OFFICE OF THE EXECUTIVE ENGINEER
BIRBHUM DIVISION
MUNICIPAL ENGINEERING DIRECTORATE
GOVERNMENT OF WEST BENGAL

Memo. No. MED/ BIR/446 / 1S-16 /2022 **Dated :- 30.10.2025**

N O T I C E I N V I T I N T E N D E R

Notice Inviting e-Tender No. WBMAD/ NIT- 5 /EE/BIR/2025-26
of The Executive Engineer, Birbhum Division
Municipal Engineering Directorate
Government of West Bengal

Executive Engineer, Birbhum Division, Municipal Engineering Directorate, Government of West Bengal, on behalf of the Hon'ble Governor of West Bengal, invites e-tender from bonafied and resourceful Electrical contractors fulfilling the eligibility criteria as mentioned below for the work(s) detailed in the following table.

(Submission of Bid through online)

- **Name of Work, Time of completion of work, Estimated Value of work put to Tender, Earnest Money & location of work:**

Sl no	***Name of the works***	***Estimated Amount put to tender including 18% GST and 1% CESS (in Rs)***	***Earnest Money @ 2% (Rs)***	***Period of Completion***	***Location of Work***	***Defect Liability Period*** (As per G.O. No. 5784-PW/L&A/2M-175/2017, dt. 12.09.2017)
1	Construction of Proposed Urban Health & wellness Centre for Sainthia Municipality at Mouza-Sainthia,J.L.No.95,Plot No.21 at Jol Tanky para,Dharma rajtala para ,Ward No.02. including Sub Soil Investigation and Electrification works	3564027.00	2% of estimated amount put to tender. (Rs.**71281.00)**	6(Six) months from the date of issuance of work order.	Sainthia Municipal area.	05 (*five*) year(s).
2	Construction of Proposed Urban Health & wellness Centre for Dubrajpur Municipality at Gobortata,Mouza-Jangal Dubrajpur,J.L.No.138,Plot No.211,Ward No.01. including Sub Soil Investigation and electrification works	3564032.00	2% of estimated amount put to tender. (Rs.**71281.00)**	6(Six) months from the date of issuance of work order.	Dubrajpur Municipal area.	05 (*five*) year(s).

NB: - (i) Intending Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the successful L1(Lowest) Bidder will have to pay the cost of tender documents of 3 (*Three*) sets @ price mentioned in the list of scheme of eNIT 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 any contractor (L1) expressed 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 contactors, eligible to tender in a specific work on receipt of written requisition well in advance for the same. An earnest money as mentioned above shall have to be deposited by all intending tenderers. In any case Fixed Permanent Security Deposit will not be entertained as an earnest money.

(ii) Payment to the contractor for the work shall be made by competent authority after submission of "passed for payment" Bill through the Engineer-in-Charge (Executive Engineer Civil of the concerned Division, MED).

(iii) Sites of work as mentioned in the above table may change, if necessary, within the area of ULB concerned.

(iv) Proposed Work Site Drawings are available at the Office of the Executive Engineer, M.E.Dte. , Birbhum Division.

(v) Lay out plan for internal & external electrification works should be prepared by the L1 bidder and should take approval from the competent authority before execution of works.

(vi) Intending Bidders may quote their rates accordingly after site verification and seeing the relevant drawings. No claim in this regards will be entertained in future.

1. In the event of e-Filling, intending bidder may download the tender document from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate. EMD has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No. **3975-F(Y) dated 28thJuly, 2016** read with Finance Department vide No. **5688-F(Y)dt.03.11.2016**.

1.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

1.2. RTGS/NEFT in case of offline payment through bank account in any

bank. (*Details of which has been narrated in "Instruction to Bidders"*).

Modalities regarding receiving performance Bank Guarantee will be as detailed in Finance Department memorandum No. 2691-F(Y) dt.02.05.2017.

Tender document may be download from website & submission of Technical Bid / Financial Bid as per Tender time schedule stated in "Date & Time Schedule".

The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.

1.1.A bidder desirous of taking part in a tender shall login to the e-Procurement Portal of the Government of West Bengal https://wbtenders.gov.in using his login ID and Password and thereafter may download the tender document consisting of this N.I.T., Instruction to Bidders (Section – A), different Forms & Affidavits (Section - B), Special Terms & Conditions (Section-C), Specification of Work (Section – D), Additional Terms & Conditions and specification for Electrical works (Section -E)& Schedule of Works

(BOQ), W.B. Form No. 2911and Addenda & Corrigenda (*if any*) from the website directly with the help of Digital Signature Certificate.

2. **Eligibility criteria for participation in tender:**

2.1. **Requirement of Credentials:**

2.1.1 For 1st call of e- NIT:

2.1.1.1. Intending tenderers should produce credentials of a similar nature of Completed work of the minimum value of 40% (*forty percent*) of the estimated amount put to tender during Last 5 (*five*) years prior to the date of issue of the tender notice; or,

2.1.1.2. Intending tenderers should produce credentials of 2 (*two*) similar nature of completed work, each of the minimum value of 30% (*thirty percent*) of the estimated amount put to tender during last 5 (*five*) years prior to the date of issue of the tender notice; or,

2.1.1.3. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% (*eighty percent*) or more and value of which is not less than the desired value at (2.1.1.1.) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

2.1.2 Annual Turn Over - Having average audited annual turnover (in 3CB/3CD format) of at least 40% of estimated amount put to tender in any one year in preceding three Financial years from the publication of this NIT.

