bidders should quote the rate both in figures and in words on the Schedule attached with the quotation Form and also in the space provided in the quotation Form. The rate should be quoted in one single handwriting and preferably with the same ink. Rates quoted in different hand writing shall be treated as informal.
- ❖ Any tender containing over writing is liable to be rejected.
- ❖ All corrections are to be self attested under the dated signature of the bidders without which tender may be informal.
- ❖ When a Bidders signs his Tender in an Indian Language, the total amount tendered should also be written in the same language. In the case of illiterate bidders, the rates tendered should be attested by a witness.
- ❖ The bidders 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
- ❖ Any letter or other instrument submitted, separately, in modification of the sealed tender may not be entertained.
- ❖ Conditional Tender, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to be (he/she will have to produce necessary documentary evidence of his having done so at the time of receiving any payment for the summarily rejected.
- ❖ Income Tax, GST, Royalty, Construction Workers' Welfare Cess and similar other statutory tax/ levy/ cess as would be in force from time to time will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges. Service Tax, if applicable would be reimbursed subsequently.
- ❖ The Tender Accepting Authority does not bind himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason whatsoever to the intending bidders and also reserves the right to distribute the work amongst more than one bidders.
- ❖ The bidders will have to, if so desired by the Tender Accepting Authority, submit his/her/their analysis to justify the rate quoted by him. The tenders will be opened, as specified in the list of works, in presence of the participating bidders or their duly authorised representatives, who may be present at the time of opening and who may also put their signatures in the Tender Opening Register.
- ❖ The Bidders, whose Quotation is approved for acceptance, shall within 7 (Seven) working days of the receipt of Letter of Acceptance to him, will have to execute 'Formal Agreement' (Quotation turn into Tender) with the Quotation Accepting Authority in duplicate copies of W.B.F. No. 2911 **ii) which may be purchased on cash payment from the office of the Executive Engineer concerned with the work.**
- ❖ If any Bidders withdraws his tender before its acceptance or refuses/fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal/refusal/failure, he/she/they shall be disqualified for submitting any tender in this Division/Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
- ❖ **In the following cases a tender may be declared informal and unacceptable.**
 - Correction, alterations, additions, etc. if not attested by the bidders.
 - Earnest Money in the form of Government Security etc. not held by the bidders and not properly pledged, Earnest Money in the form of T. R. Challan, D.C.R/Demand Draft, etc. which are deposited short and/or not deposited in favour of the Executive Engineer, Bidhannagar Municipal Services Division .
 - 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 of Tender Form as are required to be filled in.
 - If the specified pages of the Tender Document are not signed by the bidders.
 - If the tender is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.
- ❖ For the return of the Earnest Money of the unsuccessful bidders(s), he/they is/are to apply for the same to the Executive Engineer, Bidhannagar Municipal Services Division giving the reference to the work,

N.I.Q. No., date of Quotation, amount and mode of Earnest Money deposited- all in a complete form. The Earnest Money of all bidders other than the lowest bidders in each case, may be refunded, after acceptance of the rate in the comparative statement, as early as possible.

❖ **To verify the competency, capacity and financial stability of the intending bidders(s), the Tender Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.**

❖ **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 entertained.**

❖ **Withdrawal of Quotation:-**

If any Bidder found lowest after opening of the financial bid withdraws his Bid before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for making any bid to the department for a **minimum period of one year&EMD will be forfeited by the Government and the bidder/contractor penalized in terms of provisions in the notice of the tender.** All cases in which the Quotation Accepting Authority has reason to doubt the bonafide of such withdrawal should be reported to the Competent Authority in all details for issuance of such disqualification orders by the competent authority under intimation to the e-Tender Cell and also this Department. Copy of such Order should invariably be communicated to the Nodal Officer, e-Quotation of this Department with a request to upload the same in the Departmental website.

❖ **Addenda / Corrigenda:** If published.

Note : *Contractors are to keep track of all the Addendum / Corrigendum issued with a particular quotation and enclosed all the above signed along with the NIQ. Quotation submitted without the Addendum / Corrigendum will be treated as informal and liable to be rejected.*

❖ **Quoted rate should be included GST, IT, CESS and other applicable Taxes, if any.**

❖ Participation in this bid deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting Quotation.

