



Government of West Bengal  
Urban Development & M.A. Department  
Office of the Executive Engineer  
Central Mechanical Division  
Nirman Bhawan, Salt Lake, Kolkata-700091  
Email : [ud.eecmdbdn@gmail.com](mailto:ud.eecmdbdn@gmail.com)

## **Notice Inviting Quotation**

**Memo No: 29-267/22/1631**

**Dated: 22.12.2025**

**NIQ NO.: WBUDMA/EE/CMD/e-NIQ-09 /2025-26**

Notice Inviting Quotation are invited by the Executive Engineer, Central Mechanical Division on behalf of the Governor of West Bengal for the works mentioned below, through electronic tendering (e-Tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Intending bidders desirous of participating in the tender are to log on to the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

NIQ are to be submitted online and intending bidders are to download the documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of documents. Details of submission procedure are given below under "General terms and conditions and information".

**Last date & time of submission of bids online is 14.01.2026:14:00 hrs**

The intending bidder must read the terms and conditions of the NIQ carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid in item rate if he considers himself eligible and he is in possession of all the documents required.

All information posted on the website consisting of NIQ and related documents, Form 2911(ii), BOQ, Corrigendum, Technical Spec.etc. and Drawings, if any, shall form part of the tender document.

**NIQ NO.: WBUDMA/EE/CMD/e-NIQ-09 /2025-26**

| Sl. No. | Name of Work//Project/Procurement*  | Earnest Money (EMD) (Rs.) | Source of Fund | Time allowed for completion (In English Calendar days) | Minimum eligibility criteria to match the Prequalification (PQ) credential in terms of execution of similar completed previous works contract  |
|---------|---|---------------------------|----------------|--|--|
| 1       | 2   | 4                         |                | 5  | 7  |
| 01      | Comprehensive Maintenance contract for different types of water purifiers and water coolers at Nagarayan Bhawan, Nirman Bhawan, Subhanna, Inspection Bungalow (Main Building and Annex Building) including different Abasan by Central Mechanical Division under UD&MA. Dept. for 01(One) Year. | 15000.00                  | NON PLAN/PLAN  | 365 days   | <p>Summary of minimum eligibility requirement to technically qualify for the next stage of financial bid in this tender:</p> <p>A. Technical PQ Credential:</p> <p>The bidder must have satisfactorily completed at least 1 (one) 'similar nature' work under Government Sector within last five FYs on the date of publication of this NIT of Gross monitory value of Rs (Gross monitory value is calculated based on final billed value is the Credential Certificate (CC) multiplied by inflationary factor completed within the preceding five FYs of similar in nature, of Gross notional Value not be less than 40% of the quoted amount put of the work for which the bidder chooses to participate in this NIT.</p> <p>(Brief description of PQ work credential desired with corresponding ) (Brief description of PQ work credential desired with corresponding .(Brief description of PQ work credential desired with corresponding . E.S.I &amp; P.F. Registration and payment for last month including employee list is mandatory.</p> <p>The bidder must have Valid Electrical contractors license with Electrical Supervisor holding supervisor licence (i.e, Part 1, 2,,11 as per I.E. Rule</p> |
| 02      | Comprehensive maintenance and repair of submersible pump motor sets at different Abasans & Govt. Offices (i.e. Baisakhi, Bichitra, Banashree, Srabani, Falguni Abasan, Nagarayan,WT-17 Sukantanagar,SW4) by Central Mechanical Division under UD&MA Department for a Period of 1(One) Year.     | 12000.00                  | NON PLAN/PLAN  | 365 days   | <p>Summary of minimum eligibility requirement to technically qualify for the next stage of financial bid in this tender:</p> <p>A. Technical PQ Credential:</p> <p>The bidder must have satisfactorily completed at least 1 (one) 'similar nature' work under Government Sector within last five FYs on the date of publication of this NIT of Gross monitory value of Rs (Gross monitory value is calculated based on final billed value is the Credential Certificate (CC) multiplied by inflationary factor completed within the preceding five FYs of similar in nature, of Gross notional Value not be less than 40% of the quoted amount put of the work for which the bidder chooses to participate in this NIT.</p> <p>(Brief description of PQ work credential desired with corresponding ) (Brief description of PQ work credential desired with corresponding .(Brief description of PQ work credential desired with corresponding . E.S.I &amp; P.F. Registration and payment for last month including employee list is mandatory.</p> <p>The bidder must have Valid Electrical contractors license with Electrical Supervisor holding supervisor licence (i.e, Part 1, 2,,11 as per I.E. Rule</p> |

