



Govt. of West Bengal  
Department of Urban Development & Municipal Affairs  
Office of the Executive Engineer  
Salt Lake Construction Division  
Nirman Bhavan (2<sup>nd</sup> Floor), Salt Lake City, Kolkata- 700091  
Phone: +91 33 2337 1079

Memo No.: - 1445

Dated : 22.12.2025

**NOTICE INVITING e-QUOTATION NO. WBUD MAD/SE/SLRDC/ NieQ-6 / 2025-2026 OF EXECUTIVE ENGINEER /SALT LAKE CONSTRUCTION DIVISION**

e-Quotations are hereby invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development & Municipal Affairs Department for and on behalf of the Governor of West Bengal, for the works as in the table below from eligible bonafied, reliable and resourceful bidders **having sufficient experience in execution of similar nature / type of works. Intending bidders who desires to participate in the tender are requested to log on to the departmental website <https://udma.wb.gov.in> & Govt. Tender website <https://wbtenders.gov.in> for information about the**

**NAME OF WORK:** Annual Comprehensive upkeeping with cleaning of Subhanna Building at Block - DF, Plot no. - 9, Sector - I, Bidhannagar, Kolkata - 700 064 Salt Lake, under Salt Lake Water Supply Subdivision of Salt Lake Construction Division upto March - 2027  
**EARNEST MONEY DEPOSIT:**Rs.55,000.00 (INR Fifty Five Thousand) only  
**TIME OF COMPLETION:** 365(Three hundred sixty five) days

tender.

**1.0 SCOPE OF WORK FOR SUBHANNA BUILDING**

**The successful bidder will have to undertake the following works under the programme of Comprehensive Upkeeping and cleaning of Subhanna Building Premises---**

1. Sweeping and cleaning All floors, Parking areas, ramps, garage spaces, lobby, corridors, Common passages, Stair cases including handrails and floor of toilet blocks of the building are to be mopped on regular basis with good quality disinfectants
2. Cleaning and dusting of glasses and curtains of windows, doors & partitions, cleaning and sweeping of lifts, roof of Subhanna Building.
3. Two nos. overhead reservoirs (5.8mX5.6mX2.5m) and 1no. L-shaped underground water reservoir (15.8mX4.8mX2.5m) and (4.15mX1.5mX2.5m) are to be cleaned and disinfected once in every three months interval.
4. Each and every toilet blocks and single / Attached toilets from ground floor to 12th floor are to be maintainant for water tap breakage, leakage, obstruct to water passage etc. with supply of plastic mugs, Toilet paper, Toilet soap & the toilet areas will be cleaned and sanitized 2 times daily by using sufficient quantity of good quality acids, HARPIC, phenyl, naphthalene balls, bleaching powder, standard good quality disinfectants, bad odour absorber etc. as required and always to be kept in hygienic and usable condition.
5. Floors including offices' floors, corridors and common spaces / passages in Ground, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 10th, 11th & 12th floors are to be mopped thrice every day following the same protocol as mentioned at 1 above including removal of spider cob and other unwanted materials regularly. Area of cleaning in ground floor will exclude Electrical Panel Room and other rooms of Electrical installations. The floors must remain clean throughout the day.
6. Cleaning of surfaces of open walls are to be done once in a week and as and when necessary, by soft liquid soap.
7. Carpet at Conference room is to be cleaned by vacuum cleaner at regular intervals and by carpet shampoo as and when required.
8. Cleaning of furniture including wall paneling and Spraying of room freshener are to be done in the Pre-conference and Conference room and all other officers' rooms in different floors two times per day at 10.00 A.M. and 2.00 P.M. on regular basis
9. Glasses of windows and doors at Ground floor, from 1st floor to 12th floor are to be cleaned by R-3

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(Glass Cleaner) on daily basis or as directed by E.I.C. or his authorized representative(s).

10. Glasses at Front side Pergola top and sides are to be cleaned by Watering and R-3(Glass Cleaner) respectively thrice a month or as directed by E.I.C. or his authorized representatives.
11. Dust and spider cob of the curtains of windows in different floors are to be cleaned at least once in a week and as and when required.
12. Inside of 3nos. Lifts at entrance are to be cleaned regularly.
13. Supplying and installing Liquid soap holders as and when required and also existing liquid soap holders are to be checked regularly and liquid soap to be provided to all liquid soap holders as and when required.
14. Naphthalene and Air Freshener (Odonil) of approved brand are to be provided at all toilet blocks including attached / single toilets.
15. Sufficient nos. litter / dust bins as per requirement along with garbage disposal bags are to be provided at each floor. Garbage from the dustbin to be cleaned regularly.
16. Cleaning of entire existing underground drainage as well as sanitary and sewerage system network including all catch pits, gully pit, inspection pit and master trap, manholes etc. in the system are to be undertaken once in every month or as and when required and clearing of chokage, Clogs and congestion in the system, if happens, throughout the execution period.
17. The work also includes cleaning and sweeping of outside pavements / pathways on a regular basis. Spreading of bleaching powder is to be done twice in a month and as and when required.
18. Sweeping and cleaning of the campus of Subhanna including uprooting weeds, shrubs and cutting grass in the front garden in order to keep the campus free from garbage / rubbish and clean all the time.
19. Uprooting and removing of unwanted vegetation from the body of the building structure including roof top and making all damages good including all incidental Charges, as and when required as per direction of the EIC or his authorized representative (s), throughout the execution period of agreement.
20. The roof at 13th floor and open terrace in 5th, 11th & 12th floors are to be cleaned once in a week at least.
21. All types of garbage/waste are to be disposed of from campus in compliance with existing municipal rules.
22. Maintenance of flower /plant tubs of whole Subhanna building & campus by watering and cleaning, as and when required and plantation of seasonal flower plants and indoor plants in tubs using good quality manures from time to time.
23. Pest control is to be done once in a month on the specified date of E.I.C. or his authorized representative (s).
24. Deploying at least one person at each floor all the time during the office hours and after office hours, if required, to attend any problem that arises regarding Housekeeping and at least two persons on all booking dates of Conference room in 12th floor and in the enclosed open space at the front side in 10th floor.