❖ The undersigned reserves the right to annul the whole process of Quotation without assigning any reason whatsoever.

❖ The bidders are bound by the terms and condition of W.B.F No. 2911 along with the specification, notice of Quotation along with all enclosures, Special terms & condition, if any and schedule of works etc. This forms part and parcel of the contract.

❖ No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.

❖ The accepting authority reserves the right to reject any or all the bids/offers/proposals received without assigning any reason whatsoever to the intending participants including lowest bid/offer/proposal received.

❖ After acceptance of Quoted rate of Lowest Bidder, agreement to be made with the Department by the Bidder (Lowest) in W.B. Form No. 2911 (as decided by the Authority) and the Quotation will be converted and treated as Tender. This may be purchased on cash payment from the office of the Executive Engineer concerned with the work.

❖ All items will be supplied at the Nirman Bhawan, Salt Lake, under UDMA Dept.

❖ All items will be received after proper checking.

❖ Items with any torn, cut mark, etc. will be rejected & returned for replacement.

❖ All items should be supplied within 7 days from the date of issue of supply order & in case of failure, the supply order will be cancelled.

❖ No transportation cost will be provided from this end.

❖ All items are to be supplied in a single lot.

❖ Payment will be made in total only after satisfactory receipt of items as per quantity mentioned above.

❖ **MODIFICATIONS OF CLAUSE NO-17 AND CLAUSE NO-25 OF WEST BENGAL FORM NO-**

2911 :- (This bears concurrence of Group-T of Finance (Audit) Department vide their U.O. No-417;

Dated 22.08.2017) &No: 5784-PW/L&A/2M-175/2017 Dated: 12.09.2017 of PWD Govt. of West Bengal.

Clause-17 of Contract of the Printed Tender From shall be substituted by the following:-

Clause17.-If the contractor or his work men or servants or authorized Representatives shall break, deface, injure, or destroy any part of building, inWhich they may be working, or any building, road, road-curbs, fence,enclosure, water pipes, cables, drains, electric or telephone posts or wires,trees, grass or grassland or cultivated ground contiguous to the premises, onwhich the work or

any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfection become

apparent in it at any time whether during its execution or within a period of three months or one year or three years or five years, as the case may be (depending upon the nature of the work as described in the explanation appended hereto) hereinafter referred to as the Defect Liability Period, from the actual date of completion of work as per completion certificate issued by the Engineer-in-Charge, the contractor shall make the same good at his own expense, or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-Charge shall be final and binding on all concerned) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to the contractor from the Government or from his security deposit, either full, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer-in-Charge (which opinion shall be final and conclusive against the contractor), of making such damage or imperfection good shall exceed the amount of such security deposit and/or such sums, it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force. Provided further that the Engineer-in-Charge shall pass the "Final Bill" and certify thereon, within a period of thirty days with effect from the date of submission of the final bill in acceptable form by the contractor, the amount payable to the contractor under this contract and shall also issue a separate completion certificate mentioning the actual date of completion of the work to the contractor within the said period of thirty days. The certificate of the Engineer-in-Charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the work held with the Government under the provision of clause 1 hereof shall be refundable to the contractor in the manner provided here under:-

(a) For work with **three months Defect Liability Period:**

(i) Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.

(b) For work with **one year Defect Liability Period:**

(i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.

(c) For work with **three years Defect Liability Period:**

i) 30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;

ii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;

d) For work with **five years Defect Liability Period:**

i) No security deposit shall be refunded to the contractor for 1st 3 years from the actual date of completion of the work;

ii) 30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work;

iii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work;

Explanation:

The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of this contract. For

(i) The work of patch repair or patch maintenance in nature or a combination thereof, the Defect Liability Period of the work shall be

Three months from the actual date of completion of the work.

(ii) Thorough Bituminous Surfacing work with bituminous thickness less than 40 mm, Repair & Rehabilitation of any road / bridge / culvert / building / Sanitary & Plumbing work, the Defect Liability Period of the work shall be one year from the actual date of completion of the work;

(iii) Extension of building / bridge / culvert, Construction of new flexible pavement up to bituminous level which has been designed for a period of 3 years or more, Widening and strengthening of flexible pavement designed for a period of 3 years or more,

Improvement of riding quality / Strengthening of flexible pavement designed for a period of 3 years or more; Providing only mastic asphalt layer over existing bituminous surface without providing bituminous profile corrective course / bituminous basecourse, the Defect Liability Period of the work shall be three years from the actual date of completion of the work;

(iv) Construction of new building / new bridge / new culvert, Re construction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work;

(2) The following paragraph shall be added to the Interpretation Clause of CONDITIONS of CONTRACT:-

"The word 'Government' means the Government of the State of West Bengal in Public Works Department."