## **General Terms & Conditions and Information**

### **1 ) Eligibility for participation**

Contractors, bona fide, Registered Engineers Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways having requisite Manufacturer/ Authorised dealer/Electrical/Mechanical contractor of similar nature of works ,**credential and financial capability for execution of work of similar nature** having **credential of min 3.0 lakh or more in a single work Order in last five years** ( Described elaborately )are eligible to participate& also, depending on the criteria as detailed below.Joint venture firms/Sub contract are not eligible to participate.

#### **I) All experience must be supported by work order & Price schedule(BOQ) for that specific work incl successful completion certificate**

**Note:***In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each constituent must have at least some credential and also at least 10% turnover in contracting business. Individual constituent of a consortium cannot be another consortium.*

### **2. SCOPE OF WORK:**

**For sl no 01**-Comprehensive maintenance includes the supply and replacement of **all necessary spare parts** required to ensure the optimal performance and operation ("healthy state") of the RO machine, including the mandatory replacement of water filters.

**Sl no 02:-** Successful bidder should have to take frequent action on urgent basis if any of minor /major problem arises at any govt. abasans and offices under jurisdiction of Central Mechanical Division.Including maintaining attendance register and to submit the same on monthly basis as per direction of EIC. Any excuse and delaying is not tolerable. Please also note that this work is under a time bound programme. Also requested to submit of all service related documents after each emergent service. And to submit list of materials which is actually replaced by the old one with suitable invoice .

INTENDING PARITCIPANTS ARE REQUESTED TO VISIT THE SITE ON ANY WORKING DAYS PRIOR TO SUBMITTING BID BY CONTACTING EXECUTIVE ENGINEER, CENTRAL MECHANICAL DIVISION, NIRMAN BHAVAN (1<sup>ST</sup>. FLOOR), SALT LAKE, KOLKATA- 700 091 (PHONE NO. 033-2337-0318).Any demand of agency regarding this work will not be allowed in future.

### **3. Submission of NIQ**

#### **3.1 General process of submission**

Participants are to be submitted online through the website stated above. All the documents uploaded by the NIT Inviting Authority form an integral part of the contract. Participants are required to upload all the documents along with the other documents, as asked for in the NIQ, through the above website within the stipulated date and time as given in the NIT. Participants are to be submitted in two folders for the work, First one TechnicalProposal and second proposal i.e. FinancialProposal. The Participant shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items individually in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Participants should specially take note of all the addendum/corrigendum related to the NIT and upload the latest documents as part of the NIQ.

#### **3.2 Technical Proposal**

The Technical Proposals should contain scanned copies and/or declarations in the following standardised format two covers (folders).

**10) Technical File (Statutory Cover) containing,**

- i. **Application for NIQ (Vide Form-1&2) (to be submitted in "Forms" folder)**
- ii. **Tender Form No.2911(ii) (to be submitted in "2911" folder)**
- iii. **Notice Inviting Quotation (NIQ) (to be submitted in "NIT" folder)**
- iv. **E.S.I. P.F & Electrical Licence in PDF formatted to be submitted in "Forms" folder**
- v. **Addenda / Corrigenda :** If published.  
**Note:** Contractors are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Bidders submitted without the Addendum / Corrigendum and Forms will be treated as informal and liable to be rejected.