3.1. **Other terms and conditions of the credentials:**

3.1.1. Payment certificate will not be treated as credential;

3.1.2. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, on the executed value of completed / running work will be taken 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. The completion certificate should indicate the value of the work (equal to booked expenditure).

N.B. The credential certificate for completed works should contain (a) Name of work (b) Tender ID (c) Estimated Amount(d) Tendered amount, (e) Bill Value of executed work (f)Date of Completion as per NIT and (g)Date of Completion of project along with telephone number & detail address for communication of client must be indicated in the Credential Certificate.*[Statutory Documents]*

3.1.3. PAN Card, Valid Professional Tax Deposit Challan, Upto date Income Tax returned, Valid Trade License, Electrical Contractory Licence & Supevisory Licence, PF & ESI , Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with upto date GST return in 3B format with relevant document(s) and any other(s), if applicable, to be accompanied with the Technical Bid document.

[Statutory Documents]

3.1.4. The prospective bidders or any of their constituent partner(s) should not have abandoned any work. Not any one of their contracts should have been rescinded during the last 3 (*three*) years from the date of publishing of this NIeT. Such abandonment or rescission will be considered as disqualification towards eligibility (a declaration in this respect through Affidavit will have to be furnished by the prospective bidders without which the technical bid will be treated as non-responsive. Neither prospective bidder nor any of constituent partner(s) should have been debarred to participate in tender(s) by the any Department, Government of West Bengal during the last 2 (*two)* years prior to the date of this NIeT. Such debarment will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).

3.1.5. In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CB/CD Form to be furnished along with Balance Sheet and Profit and Loss Account and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited Report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

[Non Statutory Documents]

3.2. **Requirement of Machineries:**

Contractors should arrange all machineries, tools and plants as per direction of EIC in good and workable condition as and when required.

3.2.10. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. Valid Professional Tax Deposit Challan, PAN Card, EPF,ESI, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting papers.

[Non Statutory Documents]

3.2.11. Joint Ventures will not be allowed.

3.2.12. As per memorandum no. 311-W(c)/1M-132/15 dated.28.03.2018 of PWD, for building works worth value less than Rs. 25 crore & which are predominantly Civil work in nature with electrical components less than 25% of the estimate damount put to tender, the Civil contractor is allowed to submit an agreement in non-judicial stamp paper of requisite value with an electrical contractor for execution of the electrical components of the work. In that case the electrical contractor will have to qualify for all requirements set forth in the NIeT for electrical works including credential, electrical supervisor's certificate of competency (SCC) etc. The Civil contractor will have to qualify for all requirements set forth in the NIeT including requisite credential for Civil component of such works but excluding credential and SCC requirements for electrical works. However, the onus and full responsibility of execution of the total work (Civil & Electrical) will be on the civil contractor who will execute

the agreement with the Department. Payment will also be made to the c ivil contractor only

3.2.13. A partnership firm will have to furnish the registered partnership deed and a company will have to furnish the Article of Association and Memorandum.

[Non Statutory Documents]

Where an individual person hold a digital certificate in his / her own name duly issued to him / her against the company or the firm of which he / she happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his / her favour, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provision of the Registration Act.1908 as per G.O. no. 61/SPW/12 dated 08/06/2012.

3.2.14. Partnership Firm, Company Limited Firm, Private Company Limited Firm shall be registered by the respective competent authority from the Registrar of Firms, Society, Non-Trading Corporation, Registrar of Companies etc. & copy of Registration Certificate (*with allotment of Registration No.*) will have be submitted, otherwise the Technical Bid will not be considered for qualification & Financial Bid shall not be opened.

4. The successful bidder will have to arrange any field testing should also be arranged by the bidder by their own expense as per direction of EIC from approved laboratory/ Govt. laboratory.

5. The payment will be made as and when fund is available from the concerned source. No claim whatsoever for delay in payment, if any, will be entertained. Retention money towards Performance Security Amount to 10% *(Ten percent*) including 2% earnest money of the value of the work will be deducted from the running account bill of the tender as per prevailing order. No interest will be paid on security deposit.

The entire amount of such security deposit shall be refunded without any interest only upon recommendation of the EIC as per clause mentioned in G.O. No. 5784-PW/L&A/2M-175/2017, dt. 12.09.2017 of Principal Secretary, Public Works Department.

All usual deductions for taxes as applicable i.e. GST, IT, and Labour Welfare Cess etc. as applicable will be made from the bills time to time. Retention money towards performance Security / Security Deposit amount to 8% (eight percent) of the value of the work will be deducted from the running account bill of the tender. 2 % EMD of L1 bidder will be converted to Security Deposit and total Security Deposit will be 10 %. No interest will be paid on security deposit. Security Deposit will be refunded as per G.O. No. 5784-PW/L&A/2M-175/2017 Dated: 12.09.2017

Additional Performance Security Deposit, if any, will be as per Finance Department G.O. No. 4608-F(Y), Dt. 18.07.2018.

6. Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from the bill(s) of the contractor(s) on all contracts awarded on or after 01/11/2006 in pursuance with G.O. no. 599A/4M-28/06 dated 27/09/2006. GST, Royalty & all other Statutory levy / CESS will have to be borne by the contractor & the schedule of rates are inclusive of all the taxes & CESS stated above as per rule.

Successful Tenderers will be required to obtain valid Registration Certificate & Labor 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.

Successful tenderers will be required to observe the following conditions strictly:

6.1. Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.

6.2. Minimum wages to the workers shall be paid according to the rates notified and / or revised by the State Government from time-to-time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.