Tentative Size/Area/nos. and location of toilet:Gr.Floor to 4<sup>th</sup> floor:4Toiletblocks,5thFloor:3Toiletblocks +3 attached Toilets, 6<sup>th</sup> Floor: 3 Toilet blocks + 2 attached Toilets, 7<sup>th</sup> Floor: 3 Toilet blocks +5 attached Toilets, 8<sup>th</sup>Floor: 3 Toilet blocks+2attached Toilets, 10<sup>th</sup> Floor :3 Toilet blocks+2 attached Toilets, 11<sup>th</sup> Floor : 2 Toilet blocks and 12<sup>th</sup> Floor-2 Toilet blocks

Total floor area (From Ground to12th): 11225.00 sqm (approx.) including area of bathrooms, staircases, ramps and car parking, lifts and open paved pathways all round and front Lawn.

1. The following areas within Subhanna building are to be maintained throughout the entire contractual period of agreement.

SIN o.	Description of structures within Subhanna which are to be maintained regularly	TentativeSize/Area/Nos.andlocation	Remarks
1.	Toilet Blocks.	<b>Gr Floor to4<sup>th</sup> floor:</b> 4 Toilet blocks <b>5<sup>th</sup> Floor:</b> 3 Toilet blocks + 3 attached Toilets <b>6<sup>th</sup>Floor:</b> 3 Toilet blocks + 2 attached Toilets <b>7<sup>th</sup>Floor:</b> 3 Toilet blocks + 5 attached Toilets <b>8<sup>th</sup>Floor:</b> 3 Toilet blocks+ 2 attached Toilets <b>10<sup>th</sup>Floor:</b> 3 Toilet blocks + 2 attached Toilets <b>11<sup>th</sup>Floor:</b> 2Toilet blocks <b>12<sup>th</sup>Floor:</b> 2Toilet blocks	

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2.	Total floor area	11225.00sqm(approx.)	
3.	Inside ramps with car parking areas	Total area:2970.00SqM(approx.)	

### **Only Credential Certificate (s) are accepted.**

Credential :- The term “credential” implies completion certificate issued by the competent authority on printed letter head only. The completion certificate should contain the following information:-

- 1) **Tender no., 2) Work Order No., 3) Estimated Amount put to tender, 4) Rate of Contract, 5) Tendered Amount, 6) Date of completion as per contract, 7) Time extension granted (if any), 8) Actual date of Physical completion, 9) Gross value of final bill & 10) Status of work.**

### **Eligibility criteria for participation in tender:**

**NOTE:** Preference will be given to the agencies having experience in similar type of work, however the conditions of credentials, of similar type of works, may be waived/relaxed if the no. of participants / bidders having similar credentials are not found in sufficient numbers.

(i) Intending Quotationers should produce credentials of a similar nature of completed work of the **minimum value of 40%** of the quoted amount during **5 (five) years** prior to the date of issue of the Quotation notice; or,  
ii) Intending Quotationers should produce credentials of 2(two) similar nature of completed work, each of the **minimum value of 30%** of the quoted amount put to Quotation during **5(five) years** prior to the date of issue of the Quotation notice; or,

iii) Intending Quotationers should produce credentials of one single running work of similar nature which has been completed to the **extent of 80%** or more and value of which is not less than the desired valued as stated vide(i) above. In case of running works, only those Quotationers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the Quotation. 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 Quotationer.

1. For e-filing, intending bidder may download the Quotation documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary Earnest Money may be remitted through online/offline mode as integrated with the payment gateway of ICICI Bank as per memorandum no. 3975-F(Y) dated 28.07.2016 of Audit Branch, Finance Department, Govt. of West Bengal. Which has been detailed in clause 9 of page 3 of this NIQ.
2. Both **Technical bid and Financial Bid** are to be submitted concurrently duly signed digitally in the website <http://wbtenders.gov.in>
3. Technical Bid and Financial Bid are to be submitted online.
4. The **Financial Offer** of the prospective Quotationer will be considered only if the Quotationer qualifies in the Technical Bid. The decision of the **Executive Engineer, Salt Lake Construction Division**, UD&MA Department, Government of West Bengal will be final and binding on all concerned and no challenge against such decision will be entertained. The list of qualified Quotationers will be displayed in the website.
5. In case of inadvertent typographical mistake found in the Specific Price Schedule of Rates i.e. Bill of Quantity (BOQ), the same will be treated as to be so corrected as to conform with the prevailing relevant Schedule of Rates and/or Technically Sanctioned Estimate.

Running payment for work may be made to the executing agency as per availability of specific fund. The executing agency may not get a running payment unless the gross amount of Running Bill stands at least **30% (thirty percent)** of the Quoted amount. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No. 2911 so far as they relate to quantum and frequency of payment is to be treated as superseded.

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6. **Bids shall remain valid** for a period not less than **120 (one hundred twenty) days** after the dead line date for Financial Bid submission.