**10) Earnest Money Deposit (EMD)**

***Earnest Money Deposit (EMD) Procedure:***

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Payorder, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government, w.e.f. 1<sup>st</sup> September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated in the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT

**A. Login by bidder:**

- a. A bidder desirous of taking part in a e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password by using valid DSC.
- b. He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes:

- 10) Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
- ii. RTGS/NEFT in case of off-line payment through bank accounts in any Bank approved by RBI in India.

**B. EMD payment procedure:**

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

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

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

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a prefilled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii. Once payment is made, the bank would provide an **"UTR remittance number"** for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund 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.

10) Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.

10) If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

**Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of online submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.**

**C. Refund/Settlement Process for EMD:**

i. After opening of his/her 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 bid 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.

ii. 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 EMD on-line 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.

iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will 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.

iv. 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/her bank account from which he/she had 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 Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.

10) As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer to Government Receipt under Public Accounts through GRIPS where under the security deposit will also be collected in connection with the work.

10) All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.

10) If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority

**Note: NIQ will be summarily rejected if any item in the Statutory Cover is missing.**

**B. My Document (Non-Statutory Cover) containing,**

**i. Certificates**

1. Latest Professional Tax Payment Certificate (PTPC) or, PT deposit challan for current financial year or Government Order for exemption in other States where ever applicable.

2 Valid PAN Card in the name of bidder/organization

Income Tax Return of current Assessment year or, IT Return of immediate preceding Assessment year whichever is; attest available Valid GSTIN under GST Act & Rules.ii. **Company Details**

10) 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 Tender Inviting Authority

*before making agreement with the Tender 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 tender otherwise his application will be rejected.*

**Note:** *An affidavit regarding authorized user of DSC for Consortiums and a declaration regarding such authorization for Limited Companies is to be submitted.*

1)For Proprietorship Firms, Partnership Firms, Registered Companies, Registered Co-operative Societies

2)Valid Trade License/ acknowledgement or Receipt of application for Trade License/ Revalidation

OTHER REQUIREMENTS:-

3)For Partnership Firms:

Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms

iii. **Credential**

Requisite credential as asked to be submitted under Statutory Cover above.

iv. **Others:** Relevant workman & supervisory Electrical licence.

**Note:** *Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.*

### 3.3 Financial Proposal

The financial proposal should contain the following document in one cover (Folder). **Please note that financial proposal will be opened for those who are qualified in Technical proposal.**

#### **Bill of Quantities (BoQ):**

The contractor is to quote the rate in percentage online through computer in the space marked for quoting percentage in the BoQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).*

### 4. Submission of original copies of documents of Earnest Money Deposit

i. **Not required.**

#### 5.1 Completion Certificate

i) Completion Certificates for fully (100%) completed works for the value @ 40% of amount put to tender during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.

ii. Completion Certificate of work executed in Irrigation & Waterways Department will be considered. Completion Certificate of works executed in other Departments of Central or State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infra-structure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMWA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner (HRBC), Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT), and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. May also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organisations. Such certificates are further to be countersigned by immediate superior authority of the Issuing Authority for all cases other than direct State / Central Government Departments and Railways.

#### 5.2 Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection

**N.B.** The inviting authority has sole power to cancel summarily the NIQ/NIT at any stage without given any reason under any unavoidable circumstance.

## **6. Opening and evaluation of tender**

### **6.1 Uploading of summary list of technically qualified tenderers**

- i) Pursuant to scrutiny and decision of the Tender inviting authority the summary list of eligible tenderers for the work whose Technical & Financial Proposals will be considered will be uploaded in the web portals.
- ii. While evaluation, the under signed may summon of the tenderers and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

### **6.2 Opening of Technical Proposal**

- i) Technical proposals will be opened by the Tender Inviting Authority or his authorised representative electronically from the website stated above, using their Digital Signature Certificate.
- ii.) Intending tenderers may remain present if they so desire.
- iii) Cover (Folder) for Statutory Documents (vide Clause 3.2.A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 3.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and Processed Committee.