This bears concurrence of Group-T of Finance (Audit) Department vide their U.O.No.417 Dated 22.08.2017:

This notification will take immediate effect.

As per Notification No. 1M-32/23/285-R/PL; Date – 02/08/2024

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

This clause shall be incorporated in the Notice inviting tender.

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

As per Order of E-in-C & Ex-Officio Secretary of PWD vide Memo No. 760-ENC/2024 ; Date – 06/08/2024

In terms of Notification no.1M-32/23/285-R/PL; Date – 02/08/2024, Defect Liability Period (DLP) for **Construction work of new flexible pavement up to bituminous level, widening and strengthening / improvement / strengthening work of flexible pavement** will be 5(Five) years.

Hence design life for bituminous layer for all the aforesaid works in case of stage construction of bituminous pavement will be same as hat being considered in case of RIDF works vide MOM circulated by the Engineer in Chief and Ex – Officio Secretary, PWD under memo no. 4P-2/20/185-R/PL dated 02.07.2020.

❖ **There will be no provision of Arbitration.**

Clause 25 of West Bengal Form No. 2911 is modified vide notification no. 8182-F(Y) dated 26/09/2012 of Finance Department, Govt. of West Bengal, as follows:

“Except where otherwise provided in the contract all question and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts designs, drawings, specifications, estimate, instructions, orders or these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter; If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer-in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 (fifteen) days request the Chairman of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision within a period of three months from the date of receipt of the contractor’s letter.

The Dispute Redressal Committee in each of the works Departments shall be constituted with the following officials as members:

1. Additional Chief Secretary / Principal Secretary / Secretary of the Department concerned.	Chairman
2. Engineer-in-Chief / Chief Engineer or any officer of equivalent rank of the Department.	Member
3. One Designated Chief Engineer / Engineer of the Department to be nominated by the Department concerned.	Member Secretary and Convenor
4. One representative of Finance Department of the Government not below the rank of Joint Secretary or Financial Adviser in case of the works Department where FA system has been introduced.	Member

❖ **Additional terms and conditions:-**

- 1) 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 Quotation is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. The instruction given by the Sub-Divisional Officer and the Junior Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.
- 2) The Government shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike, etc. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
- 3) *The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & Abolition) Rules, 1970, and (b) Minimum Wages Act, 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.*
- 4) No mobilization / secured advance will be allowed unless specified otherwise
- 5) All working tools and plants, scaffolding, construction of vats and platforms will have to be arranged by the contractor at his own cost. The contractor shall also supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
- 6) A machine page numbered Site Order Book (with triplicate copy) will have to be maintained at site office by the contractor and the same has got to be received from the Engineer-in-charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
- 7) The work will have to be completed within the time mentioned in the Quotation notice. A suitable work programme is to be submitted by the contractor within 7 (Seven) working days from the date of receipt of Work Order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7 (Seven) working days from the date of receipt of Work Order who will receive instruction of the work, sign measurement book, bills and other Government papers, etc. However the contractor will have to accept the work programme and priority of work fixed by the Engineer-in-charge.