7. Important Information:

**DATE AND TIME SCHEDULE :**

Sl. No	Particulars	Date & Time
1.	Date of uploading of N.I.Q. Documents ( <i>online</i> ) (Publishing Date)	22.12.2025 after 5:30 P.M.
2.	Quotation documents download start date ( <i>online</i> )	22.12.2025 after 5:30 P.M
3.	Bid proposal submission start date ( <i>online</i> )	30.12.2025 after 11:00 A.M.
4.	Bid proposal Submission end date ( <i>online</i> )	14.01.2026 upto 1:00 P.M
5.	Bid opening date for Technical bid ( <i>online</i> ).	16.01.2026 after 1:00 P.M
6.	Date of uploading list for Technically Qualified Bidder( <i>online</i> ).	After Evaluation of Technical Bid
7.	Date for opening of Financial Proposal ( <i>online</i> ).	To be notified later on

8. **Mode & Manner of Payment of EMD:**

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 UniqueID) where he will select the Bank through which he wants to do the 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/PSU/Autonomous Body/Local Body/PRI's. Etc. maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD/Quotation Fees.
- 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 pre-filled 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 Bank account.
- iii. 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

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order to verify the payment made and continue the bidding process.

- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Quotation Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

### C. Balance Earnest Money:

i) The Earnest money submitted by the lowest bidder/Quotationer, whose bid/quotation is accepted by the competent authority, shall be converted into Security deposit and shall be refunded/returned at the end of contractual period after successful execution of work in the field in terms of relevant clause of Form-2911. If Earnest Money @2% of accepted lowest bid is more than Rs. 55,000.00, the balance amount has to be deposited in the form of Bank draft / Demand Draft from any nationalized bank in the favour of the Executive Engineer, Salt Lake Construction Division, UD&MA, Nirman Bhawan Payable at Kolkata. at the time of contract.

### 9. Mode & Manner of Refund of EMD:

- i) After opening of the bids and technical evaluation of the same by the Quotation inviting authority through electronic processing in the e-Procurement portal of the State Government, the Quotation 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.
- 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 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 Quotation 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 L<sub>1</sub> and L<sub>2</sub> 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 Quotation inviting authority. However, the L<sub>2</sub> bidder should not be rejected till the LOI process is successful.
- iv) If the L<sub>1</sub> bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L<sub>2</sub> bidder will be refunded through an automated process, to his bank account from which he 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 L<sub>1</sub> bidder is uploaded to the e-procurement portal by the Quotation inviting authority.

10. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Executive Engineer, Salt Lake Construction Division reserves the right to reject any or all the application(s) for purchasing Bid Documents and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Quotationer at the stage of Bidding.

11. The Bidder, at his 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 Quotation, before submitting the offer with full satisfaction. The cost of visiting the site shall be at his own expense.

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12. The intending Quotationers are required to quote the rate online *only*. **No off line Quotation** will be entertained.
13. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (b) minimum wages Act.1948 and any other notification thereof or any other laws relating thereto and therules made and order issued there under from time to time.
14. During the scrutiny, if it comes to the notice of the Quotation inviting authority that the credential(s) and/or any other paper(s) of any bidder is / are incorrect/ manufactured/ fabricated, that bidder(s) will not be allowed to participate in the Quotation and that application will be rejected outright.
15. The Executive Engineer, Salt Lake Construction Division, UD&MA. reserves the right to cancel the NIQ. or issue corrigendum notices to the NIQ due to unavoidable circumstances and no claim in this respect will be entertained.
16. In case of any objection regarding prequalifying an Agency, that should be lodged to the Executive Engineer, Salt Lake Construction Division within **2(Two) days** from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.
17. Before issuance of the work order, the Quotation inviting authority may verify the credential(s) and/or other document(s) of the lowest Quotationer, if found necessary. After verification,if it is found that the document(s) submitted by the lowest Quotationer is/are either manufactured or false, the work order will not be issued in favour of the said Quotationer.
18. If a n y discrepancy arises between two similar clauses on different notification(s), the clause as stated in later notification will supersede the former one in the following sequence:
  - (a) **Form No. 2911**
  - (b) **NIQ**
  - (c) **Corrigenda & addenda**
  - (d) **Special Terms & Condition**
  
  - (e) **Technical Bid**
  - (f) **Financial Bid**

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19. Intending Quotationers are required to submit online attested/self-attested photocopies of valid enlistment renewal certificate, valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / PAN Card, Trade License from the respective Municipality, Panchayet etc. (in case of S & P Contractors only), in case of road works intending Quotationers will have to submit online self-attested documents to satisfy the Quotation inviting authority that the intending Quotationers are owners of mobile hot mix plant (light duty).hire/lease/loan agreement will not be entertained. In case of building works intending Quotationers will have to submit online self-attested documents to satisfy Quotation inviting authority that the intending Quotationers are owners of hopper type concrete mixing machine capable of producing concrete using one bag (fifty kg.) of cement in a single charge. Hire/lease/loan agreement will not be entertained. [Non statutory documents]

20. Payment certificates in lieu of completion certificate as credentials will not be accepted. [Non statutory documents]

21. **Conditional / incomplete Quotation will not be entertained .**

22. Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay. Intending Quotationers may consider this criterion while quoting their rates.

GST or other govt. taxes if applicable of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01.11.2006 in pursuance with G.O. No. 599A/4M- 28/06 dated 27.09.2006.

(i) Successful Quotationers will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them is 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.

(ii) **Clause-25** of the conditions of contract of the West Bengal Form No. 2911 may be treated to be omitted and there is no provision for arbitration for resolution of disputes that may arise out of the contracts to be entered into by the Department with the contractors for the purpose of carrying out execution of public works as per G.O No. 558/SPW dated 13-12-2011 of P.W.D.

(iii) Please fill and upload the application form attached in this **NIQ of "ANNEXTURE-I"** otherwise, the Quotation will be treated as cancelled.

24. The intending quotationer is required to quote the rate considering provision for Service charge, GST, Hire and labour charges and maintenance cost etc. and involve any other charges/ Taxes which are as per the applicable rules, regulation and laws (existing and amended time to time by the Govt. Central and/ or State).

25. The lowest quotationer will be accepted and work will be started immediately after issuance of work order and complete the same within stipulated period of time if not completed within the stipulated time penal action will be imposed against you.