### **6.3 Opening and evaluation of Financial Proposal**

- i) Financial proposals of the tenderers declared technically eligible by the Tender inviting authority will be opened electronically from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter alia, name of contractors and the rates quoted by them will be uploaded.
- iv. If the Tender Accepting Authority is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement test checked by the Divisional Accountant / Divisional Accounts Officer attached to the office of the concerned Executive Engineer, instruct to upload the final summary result containing the name of contractors and the rates quoted by them against each item after acceptance of the rate.
- v) However, if there is any scope for lowering down of rates in the opinion of the Tender Accepting Authority, all the tenderers will be notified through the website to attend sealed bids to be followed by open bids to be held at the office of the Tender Accepting Authority in his presence at prescribed date and time, which will be done offline, i.e. as manually, as per present procedure.
- vi) After holding such bids, final result after acceptance of the rate by the Tender Accepting Authority would have to be uploaded in the web portal.
- vii) The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- viii) A.O.C will be given after getting necessary Administrative approval / Financial sanction from the Department.

## **7. Bid Validity**

The Bid will be valid for 120 days from the date of opening of the financial bid

## **8. Acceptance of Tender**

Lowest valid rates should normally be accepted. However, the Authority does not bind himself to do so and reserves the right to reject any or all tenders, for valid reasons and also reserves the right to distribute the work among more than one tenderer.

## **8.1 Tender Accepting Authority**

Executive Engineer, Central Mechanical Division .U.D.& M.A. Department, Govt. of W.B. as per existing rule.

## **8.2 Execution of Formal tender after acceptance of tender**

The tenderers, who set tender is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in quadruplicate copies of W.B.F.No 2911(ii) which may be purchased on cash payment/in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer concerned with the work.

## **9. Return of Earnest Money of the unsuccessful tenderer(s)**

Described above.

## **10. Payment**

The Payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay payment will be entertained.

## **11. Withdrawal of Tender**

If any tenderer found lowest after opening of the financial bids withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for making any tender to the department for a minimum period of one year. All cases in which the Tender Accepting Authority has reason to doubt the bona fide of such withdrawal should be reported to the Chief Engineer concerned in all details for issuance of such disqualification orders by the said Chief Engineer, under intimation to the other Chief Engineers, e-Tendering Cell and also this Department. Copy of such Order should invariably be communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.

## **12. Schedule of Dates for e-Tendering**

| SI.No. | Activity                            | Date & Time                  |
|--------|-------------------------------------|------------------------------|
| 1.     | <b>Publishing Date</b>              | <b>26.12.2025 :11:00 hrs</b> |
| 2.     | <b>Document Download start date</b> | <b>26.12.2025 :11:00 hrs</b> |
| 3.     | <b>Bid submission start date</b>    | <b>26.12.2025 :11:00 hrs</b> |
| 4.     | <b>Document Download end date</b>   | <b>14.01.2026:14:00 hrs</b>  |
| 5.     | <b>Bid submission end date</b>      | <b>14.01.2026:14:00 hrs</b>  |
| 6.     | <b>Pre-Bid meeting date</b>         | <b>-</b>                     |
| 7.     | <b>Technical Bid opening date</b>   | <b>16.01.2026 :14:00 hrs</b> |
| 8.     | <b>Financial Bid opening date</b>   | <b>To be notified later</b>  |

## **Additional Terms & 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 tender 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 Sub-Assistant 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 acceptance of the tender including the right to distribute the work between two or amongst more than two bidders will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
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. Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
5. 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.
  