- 8) All possible precautions should be taken for the safety of the people and workforce deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a public thoroughfare.
- 9) The contractor will have to maintain qualified technical employees having diploma/degree in civil engineering.
- 10) The quantities of different items of work mentioned in the Quotation schedule or in Work Order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess in any item beyond 10% or any supplementary works, prior approval of the Superintending Engineer / Chief Engineer would be required depending on whoever be the Quotation Accepting Authority.
- 11) Engagement of Sub-Contractor/Subletting is not permitted.
- 12) The successful bidder will have to establish field testing laboratory equipped with requisite instruments in conformity with relevant code of practice and technical staff according to the requirements of works to be executed. The executing agency will have to produce satisfactory test report of all the materials of the work as well as on samples collection jointly by him and concerned authority of the Engineer-in-Charge from all completed / ongoing items of works as per relevant codes of practice at his own cost from any Govt. approved / Govt. testing laboratory
- 13) Joint Venture will not be allowed for works up to 25 Crores.
- 14) A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally for a single job, all his applications will be rejected for that job, without assigning any reason thereof.
- 15) All materials required to complete execution of the work shall be supplied by the contractor after procurement from authorized and approved source and the material brought to the site must be approved by the Engineer-In-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect.
- 16) For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & plants etc. would be entertained under any circumstances.
- 17) When one item of work is to be covered up by another item of work the latter item shall not be done before the former item has been measured up and has been inspected by the Engineer-in-Charge or the Sub-Divisional officer/Assistant Engineer, as the authorized representatives of the Engineer-in-Charge and order given by him for proceeding with the latter item of work. When however, this is not possible for practical reasons, the Junior Engineer, if so authorized by the Engineer in charge or the Sub-Divisional Officer/Assistant Engineer may do this inspection in respect of minor works and issue order regarding the latter item.
- 18) In case of fore closure or abandonment of the works by the Department, the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.
- 19) The contractor shall have to arrange at his own cost, the required energy for operation of equipments and machineries, for operating of pumping set, illuminating work site, office etc. that may be necessary in difference stages of execution of work. No facility of any sort will be provided for utilization of the departmental sources of energy existing at site of work.
- 20) Departmental materials such as cement, steel, etc. will not be issued to the agency. The agency should submit the authenticated challan of the materials with the Invoices from the Distributors/Dealers approved by the Principal manufacturers and Test certificates from the organization as approved by the Engineer-in-Charge.
- 21) Detail Organizational structure, manpower, resources, Technical staffs with their expertise and experience should be submitted by the Agency at the time of application.
- 22) The Contractor shall also abide by the provision of the child labour (Prohibition & Regulation Act, 1986). No labour below the specified age (As per G.O.) shall be employed for the work.
- 23) Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01.11.2006 in pursuance with G.O. No. 599A/4M-28/06 dated 27.09.2006. Successful Bidders will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.
- 24) The Contractor shall have to make his own arrangement for palatable Water, both for the work and use by his workers, for all tools and plants etc. required for the work.
- 25) Steel materials procure and supply by the Agency shall be of TOR steel rod/HYSD/TMT bar of Fe415/Fe500/Fe550/550D grade (The grade shall be decided by the EIC or as per instruction reflect on the approved drawing of this department or as stipulated in the SOR of PWD or as mentioned.
- 26) Cement procure by the Agency shall be of Ordinary Portland Cement of 53 grade, 43 Grade conforming IS-8112 or PPC/PSC (The grade to be decided by the EIC or as per instruction reflect on the approved drawing of this department or as stipulated in the SOR of PWD or as mentioned.
- 27) Facilities for the Electric connection will be made by this Department against an application to the concerned Executive Engineer but the contractors have to bear all the expenses. Whenever a work is carried out in municipal area, electric lights or electric danger signals whenever available shall be provided by the contractors on the barriers as well as paraffin lights.
- 28) Bank Solvency certificate/Credit Limit certificate from a schedule bank needs to be enclosed.
- 29) Copies of IT(last five FYs), P.T. clearance certificates, GSTIN Registration No, PAN,TRADE LICENSE issued by the Competent Authority and Rules framed there under etc. should be furnished along with the applications.
- 30) Cost of damaged and / or dismantled materials is deductible as per standing order.
- 31) If for any reason whatsoever, the work is suspended or abandoned, either in full or in part, no compensation will be made to the Contractor.