SECTION - A

1. *General guidance for e-Quotationing*

Instructions/ Guidelines for Quotations for electronic submission of the Quotations online have been annexed for assisting the contractors to participate in e-Quotationing.

1. **Registration of Contractor**

Any contractor willing to take part in the process of e-Quotationing will have to be enrolled & Registered with the Government e-Procurement system, through logging on to <http://wbtenders.gov.in> (the web portal of public works department) the contractor is to click on the link for e-Quotationing site as given on the web portal.

2. **Digital Signature certificate (DSC)**

Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of Quotations, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.

3. The contractor can search & download NIQ & Quotation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

4. **Participation in more than one work**

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.

5. **Submission of Quotations**

General process of submission: - Quotations are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in 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 scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**A. Technical proposal**

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

**A-1. Statutory Cover file Containing**

(i) Quotation form No. 2911 & NIQ (Properly upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case of Quoting any rate in 2911 the Quotation is liable to summarily rejected).**

**A-2. Non statutory / Technical Documents**

- i. Professional Tax (PT) deposit receipt challan for the financial year 2025-26, Pan Card, Income Tax Return/ Saral for the Assessment year 2025-26, GST Registration Certificate and Trade license.
- ii. Registration Certificate under Company Act. (If any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Registration Certificate and Clearance Certificate issued by the Assistant Register of Co-operative Society (ARCS) bye laws and Audit Report are to be submitted by the Registered labour

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Co-Operative Society/ Engineer's Cooperative Society.

- vi. ESI and EPF registration Certificate including Current Challans issued by the appropriate authority.
- vii. Tax Audited Report in 3 CD Form along with Balance Sheet & Profit & Loss A/c for the last 03(Three) Years.
- viii. Requisite Credential Certificate for completion of at least one similar nature of work under the authority of State/ Central Govt. having a magnitude as stated in page 1 during the last 5 (*five*) years prior to the date of issue of this NIQ is to be furnished in applicable cases  
**Note: -Failure of submission of any of the above-mentioned documents will render the Quotation liable to be rejected for both statutory & non statutory cover.**
- ix. Submission of Non statutory documents to the non-statutory folder.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> <li>1. Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN).</li> <li>2. VAT Registration certificate.</li> <li>3. PAN</li> <li>4. P. Tax (Challan) (2025-26)</li> <li>5. Latest IT Receipt</li> <li>6. IT-Saral for Assessment year 2025-2026.</li> <li>7. Trade License (2025-26).</li> <li>8. ESI and EPF registration Certificate including Current Challans</li> </ol>
B.	Company Details	Company Details - I	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License)</li> <li>2. Partnership Firm (Partnership Deed, Trade License)</li> <li>3. Society (Society Registration copy, Trade License)</li> <li>4. Power of attorney</li> <li>5. Registration Certificate from ARCS, bye laws and Audit Report 2025-26 (for Engineers / Labours Co- Operative society only.)</li> <li>6. Tax Audited Report in 3 CD Form along with Balance Sheet &amp; Profit &amp; Loss A/c for the last 03(Three) Years.</li> </ol>
C.	Credential (inapplicable cases)	Credential 1 Credential 2	<b>Upload only the appropriate credential Certificates along with work order and schedule of the concerned work.</b>
D.	Man Power	Technical Personnel	List Of Technical Staffs along with Structures & Organization (As per NIQ)

**General terms and conditions**

The bidder will not be entitled, if found not eligible in the technical bid, to participate in the financial bid.

1. Participation in this bid deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting e-Quotation and it's corrigenda (if any).
2. The undersigned reserves the right to annul the whole process of e-Quotation without assigning any reason whatsoever.
3. The bidders are bound by the terms and conditions of W.B.F No. 2911 along with the specification, notice of e-Quotation along with all enclosures, Special terms & conditions, if any and schedule of works etc. Which forms part and parcel of the contract.
4. The period of contract for execution of the work is for Three Hundred Sixty Five days from the date as may be mentioned in the work order, but the contract may be terminated at any point of time in the event of mal-performance of the agency or unavoidable circumstances on administrative ground.
5. BIDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.
6. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
7. The accepting authority reserves the right to reject any or all the bids/offers/proposals received without assigning any reason whatsoever to the intending participants including lowest bid/offer/proposal received.

**ADDITIONAL TERMS AND CONDITIONS:**

- (i) In case of any loss or damage to the installed fittings/accessories (civil) / Furniture (s), all responsibility will have to be borne by the agency and the agency will have to repair/replace the same at his own cost for smooth services throughout entire contractual period.
- (ii) The intending bidders are requested to positively visit the site of work in order to make himself / herself thoroughly aware / familiar with the prevailing site conditions before quoting rate. No objection or claim in any form will be entertained afterwards in this regard.
- (iii) Work order / AOC will be issued after obtaining the rate duly approved / accepted by the Competent authority i.e., the Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development & Municipal Affairs Department.

**SECTION – B**  
**ADDENDA, CORRIGENDA AND ADDITIONAL**  
**SPECIAL TERMS AND CONDITIONS TO THE**  
**CLAUSES OF CONTRACT**

- (1) Cost of Quotation documents accompanied by standard contract forms as detailed in Rule 221 of PWD Code, Vol. 1 has been amended to the extent; vide order no. 452-A/PWD/0/10C-35/10 dated 26 July 2011.

Sl. No.	Estimated cost of work put to Quotation	Cost of other Quotation documents excluding the cost of printed Quotation form
1	Upto to 1.25 Lac	Rs.250.00
2	Above Rs.1.25 Lac & upto 5.00 Lac	Rs.750.00
3	Above 5 Lac to 25.00 Lac	Rs.1000.00
4	Above 25 Lac to 125 Lac	Rs.2500.00
5	Above 125 Lac to 500 Lac	Rs.5000.00
6	Above Rs. 500 to 2000 Lac	Rs.10000.00
7	Above Rs. 2000 Lac	Rs.15000.00

- (2) The intending bidders will have to adhere to orders of Department of Environment, Government of West Bengal and all rules and regulations of local Municipal Corporation as in force from time to time.