6.3. Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.

6.4. All liabilities arising out of engagement of workers are duly met before submission of bills for payment.

If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

7. BOQ for the works under this NIeT is based upon the schedule of rates of estimate based on Public Works Directorate, Government of West Bengal with Addendum & Corrigendum as mentioned hereinafter, the bidders shall quote their rate (percentage above / below / at par) accordingly considering that no escalation and / or price adjustment will be allowed by the Department thereto under any circumstances.

8. **No Mobilisation Advance and Secured Advance will be allowed**.Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site. The agencies will have to install the above machineries on the site within 15 (*fifteen*) days from this end positively with application of Tender.

9. Bids shall remain valid for a period not less **270** (*Two hundred seventy*) days from the last date of submission of Financial Bid / Sealed Bid. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to conform with the relevant schedule of rates prevailing at the time of floating of tender and / or technically sanctioned estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained.

10. All materials required for the proposed works / scheme as mentioned in the specification will have to be of specified grade & approved brand in conformity with the relevant code of practice (*latest revision*) & manufactured accordingly & will have to be procured & supplied by the agency at his / their own cost including all taxes. Authenticated evidence for purchase of electrical materials is to be submitted along with challan and test certificate. In the event of further testing opted by the Engineer-in-Charge, such testing

from any Government approved / Government Testing Laboratory will have to be conducted by the agency at his/their own cost.

11. Date & Time Schedule:

Sl. No.	Particulars	Date and Time
1	Date of publishing eNIT Documents.(*online*) (*Publishing Date*)	30.10.2025 From 6:00 P.M. onwards.
2	Tender Document download start date and time. (*online*)	30.10.2025 From 6.00 P.M. onwards.
3	Start Date of Bid Submission. (*Technical and Financial*) (*online*)	30.10.2025 From 6:00 P.M onwards.
4	Closing date and time of download of Tender Document (*online*).	18.11.2025 up to 10.00 A.M
5	Closing date and time of Bid submission (*Technical and Financial*) (*online*).	18.11.2025 up to 12.55 A.M
6	Date and time of opening of Technical Proposals (*online*).	20.11.2025 after 1.00 P.M
7	Date and time of uploading of list of Technically qualified bidders.(online)	Will be notified later on.
8	Dateof uploading of final list of technically qualified bidders after disposal of appeals, if any.	Will be notified later on.
9	Date and time of opening ofFinancial Proposal (online).	Will be notified later on.

12. There will be no provision of Arbitration.

In this connection vide No.215(Law)/UDMA-15011(99)/17/2023-LS-UD ,dated 10th.March 2023 order of the Principal Secretary , Deptt. of UD&MA shall be followed if otherwise not mentioned anything else.

13. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense. Issuance of letter of acceptance / Work Order may be delayed and / or work may be financially restricted upto the limit of existing administrative approval until receipt of administrative approval / revised administrative approval from the competent authority (*in applicable cases*). Also issuance of letter of acceptance / work Order may be delayed and / or work may be restricted in some stretches till necessary land for the same is made available and / or encroachments are removed (*in applicable cases*). No claim, whatsoever, for such delay in issuance of Letter of Acceptance / Work Order and / or restriction of work will be entertained. Intending bidders may keep these criteria in mind while participating in tender and / or while quoting their rates.

Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for "Electrical Works " Mechanical Works" from 1st November 2017 along with up to date corrigenda & addenda and approved rates of the Superintending Engineer, Respective Circle, KMDA, Government of West Bengal.

14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

15. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced. Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by the Government.

16. Intending bidders may be present in the Office of office of the Executive Engineer, Birbhum Division, Municipal Engineering Directorate, Government of West Bengal, during opening of the Tender as per the dates mentioned in the notice to observe the tender opening procedure.

17. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.

18. In the event of acceptance of lowest tendered rate, no multiple minimum rate will be considered by the Department.

19. In case of item rate tender, the technically qualified bidder, whose total offered price considering sum of offered prices of all the items of works taken together, stands lowest, will be considered for acceptance. In no case lowest bidder of individual items of works will be considered for acceptance for the corresponding items of works.

20. **The Tender Inviting Authority reserves the right to cancel the NIeT due to unavoidable circumstances and no claim in this respect will be entertained**.

21. 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 are incorrect / manufactured / fabricated, that tender will be out rightly rejected and further penal action may be taken against him as per rule.

22. In case there is any objection regarding prequalifying an agency, that should be lodged to the Chairperson & Convener of the Bid Evaluation Committee, i.e., the Executive Engineer Birbhum Division, Municipal Engineering Directorate, Government of West Bengal within 48 (*forty eighty*) hours (*including holidays*) from the date and time of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Bid Evaluation Committee. The objection may also be submitted to the E-mail ID eemedbir@gmail.com of the Executive Engineer, Birbhum Division MED within the said time frame.

23. Before issuance of Letter of Acceptance / Work Order, the tender inviting authority may verify the credentials & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer are either manufactured or false, in that case Letter of Acceptance / Work Order will not be issued in favour of that tenderer under any circumstances and further penal action may be taken against him as per rule.

24. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:

    (i) West Bengal Form No. 2911
    (ii) eNIT
    (iii) Special terms & Conditions
    (iv) Technical bid
    (v) Financial bid

In case of inadvertent typographical mistake in the BOQ / Schedule of Works/ Price Schedule/rates /elsewhere, the same may be treated to be so corrected as to conform with the relevant schedule of rates and / or technically sanctioned estimate.