6. Imposition of any duty / tax / royalty etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original Challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
7. Cess @ 1% of the cost of construction works shall be deducted from the Gross Value of the Bill in terms of Finance Department Order No.853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Deputy Labour Commissioner of the region concerned.
8. No mobilization / secured advance will be allowed unless specified otherwise.
9. GST/Sales Tax, Cess, Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes, if any, are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
10. All working tools and plants, scaffolding, construction of vats and platforms will have to be arranged by the contractor at his own cost.
11. The contractor shall 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.
12. The contractor should see the site of works and tender documents, drawings, etc. before submitting tender and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements and security etc.
13. A machine page numbered Site Order Book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued 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.
14. The work will have to be completed within the time mentioned in the tender notice. A suitable work programme is to be submitted by the contractor within 7 (Seven) 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) 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.
15. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
16. 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.
17. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Departmental Rules & Orders circulated from time to time.
18. The contractor will have to accept the work programme and priority of work fixed by the Engineer-in-charge so that most vulnerable reach and/or vulnerable items be completed before the date needed by the Department due to impending monsoon or rise of water level or for other reasons.
19. The quantities of different items of work mentioned in the tender 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 supplementary works, approval of the Superintending Engineer / Chief Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment.

20. Any materials brought to site by contractor must be subject to approval of the Engineer-in-charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hours of issue of the order to that effect. The rates in the schedule are inclusive of cost and carriage of all materials to worksite. The materials will have to be supplied in phase with due intimation to the Sub-Divisional Officer concerned in conformity with the progress of the work. For special type of materials, i.e. Geo Synthetic Bags, HDPE Bags, Geo Textile Filter, Geo Jute Filter, etc. if any, relevant Data Sheet containing the name of the Manufacturers, Test Report, etc. will also be submitted in each occasion. Engineer-in-charge may conduct independent test on the samples drawn randomly before according approval for using the materials at site. In this regard decision of Engineer-in-charge is final and binding.

## Special Terms and Conditions of Service

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### 1. Maintenance and Service Schedule

- 1.1. Routine Maintenance (RO Machines): The Service Provider (Agency) shall conduct a routine maintenance and health check-up of all Reverse Osmosis (RO) machines on a monthly basis.
- 1.2. Annual Filter Replacement (RO Machines): A complete yearly filter replacement is mandatory for every RO machine.
- 1.3. Water Cooler Unit Cleaning: Cleaning of the condenser coil and tank for all water cooler units must be performed by the Agency's staff on a quarterly basis.

### 2. Scope of Comprehensive Maintenance Contract (CMC)

- 2.1. Definition: Comprehensive maintenance includes the supply and replacement of all necessary spare parts required to ensure the optimal performance and operation ("healthy state") of the RO machine, including the mandatory replacement of water filters.

### 3. Support and Response

- 3.1. Complaint Lodging: The Agency must provide clear contact numbers for lodging complaints and service requests.
- 3.2. Fault Response Time: The Agency is required to attend to and address any reported fault within 24 hours of the complaint being logged.
- 3.3. Personnel: The Agency shall engage experienced and qualified technicians to perform the work, and these technicians must be equipped with working mobile communication devices.

### 4. Payment Terms

- 4.1. Invoicing: Payment will be processed after the successful completion of the specified work, against an invoice (bill) raised by the Agency.
- 4.2. Governing Norms: Payments will adhere to either the agreed-upon terms or the norms set forth by the Competent Authority (CMD norms), whichever is applicable.
- 4.3 Payment is subject to availability of fund.

Executive Engineer  
Central Mechanical Division

**Memo No: 29-267/22/1631**

**Dated: 22.12.2025**

Copy submitted for favour of kind information and necessary action to the:-

- 1) Additional Secretary, U.D & M.A. Deptt. Nagarayan Bhawan, Kolkata – 700091
- 2) Special Engineer, Salt Lake Recl. & Dev. Circle, Nirman Bhawan, Kolkata – 700091
- 3) Chief Engineering Advisor, U.D Deptt.(Salt Lake Project), Nirman Bhawan, Kolkata – 700091