- (3) Clause 17 of condition of contract of the printed Quotation from 2911 shall be substituted by the following No. 5784-PW/L&A/2M-175/2017 dated 12.09.2017 of Joint Secretary, Public Works (Roads) Department, to the Government of West Bengal.

**Memorandum No.547-W (C)/1M-387/15 dated 16.11/2015 of Joint Secretary to the Government of West Bengal,Public Works Department.**

**The Successful Bidders will have to comply with the instruction given Memoranda No.4609-F(Y) dated 18.07.2018 of Additional Chief Secretary to the Government of West Bengal.**

**SECTION- 3**

**Special terms and conditions**

- i) All liabilities towards compensation of damages of Government properties and theft of Government materials due to negligence of the personnel engaged must be borne by the Agency whose Bids will be accepted.
- ii) No extra cost towards any accident of the engaged personnel will be borne by the Department and any compensation towards accident of the engaged personnel will be borne by the Agency.
- iii) No claim for employment in Government Service will be accepted in any causes.
- iv) No replacement will be allowed without any prior permission of the competent authority.
- v) The list of personnel engaged for the duty shall have to be submitted along with photo ID proof to the concerned Executive Engineers, Salt Lake Construction Division, UD&MA through his authorized representative three days before the actual deployment for the work and specific location of duty.
- vi) All the personnel will have to put on Uniform during duty hours, cost of Uniform or its washing charges will be borne by the Agency and no charge of the same will be entertained.
- vii) The personnel are to be engaged after observing Labour Act and should be paid as per prevailing Minimum wages Act of West Bengal.
- viii) In no cases the absence of duty will be entertained. The Agency will be competent enough to change the personnel if objected by the Department Officers within 24 Hours.
- ix) The undersigned or any authorized Officials reserve the right to instruct the Agency for withdrawal of personnel without showing any reasons.
- x) The undersigned reserve the right to modify any terms and conditions, if necessary, in the interest of the Government which must be accepted by the Agency otherwise the work order will be cancelled forthwith without showing any reasons.
- xi) The undersigned also reserves the right to cancel the agreement by giving a notice of 1 (one) month before cancellation to the agency without assigning any reason.
- xii) The Bill in (triplicate) should be submitted with day - to - day basis attendance sheet to the concerned Assistant Engineer for payment. The payment will be released after availability of specific fund.
- xiii) Accommodation with water electricity and lavatory facilities for the personnel should be arranged by the successful Bidder at his own cost.
- xiv) Validity of contract 365 days and may be extended if desired.
- xv) All other terms and conditions will remain same as per existing Govt. rules.
- xvi) The lowest Bidder have to deposit additional Earnest Money in favour of the Executive Engineer, Salt Lake Construction Division, UD&MA if required.
- xvii) If Earnest Money @2% of accepted lowest bid is more than Rs. 55,000.00, the balance amount is to be deposited in the form of Bank draft from any nationalized bank at the time of contract.

Memo No.: - 1445/1(14)

Dated: -22.12.2025

**Copy forwarded for information & necessary action to the:**

1. P.S. to the Principal Secretary, to the Govt. of W.B., Department of Urban Development & Municipal Affairs, Nagarayan, Kolkata-64.
2. Additional Secretary to the Govt. of West Bengal, IT & e-Gov. Cell, Department of Urban Development & Municipal Affairs, 3<sup>rd</sup> Floor, Nagarayan, Kol-64 with a request to publish this NIT in the Departmental website of Urban Development & Municipal Affairs, <https://udma.wb.gov.in>
3. Special Secretary to the Govt. of West Bengal, Department of Urban Development & Municipal Affairs, Nagarayan, Kol-64.
4. Joint Secretary, Budget Cell, Department of Urban Development & Municipal Affairs, Govt. of West Bengal, Nagarayan, Kol-64.
5. Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91.
6. Executive Engineer & T.A to Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91
7. Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, Salt Lake, Kolkata-91
8. Executive Engineer, Design, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91
9. Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhawan, Salt Lake, Kolkata-91.
10. Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kolkata-91.
11. Sub-Divisional Officer, Salt Lake Water Supply Sub-Division, Nirman Bhawan, Kolkata-91.
12. -14. Divisional Accountant / Estimate Section/ Notice Board of this Office.

**Sd/-**

EXECUTIVE ENGINEER

SALT LAKE CONSTRUCTION DIVISION

**FORM - 1(To be Notarized)**  
**APPLICATION FOR TENDER**

To  
The Executive Engineer,  
Salt Lake Construction Division

NieT / NieQ No.: \_\_\_\_\_  
Serial No. of Work applied for: \_\_\_\_\_

Dear Sir,

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 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(To be Notarized)**

**Certificate regarding Summary Statement of  
Yearly Turnover from Contractual Business**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of \_\_\_\_\_ for the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No.	Financial		Remarks
	Year	Turnover rounded up to ` in lakh (two digit after decimal)	
1.			
2.			
3.			
Total			

Average Turnover:

In `Note:

1. Year preceding the current financial year is to be considered as Year-1.
2. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was setup in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the bidder

**FORM – 3(To be Notarized)**

**Power of Attorney for signing of Contract/Tender Agreement \***

(May be submitted if the bidder is a Company, Autonomous Body, Undertaking, Corporation, and NGO, in plain paper or otherwise in any legally acceptable format which shall be treated as the self declaration of the bidder)

Know all men by these presents, I/We,..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms (Name) ..... son/daughter of ..... and presently residing at....., who is presently employed with us/ the Lead Member of our Consortium/Joint Venture and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the

\*\*\*\*\* Project proposed or being developed by the Governor of the State of West Bengal represented by the Tender inviting authority, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the ‘Authority’ in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority;

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPALS HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20..... For..... (Signature Name date designation and address of the bidder/(s) & Contact No. & e-mail ID)

Witnesses: (Full Name with permanent addresses and contact nos.)  
1.  
2.