25. **Bid Evaluation Committee (BEC):**

A Bid Evaluation Committee (BEC) has been constituted under the Executive Engineer Birbhum Division, Municipal Engineering Directorate, Government of West Bengal, who is the tender inviting authority for all works.

The members of Bid Evaluation Committee would be:-

1.	Executive Engineer , Birbhum Division, Municipal Engineering Directorate, Government of West Bengal	- Chairperson & Convener

2.	Assistant Engineer , Birbhum Division, Municipal Engineering Directorate, Government of West Bengal	– Member
3.	Divisional Accounts Officer / Divisional Accountant, Birbhum Division , MED.	– Member

The Bid Evaluation Committee will do the technical and financial evaluations of the bidders for different types of works and make recommendation to the tender accepting authority. The bidders will have to meet all the minimum criteria regarding:-

(a) Financial Capacity

(b) Technical Capability comprising of personnel & plant & equipment capability

(c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of his digitally signed documents in support of the minimum criteria as mentioned in (a), (b), (c) above with the help of his DSC and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such case the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice and further penal action may be taken against him as per rule.

26. 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 re tender, 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 some more deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained.

27. Bidders should upload their documents from original copies. Uploading Photocopy & illegible copies will not be accepted. TIA may call for any document at any stage of tendering process through online shortfall notice. The document(s) in possession of bidder on the date of submission of original tender only can be placed to the TIA. Any type of generation of document after the date of original tender submission shall not be allowed.

28. Quality Monitoring: Third Party quality audit may also be conducted for quality monitoring as per sole discretion of the Engineer-in-Charge.

29. This NIeT 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 NIeT, 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(ii).

30. As per memorandum no. 4608-F(Y) dated.18.07.2018 of Finance Department Govt. of West Bengal, the successful bidder will have to submitAdditional Performance Security @10%of the tendered amount, if the accepted bid value is 80%orless of the Estimated amount put to tender.

The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submitthe Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered/affected by provision of this Additional Performance Security.

31. **Cost of Tender Documents**: The intending Tenderers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering.

32. However, the successful bidder (L1) shall have to pay the cost of contract documents vide Notification No. 452-A/PW/0/10C-35/10 dated 26/07/2011 of the Secretary, Public Works Department, Government of West Bengal for each set at the time of formal agreement.

Executive Engineer
Birbhum Division,
Municipal Engineering Directorate,

Memo. No. MED/ BIR/446/ 1S-16 /2022 **Dated :- 30.10.2025**

Copy forwarded for information and for forwarded wide circulation through his Office Notice Board to:-

1. The Special Secretary , UD&MA Deptt & Director, SUDA, West Bengal
2. The Chief Engineer(South Zone), MED, Bikash Bhavan, Salt Lake Kolkata
3. The Additional Chief Engineer(South), MED
4. The District Magistrate, ,Birbhum. Suri
5. The Superintending Engineer, West Circle, MED, Patal Bazar Bardhaman.
6. The Chairman , Sainthia Municipality, Birbhum.
7. The Chairman , Dubrajpur Municipality, Birbhum.
8.

Executive Engineer
Birbhum Division,
.Municipal Engineering Directorate.

SECTION - A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to https://etender.wb.nic.in (*the web portal of Public Works Department*). The contractor is to click on the link for e-Tendering site as given on the web portal.

Digital Signature Certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

The contractor can search and download NIeT, Tender Document(s) and Addenda & Corrigenda (*if any*) electronically from computer once he/she logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Participation in more than one work: Not Applicable

(A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

A prospective bidder (*including his participation in partnership*) shall be allowed to participate in 2 (*two*) works anywhere for each set of prescribed machinery and equipment owned / lease hold agreement by the bidder. In no case a bidder will be allowed to participate in bid for more than 2 (*two*) works anywhere per set of required machineries.

Provided that in a particular NIeT, having multiple work, a bidder can participate in more than one work, provided the bid capacity permits and the bidder is capable to arrange and deploy separate set of required machineries for multiple works and complete the work in specified time).

Submission of Tenders:

General process of submission:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded Virus free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical proposal:

The Technical proposal should contain scanned copies of the following in further two covers (folders):

Statutory Cover Containing:

A. 6.2.0.1. Prequalification Application
(Section – B, Form – I)

A. 6.2.0.2. Earnest Money has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No. 3975-F(Y) dated 28PthP July, 2016.

(a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

(b) RTGS/NEFT in case of offline payment through bank account in any bank.

A. 6.2.0.3. Financial Statement
(Section – B, Form – II)

A. 6.2.0.4. Affidavit
(*Ref:- format for affidavit shown in "X" and Declaration "Y" inSection – B*)

A. 6.2.0.5. West Bengal Form No. 2911 &NIeT with all agenda & corrigendum *(download& upload the same digitally signed, quoting rate will only encrypted in the BOQ under Financial Bid. In case quoting any rate in West Bengal Tender Form No. 2911(ii) the tender liable to summarily rejected)*

A. 6.2.0.6.Special Terms, conditions & specification of works.

Non statutory Cover Containing:

A. 6.2.1.1. Professional Tax (PT) deposit receipt challan for the financial year 2017-2018, PAN Card, valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s) and any other(s) if applicable.

A. 6.2.1.2.Registration Certificate under Company Act. (*if any*).

A. 6.2.1.3.Registered Deed of partnership Firm / Article of Association & Memorandum.

A. 6.2.1.4. Registered Power of Attorney
(For Partnership Firm/ Private Limited Company, if any).

A. 6.2.1.5. Tax Audited Report in 3 CD Form along with Balance Sheet & Profit & Loss A/c for the last five years
(year just preceding the current Financial Year will be considered as year – I).