- 32) The successful bidder shall have to abide by all labour related and other rules, regulation and laws of the land and the Tender Inviting Authority in no way shall be held responsible for financial or any other consequence arising out of non of noncompliance of the same.
- 33) Uploaded documents of valid successful bidders may be verified with the original in due course. The valid successful bidders have to show the originals to the concerned authority as and when required.
- 34) If any erroneous printing found after agreement or any time in the SOQ (Schedule of Quantity) or Rate, the Tender Inviting Authority reserve the rights to correct the same as per approved original estimate.
- 35) Bidding documents (NIQ and SBD) is to be uploaded by the bidder. The bidder has to only agree/disagree on the condition in the bidding document. The bidders who disagree on the condition of bidding document cannot participate in the tender and his/their bid will be treated as informal.
- 36) Even through the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
 - i) Made misleading or false representation in the forms, statements, affidavits, and attachments submitted in proof of the qualification requirements and/or record of submission of any false/ fake document(s).
 - ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- 37) During the scrutiny, if it comes to the notice of the tender inviting authority that the credential(s) and/or any other paper(s) of any bidder is / are incorrect/ manufactured/ fabricated, that bidder(s) will not be allowed to participate in the tender and that application will be rejected outright.
- 38) The estimated amount of tender may not be fully utilized after issuance of related work-order and no claim in this regard will be entertained.
- 39) Any kind of advance payment whatsoever, escalation of price of any materials including raw materials increase in the labor cost, increase in the transport cost etc. and consequent cost over runs will not be entertained under any circumstances & thus conditional tender will not be accepted.
- 40) The Executive Engineer, Bidhannagar Municipal services Division , UD&MA Dept. Possess the sole right and authority to issue technical eligibility to the candidates whose candidature are acceptable to him. No challenge in such respect of issue would not be allowed and would be acceptable by law.
- 41) The Executive Engineer, Bidhannagar Municipal services Division, UD&MA Dept reserves the right to cancel the N.I.Q. or issue corrigendum notice to the NIQ due to unavoidable circumstance and no claim in that respect will be entertained.
- 42) **The applicant must inspect the site of work and get acquainted with site conditions. All factors relating to the facilities available and problem to be faced during work should be taken into account before quoting rate.**
- 43) No extra cost towards any accident of the engaged personnel will be borne by the Department and any compensation towards accident of the engaged personnel will be borne by the Agency.
- 44) No claim for employment in Government Service will be accepted in any causes.
- 45) The undersigned or any authorized Officials reserve the right to instruct the Agency for withdrawal of personnel without showing any reasons.
- 46) The undersigned reserve the right to modify any terms and conditions if necessary in the interest of the Government which must be accepted by the Agency otherwise the work order will be cancelled forthwith without showing any reasons. The undersigned also reserves the right to cancel the agreement by giving a notice of 1 (one) month before cancellation to the agency without assigning any reason.
- 47) Tender inviting authority reserves the right to rectify/replace/substitute any rate of the priced schedule put to tender in case of any in-advertent/ typographical mistake both in figure as well as in words prior to execution of formal tender.
- 48) The Bid Evaluation Committee reserves the right to ignore minor deficiencies at their discretion in case of first call and no challenge whatsoever against such decision of the said committee will be entertained. In case of 2nd Call, the Bid Evaluation Committee reserves the right to ignore some deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained. In case of third and subsequent calls, the Bid Evaluation Committee reserves the right to ignore more and more deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained.
- 49) Bidders should upload their documents from original copies. Uploading Photocopy & illegible copies will not be accepted.
- 50) This NIQ shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority, shall have to sign the contract consisting of NIQ, all tender documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto and standard West Bengal Form No. 2911.
- 51) Recovery of unserviceable materials would be realized from the final bill of the agency as per rate approved by the competent authority.
- 52) All the disputes arising from the provisions of the said Quotation agreement come under the jurisdiction of the Calcutta High court or any other competent court as the case may be.

Executive Engineer
Bidhannagar Municipal Services Division

28/8/25
028/17/25

Memo No: 1410/1(11)

Dated: 28/08/2025

Copy forwarded for information & necessary action to:-

- 1) The Administrator, Bidhannagar, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 2) Joint Secretary IT/eGov. cell, Nagarayan, Urban Development Department, DF-8, Sector – I of Salt Lake City with request to upload the Notice in the Departmental Website www.wburbnservices.gov.in
- 3) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 4) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 5) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 7-8) The SDOs/ Salt Lake Drainage Sub-Division/Salt Lake Roads Sub-Division
- 9-10) Accounts branch / Office Notice Board.
- 11) The J.E.(Concerned), Salt Lake Drainage Sub-Division /Salt Lake Roads Sub-Division under Bidhannagar Municipal Services Division , Nirman Bhawan


Executive Engineer
Bidhannagar Municipal Services Division

28/8/25