Signed & accepted

Notarized

No  
tes:

- 1) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law in India and the charter documents of the executants and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- 2) Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders’ resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- 3) For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

▸ **This is only a specimen format and the bidder may submit any other legally valid format by bidder organization except Proprietorship Firms.**

**FORM - 4(To be Notarized)**

**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 self declaration of the bidder)

Ref:- NIEt/NieQ No. ....

e-Tender/Quotation ID No. List of Work Sl. No. ....

To,  
The Special Engineer,  
Salt Lake Reclamation and Development Circle,  
Urban Development and Municipal Affairs  
Department,Nirman Bhawan , Salt Lake , 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-NITNo.

..... , Sl No. .... are not black listed , suspended or debarred from participation in State Government Procurements and Tenders in any departments of State Government and Government of India on the date of publication of this Notice Inviting Tender (NIT).

If at a later stage this submission (undertaking) is found incorrect , the bidder company along with allits consultant members / owners / PARTNERS WOULD BE LIABLE TO PENAL ACTIONS AS DECIDED BY THE Government under the law.

Dated this ..... day of .....20.....  
Full name of Bidder/Contractor ..... Authorised Signatory.....  
In the capacity of .....

Duly authorized to sign bid for and on behalf of (Name ofFirm) (In block Capital letters or typed)

Office address with Seal:  
..... Telephone nos.(office)  
Mobile No. .... Fax No. ....  
E-MAIL ID : .....

(DIGITAL SIGNATURE OF BIDDER)

**SECTION – B (To be Notarized)**

**FORM – II**

**A**

**Financial Statement**

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. Bidders, who meet the minimum qualification criteria, will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the works. The available bid capacity will be calculated as under:

$$\begin{aligned} \text{Assessed Available Bid Capacity} &= [A \times N \times 2 - B] \\ &= \\ \text{Rs.} &..... \\ &= \\ \text{Rs.} &..... \end{aligned}$$

Where,

A = Maximum value of engineering works in respect of projects executed in any one year during the last 5 (five) years (updated to the price level of the year indicated in table below under note) taking into account the completed as-well-as works in progress. The projects include turnkey project / item rate contract / construction works.

N = Number of years (i.e. ....year) prescribed for completion of the works for which Bids are invited.

B = Financial Liability of the bidder to incurred for existing commitments and on-going works during the period of the subject contract.

.....

.....

.....

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

.....

Signature of authorised signatory of the  
 Statutory Auditor’s firm.

.....

Name of the Statutory Auditor’s firm

.....

Seal of the audit firm:  
 (Signature, name and designation and  
**Membership No.** of authorised signatory)

**System generated UDIN no should be mentioned**

**To calculate the value of "A"**

(i) A table containing value of engineering works in respect of projects (turnkey project / item rate contract / construction works) undertaken by the Bidder during last 5 (five) years is as follows:

Sl. No.	F.Y. Year	Value of engineering works undertaken w.r.t. projects (Rs. in Crores)	Updation factor	Value updated to the price level of the Year
(1)	(2)	(3)	(4)	(5)= Col. (3) x Col. (4)
1	Year-1 (2024-2025)		1.00	
2	Year-2 (2023-2024)		1.05	
3	Year-3 (2022-2023)		1.10	
4	Year-4 (2021-2022)		1.15	
5	Year-5(2020-2021)		1.20	

(ii) Maximum value of projects that have been undertaken during the F.Y. \_\_\_\_\_ out of the last 5 (five) years and value thereof is Rs. \_\_\_\_\_ Crores (Rupees \_\_\_\_\_) only. Further, value updated to the price level of the year indicated in Table is as follows:

Rs. \_\_\_\_\_ Crores X (updation factor as per Table)  
 = Rs. \_\_\_\_\_ Crores (Rupees \_\_\_\_\_) only

(iii) Net worth for the last Year of \_\_\_\_\_  
 \_\_\_\_\_ (name of the company) is  
 (Rs. in figure) \_\_\_\_\_ (Rupees \_\_\_\_\_) only.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Signature, name and designation of  
 Authorised Signatory  
 For and on/belief of  
 \_\_\_\_\_ (Name of the Applicant)

\_\_\_\_\_  
 Signature of authorised signatory of the  
 Statutory Auditor's firm.  
 \_\_\_\_\_  
 Name of the Statutory Auditor's firm  
 \_\_\_\_\_  
 Seal of the audit firm:  
 (Signature, name and designation and  
**Membership No.** of authorised signatory)  
**System generated UDIN no should be mentioned**

**To calculate the value of "B"**

**(To be Notarized)**

3. A table containing value of all the existing commitments and no-going works to be completed during the next \_\_\_\_\_ years (prescribed time for completion of the works for which Bids are invited) is as follows:

Sl. No.	Name of Work/ Project	Name of Employer	Percentage of Participation of Bidder in the project	Stipulated period of completion as per Agreement / LOA with the start date	Value of Contract as per Agreement / LOA (Rs.)	Value of work completed (Rs.)	Balance value of work to be completed (Rs.)	Anticipated date of completion	Financial liability to incurred for the said Work/ Project during the period of the subject contract (Rs.)
1	2	3	4	5	6	7	8	9	10

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

**(To be Notarized)**  
**SECTION – B**  
**FORM – IIB**

This is to certify that we have verified the consolidated financial statement of .....

.....  
 ..... (Name of the Firm in which application is made) having its Registered Office at of .....

.....  
 (address of the Firm).

Based on our examination of Books and Records and other documentary evidences we certify that the financial data of the company given in the balance sheets are detailed hereunder for the Financial year(s) as mentioned below are true and correct.