A. 6.2.1.6.Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op (S) (ARCS).

A. 6.2.1.7. Bye laws are to be submitted by the Registered labour Co-Op (S) & Engineers' Co.-Opt.(S).

A. 6.2.1.8. List of machineries possessed by own/ lease along with authenticated copy of tax invoice, delivery challan& waybill Ref.:- Cl. No. 3.2.9.& 20 and Section –B, Form - IV of this NIeT and a statement should be submitted with mentioning the present status and location of installation of main plant and machineries.

A. 6.2.1.9. List of laboratory Instrument along with authenticated Invoice &Challan.

A. 6.2.1.10.List of Technical staffs along with structure & organization *(Section – B, Form – III)*.

A. 6.2.1.11. Requisite Credential as per Cl. No. 3(i) and Section – B, Form – V of this NIeT. Scanned copy of Original Credential Certificate as stated in Cl. No. 3(i) of NIeT is to be submitted.

Note: Failure of submission of any of the above mentioned documents (as stated in A. 1.& A. 2.) will render the tender liable to be summarily rejected for both statutory & non statutory cover.

Opening & evaluation of tender:

Earnest money as per NIT of work for which tender has been called for, will have to be submitted online by all intending Tenderers.

Opening of Technical proposal:

Technical proposals will be opened by the Executive Engineer, Birbhum Division, Municipal Engineering Directorate, Government of West Bengal. Intending tenderers may remain present if they so desire.

Cover (folder) statutory documents (vide Cl. No. 6.A-1) will be opened first & if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 6.A2) will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected.

Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the tender evaluation committee.

Pursuant to scrutiny & decision of the Bid Evaluation Committee, the summary list of eligible bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

While evaluation the committee may summon the bidders(s) & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	1. Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act. 2017 with relevant document(s) and any other(s) if applicable. 2. PAN Card. 3. Valid P. Tax Deposit Challan. 4. Valid Trade License. 5. Upto date Income Tax returned, 6. Income Tax returned.
B.	Company Detail(s)	Company Detail - 1	1. Proprietorship Firm (*Trade License*) 2. Partnership Firm (*Partnership Deed, Trade License*) 3. Ltd. Company (*Incorporation Certificate, Trade License*) 4. Co-Operative Society (*Society Registration Certificate Copy, Trade License*) 5. Registered Power of Attorney.
C.	Credential	Credential – 1 Credential – 2	Similar nature of work done and completion certificate with Price Schedule or BOQ which is applicable for eligibility in this NIeT.
D.	Equipment	Laboratory Equipments Machineries – 1 Machineries – 2	1. Authenticated copy of Tax Invoice, Delivery Challan and Waybill (Plant / Machinery) 2. Authenticated copy of Tax Invoice, Delivery Challan and Waybill (laboratory)

Sl. No.	Category Name	Sub-Category Description	Detail(s)
E.	Financial Information	Work in hand	1. Financial Statement (Section – B, Form – II) duly filled up. 2. Affidavits – X and Declaration – Y. 3. Certificate of revolving line of credit by the Bank.
		Payment Certificate 1 Payment Certificate 2	Only Payment Certificate not the TDS Certificate. (*Issued by an Officer not below the rank of Executive Engineer*).
		Profit & Loss A/c. and Balance Sheet for the financial year 2024-25.	Profit & Loss A/c. and Balance Sheet (*with Annexure and 3CD form in case of Tax Audit*)
		Profit & Loss A/c. and Balance Sheet for the financial year 2023-24.	Profit & Loss A/c. and Balance Sheet (*with Annexure and 3CD form in case of Tax Audit*)
		Profit & Loss A/c. and Balance Sheet for the financial year 2022-23	Profit & Loss A/c. and Balance Sheet (*with Annexure and 3CD form in case of Tax Audit*)
		Profit & Loss A/c. and Balance Sheet for the financial year 2021-22	Profit & Loss A/c. and Balance Sheet (*with Annexure and 3CD form in case of Tax Audit*)
		Profit & Loss A/c. and Balance Sheet for the financial year 2020-21.	Profit & Loss A/c. and Balance Sheet (*with Annexure and 3CD form in case of Tax Audit*)
L.	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization (*as per NIeT.*)
		Technical Personnel on Contract	List of Technical Staffs along with Structures & Organization (*as per NIeT.*)

Tender Evaluation Committee (TEC)

Bid Evaluation Committee constituted under Executive Engineer with reference to Order no. 45-W(C)/1M-23/15 dated 13/02/2015 of the Principal secretary to the Govt. of W.B., P.W.D.

Opening of Technical Proposal:
Technical proposals will be opened by the Executive Engineer Birbhum Division, M.E.Directorate and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Financial proposal

The financial proposal should contain the following documents in one cover (folder) i.e., Bill of Quantities (BOQ). The contractor is to quote the rate (*percentage Excess / Less / At par*) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor

Financial capacity of a bidder will be judged on the basis of net worth and available bid capacity as mentioned in the NIeT to be obtained from the information furnished in Form – II (Section–B), i.e., Financial Statement.

The Audited Balance Sheet for the last 5 (*five*) years, Net Worth, Bid Capacity etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing longterm profitability including an estimated financial projection for the next 2 (two) years.