Sd/-  
Executive Engineer  
Central Mechanical Division

**Memo No: 29-267/22/1631**

**Dated: 22.12.2025**

Copy forwarded for information to the

- 1) Executive Engineer, B.M.S Division, Nirman Bhawan, Kol-91
- 2) Executive Engineer, Salt Lake Construction Division, Nirman Bhawan, Kol – 91
- 3) Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, Kol – 91
- 4) S.D.O/ Salt Lake Mechanical Sub-Division, Nirman Bhawan, Kol – 91
- 5) S.D.O/ Salt Lake Electrical Sub-Division, Nirman Bhawan, Kol – 91
- 6) Divisional Accounts officer, Central Mechanical Division, Nirman Bhawan, Kol– 91
- 7) Spl. Secretary(IT/e-Gov. Cell) ,U.D.& M.A. Department, Nagaryan Bhawan, Kol– 91
- 8) Notice Board, Central Mechanical Division, Nirman Bhawan, Kol– 91

Sd/-  
Executive Engineer  
Central Mechanical Division

**FORM – 1**

**APPLICATION FOR TENDER**

To  
-----  
-----Division  
-----Department.  
Nirman Bhawan, 1<sup>st</sup> Floor  
Kolkata-700091

NIQ NO. & Sl. : \_\_\_\_\_  
Name of work : \_\_\_\_\_

Dear Sir,

Having examined the Statutory, Non statutory & NIQ documents, I/We hereby like to state that I/We wilfully accept all your conditions and offer to execute the works as per NIQ No.----- ----. Stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

Full name of applicant: \_\_\_\_\_

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

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

Duly authorized to sign bids for  
and on behalf of (Name of Firm): \_\_\_\_\_  
(In BLOCK CAPITALS or typed)

Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.(s) (Office): \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

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

## **FORM – 2**

### **Declaration against Common Interest**

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

Ref:- e-NIQ No.....

IDNo.....

Sl. No.ofwork.....(in the list of work in thee-NIQ)

To  
-----Engineer  
----- Division,  
-----Department.  
Nirman Bhawan, 1<sup>st</sup> Floor  
Kolkata-700091

I/We,Sri/Smt. ----- the authorized signatory on behalf of \_\_\_\_\_ do hereby affirm that  
I/We/any of the member of \_\_\_\_\_ bidding against  
NIQ No.\_\_\_\_ do not have any common interest either as a partner on any Partnership Firm /  
Consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want  
to participate.

Datedthis \_\_\_\_\_ dayof \_\_\_\_\_ 202\_\_\_\_\_

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

AuthorisedSignatory \_\_\_\_\_

In thecapacityof: \_\_\_\_\_

Duly authorized to sign bid

for & on behalf of (NameofFirm): \_\_\_\_\_ (In block Capital letters ortyped)

Office address with seal: .....

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

MobileNo \_\_\_\_\_

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

E mailID: \_\_\_\_\_

## FORM -4

### **Declaration on antecedents and performance**

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

Ref:- e-NIQNo.....

IDNo.....

Work Sl. No.....

To  
-----Engineer  
----- Division,  
----- Department.

Nirman Bhawan, 1<sup>st</sup> Floor  
Kolkata-700091

I/We,Sri/Smt. \_\_\_\_\_, the authorized  
signatory \_\_\_\_\_ on  
behalf of ..... do hereby affirm that I/We/any of the  
member of ..... bidding against e -NIQ No.  
..... Sl. No. ....  
are not black listed suspended or debarred from participation in State Government procurements and  
tenders in the UDMA Department, Government of West Bengal, other Departments of the State  
Government and Government of India on the date of publication of this Notice Inviting Quotation  
(NIQ).

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202

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

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

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

Duly authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_ (In block Capital letters or typed)

Office address with seal: .....

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

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

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

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

(DIGITAL  
SIGNATURE OF  
BIDDER)

Signature Not Verified

Jb.:\\T ^e-Tender ^Standardized Format ^e-Tendering#Misc 38 2011 (Part).Page 15 of 38  
Digitally signed by JOGJIBAN DEY  
Date: 2025.12.22 12:20:14 IST  
Location: West Bengal WB