Sl. No.	Description	Financial Data for the last 5 audited Financial Years				
1.	Net Worth (Calculated on the basis of capital, profit and free reserve available to the firm should be positive)					
2.	Working Capital					
3.	Annual Turnover (Civil Construction Work)					

Available Liquid Assets:

- 1. Working Capital = Rs. ....
- 2. Uncommitted Bank Guarantees = Rs. ....
- 3. Credit facilities = Rs. ....
- Total Liquid Assets = Rs. ....

.....  
 .....  
 .....  
 .....

Signature, name and designation of  
 Authorised Signatory  
 For and on/belief of  
 ..... (Name of the Applicant)  
 ..... Seal of the audit firm:

.....  
 Signature of authorised signatory of the  
 Statutory Auditor's firm.  
 .....  
 Name of the Statutory Auditor's firm

(Signature, name and designation and  
**Membership No.** of authorised signatory)  
**System generated UDIN no should be mentioned**

N.B.: This form (i.e. Form-II B) must be made in the letter head of the Auditor's Firm / Chartered Accountant Firm, clearly mentioning the address and contact number of the firm & Date of Birth of the Chartered Accountant issuing the Certificate

Government of West Bengal  
Finance Department  
Audit Branch

No. 4608-F(Y)

Dated, 18<sup>th</sup> July, 2018

MEMORANDUM

**Sub: Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase.**

In tenders for Government works, bids are sometimes received at a much lower rate than the Estimated Amount put to tender. In such cases, to ensure the quality and proper execution of the work in public interest, the Governor is pleased to decide that Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender.

2. 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 submit the 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.
3. 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.
4. Henceforth, necessary provision shall be incorporated in all Notice Inviting Tenders and shall be part of the Contract Agreement.
5. This order will take immediate effect and necessary amendment in the West Bengal Financial Rules shall be made in due course.

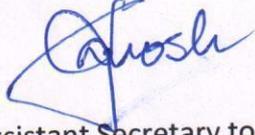
  
(H.K. Dwivedi)  
Additional Chief Secretary  
to the Govt. of West Bengal

No. 4608/1(500) -F(Y)

Date: 18<sup>th</sup> July, 2018

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_ Department
5. Financial Advisor, \_\_\_\_\_ Department.
6. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
7. Director, \_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_
10. Sub-Divisional Officer, \_\_\_\_\_
11. Block Development Officer, \_\_\_\_\_
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, \_\_\_\_\_
16. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
Assistant Secretary to the  
Government of West Bengal

Annexure- I

**FORMAT OF THE BANK GUARANTEE  
FOR RELEASE OF SECURITY DEPOSIT**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Designation of Engineer- In-Charge]  
[Office address of Engineer-In-Charge]

WHEREAS \_\_\_\_\_ [name and address of Contractor]  
(hereafter called "the Contractor") has undertaken, in pursuance of Contract No. \_\_\_\_\_  
dated \_\_\_\_\_ to execute \_\_\_\_\_ [name of Contract and brief  
description of Works] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall  
furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for  
release of 'SECURITY DEPOSIT' for compliance with his obligation in accordance with the  
Contract;

AND WHEREAS we..... (Indicate the name of the bank &branch)  
have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we..... (Indicate the name of the bank &branch)  
hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a  
total of Rs. \_\_\_\_\_ [amount of guarantee] \_\_\_\_\_ (in words).  
We undertake to pay you, upon your first written demand and without cavil or argument, a sum within  
the limits of \_\_\_\_\_ [amount of guarantee] as aforesaid without your needing to  
prove or to show grounds or reasons for your demand for the sum specified therein.

We..... (Indicate the name of the bank &branch) hereby waive the  
necessity of your demanding the said debt from the contractor before presenting us with the demand.

We..... (Indicate the name of the bank &branch) further agree to pay  
to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in  
any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this  
present absolute and unequivocal.

The payment/so made by us under this bond shall be a valid discharge of our liability for  
payment thereunder and the contractor(s) shall have no claim against us for making such payment.

We..... (Indicate the name of the bank &branch) further agree that no  
change or addition to or other modification of the terms of the Contract or of the Works to be  
performed there under or of any of the Contract documents which may be made between you and the

Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We ..... (Indicate the name of the bank & branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto -----. It come into force with immediate effect and shall remain in force and valid for a period of the Defects Liability Period/Security Period plus claim period of Six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and unless a claim in writing is lodged with us within the validity period, i.e. upto \_\_\_\_\_ of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this ..... day of..... 20..... at .....

**SIGNED, SEALED AND DELIVERED**

For and on behalf of the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

**NOTES:**

- (i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Government of West Bengal  
Finance Department  
Audit Branch

No. 4609-F(Y)

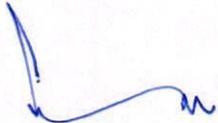
Dated, 18<sup>th</sup> July, 2018

MEMORANDUM

**Sub: Splitting of works and/ or Increase in scope of work of projects during execution phase**

Splitting of works, in general, is not allowed as per Rule 102 of WBFR. However, **under exceptional circumstances**, works are sometimes required to be splitted after taking express approval of the Administrative Department where the primary consideration of splitting is expediting the execution thereof.

2. It is hereby reiterated that such splitting of works shall not be resorted to unless where it is unavoidable. The purpose of splitting, shall under no circumstances, be done for evading the provisions of e-tender and/or for evading the financial powers of the sanctioning authority.
3. Further, after finalisation of the tender process, the scope of work should not be increased during period of execution. No additional/supplementary/substitute items should be considered beyond the already approved scope of work and estimate. Where the accepted bid rate is less than the estimated amount put to tender, the scope of work should not be increased to allow expenditure up to the administrative approved amount. However, routine and minor deviations, as permissible in PWD Code and WBFR, may be considered with the approval of competent authority if the same are absolutely essential for execution of work as per the already approved plan and design.
4. This order will take immediate effect and necessary amendment in the West Bengal Financial Rules shall be made in due course.