Penalty for suppression / distortion of facts:

Submission of false document, by tenderer is strictly prohibited & if found the matter may be referred to the appropriate authority for prosecution as per relevant IT Act / other relevant Acts and further penal action may be taken against him as per rule.

REJECTION OF BID

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

AWARD OF CONTRACT

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Letter of Acceptance. Refusal to accept an award after issuance of "Letter of Acceptance" or refusal to enter into contract with the Government without justifiable cause will lead to forfeiture of EMD of the said bidder in favour of the Government and appropriate penal action as per rule / as stated elsewhere in this NIeT will be taken against him.

All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite cost (Ref: of this N.I.T.) through Demand Draft / Pay Order /RTGS/NEFT issued from any nationalized / scheduled bank in favour of the Executive Engineer of the concerned work within time limit to be set in the letter of acceptance.

The Letter of Acceptance will constitute the formation of the Contract. Issuance of Letter ofAcceptance / Work Order may be delayed due to non-receipt of clear site for the work and no claim, whatsoever, for delay in issuance of Letter of Acceptance / Work Order will be entertained.

The Agreement in West Bengal From No. 2911 will incorporate all necessary documents e.g. NIeT, all addenda & corrigendum, special terms & conditions (Section – C), different filled-up forms (Section –B), BOQ, prevailing P.W. Directorate Schedule of Rates at the time of floating of NIeT, and the same will be constituted between the Tender Accepting Authority and the successful Bidder.

Online receipt and refund of EMD of e-procurement through State Government e-procurement portal.

Login by bidder:

A bidder desirous of taking part in a tender invited by a State Government Office / PSU / Autonomous Body / Local Body / PRIs, etc. shall login to the e-procurement portal of the Government of West Bengal https://wbtenders.gov.in using his login ID and password.

He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by select from either of the following payments modes:

A. 11.0.1.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

A. 11.0.1.2.RTGS/NEFT in case of offline payment through bank account in any bank.

Payment procedure:

Payment by Net Banking (any listed bank) through ICICI Bank PaymentGateway:

A. 11.1.0.1. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he will select theBank through which he wants to do the transaction.

A. 11.1.0.2. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

A. 11.1.0.3. Bidder will receive a confirmation message regarding success/failure of the transaction.

A. 11.1.0.4. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government / PSU / Autonomous Body / Local Body / PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD / Tender Fees.

A. 11.1.0.5. If transaction is failure, the bidder will again try for payment by going bank to the first step.

Payment through RTGS/NEFT:

A. 11.1.1.1. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

A. 11.1.1.2. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

A. 11.1.1.3. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

A. 11.1.1.4. If verification is successful, the Fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD.

A. 11.1.1.5. Hereafter, the Bidder will go to e-procurement portal for submission of his bid.

A. 11.1.1.6. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

Refund/Settlement Process:

A. 11.1.3.1. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the -e Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.

A. 11.1.3.2. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T±2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.

A. 11.1.3.3. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will refund, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T±2 Bank Working Days where Twill mean the date on which information on rejection of financial bid is uploaded to the -e Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

A. 11.1.3.4. If the L1 bidder accepts the LOI and the same is processed electronically in the e- Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place withinT±2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.

A. 11.1.3.5. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal.

EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L1 bidder.

In Such transfer will take place within T±1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

A. 11.1.3.6. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the e-Procurement portal for updation.

A. 11.1.3.7. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders.

A. 11.1.3.8. All refunds will be made mandatorily to the Bank A/C from which the payments of EMD & Tender Fees (if any) were initiated.

Refund/Settlement Process:

A. 11.1.4.1. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of the transactions on daily basis.

A. 11.1.4.2. The Tender inviting Authority of the Government Offices will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.

A. 11.1.4.3. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.

Executive Engineer
Birbhum Division,
Municipal Engineering Directorate,
Government of West Bengal.

S E C T I O N – B

F O R M – I

P R E - Q U A L I F I C A T I O N A P P L I C A T I O N

To
The Executive Engineer
Birbhum Division,
Municipal Engineering Directorate,
Government of West Bengal.

Ref : Tender for ……..(name of work)……
……

NIeT No…… Sl. No…… of The Executive Engineer..... Circle, Municipal Engineering Directorate, Government of West Bengal

Dear Sir,

Having examined the Statutory, Non-statutory & NIeT documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of……

in the capacity…… duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.

(b) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:-

1. Statutory Documents.
2. Non Statutory Documents.

Date…… Signature, Name and designation of authorized signatory

For and on behalf of …….

(name of the applicant)

SECTION – B

FORM – II

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

Name of Bidder:

1. The Bidder's Net Worth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.
2. Annual Turn Over

Year	Amount in Rs.	Document Reference as attached (Page no. etc.)
Year-5*(2020-21)*		
Year-4*(2021-22)*		
Year-3 *(2022-23)*		
Year-2*(2023-24)*		
Year-1*(2024-25)*		

3. B
   ank Solvency Certificate:

Amount in Rs……

Issuing Bank …… Branch……

Date of issue of Bank Solvency Certificate ……

Date……

Signature, Name and designation of authorized signatory

For and on behalf of ……

(name of the applicant)

AFFIDAVIT – "X"

(To be furnished in Non–Judicial Stamp Paper of appropriate value duly notarized)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.

2. The undersigned also hereby certifies that neither our firm…….nor any of its constituent partners have failed to executed more than one works contract under any directorate of Govt. of West Bengal and that neither our firm…….. nor any of its constituent partners was terminated by any sub-rule under Clause 3 of Tender Form No. 2911 and that neither our firm ……. nor any of its constituent partners was terminated under any clause of Standard Bidding Documents by the Engineer-in-Charge / Employer during last 3 (three) years.

3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.

5. Certified that I have applied in the tender vide **NIeT bearing No……** of the Executive Engineer, Head Quarter, Municipal Engineering Directorate, Government of West Bengal in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job and also not applied more than two works anywhere per set of required machineries.

6. The undersigned also hereby certifies that the Bid shall remain valid for a period not less than 270 (Two hundred seventy) days, after the dead line date for Bid submission.

7. I / we do hereby certify that I shall bring all requisite technical personnel and /or plants/ testing machineries / equipment for all the items of works as per relevant IS / IRC codes of practice and as per BOQ and as per direction of the Engineer-in-Charge at the time of execution of work at site even if upon technical evaluation I am declared as "qualified" without having all the requisite technical personnel and /or plants/ testing machineries / equipment at the time of submission of tender.

Date:

Signature, name and designation of
Authorised Signatory.

For and on behalf of
(Name of the Applicant)

S E C T I O N – B

F O R M – I I I

S T R U C T U R E A N D O R G A N I S A T I O N

A. 1 Name of Applicant : _ —

A. 2 Office Address :

Telephone No. :
Mobile No. :

A. 3 Name and address of Banker :

A. 4 Attach an Organization Chart showing the structure of the Company with names of key personnel and technical staff with Bio-Data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or corporation. Date:

Signature, name and designation Of Authorised Signatory.

For and on behalf of----------
(Name of the Applicant)

DECLARATION "Y"

(To be submitted in non-judicial stamp paper of appropriate value, duly notarised)

- I, the undersigned, declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct.
- Certified that required specified machineries for the works under this NIeT will be installed at the working site within 45 (*forty five*) days (maximum) from the date of LOA / work Order.
- The undersigned also hereby certifies that neither our firm _____ nor any constituent firm had been debarred to participate in tender by Public Works Department, UD&MA Deptt. Or other Govt. deptt.during the last 5(*five*) years prior to the date of this NIeT.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- Certified that I have applied in the Tender vide**in the tender vide NIeT bearing No..... of the Executive Engineer, Birbhum Division Municipal Engineering Directorate, Government of West Bengal** in the capacity of individual / as a partner of a firm and that I have not applied severally for the same job.
- Certified that I have applied in the tender in the capacity of individual / as a partner of a firm.
- Certified that I have access to or have available liquid assets (aggregate of working capital, Cash-in-Hand, uncommitted Bank Guarantees) and / or credit facilities not less than 10% of the estimated cost put to tender. In this respect, I have attached necessary documents with this application.
- I, the under-signed, do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc., accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to be prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section- 71 & section -73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date:

Signature, name and designation Of
Authorised Signatory.

For and on behalf of----------
(Name of the Applicant/Firm with Seal)

SECTION – B

FORM – V

Experience Profile

Name of the Firm:

List of projects completed that are similar in nature to the work applied for executed during the last 5 (*five*) years.

Name of Employer	Name, Location & nature	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Date:

Signature, name and designation Of Authorised Signatory. For and on behalf of (Name of the Applicant)

SECTION-C

Additional Terms & Conditions and specification for Electrical works

D. 1. The contractor shall meet the following required eligibility criteria for electrical component of work.

D. 1.1. The contractor shall have at least the following technical person:

D. 1.1.1. One **Electrical Supervisor** having valid Electrical Supervisor's Certificate of competency issued by the West Bengal Licensing Board, Government of West Bengal in full time engagement with the bidder for this work.

D. 1.1.2.The supervisor deployed by the contractor should have valid Electrical SCC Part No. 1, 2, 4, 7A & 11 issued by the West Bengal Licensing Board, Government of West Bengal.

D. 1.2. The contractor shall have to meet the following requirements:

D. 1.2.1. The contractor shall have valid Electrical Contractor's License issued by the West Bengal Licensing Board, Government of West Bengal.

D. 1.2.2. The contractor shall have valid Electrical supervisory certificate having SCC Part No. 1, 2, 4, 7A & 11 issued by the West Bengal Licensing Board, Government of West Bengal.

D. 1.2.3. The contractor shall have to ensure presence of at least one licensed Electrical Supervisor, as stated in Clause No. D. 1.1.2.& D. 1.1.3.above during execution of Electrical Works.

D. 2. The Superintending Engineer of concerned Circle, Municipal Engineering Directorate, Government of West Bengal will act as Nodal Superintending Engineer.The **Executive Engineer, concerned Division**, M.E. Directorate, Government of West Bengal shall be the Engineer-in-Charge of the work. As and when required they will take assistance from the Executive Engineer (E/M), MED, Bikash Bhawan. Single tender comprising of both civil and electrical works shall be invited by the concerned Superintending Engineer, MED. After the work is awarded, the Nodal Executive Engineer will send copy of agreement to the Executive Engineer (E/M), MED. The Executive Engineer (E/M), MED shall operate electrical part of the agreement.

D. 3 The contractor will give detailed execution programme of the electrical work to the Executive Engineer (E/M), MED through the **Executive Engineer concerned** ,MED, Government of West Bengal and it will be the part of his agreement with the Department. The contractor will indicate time / stage of the work in the work programme.

D. 4 Supervision of Civil and Electrical components of works will be carried out by concerned wings of the Department under overall coordination of the Nodal Superintending Engineer / Nodal Engineer in charge as the case may be.