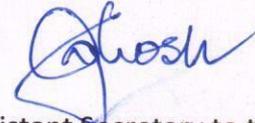
  
(H.K. Dwivedi, IAS)  
Additional Chief Secretary  
to the Govt. of West Bengal

No. 4609/1(500) -F(Y)

Date: 18<sup>th</sup> July, 2018

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department
5. Financial Advisor, \_\_\_\_\_ Department.
6. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_
7. Director, \_\_\_\_\_  
\_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_
10. Sub-Divisional Officer, \_\_\_\_\_
11. Block Development Officer, \_\_\_\_\_
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
16. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Assistant Secretary to the  
Government of West Bengal

GOVERNMENT OF WEST BENGAL  
Finance Department  
Audit Branch, Group T  
(File No:- 329975)

No: 796 - F(Y)

Date: 25.02.2022

Memorandum

**Sub:- Extending the benefit of reduced Performance Security/Security Deposit of 3% as per FD Memo No. 201-F(Y) dated 18.01.2021 upto 31.03.2023**

Government of India, Ministry of Finance, vide OM No. F.9/4/2020-PPD dated 12.11.2020, reduced the rate of Performance Security for all existing contracts as well for all tenders/contracts issued/concluded till 31.12.2021 from 5-10% to 3% of the value of the contract.

State Government accordingly issued order vide Finance Department Memo No. 201-F(Y) dated 18.01.2021 to extend the benefit of reduced Performance Security/ Security Deposit @ 3% of the value of the contract to all existing contracts as well for all tenders/contracts issued/concluded till 31.12.2021. Contracts under disputes where in arbitration or court proceedings had been started or were being contemplated, were kept out of the ambit of this benefit of reduced Performance Security.

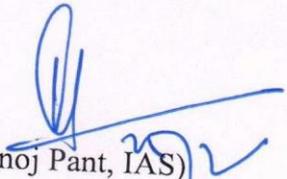
Government of India, Ministry of Finance, vide OM No. F.9/4/2020-PPD dated 30.12.2021, has decided to extend the validity of its earlier OM dated 12.11.2020 regarding reduction of Performance Security, till 31.03.2023.

In view of the above, it is decided that, the validity of Finance Department Memo No. 201-F(Y) dated 18.01.2021 for allowing the benefit of reduction of Performance Security / Security Deposit to 3% shall be extended to 31.03.2023. Thus, Performance Security / Security Deposit for all tenders/contracts, issued/concluded till 31.03.2023, will be 3% of the value of the contract.

All other provisions of Finance Department Memo No. 201 - F(Y) dated 18.01.2021 will remain unaltered.

However, for cases, where more than 3% Performance Security / Security Deposit have already been received during the interim period from 01.01.2022 to the date of issuance of this order, excess amount so received may be refunded to the bidder/s.

This order will take immediate effect.

  
(Manoj Pant, IAS)  
Principal Secretary to the  
Government of West Bengal

No. 796/1(500)-F(Y)

Dated 25.02.2022

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
8. Director, \_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Bidhannagar, Kolkata – 700064.
13. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police \_\_\_\_\_
14. Sub-Divisional Officer, \_\_\_\_\_
15. Treasury Officer, \_\_\_\_\_
16. Block Development Officer, \_\_\_\_\_
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Deputy Secretary to the  
Government of West Bengal

Government of West Bengal  
Public Works Department (Roads Wing)  
Planning Branch  
Nabanna, Howrah

No.1M-32/23/ 285 -R/PL

Dated: 02.08.2024

**NOTIFICATION**

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

This clause shall be incorporated in the Notice inviting tender.

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

This notification will take immediate effect.

  
(Antara Acharya)  
Secretary to the  
Government of West Bengal  
Public Works Department

No. 1M-32/23/285 /1(3) -R/PL

Dated: 02.08.2024

Copy forwarded for information to :-

1. The Sr. P.S. to the Hon'ble Minister-in-Charge to the Government of West Bengal, Public Works Department.
2. The Sr. P.S. to the Chief Secretary to the Government of West Bengal.
3. The Sr. P.S. to the Additional Chief Secretary to the Government of West Bengal, Finance Department.

  
Joint Secretary (Roads)  
Public Works Department  
Dated: 02.08.2024

No. 1M-32/23/ 285/2(13) -R/PL

Copy forwarded for information to :-

1. The Accountant General (A & E), West Bengal.
2. The Accountant General (Audit), West Bengal.
3. The Accountant General (RW / LBA), West Bengal.
4. The Managing Director, West Bengal Highway Development Corporation, HRBC
5. The Secretary to the Government of West Bengal, Public Works Department.
6. The Engineer-in-Chief & Ex-Officio Secretary, Public Works Department.
7. The Finance Department, Group - "F" / "T" / "N".
8. The Special Secretary & Financial Adviser, Public Works Department.
9. The Special Secretary, Public Works Department.
10. The Joint Secretary, Project & Co-ordination / Works, Public Works Department.
11. The Technical Secretary, Public Works Department

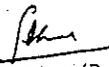
  
Joint Secretary (Roads)  
Public Works Department

No. 1M-32/23/ 285/3(100) -R/PL

Dated: 02.08.2024

Copy forwarded for information and necessary action to:

1. The Chief Engineer.------(All), P.W. Directorate/ P.W. (Roads) Directorate.
2. The Superintending Engineer, -----(All), P.W. Directorate/ P.W. (Roads) Directorate.
3. The Executive Engineer, -----(All), P.W. Directorate/ P.W. (Roads) Directorate.

  
Joint Secretary (Roads)  
Public Works Department