D. 5 Payment to the contractor for the work shall be made through the Director, SUDA, West Bengal. Engineer-in-Charge of the work will submit the 'passed for payment' Bill to the Director, SUDA, West Bengal, on getting the recorded Measurement Book(s) with requisite certificates for making payment to the contractor from the concerned Engineer-in-Charge of the electrical works with the endorsement of electrical wing of MED.

D. 6 Final Bill for whole work shall be finalized and paid by the Nodal Executive Engineer of the work.

D. 7 The Executive Engineer (E/M), MED will be competent authority for deciding reduced rates for electrical component of work, if any. Date of completion of all components of work will be same. Levy of compensation under relevant clause of West Bengal Form No. 2911 as-well-as fair and reasonable extension of time will be decided by the Nodal Superintending Engineer-in-Charge of the work, in consultation with the Executive Engineer (E/M), MED in respect of electrical works only.

Concerned Executive Engineer-in-Charge of the work shall be competent authority to give fair and reasonable extension of time under provision of relevant clause of West Bengal Form No. 2911 and Superintending Engineer of the work shall be competent authority to reschedule milestones of the work.

D. 8 Same milestones shall be applicable for all components of work. The agency will ensure that the components of the work are executed in time without giving any change for slippage of milestones of the project. The amount to be withheld under relevant clause West Bengal Form No. 2911 of the contract will be decided by the Nodal Executive Engineer of the work in consultation with the Executive Engineer (E/M), MED for electrical works. In the event of not achieving the necessary milestones as assessed from milestone bar chart, specified percentage of the tendered value of work will be withheld for failure of each milestone.

D. 9 The work shall be carried out as per PWD specification for electrical work amended upto date and as per additional specification and conditions for this work.

D. 11 The materials shall be procured only from the manufacturers and their authorized dealers and documentary proof for such procurement and supply shall be produced by the contractor on demand.

D. 12 The Department reserves the right to send such material to the manufacturers / authorized test laboratory to verify the genuineness and quality of product.

D. 13 The contractor advised to visit the site before quoting for this tender to apprise himself about the site environments and other conditions. Drawing and inventories, if any, can be seen in the Office of the Executive Engineer (E/M), MED for electrical component of work.

D. 14 The electrical work shall be progressed with progress of civil work. No claim of the contractor shall be entertained by the Department for the idle labour.

D. 15 The conduit shall be laid in the RCC slab in general well before their concreting and in walls well before their plastering and in polythene pipes as per instruction of Engineer-in-Charge for electrical work. The actual run of conduit and size of the boxes are to be marked on the drawing by the contractor and got approved from Engineer-in-Charge for electrical work before erection at site.

D. 16 All concealed and earthing work shall be done in presence of the Engineer-in-Charge for electrical work or his authorised representative.

D. 17 The contractor shall be responsible for any damage done to the building or electrical installation during the execution of the work. Damage, if any, shall have to be made good by the contractor at his own cost failing which the same shall be got rectified / made good at the risk and cost of the contractor.

D. 18 The work shall be carried out in engineering like manner and bad workmanship shall be rejected summarily. For redoing the job, no claim of the contractor shall be entertained on this account.

D. 19 The site shall be cleared of malba, debris caused by working at the site by the contractor without any extra cost to the Department.

D. 20 The contractor or his authorised representative shall sign the site order book and comply with the remarks entered therein by the representative of the Department.

D. 21 The contractor will ensure that all the skilled persons managed / deployed for executing the electrical work possess the wireman license by approved authorities. Consequences arising due to the default of the contractor to comply with this condition would be contractor's responsibility only.

D. 22 The contractor will make his own arrangement for storage of his own material, and if issued to him departmentally. The material shall be issued to him from ULB store, if any. The watch and ward of the materials and of the installation would be responsibility of the contractor till the work is completed / handed over to the Department. Nothing extra shall be paid to the contractor on this account. The contractor shall make his own arrangement for carriage of materials, fitting, cable, etc., issued to him departmentallyfrom the store to the site of work at his own cost. Nothing extra shall be paid to the contractor on this account.

D. 23 All the DB's switchgears shall have identification marking on them written in white paint. Nothing extra shall be paid on this account.

D. 24 Earth points with studs are to be provided on each of switchboards / DBs.

D. 25 The MCBDB made of MS sheet should not be less than 1.6 MM thick and left out MCB outlets of the sheet enclosures (not occupied by the MCBs) shall be covered with blanking plates.

D. 26 All hardware, fastening material viz. nuts, bolts, washers and screws etc. to be used on work shall be of Zinc / Cadmium plated iron.

D. 27 All the materials should be ISI marked where ever not specified. If ISI marked material is not available it should be conforming to BIS specification amended up to date.

D. 28 The contractor shall have to furnish the insulation test report, earth report, along with all required details of electrical load on the prescribed proforma for the electric connection from the supply company.

D. 29 The contractor shall submit the completion certificates and completion plans as per general specification for electrical work.

D. 30 The chases in wall shall be done by chase cutting machines, for which contractor shall arrange adequate number of chase cutting machines (chase cutters) for cutting chases in wall etc. for laying of conduits.

D. 31 If any extra substitution and deviations are required in the item of work during execution of work that should have take prior approval from the competent authority of electrical work.

Executive Engineer , Birbhum Division,
Municipal Engineering Directorate,
Government of West Bengal.

Signature Not Verified
Digitally signed by SABYASACHI PRAMANICK
Date: 2025.10.30 13:20:30 IST
Location: West Bengal-WB